

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 28 September 2023** commencing at **1:00 pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Minutes circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 24 August 2023** (Pages 6-14)

COMMITTEE MINUTES TO BE RECEIVED:

- **CE's Review Committee Meeting Minutes – 08 December 2022** (Pages 15-17)
- **CE's Review Extraordinary Committee Meeting Minutes – 25 May 2023** (Pages 18-20)
- **Hokitika Wastewater Treatment Plant – Project Oversight Sub-Committee Meeting Minutes – 12 July 2023** (Pages 21-24)

6. **ACTION LIST**

Simon Bastion, Chief Executive

(Pages 25-26)

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

- **Civil Defence Update** (to be circulated separately)
Claire Brown, Group Manager, West Coast Emergency Management, Regional Council and
Tony Hart, Westland Emergency Management Officer, West Coast Regional Council
- **Hokitika Racecourse Development Update** (Pages 27-34)
Paul Zaanen, Senior Project & Business Development Manager, Joseph & Associates

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

- **Financial Performance – August 2023** (Pages 35-49)
Cody Nabben, Financial Accountant
- **Projects and Carry Forwards to 2023-2024** (Pages 50-56)
Lynley Truman, Finance Manager
- **Hokitika Gorge Lower Swing Bridge** (Pages 57-73)
Scott Baxendale, Group Manager, District Assets
- **Annual Dog Control Policies and Practices Report** (Pages 74-80)
Te Aroha Cook, Group Manager, Regulatory, Planning & Community Services
- **Motorhome Friendly District Status** (Pages 81-83)
Helen Lash, Her Worship the Mayor

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.	Public Excluded Minutes – 24 August 2023	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Public Excluded Committee Minutes to be Received: <ul style="list-style-type: none"> • CE's Review Committee Minutes - 08 December 2022 • CE's Extraordinary Review Committee Minutes – 25 May 2023 	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3	District Licensing Commissioner	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Hokitika Government Building – 14 Sewell Street, Hokitika	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1,3	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7)(2)(a))
1, 2, 3, 4	Protect information where the making available of the information: <ul style="list-style-type: none"> (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
1, 2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
3	<p>Other reasons for withholding official information</p> <p>1. Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.</p>
3	Subject to sections 6, 8, and 17 , this section applies if, and only if, the withholding of the information is necessary to— (Schedule 7(2))
3	maintain the effective conduct of public affairs through— <ul style="list-style-type: none"> (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; (Schedule 7(2)(f))
4	Maintain legal professional privilege; or (Schedule 7(2)(g))
4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 26 OCTOBER 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 24 AUGUST 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 Kw Tumahai.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil

ABSENT

Cr Phelps

Also in attendance for part of the meeting
Sally Cox, Senior Project Manager, Joseph & Associates Ltd (via zoom)
Paul Zaanan, Senior Project, and Development Manager, Joseph & Associates Ltd
Jason Mill, Architecture, Graphics and Project Management, Joseph & Associates Ltd
Bruce Lachore, Chief Executive Officer, New Zealand Motor Caravan Association
Chris Purchas, Sector Director, Tonkin & Taylor (via zoom)

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services, Risk & Assurance (via zoom); S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator; C. Nabben, Financial Accountant (part of the meeting); E. Bencich, Operations Manager (part of the meeting), J. Visser, Facilities Manager (part of the meeting)

**3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST**

The Interest Register had been circulated via Microsoft Teams.

Cr Cassin (Deputy) advised that he had made an update to the Interest Register noting that he has been appointed to the Te Tai O Poutini / West Coast Conservation Board. (Non-Pecuniary / Potential) effective as at (put date in here)

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

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

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

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

- **Ordinary Council Meeting Minutes – 20 July 2023**

Cr Cassin noted that the comment regarding his conflict of interest at the last meeting should read that he spoke to the "Office of the Auditor General", not the Auditor General, and requested this be amended in the minutes of 20 July 2023.

Moved Cr Cassin seconded Cr Gillett and **Resolved** that the amended minutes of the Ordinary Council Meeting held on the 20 July 2023 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed amended Council Meeting Minutes of 20 July 2023.

Committee Minutes to be received

- Risk & Assurance Committee Minutes – 11 May 2023
- Cycling & Walking Sub-Committee Minutes – 18 May 2023

Moved Cr Burden, seconded Cr Neale and **Resolved** that the minutes of the Risk & Assurance Committee dated 11 May 2023 and Cycling & Walking Sub-Committee dated 18 May 2023 be received.

6. ACTION LIST

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

1. Pakiwaitara Building & Council Office/HQ

A Workshop was held with Councillors on the 10 August 2023 and from that workshop there were a number of points Council wanted actioned and/or investigated. These actions are underway and an update to be brought back to Council at a future date.

2. Hokitika Government Building

A workshop was held with Councillors on the 10 August 2023 and one of the outcomes from that workshop was that Council were not keen to proceed with the option of tenancy with Heritage New Zealand. The Chief Executive advised that Heritage New Zealand have been notified of Councils intended direction

3. Hokitika Racecourse Development

Item for discussion on the agenda today.

4. **Stafford Cemetery**

The Memorandum of Understanding has been signed by Heritage Hokitika and is now operational. This item can be removed from the action list.

5. **CBD Maintenance**

A date is yet to be set for a workshop with Council. The carparking strategy will also be reviewed at this workshop as well.

6. **Waka Kotahi NZ – List of areas with Speed Issues**

A list of locations has been identified and a workshop has been set for the 14 September 2023 to review the compilation of proposed speed limit changes. Action will be taken from this one the list has been reviewed.

7. **Te Tai Poutini Kai Puku**

A meeting has been booked with Jade Winter for 1 September 2023 to go through potential Council properties/land that may benefit their requirements.

Cr Davidson queried whether the decision was ever brought to a formal Council meeting to proceed or not to proceed with utilising Hokitika Government House.

The Chief Executive advised that the item was never formally tabled, however, it was an option for Council to consider and see if it had any merit, and if Council requested for it to be formally withdrawn as an opportunity, that could be done.

Kw Madgwick expressed his concern about the outcomes from the Council Workshop held on the 10 August 2023 regarding the Hokitika Government Building and felt decisions had been made and media release prepared without proper conversation in an open Council meeting and expressed his concern about the process that was taken.

Her Worship advised that no formal decision was made in the Workshop and advised that the cost to get Hokitika Government Building up to standard, plus the on-going annual costs to the owners of the building were significant – all of which was part of the discussion process of the workshop.

After further discussion with the Councillors, the Chief Executive also advised that he would table a report regarding the Hokitika Government Building - including financial pros and cons at the 28 September 2023 Council meeting with recommendations and would also contact Heritage Hokitika to advise of the formal report being brought back to Council.

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

7. **NGĀ TĀPAETANGA PRESENTATIONS**

• **Introduction to the New Zealand Motor Caravan Association (NZMCA)**

Bruce Lochore, Chief Executive Officer, New Zealand Motor Caravan Association spoke to this item and advised that the presentation was about who the NZMCA is, and provided the following information:

- **Who Are We?**

Cr Manera left the Chambers at 1:26pm and returned to the Chambers at 1:27pm

- **Single largest organised domestic tourist group in New Zealand**
- **Relationship of the NZMCA with Councils and the Community**

- Events Calendar
- Dump station program
- Bylaw Advice
- Freedom Camping Initiative

Cr Gillett left the chambers at 1.28pm returned to the Chambers at 1:32pm

- **67th NZMCA National Rally – Reefton**
Marketing the West Coast for the entire summer
Committed \$60k value of promotions to the NZMCA Members
- **NZMCA App**
Connecting local businesses on the West Coast with the NZMCA Members by utilising the App.
- **Protecting traditional, affordable camping for Kiwi families**
Partnership with Councils for campgrounds.
- **Camp Saver Brand**
Turn liability into asset
Bring a customer base
Share the profits with the Community
Open to the public

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the presentation from Bruce Lochore, CEO of NZ Motor Caravan Association be received.

- **Tonkin & Taylor – Westland Waste & Recycling Services**
Chris Purchas, Sector Director, Tonkin & Taylor joined the meeting via zoom, spoke to the presentation and provided the following information:
 - **Why are we talking about this?**
The current contract for kerbside collections (both waste & recycling) and transfer stations will expire soon. Council staff have been considering how to procure and contract services more effectively – with potential for the three Councils on the West Coast to collaborate.

Cr Burden left the chambers at 1:53pm and returned at 1:55

- **What is changing?**
Costs are increasing (waste levy and emissions trading scheme)
The Government are aiming to standardise kerbside recycling – meaning Council will need to start collecting glass and collecting food waste.
- **Opportunities for collaboration**
By collaborating it makes best use of Council staff, time, and resources, improves efficiency and with coordinated management and reporting - it can be done extremely well for all of the West Coast.
- **What are the options?**
 - **Westland-Only Procurement & Contract Management:**
The Council could handle the procurement & contract management solely within the Westland region – which is a continuation of the status quo.
 - **Joint Procurement with Individual Contracts:**
The council could collaborate with other entities for joint procurement efforts but maintain separate contracts and contract management for each entity.
 - **Joint Procurement with Individual Contracts and Joint Contract Management:**
Collaborative procurement could lead to individual contracts for each entity with contract management could be shared/coordinated for improved efficiency.

- **Joint Procurement with a Single Contract and Contract Management:**
The Council could opt for joint procurement leading to a single, consolidated contract, along with shared contract management.

- **Options vs objectives**

Green – is good against criteria - Orange – average - Red – not a good option

No perfect solution – however right 2 columns appear to be the best options.

	Westland only	Joint procurement Individual contract (one supplier) Westland management	Joint procurement Individual contract (one supplier) Joint Management	Joint procurement Single contract Joint Management
Cost Management	This approach is expected to be the most expensive, reflecting limited economies of scale.	While the contractor should be able to leverage a coast wide presence, separate management of each contract may make it difficult or limit the ability to achieve cost savings to be passed on to the Council/community.	The contractor should be able to leverage a coast wide presence across the three contracts. Joint management of the contracts will make it easier to achieve cost savings, particularly if reporting and contract management activities are combined where practical.	The contractor will be able to leverage a coast wide presence within a single contract (avoiding multiple reporting lines and associated costs). The economies of scale are expected to be in the range 5-10% (MFE, 2007)
Resilient Service Delivery	Limited ability to reallocate resources in the event of disruptions.	Contract specifications can be designed to provide for use of regional resources to address disruptions. Any adjustments will require coordination between individual Council contract managers.	Contract specifications can be designed to provide for use of regional resources to address disruptions. Coordinated contract management will make this easier to achieve at a practical level.	A single contract specifications should provide for reallocation of resources to address localised disruptions.
Efficiency	Westland specific Council and contractor time/effort for contract management and reporting.	Savings are expected through a joint procurement process. Westland specific Council and contractor time/effort for contract management and reporting	Savings are expected through a joint procurement process. Joint contract management and reporting will reduce contractor and Council costs.	Savings are expected through a joint procurement process. Managing a single contract including reporting will reduce contractor and Council costs.
Effectiveness	A Westland specific contract can be specified to deliver on community outcomes.	A Westland specific contract can be specified to deliver on community outcomes. By retaining the contract management Council will retain the ability to focus on Westland specific activity and outcomes.	A Westland specific contract can be specified to deliver on community outcomes. A joint management approach may reduce Council's ability to maintain a focus on Westland specific activity and outcomes.	A joint specific contract will need to balance outcomes across the region. A joint management approach may reduce Council's ability to maintain a focus on Westland specific activity and outcomes.

- **Comments**

- ✓ If cost is the key focus, then joint procurement, a single (regional) contract and joint contract management is likely to be procured.
- ✓ Coordinated delivery across the region with a single supplier is likely to provide more resilience than a Westland only arrangement.
- ✓ Both procurement and contract will be more efficient if undertaken at a regional level.
- ✓ Effectiveness is a balance between achieving shared outcomes and the ability to focus on Westland specific matters.
- ✓ Joint approach is recommended particularly for procurement of services
- ✓ The analysis suggests that there are significant benefits from joint management of services in the region

Cr Manera left the chambers at 2:10 and returned to the Chambers at 2:15pm.

Moved Cr Gillett, seconded Cr Davidson and **Resolved** that the presentation from Chris Purchas, Sector Director, Tonkin & Taylor be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – July 2023**

Cody Nabben, Financial Accountant spoke to the report and advised that the purpose of the report was to provide an indication of the Councils financial performance for the month to 31 July 2023 and highlighted the following':

- Sustainability report on page 32 of the agenda: the interest revenue exceeds expenses for this month due to the interest rates swaps and is basically a timing issue, as well as high official cash rate that is giving favourable interest rates.
- Budget figures throughout the report for revenues/operation expenditure and capital expenditure are subject to change as the budget it yet to be finalised.

- Sundry Debtors on page 39 of the agenda – \$1.275M of the \$2M relates to a swimming pool grant that is yet to be received, and \$195k is due to a community development grant received in August.
- Debt position forecasted in August is due to a loan draw down and the funds being used for term deposit which will mature in April.
- Capital Report– noting that there is less information than usual on this report due to unforeseen circumstances and due to delays in finalising the annual report.

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

1. The Financial Performance Report to the 31 July 2023 be received.

- **Hokitika Gorge Lower Suspension Bridge Closure**

Scott Baxendale, Group Manager, District Assets spoke to the report and advised that the purpose of the report was to update the Council on the closure (in October) of the Westland District Council owned Hokitika Gorge Lower Suspension Bridge.

Deputy Mayor Cassin made a statement regarding this item and acknowledged that it wasn't great that Council was having to make this decision, nor the pathway that brought Council to this place, and also acknowledged that the timing of the bridge closure in relation to the up-coming tourism season wasn't ideal and felt that clarity needed to be provided on what has been in the media and social media.

He wanted it made known that options that are being explored to bring the asset back online or a replacement built – that Council is not simply closing the bridge and walking away, and Council will continue to work closely with the Department of Conservation until a longer-term sustainable solution is decided upon.

Deputy Cassin wanted to make it very clear that the only part that will be closed from 1st October 2023 is the bridge and the areas surrounding its access, that it is purely due to the heightened risk of structural failure that simply cannot be ignored.

Her Worship the Mayor acknowledged the impact of the closure of the bridge on the tourism operators, however reminded everyone that the beauty of the area is still here and is still able to be visited and viewed – and advised that it is all about how the area is promoted and felt confident that a resolution regarding the swing bridge will happen fairly quickly.

Kw Madgwick queried how the media release regarding the bridge happened before the discussion with Council.

The Chief Executive acknowledged Kw Madgwick's sentiments and advised that he took responsibility for the decision made and would ensure a better process happens in the future. He also advised that there is balance between Council and the CE to take operational responsibility for assets on an ongoing basis, and calls are made frequently regarding safety on an operational basis.

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

1. The report be received
2. The following engagement has already been undertaken:
Westland District Council and the Department of Conservation will create a media release and advertising for the October closure of the Hokitika Gorge Lower Suspension Bridge

- **Voting Systems**

Lesley Crichton, Group Manager Corporate Services, Risk & Assurance spoke to the report and advised that the purpose of the report was for Council to consider the choice of Electoral Voting System for the 2025 and 2028 Local Government Triennial Elections.

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

1. The report be received
2. Council resolve to continue to use the First Past the Post Electoral System for the 2025 and 2028 triennial elections.

*Deputy Mayor Cassin, Cr Baird, Cr Davidson, and Cr Manera voted for the motion.
Cr Gillett and Cr Neale asked that their votes be recorded against the motion.
Cr Burden abstained from voting.*

- **Adoption of Terms of References – Hokitika Racecourse Development Working Group**

Paul Zaanan & Jason Mills from Joseph & Associates spoke to this item and advised that the purpose of the report is for the Council to adopt the Terms of Reference and appointment of members for the Hokitika Racecourse Development Working Group.

Paul Zaanan advised that the Working Group is there as a guiding hand and any recommendations in the process comes back to Council for approval.

The Chief Executive advised that the Mayor and himself worked together to establish who from the community could be on the Working Group and took into consideration the skills and wider connections that would be beneficial for this Working Group project.

Jason Mills advised that the Working Group is to ensure that the information from the community engagement is well represented and any changes that need to made will be done.

Paul Zaanan introduced Sally Cox – Project Manager from Joseph & Associates who was online for this portion of the meeting and advised that Sally is working collaboratively with Paul and Jason on this project.

Cr Cassin abstained from voting due to his previous noted conflict of interest at the July 2023 Council Meeting.

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

- 1 The report be received.
- 2 Council adopts the Terms of Reference for the Hokitika Racecourse Development Working Group and confirms the appointment of the following members:
 - Mayor Helen Lash
 - Councillor Gillett
 - Councillor Burden
 - John Strange
 - Rebecca Pearson
- 3 That the Delegations Manual be updated.
- 4 That the Local Governance Statement be updated.

- **Meeting Duration**

Moved Cr Cassin, seconded Cr Burden and **Resolved** that the meeting go beyond 2 hours in accordance with Section 4.2 of Standing Orders.

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

(to consider and adopt confidential items)

Moved Cr Neale, seconded Cr Davidson and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2:58 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 20 July 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.	Risk Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

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

Moved Cr Gillett, seconded Cr Neale and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 3:17pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 SEPTEMBER 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3:16 PM

Confirmed by:

**Mayor Helen Lash
Chair**

Date:

DRAFT



CHIEF EXECUTIVE'S REVIEW COMMITTEE EXTRAORDINARY MINUTES

MINUTES OF AN EXTRAORDINARY MEETING OF THE CHIEF EXECUTIVE'S REVIEW COMMITTEE OF
WESTLAND DISTRICT COUNCIL, HELD IN THE CHIEF EXECUTIVES' OFFICE, 36 WELD STREET,
HOKITIKA ON THURSDAY 8 DECEMBER 2022 COMMENCING AT 9:30 AM

MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy Mayor	Cr Gillett
	Cr Neale
	Cr Cassin

1. NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

S.R. Bastion, Chief Executive (in attendance for part of the meeting); D.M. Maitland; Executive Assistant and Minute Secretary (in attendance for part of the meeting).

ALSO IN ATTENDANCE

Pamela Peters, Director, Pamela Peters Ltd (via Zoom).

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

3. CONFIRMATION OF MINUTES

- **Extraordinary CE's Review Committee Meeting Minutes – 15 August 2022**

Moved Cr Cassin, seconded Cr Neale and **Resolved** that Minutes of the Extraordinary CE's Review Committee Meeting held on the 15 August 2022 be confirmed as a true and correct record of the meeting.

4. TERMS OF REFERENCE – CHIEF EXECUTIVE'S REVIEW COMMITTEE

Her Worship the Mayor spoke to this item and advised that the Terms of Reference for the Chief Executive's Review Committee were required to be adopted by the Committee.

Moved Cr Cassin, seconded Cr Neale and **Resolved** that the Terms of Reference for the Chief Executive's Review Committee be adopted.

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

Moved Cr Neale, seconded Deputy Mayor Gillett and **Resolved** that the Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 9.38 am.

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 to be confirmed – 15 August 2022	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 or withholding exists. Section 48(1)(a)(i)
2.	Confidential Proposal for CE Performance and Support Programme	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 or withholding exists. Section 48(1)(a)(i)
3.	Confidential Quarterly Updates on KPI's	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 or withholding exists. Section 48(1)(a)(i)

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

Item No.	Interest
1,2,3	Protect the privacy of natural persons, including that of deceased natural persons. (Schedule 7(2)(a))

2	Protect information where the making available of the information: (i) would disclose a trade secret; or (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	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 Deputy Mayor Gillett, seconded Cr Neale 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 10.01 am.

The meeting closed at 10.01 AM

DATE OF NEXT CE'S REVIEW COMMITTEE MEETING – TBC

Confirmed by:

Mayor Helen Lash
Chair

Date: 25 May 2023

CHIEF EXECUTIVE’S REVIEW COMMITTEE EXTRAORDINARY MINUTES

MINUTES OF AN EXTRAORDINARY MEETING OF THE CHIEF EXECUTIVE’S REVIEW COMMITTEE OF WESTLAND DISTRICT COUNCIL, HELD IN THE CHIEF EXECUTIVE’S OFFICE, 36 WELD STREET, HOKITIKA ON THURSDAY 25 MAY 2023 COMMENCING AT 10.30 AM

MEMBERS PRESENT AND APOLOGIES

Her Worship the Mayor	Mayor Helen Lash (via Zoom)
Deputy Mayor & Chairman for the meeting	Cr Cassin
	Cr Gillett
	Cr Neale

1. NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

S.R. Bastion, Chief Executive (in attendance for part of the meeting); D.M. Maitland; Executive Assistant and Minute Secretary (in attendance for part of the meeting).

ALSO IN ATTENDANCE

Pamela Peters, Director, Pamela Peters Ltd.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

3. CONFIRMATION OF MINUTES

- **Extraordinary CE’s Review Committee Meeting Minutes – 8 December 2022.**

Moved Deputy Mayor Cassin, seconded Cr Neale and **Resolved** that Minutes of the Extraordinary CE’s Review Committee Meeting held on the 8 December 2022 be confirmed as a true and correct record of the meeting.

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

(to consider and adopt confidential items)

Moved Cr Gillett, seconded Cr Neale and **Resolved** that the Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 10.41 am.

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 to be confirmed: 8 December 2022	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)(i)
2.	Confidential Chief Executive's Review Process - Quarterly Updates on KPI's	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)(i)
3.	Confidential Chief Executive's Review Process - KPI's for 2023-2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)(i)

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

Item No.	Interest
1, 2, 3	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a))
1, 2, 3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))

Moved Deputy Mayor Cassin, seconded Cr Neale 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 12.12 pm.

The meeting closed at 12.12 pm

DATE OF NEXT CE'S REVIEW COMMITTEE MEETING – TBC

Confirmed by:

Deputy Mayor Cassin
Chair

Date: 20 July 2023



Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Minutes

Minutes of the Hokitika Wastewater Treatment Plant Oversight Sub-Committee Meeting of Westland District Council – held in the Council Chambers 36 Weld Street, Hokitika and via Zoom on Wednesday 12 July 2023 - commencing at 3:00pm

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

Her Worship the Mayor welcomed Steve McLaren the new Ngāti Maahaki Iwi Representative to the Subcommittee and also acknowledged Barry Wilson who recently passed away, who had a big involvement in the Wastewater Sub-Committee and in the Westland District Community.

Emma Weepu led the opening Karakia

1. MEMBERS PRESENT APOLOGIES

Chairperson	Mayor, Helen Lash	
Members		
	Deputy Mayor Cassin	Cr Burden
	Cr Phelps	E. Weepu, Ngāti Waewae Representative
	P. Adams, Ngāti Maahaki Representative	S. McLaren, Ngāti Maahaki Representative
Speaker	John Strange – Senior Civil Engineer - Stantec	

NGĀ WHAKAPAAHA APOLOGIES

Nil

ABSENT

James Mason-Russell - Ngāti Waewae Representative

STAFF PRESENT

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

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

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

- **Hokitika Waste Water Treatment Plant Oversight Sub-Committee Meeting Minutes – 8 February 2023**

Moved Pauline Adams seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Hokitika Wastewater Treatment Plant Oversight Sub-Committee Meeting held on the 8 February 2023 be confirmed as a true and correct record of the meeting.

***STATEMENT** – The Chair Approved their digital signature be added to the confirmed Hokitika Wastewater Treatment Plant Oversight Sub-Committee Meeting Minutes of the 8 February 2023.

5. NGĀ TĀPAETANGA PRESENTATIONS

- **Hokitika Wastewater Upgrade Project**

John Strange, Senior Civil Engineer from Stantec welcomed everyone to the meeting and advised that the purpose of this meeting was to provide an update since the last meeting in February and present the planned engagement strategy through to the end of the year, and to seek endorsement from the Committee for the engagement strategy.

Topics discussed were as follows:

- **Project Update**

Project Web Page:

<https://www.westlanddc.govt.nz/your-council/key-projects/hokitika-wastewater-treatment-plant-project/>

- **Overview of Work to Date**

Pathway timeline showing indicative process from start to completion

- **Options/Alternatives – Sieving Approach**

Currently in the shortlist position

- **Assessment Overview and Criteria**

Moving towards the Multi-Criteria Assessment (MCA)

- **Short-List of Potential Wastewater Schemes**

As endorsed by Oversight Sub-Committee in February 2023.

Showing potential receiving environments

- **Communication and Engagement – Slides 1-3**

Planned communication and engagement to the end of 2023 for discussion and endorsement:

- **Iwi Partner**
 - Whanau whitiwhiti kōrero
 - Kaumatua whitiwhiti kōrero
 - Hui at Greymouth Bio-Trickling Filter Wastewater Treatment Plant, and present on Hastings Wastewater Treatment Plant.
 - Whanau hui for public information material comment
 - Schedule Oversight Sub-Committee meeting at Arahura Marae

Ema Weepu advised that some meetings can be held at the Marae and advised the following dates are available:

- 9th August 2023 for exchange with Iwi
- 6th September 2023 for the next Wastewater Sub-Committee Meeting.

- **Statutory Authorities**
 - Meeting with West Coast Regional Council (WCRC) regarding regulatory aspects to inform the Multi-Criteria Assessment (MCA) of options.
 - Project Working Group meeting to update West Coast Regional Council (WCRC), Community and Public Health (CPH), Department of Conservation (DoC), National Transition Unit (NTU) and Department of Internal Affairs (DIA).
 - Continue working closely with each to keep informed as the Sub-Committee move toward option assessments.
- **Key Stakeholders**
 - Westland Milk Products (WMP) – continuing to work closely with them.
 - Silver Fern Farms (SFF) – continue working close with in relation to:
 - Assessment of SFF options for additional on-site treatment
 - Addition of SFF options to the domestic flows ‘Short List’
 - Airport – key stakeholder in terms of location; continued contact
- **Interested parties – including previous submitters, near neighbours, recreational users, business community, media, and the wider community:**
 - E-Newsletter to Council Mailing List, previous submitters, and key stakeholders
 - Ongoing update of Council’s project web page content.
 - Social media posts via Council channels
 - Pre-engagement
- **Wider Community / All**
 - Project Web page on Council’s website:
 - Includes background detailed timeline with hotlinks to key documents and next steps.
 - Ongoing update of content as the project progresses
- **Public Information and Feedback Sessions (two in November 2023 at the Hokitika RSA)**
 - Explain the process so far and the next steps to the Community.
 - Provide an opportunity for input.
- **Endorsement** of the Communication and Engagement approach by the Sub-Committee
- Agreed dates for two public information and feedback sessions in November 2023 are as follows:
 - **Saturday 4th November 10-2pm** – for public engagement and discussion
 - **Wednesday 8th November 4-8pm** – for public engagement and discussion
John Strange to confirm availability with RSA

- It was agreed the next date for the Oversight Sub-Committee meeting will be the **6th September 2023** which gives the Sub-Committee an opportunity to review the information for the public engagement and feedback sessions being held in November.
- **Next Steps**
 - **Communication and Engagement** – *based on the endorsement from Sub-Committee*
 - **Westland Milk Products** – *continue discussion regarding using their ocean outfall.*
 - **Silver Fern Farms** – *assess options with SFF and addition of these to the Short-List.*
 - **Detailed Investigations of Short-Listed Schemes** – *Including SFF options - continue*
 - **Multi Criteria Analysis of the Short-Listed Schemes and decision making.**
 - **Identification of a Preferred Wastewater Scheme.**

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

1. The Hokitika Wastewater Upgrade Project Presentation from John Strange, Stantec be received.
2. The Sub-Committee endorses the proposed engagement approach.
3. The Sub-Committee identifies dates for public information and feedback sessions as follows:
 - Saturday 4 November 2023 10-2pm** – *Hokitika-Westland RSA - for public engagement and discussion.*
 - Wednesday 8 November 2023 4-8pm** – *Hokitika-Westland RSA - for public engagement and discussion.*
4. The next Subcommittee meeting be held on **Wednesday 6 September 2023 – 3:00pm at the Arahura Marae.**

The meeting closed with a Karakia from Ema Weepu.

**DATE OF THE NEXT HOKITIKA WASTE WATER TREATMENT PLANT OVERSIGHT SUBCOMMITTEE
MEETING – 6 SEPTEMBER 2023
NGATI WAEWAE ARAHURA MARAE, 1 OLD CHRISTCHURCH ROAD, ARHAURA, AWATUNA,
AND VIA ZOOM**

MEETING CLOSED AT 4.17 PM

Confirmed by:

Mayor Helen Lash
Chair

Date: 6 September 2023

28.09.23 - Council Meeting - Action List

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika Council Office, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	Mar 23	CE	The review is still being undertaken. A workshop with Councillors was conducted on 10 August 2023. Council has requested further work on the subject and to bring information back to council.
2.	26.08.21		Hokitika Government Building, Sewell Street, Hokitika		Mar 23	CE	A workshop with Councillors was conducted on the 10 August 2023. The outcome of the workshop confirmed that council were not keen to proceed with the opportunity to tenant Government House & Heritage NZ have been notified of Councils intended direction. A further report regarding the Hokitika Government Building including financial figures will be brought back to the September Council meeting with recommendations.
3	24.03.22		Hokitika Racecourse Development	Council to be keep abreast of the IAF Application	Sep 22	CE	Council resolved to continue with IAF Agreement works & to seek a development partner(s) through the creation of one or more super lots. For Council to initiate EOI/RFP process based on the outcomes of community engagement and EOI/RFP is developed for further council consideration & brought back to Council. Council approved the formation of a working group to progress the ROI/RFP process with consultants at the August Council meeting. The Working group has meet three times since the August council meeting and an update will be provided at subsequent council meetings
4	25.05.23		CBD Maintenance	Workshop to be arranged to review how the CBD is maintained.		CE	A workshop with Councillors is scheduled for 4 October 2023 to look at what is involved and what the contract looks like.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
5	22.06.23		Waka Kotahi	Westland District Council to compile a list of areas with speed issues and send through to Mr. Caygill at Waka Kotahi NZ Transport Agency		CE / K. Jackson	A workshop was held on 14 September 2023 which reviewed the compilation of proposed speed limit changes. The outcome of this workshop is to proceed with consultant on the proposed speed limit changes.

Hokitika Racecourse Development

Update for Westland District Council –Working Group

Background

Westland District Council initiated a bid to the Infrastructure Acceleration Fund in 2021 and was successful in garnering grant funding via the fund in November 2022 [Infrastructure Acceleration Funding confirmed for Hokitika](#)

A series of workstreams commenced in 2023 to further design the eligible infrastructure projects, consider a Registration of Interest (ROI) to Request for Proposal (RFP) process to onboard the private sector to the proposal, and to engage with the Hokitika community in respect to the development and ancillary considerations, concerns, and benefits of the proposed development.

Community engagement occurred in 2023, the findings of which were presented to Council in July 2023 [20.07.23 - Council Meeting Agenda \(westlanddc.govt.nz\)](#) and subsequently led to a decision to proceed with a series of recommendations alongside.

A core component of Council's wish to proceed was the establishment of a Working Group with a Terms of Reference (TOR) which stipulated the role of the Working Group in guiding the 'broader community outcomes', which would ensure community aspirations were realised/expressed. The Working group could also make recommendations to Council regarding the development proposal.

Current Status

The working group was established in August 2023 as per the Terms of Reference and three meetings have been held.

The group has assisted the project team in ascertaining community broader outcomes, which are a key criteria for the private sector to consider in the ROI/RFP process, considered design outputs of both public and private realms, and have made a series of recommendations to the project team – and also to Council.

The recommendations at this point in time are:

- 1) An extension of one month to the working group to inform Community Broader Outcomes prior to ROI recommendations to Council.
- 2) That further communication and engagement with stakeholders and ratepayers of Hokitika be undertaken.
- 3) Integrated Planning to be enabled for;
 - a) Recreational Development to be undertaken in line with other workstreams.
 - b) Wider considerations be taken into account in terms of planning and engagement.

Please note that the above are not the final and concluded recommendations of the Working Group but preliminary advice, final feedback will be presented in the October Council meeting.

Overview

Engagement

As per the recommendations of the Community Engagement Report [20.07.23 - Council Meeting Agenda \(westlanddc.govt.nz\)](#) ongoing and iterative community engagement and communication is considered core critical to the success of the Hokitika Racecourse Development and associated planning and projects (recreational reserve and integration with synergistic projects).

Currently there are several integrated stages of work under the proposal (figure 1 below) – however from a community perspective these are considered as one project and one point of interest, rather than a series of different work packages.

To this end we are looking to ensure that the goodwill shown by many in the Hokitika Community throughout the recently held community engagement exercise is respected, and that commitments to ongoing and iterative communication and engagement drives a series of next steps.

The primary driver for consideration is that at the commencement of recent engagement the community expects to be re-engaged to understand what has changed due to their voices being heard, and to showcase how the design methodology, broader outcomes and wider contextual considerations have been shaped by the engagement findings – this will build further trust in the Council, Working group and consultancy via highlighting that the efforts put into engagement by respective parties was not in vain.

There are 5 key components to update the community on, and seek further guidance into

1. **ROI/RFP** – This will primarily be an update on the purpose of the working group, and the process inclusive of the Broader Outcomes shaped by community engagement. The decision to proceed has been made, however the community needs to understand that its voices have influenced the direction of travel.
2. **Public works within the development** – Several questions in the engagement recently undertaken were in respect to the public realm of the proposed development, and designs have changed due to the engagement findings, this will be shared, and further feedback sought.
3. **Recreational Reserve** – Approximately 80% of the engagement findings were in relation to recreational elements (from equestrian through to mountain biking and sports facilities), we propose that this engagement is the initiation/founding step of the design of the recreational area adjacent to the development area – ensuring a synergy between the two and providing amenity for the stakeholders to co-create will potentially mitigate some of the concerns raised by the current users of the site as a whole.
4. **Boys Brigade/AMP show area** – a key area of the findings of the engagement were in relation to the Boys Brigade and the AMP show area. To this end we propose that a deep-dive into the design of Superlot 4 (community space) be undertaken, the rationale is twofold. One is to showcase that the engagement influenced and altered the design, and two is to ensure that this pivotal area is co-designed with key stakeholders and users of the site.

Wider connectivity and integration – design solutions and opportunities for this development have been discovered throughout the design and engagement processes which require exploration and engagement. A high level of interest and concerns were raised in respect to the loss of green space due to the housing development, this element of the work

will look to align several key areas with the Hokitika Racecourse Development which will seek to further the opportunities of this being an integrated and aspirational development that addresses concerns shown.

Recreation Planning and Wider considerations

Again as per the recommendations of the Community Engagement Report [20.07.23 - Council Meeting Agenda \(westlanddc.govt.nz\)](#) community engagement sowed a need to advance the Master Planning of the Recreational Development, adjacent reserves and integration with the proposed IAF Infrastructure project and Residential Developments.

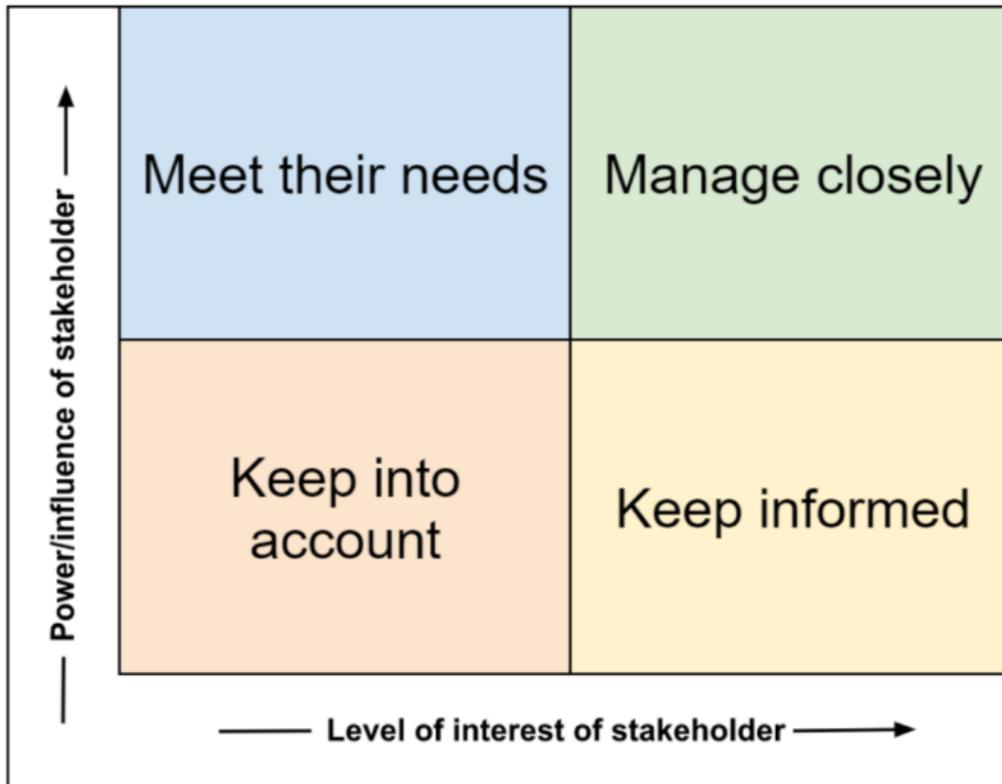
As per the proposed work programme in 4. below, there is a need to complete Masterplanning of this work prior to LTP engagement in early 2024.

There are 6 areas of Masterplanning that need to be undertaken:

- 01 Recreation Development**
Support for multi-use recreation space. Able to host current and future events. Links with RDA, WBB and trail Network. Need for transitional and long-term grazing to support RDA.
- 02 Hansen Reserve, Reserves and Greenbelt**
Further develop Reserves, Heritage trail and enhance accessibility. Transitional grazing.
- 03 Access Hill and RDA Integration**
Carparking, access and services need to be ratified and improved where possible.
- 04 Integration with Park and Dalton Street Extensions**
Integration with School parking / delivery. Event and Community parking to Park Street extension
- 05 Westland Boys Brigade and Superlot 4**
Buffer added to residential lots for noise. Carparking, access and services ratified. Historic A&P area developed into multi-use community space. Use as buffer to WBB.
- 06 Wider Recreational Linkages**
Support for wider Recreational linkages to enhance and support the Recreation Development.

Engagement

Our proposal looks to industry best practice, using the IAP2 spectrum for engagement we propose a staged and varied approach to engagement – ensuring that the significant time and energy placed into the engagement by the Hokitika Community is honoured and built upon.



Using this methodology has informed how and who we have discussions with, and which key areas they may wish to focus on.

We have used the data set garnered through the recent to inform us as to which stakeholder groups will be most likely to be interested in and influence different elements of the works and proposals.

Key stakeholders will be invited to a set of face-to-face meetings, while online and print media will assist in sharing the progress, changes, and future works of all elements of the proposals.

It is important to note that there is an upcoming LTP consultation with the community which will assist in the work packages and budget allocations. We have put forward the below dates and work programme to align with this consultation.

The greater community of Hokitika, and indeed Westland, will get a benefit from the proposal and subsequent outcomes – to this end it is important to remember that although not all members of the community have high levels of interest there will still need to have a broader understanding to the intentions of the Racecourse development.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Public participation in the process, designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced that decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Example tools	<ul style="list-style-type: none"> Factsheet Website Social media Public notices 	<ul style="list-style-type: none"> Formal submissions and hearings Focus groups Online surveys 	<ul style="list-style-type: none"> Workshops Focus groups 	<ul style="list-style-type: none"> External working groups (involving community experts) 	<ul style="list-style-type: none"> Binding referendum Local body elections

Timeline and methodology

Regular updates via traditional channels is recommended, and the project team will work closely with the WDC team to provide monthly updates to the community – with project snapshots and timelines expressed. It is expected that the Working Group will act as a sounding board between council meetings to ensure that the project team works for and with the community and is agile in terms of the work programmes to ensure that the community informs the communication methodology over time.

Indicative Run Sheet			
DATE	TARGET AUDIENCE	METHOD	COMMENTARY
Late October 2023	General Public	Online media, print media	We intend to provide a snapshot update to showcase the design and outputs which have been adjusted post engagement
	Target Stakeholders	Face to Face meeting	we propose that the project team looks to hold another opportunity for engagement, using the boys brigade as a venue, and targeted at key stakeholders we will provide an update on the work packages and how the community has shaped the 5 elements listed previously.
November 2023	General Public	Open day	Like the previous open day held, this will be an opportunity for the wider community to engage with the process in relation to the recreation reserve, community space (super lot 4) and the public amenity – in a share an idea format
	Targeted Stakeholders	Face to face	A design meeting for the recreational reserve will be initiated, this will look to build upon not only the Hokitika Racecourse engagement but also the LTP and the RSL works previously undertaken. It will look to ensure synergy between recreational development and housing development on the site and further explore the wider context and opportunities beyond the site but integral to the innovation and success of the proposals.
December 2023	General Public	Online and print media	This stage will showcase the feedback received in November, highlight key next steps, and provide a timeline for consultation via the Long-Term Plan
	Targeted Stakeholders	Face to Face	A further meeting to provide the key stakeholders with an update on design and any final design considerations and outputs prior to the Long-Term Plan consultation
January 2024	All	Email, Print media and online	Largely communication based to provide continuous updates to the broader community and key stakeholders
February 2024	All	LTP consultation mechanisms + Community drop-in day	it is proposed that the project team run an open day at the site to assist the community in informed commentary on the LTP. By this point in time the RFP will be underway for the housing developments, which allows the team to further articulate the vision for the entirety of the projects and associated benefits.

Key Stakeholders – indicative

- RDA
- Boys Brigade
- Equestrian Community
- AMP Show Committee
- Dog walking Groups
- Neighbours and LTP Respondents (affected parties)
- Walking and Cycling
- Sports and Recreational Groups
- Iwi
- Hokitika Primary School

Recreation Reserve Planning and wider context Timeline

1.01	Initiate Recreation Master Planning/Visioning.	LATE.SEPT'23
1.02	Concept Design of Recreation Development/ reserves and wider context.	OCT'23
1.03	Ongoing development of Recreation Masterplan	OCT- DEC'23
1.04	Developed Design of Recreation Masterplan, reserve, and wider context.	JAN-FEB'24

Next steps

This paper and methodology has been tested with the Working Group on Tuesday 19th September 2023 which has assisted in shaping this paper prior to issuing to full Council on Thursday 21st September 2023 for a Council meeting and progress report on the 28th September 2023

Post the council meeting a detailed run sheet of activity will be issued for advice and participation to the Working Group, and then enablement.

Report to Council



DATE: 28 September 2023
TO: Mayor and Councillors
FROM: Financial Accountant

FINANCIAL PERFORMANCE – August 2023

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council’s financial performance for the month to 31 August 2023.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 August 2023.

2. Background

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

3. Current Situation

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

3.3. The financial performance report to 31 August 2023 is attached as **Appendix 1** and contains the following elements;

3.3.1.Sustainability report

3.3.2.Statement of Comprehensive Revenue and Expense

3.3.3.Notes to the Statement of Comprehensive Revenue and Expense

3.3.4.Revenue and Expenditure Graphs

3.3.5.Debtors

3.3.6.Debt position

3.3.7.Capital Report

4. Options

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

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

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as the report is for information purposes only.

7.2. No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.

8.2. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.

8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 31 August 2023 be received.

Cody Nabben
Financial Accountant

Appendix 1: Finance Performance Report for 31 August 2023



**Financial Performance
Year to 31 August 2023**

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Whole of Council Financial Summary
Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$5.86M	\$5.75M	\$0.11M
Is -11.64% less than the total budget of \$6.64M	Is 4.41% more than the total budget of \$5.51M	Against a budget of \$1.13M

SUSTAINABILITY

Rates to operating revenue **48.34%**

Rates Revenue	\$2.83M
.....	
Operating Revenue	\$5.86M
.....	

48.34% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio **101.98%**

Operating revenue	\$5.86M
.....	
Operating expenditure	\$5.75M
.....	

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 101.98% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **2.86%**

Net interest and finance costs	\$0.08M
.....	
Rates Revenue	\$2.83M
.....	

2.86% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.86% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue		1.38%
Net Interest and finance costs	\$0.08M	
Operating revenue	\$5.86M	
<p>1.38% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.38% indicates that interest revenue is less than interest expense.</p>		
Liquidity Risk (LGFA Cov.)		160%
Gross debt	\$26.82M	
Undrawn committed facilities	\$3.98M	
Cash and cash equivalents	\$12M	
<p>The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 160%.</p>		
Essential services ratio		30.84%
Capital expenditure	\$0.39M	
Depreciation	\$1.27M	
<p>Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 30.84% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Rooding.</p>		

Statement of Comprehensive Revenue and Expenditure

Statement of Comprehensive Revenue and Expense							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	19,253	19,266	2,848	2,835	(13)	(0.46%)
Grants and subsidies	02	8,748	9,843	3,126	2,031	(1,095)	(35.02%)
Interest Revenue	03	399	268	46	176	131	287.21%
Fees and Charges	04	2,469	2,376	405	498	93	23.05%
Other revenue	05	1,202	1,091	212	324	111	52.29%
Total operating revenue		32,071	32,844	6,636	5,864	(772)	(11.64%)
Expenditure							
Employee Benefit expenses	06	6,283	6,274	1,046	1,055	9	0.90%
Finance Costs	07	1,201	1,130	188	259	70	37.24%
Depreciation	08	9,331	9,331	1,555	1,555		0.00%
Other expenses	09	15,806	15,643	2,718	2,882	163	6.01%
Total operating expenditure		32,621	32,378	5,507	5,750	243	4.41%
Operating Surplus/(Deficit)		(549)	466	1,129	114	(1,015)	(90%)

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

Notes to the Statement of Comprehensive Revenue and Expense

01 Rates

Rates overall are on track with budget.

02 Grants and subsidies

Of the grant revenue received to date, \$1.5M relates to the swimming pool grant invoiced in July. Transport grant revenue is under budget \$777k, however a claim of \$542k relating to works done in July and August has been invoiced. Please note that capital grants are generally subject to the underlying project meeting specific criteria before they are awarded.

03 Interest Revenue

Interest on swaps is \$77k over budget. The positive variance of \$131k more than offsets the adverse increase of \$70k in finance costs against budget.

04 Fees and charges

The positive variance largely stems from Planning and Building, as resource consent processing fees are over budget \$24k and building consent processing fees are over budget \$42k

05 Other Revenue

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

06 Employee benefit expenses

Salary cost is relatively on track with budget.

07 Finance Costs

While finance costs are over budget by \$70k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

08 Depreciation

Depreciation has been accrued to budget pending completion of 2022/23 asset revaluations.

09 Other expenses

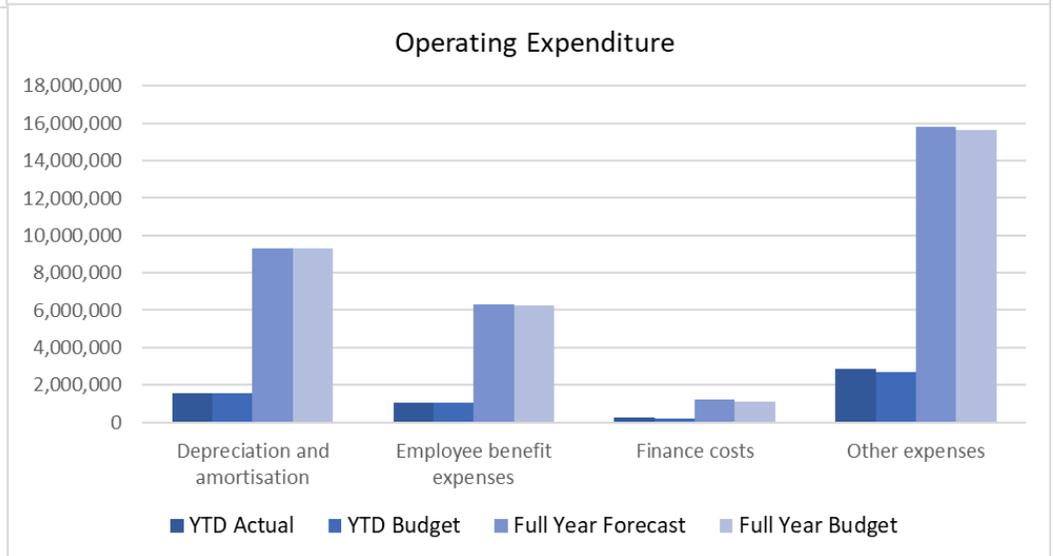
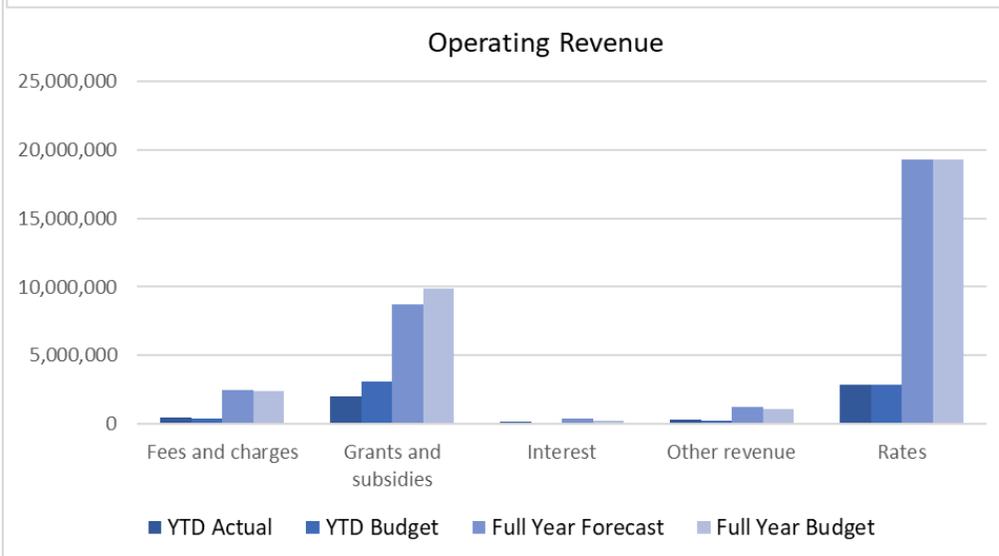
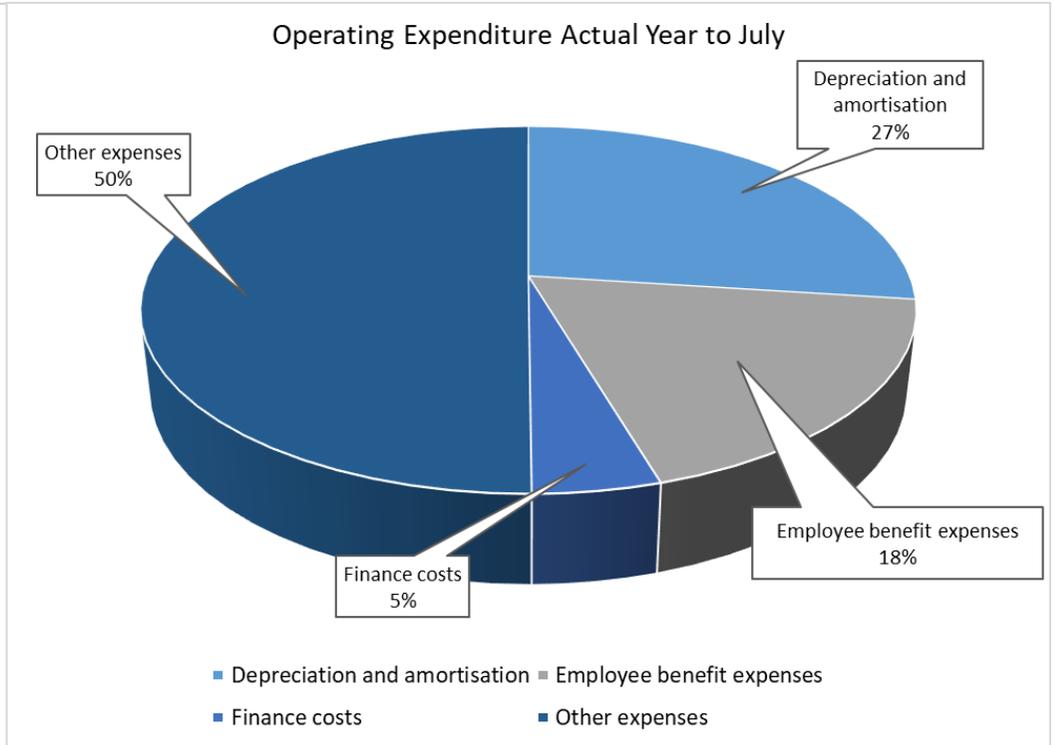
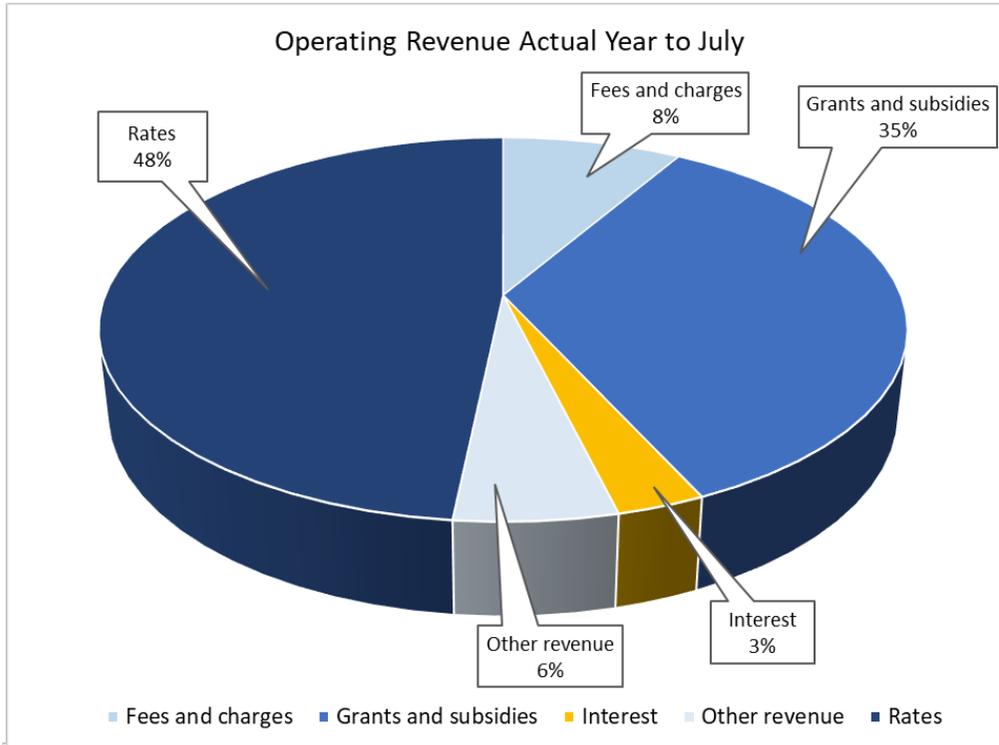
No key variances at this stage. Expenditure on roading repairs and maintenance is \$104k over budget. This is partially funded by the claim mentioned in note 02.

Statement of Financial Position

Statement of Financial Position			
	At 31 July 2023 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Assets			
Current assets			
Cash & cash equivalents	12,356	4,311	10,385
Debtors & other receivables	3,982	3,135	2,138
Tax receivable	-	-	10
Derivative financial instruments	29	12	2
Other financial assets	48	-	48
Total Current Assets	16,416	7,458	12,583
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	176	137	137
Intangible assets	151	225	105
Assets Under Construction	10,823	10,781	18,014
Derivative financial instruments	1,091	493	997
Other Financial Assets	627	771	564
Property, Plant and Equipment	514,554	516,239	488,307
Total Non-current assets	540,117	541,340	520,819
Total Assets	556,533	548,797	533,402
Liabilities			
Current liabilities			
Creditors & other payables	2,429	2,863	2,606
Employee benefit liabilities	641	507	477
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	-
Other	3,863	1,475	1,804
Total Current Liabilities	9,933	4,846	7,886
Non-current liabilities			
Deferred Tax	-	-	-
Employee benefit liabilities	30	36	30
Provisions	3,335	2,821	2,821
Borrowings	26,818	36,180	23,818
Derivative financial instruments	-	-	-
Total Non-Current Liabilities	30,183	39,038	26,669
Total Liabilities	40,116	43,883	34,556
Net Assets	516,417	504,914	498,846

	At 31 July 2023 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Equity			
Retained Earnings	172,916	179,854	170,085
Restricted Reserves	10,073	6,481	12,968
Revaluation reserves	333,251	318,402	315,616
Other comprehensive revenue and expense reserve	177	177	177
Total Equity	516,417	504,914	498,846

Revenue & Expenditure Graphs



Debtors 31 August 2023

31/08/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building consents	44,178	4,735	16,445	77,833	143,191
Building Warrants	-	2,323	2,240	4,703	9,266
Resource consents	4,300	18,540	3,900	8,301	35,041
Sundry debtors	62,097	3,939	1,641,806	366,093	2,073,934
Grand Total	110,575	29,537	1,664,391	456,930	2,261,432
31/08/2022					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	12,359	423	7,555	11,733	32,070
Building Warrants	-	1,200	4,864	4,159	10,223
Resource Consents	531	-	14,901	8,262	23,694
Sundry Debtors	40,796	24,116	143,084	701,931	909,928
Grand Total	53,687	25,739	170,404	726,085	975,914

Rates Debtors 31 August 2023

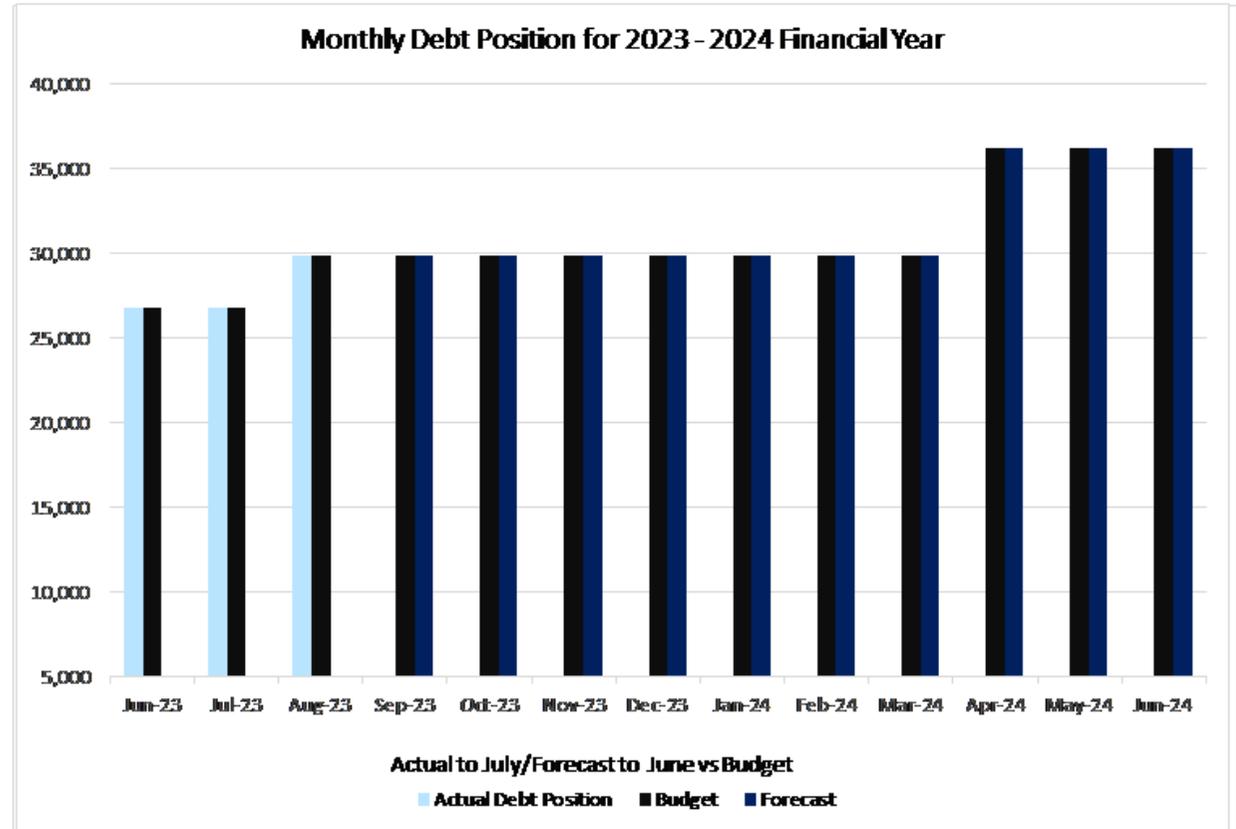
Rates Debtors at 31 July 2023	4,446,826
Rates instalment	-
Less payments received	(5,563,588.48)
Paid in advance change	1,893,335.08
Previous years write off's	(2,714.09)
Write off's	1,791.31
Penalties	(244.44)
Discounts	(49,937.40)
Court Cost	-
	-3,721,358
Total Rates Debtors at 31 August 2023	725,468.34
Arrears included above at 31 August 202	725,468
Arrears at 31 July 2022	893,436
Increase/(decrease) in arrears	(167,968)

Debt Position

Debt Position 2023/2024 (\$000)													
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Actual Debt Position	26,818	26,818	29,818										
Budget	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	36,180	36,180	36,180
Forecast				29,818	29,818	29,818	29,818	29,818	29,818	29,818	36,180	36,180	36,180

Forecast Debt Position for 2021-2022 Financial Year

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



Capital Expenditure

Capital Projects 2023/24

As at 31/08/2023

Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast
	\$0	\$0	\$0
Leadership	14,616	512,049	512,049
Planning & Regulatory Services	35,463	1,884,498	1,884,498
Library & Museum	15,746	847,741	847,741
Water Supply	72,739	1,954,047	1,954,047
Waste Water	56,438	1,586,805	1,586,805
Solid waste	11,395	822,760	822,760
Storm water	10,498	228,340	228,340
Cemeteries	14,387	98,150	98,150
Swimming pools	367,532	2,187,950	2,187,950
Facilities & leisure services - other	162,397	3,155,197	3,155,197
Parks & reserves	265,828	6,985,059	6,985,059
Land transportation	253,136	3,741,538	3,741,538
Unbudgeted capital expenditure	0	0	0
Funded Projects	12,887	0	0
Total	1,293,062	24,004,135	24,004,135

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

Report to Council



DATE: 28 September 2023
TO: Mayor and Councillors
FROM: Finance Manager

PROJECTS AND CARRY FORWARDS TO 2023-24

1. Summary

- 1.1. The purpose of this report is to seek Council approval for the carry forward of funding of projects and operating costs and revenues that were scheduled from previous financial years but were not completed by 30 June 2023.
- 1.2. This issue arises from because Council is accountable for the application of its revenues and other funding sources to service levels and infrastructure in accordance with its Long-Term Plan 2021-31.
- 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 carry forward of funds for the projects and operational costs itemised in **Appendix 1 and 2** and approve the future allocation of funds for specific purposes.

2. Background

- 2.1. The reason the report has come before the Council is due to the Council approving its annual budget based on planned levels of service and capital works for the financial year.
- 2.2. It is common that certain undertakings will be partially complete, committed but not started or deferred as at the end of the financial year.
- 2.3. These items will appear as favourable variances in the financial year 2022-23 in which their funding was recognised as revenue, or where debt was planned to be drawn.
- 2.4. Council has an obligation to deliver on its commitments, but where projects and expenditure are carried forward, they will be reported as adverse variances against the budget for the financial year in which they are completed.

2.5. Typically, the types of items carried forward are:

2.5.1. Capital projects partially completed.

2.5.2. Projects funded by third parties.

2.5.3. Long-term operational projects.

2.5.4. Activities whose frequency is less than annual but for which funding is phased evenly over more than one financial year.

3. Current Situation

3.1. The Council is expecting to report a favourable variance in its external debt position for the year ended 30 June 2023. This in part relates to the non-completion of the items proposed for carry forward attached as **Appendix 1**.

3.2. Any variances against Council's operating budget will be addressed in the Annual Report for the year ending 30 June 2023. However, the funds proposed for future allocation will be included in these variances.

3.3. The amounts proposed to be carried forward are estimated by deducting expenditure to date from the original budget and adjusted by any known variations as advised by activity managers.

3.4. Where projects have been cancelled or superseded in the budget for 2022-23, they have been excluded from the carry forward schedule.

3.5. The proposed carry forward schedule has been drafted after consideration of these commitments alongside those included in the Annual Plan 2023-24.

3.6. Progress on completion of these items will be communicated through Council's monthly financial reports.

4. Options

4.1. Option 1: Approve the carry forward of funds for the projects and operational costs itemised in Appendix 1 and 2 to the financial year 2023-24, and the future allocation of funds for specific purposes.

4.2. Option 2: Approve amended schedule, adding or deleting items.

4.3. Option 3: Reject all carry forwards.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified, reputational risk because of uncompleted projects carried forward for unrealistic commitments. Financial risk has also been considered where Council has already funded expenditure that has a rates element which if the project does not continue may require repayment of rates to ratepayers, there is also the risk of having to repay external funding.

6. Health and Safety

6.1. Health and Safety has been considered and there is potential for staff to become overwhelmed with the volume of commitments being undertaken. Council management have acknowledged this and will manage the wellbeing of staff.

7. Significance and Engagement

7.1. The level of significance has been assessed as being low significance insofar as it relates to existing circumstances that have been reported throughout the financial year.

7.2. No public consultation is considered necessary as all items were consulted on through the previous long-term plan or annual plans, with some items that are funded through external funding that were not consulted on, however have been reported on through the normal channels throughout the year.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – will generate adverse operating variances and additional debt requirements in the financial year, 2023-24. However, these are merely the inversion of favourable variances in 2022-23 and are therefore essentially timing differences. Option 1 is financially prudent because it ensures that Council's revenues and funding sources are applied to their intended purposes. It would also meet community expectations as Council will deliver on its commitments undertaken in the Long-Term Plan 2021-31.

8.2. Option 2 – would invoke some departures from the Long-Term Plan 2021-31 and subsequent Annual Plans and may cause some adverse community reaction. This may be appropriate if Council determines that alternative applications of these funds are more prudent or of higher priority, or that the requirements have substantially changed.

8.3. The financial implications of Option 2 would not be known until the extent of the changes that Council suggest are known, but there are likely to be some implications.

8.4. The financial implications of this option could be significant if external funding has to be repaid and rates adjustments made.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1 – approve the carry forward of funds for the projects and operational costs itemised in **Appendix 1 and 2** to the financial year 2023-24, and the future allocation of funds for specific purposes.

9.2. The reason that Option 1 has been identified as the preferred option is that this will demonstrate Council's resolve to deliver on its commitments and will ensure that revenues and other sources of funds are applied to their intended purposes.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approve the carry forward of funds for the projects and operational costs itemised in Appendix 1 and 2 to the financial year 2023-24.

10.3. That Council approve the future allocation of funds for specific purposes.

Lynley Truman
Finance Manager

Appendix 1: Additional Capital Expenditure Budget carried forwards request

Appendix 2: Operational Costs – Carried Forward Requests from 2022/23

Additional Capital Expenditure Budget carried forwards request:

Description:	C/fwd budget 2021/22	Annual Plan 2022/23	New Funded or Approved	Deduct 2023 expenditure	Total C/FWD from 2022/23	Expected C/fwd approved in Annual Plan	Additional C/FWD Request	Funding Mechanism
Community								
Carnegie - Museum fitout	\$600,000	\$109,390		-	\$709,390	\$709,390	\$0	Grants/Loans
Franz Josef Urban Revitalisation Plan	\$200,000			\$13,861	\$186,139	\$159,279	\$26,860	Reserves/Depn
Archives upgrade (deferred to future years, AP has \$363,524 for 2023-24)		\$533,676		\$31,933	\$501,743	\$285,524	\$216,219	Loans
Museum complex roller doors (completed in 2021/22)					\$0	\$2,000	-\$2,000	Depn
2023 Westland Anniversay Expanded Legacy Digital Initiative			\$100,000	\$2,500	\$97,500	\$0	\$97,500	100% Better Off Funding
BOF Bruce Bay			\$20,000	\$459	\$19,541	\$0	\$19,541	100% Better Off Funding
Hokitika Town Clock			\$15,000	\$66	\$14,934	\$0	\$14,934	100% Better Off Funding
Kokatahi Hall - seismic assessment, electrical board, heating if poss.			\$46,334	\$75	\$46,259	\$0	\$46,259	100% Better Off Funding
Supply Of Community Resilience Container at Kumara Hall			\$39,964	\$573	\$39,391	\$0	\$39,391	100% Better Off Funding
New windows and curtains, new sliding door at Greypower building			\$45,426	\$234	\$45,192	\$0	\$45,192	100% Better Off Funding
Haast Hall Restoration - Stormwater, electrical, seismic assess & options report			\$26,309	\$590	\$25,719	\$0	\$25,719	100% Better Off Funding
Hot water, stormwater, cladding and seismic assessment at Okuru Hall.			\$51,860	\$10,710	\$41,150	\$0	\$41,150	100% Better Off Funding
CH Balance needed for Water Tank Supply and insulation			\$11,356	\$4,121	\$7,235	\$0	\$7,235	100% Better Off Funding
Boat shed Building Display Elements, Heavy Machinery Display & Storage Building			\$180,000	\$110,491	\$69,509	\$0	\$69,509	100% Better Off Funding
Lighting and banners	\$72,825	\$45,000		\$49,605	\$68,220	\$0	\$68,220	Loans
Hokitika Revitalisation Plan		\$100,000		\$15,766	\$84,234	\$0	\$84,234	Loans
Community Total	\$872,825	\$788,066	\$536,249	\$240,982	\$1,956,158	\$1,156,193	\$799,965	
Planning & Regulatory								
Civil Defence Satellite phones			\$200,000	\$124,804	\$75,196	\$0	\$75,196	100% Better Off Funding
CF Supply & Install of Civil Defence Infrastructure			\$78,882	\$365	\$78,517	\$0	\$78,517	100% Better Off Funding
CF HariHari Development of Stage 2 Civil Defence Plan			\$22,944	\$19,282	\$3,662	\$0	\$3,662	100% Better Off Funding
CF Oтира Community Civil Defence Hub			\$14,593	\$832	\$13,761	\$0	\$13,761	100% Better Off Funding
CF Ross Community Civil Defence Emergency Hub			\$24,559	\$17,041	\$7,518	\$0	\$7,518	100% Better Off Funding
Planning & Regulatory Total	\$0	\$0	\$340,978	\$162,325	\$178,653	\$0	\$178,653	
Facilities & Leisure Services								
Hokitika Cemetery - Develop Berms	\$20,000			\$10,852	\$9,148	\$0	\$9,148	Loans
Hokitika Cemetery upgrade & expansion	\$10,000	\$12,168		-	\$22,168	\$0	\$22,168	Loans
Hari Hari Hall Upgrade - heat pump, roof screws and spouting			\$11,697	\$112	\$11,585	\$0	\$11,585	100% Better Off Funding
Hokitika Heritage Park Infrastructure (TIF funding approved 2023/24, full \$80k c/fwd not required)		\$80,000		-	\$75,000	\$0	\$75,000	Grant/Loan
Cass Square - new developments	\$90,168	\$76,800		\$47,351	\$119,617	\$0	\$119,617	Loans
Cass Square - Rubber matting (merged into Cass Square Playground Equipment Upgrade)	\$111,460			-	\$1,122,077	\$992,547	\$129,530	Grants/Depn
Cass Square - Upgrade of Playground equipment	\$408,548	\$610,000		\$7,931				
Haast playground equipment upgrade/replacement		\$1,536		-	\$1,536	\$0	\$1,536	Depn
Fox house insulation				-	\$0	\$25,600	-\$25,600	Depn
Hari Hari house insulation		\$15,360		-	\$15,360	\$15,360	\$0	Depn
Heritage area lighting and banners	\$12,848	\$45,000		-	\$57,848	\$0	\$57,848	Loans
Hokitika Cemetery - Reseal Roads (credit received CY for PY claim)	\$10,434			-\$920	\$11,354	\$10,434	\$920	Loans
Berm development Ross					\$0	\$8,420	-\$8,420	Depn
Kumara playground equipment upgrade/replacement		\$1,536		-	\$1,536	\$0	\$1,536	Depn
Digital Interactive Package		\$505,010		\$46,311	\$458,699	\$255,010	\$203,689	Loans
Scissor lift for Museum					\$0	\$8,200	-\$8,200	Depn
Museum packaging	\$7,600			\$4,731	\$2,869	\$0	\$2,869	Depn
Ross Swimming Pool - Earthquake Strengthening/Heating	\$10,000			-	\$10,000	\$10,000	\$0	Depn
Ross swimming pool (structure replacements)	\$14,783			-	\$14,783	\$14,783	\$0	Depn
Swimming Pool Hokitika refurbishment	\$1,614,716			\$861,549	\$753,167	\$1,416,142	-\$662,975	Grants/Depn
Reserves - Waterfront Development: Beach access; Landscaping & Structures; Relocate FENZ Practise Equipment	\$305,576	\$102,400		\$296,832	\$111,144	\$0	\$111,144	Grants/Loans
WCWT - Lake Kaniere Stage 1					\$0	\$41,303	-\$41,303	Loans
WCWT - Minor infrastructure	\$36,000	\$36,000		\$27,936	\$44,064	\$0	\$44,064	Grants/Loans
WCWT - Kaniere Water Race Bridges (reduced from \$278,967 to align with funding agreement MG-14-02)	\$232,967			\$87,820	\$145,147	\$0	\$145,147	Grants/Loans
WCWT - Mahinapua Board Walk and interpretative signs (aligns with funding agreement MG-14-02)			\$170,000	\$5,756	\$164,244	\$0	\$164,244	Grants/Loans

Facilities & Leisure Services cont.								
WCWT - Larrikins Road		\$32,000		\$3,759	\$28,241	\$0	\$28,241	Grants/Loans
WCWT - Mahinapua Viewing Platform		\$38,000	\$32,000	\$16,458	\$53,543	\$0	\$53,543	Loans
WCWT - Safety Enhancements		\$30,000	\$30,000	\$1,610	\$58,390	\$0	\$58,390	Loans
WCWT - Totara Bridge Stage 1 (Project brought forward due to urgency but works carry over into new financial year.)				\$300,000	\$279,723	\$0	\$279,723	Loans
WCWT - Wainihinihi wet weather route bridge plus		\$160,000		\$160,000	\$0	\$320,000	\$320,000	\$0 Grants/Loans
Racecourse Development - Residential		\$238,212	\$1,100,800	\$300,131	\$1,038,881	\$0	\$1,038,881	Loans (pending Grants)
Hokitika Cenotaph Upgrade				\$160,000	\$73,154	\$0	\$86,846	Grant/Loans
Whataroa Pavilion Upgrade					\$0	\$2,261	-\$2,261	Depn
Pakiwaitara building EQ strengthening		\$450,000		\$1,163	\$448,838	\$449,380	-\$543	Loans
Facilities & Leisure Services Total		\$3,801,312	\$2,680,610	\$801,697	\$1,812,812	\$5,465,807	\$4,561,987	\$1,896,367
Leadership								
Council HQ Earthquake strengthening & upgrade			\$250,000	\$19,080	\$230,920	\$250,000	-\$19,080	Loans
IT Offsite Replication			\$40,960	\$0	\$40,960	\$40,960	\$0	Loans
IT Equipment - Disaster Recovery Servers			\$32,768	\$24,399	\$8,369	\$0	\$8,369	Loans
Leadership Total		\$0	\$323,728	\$0	\$43,479	\$280,249	\$290,960	-\$10,711
Planning								
Emergency Operations Centre		\$781,998	\$614,400	\$5,851	\$1,390,547	\$1,396,398	-\$5,851	Loans
Emergency communications (now covered under the Better Off Funding package)					\$0	\$20,539	-\$20,539	Loans
Dog Park		\$20,250		-	\$20,250	\$20,250	\$0	Reserves/Loans
Hannahs Clearing Fire Station upgrade		\$71,680		-	\$71,680	\$71,680	\$0	Depn
Westland Tourism Marketing Infrastructure - Signage			\$75,000	\$1,519	\$73,481	\$75,000	-\$1,519	External funding to be sourced
Planning Total:		\$873,928	\$689,400	\$0	\$7,370	\$1,555,958	\$1,583,867	-\$27,909
Solid Waste								
Butlers Intermediate Capping		\$82,769		\$17	\$82,752	\$0	\$82,752	Loans
Butlers New Cell/Franz Josef waste management		\$217,383		\$101,875	\$115,508	\$128,627	-\$13,119	Grants
Haast Transfer Station Development		\$100,000		-	\$100,000	\$100,000	\$0	Loans
Misc Plant & Equipment for Waste Minimisation		\$29,848	\$51,200	\$13,222	\$67,827	\$0	\$67,827	Loans
Solid Waste Total:		\$430,000	\$51,200	\$0	\$115,113	\$366,087	\$228,627	\$137,460
Stormwater								
Bealey St Pump Upgrade			\$20,480	-	\$20,480	\$20,480	\$0	Depn
Hokitika - Pump upgrade (Sewell St)		\$100,000		\$63,558	\$36,442	\$0	\$36,442	Depn/Loans
Stormwater Total:		\$100,000	\$20,480	\$0	\$63,558	\$56,922	\$20,480	\$36,442
Wastewater								
Hokitika WWTP Treatment and Disposal - project deferred to future years		\$3,038,487	\$3,072,000	\$17,197	\$1,000,000	\$1,000,000	\$0	Depn/Loans
Fox Glacier - WWTP Upgrade		\$66,473		\$9,979	\$56,494	\$0	\$56,494	Loans
Kanieri road Catchment I&I Investigation		\$105,627		\$23,556	\$82,071	\$0	\$82,071	Depn
Wastewater Total:		\$3,210,587	\$3,072,000	\$0	\$50,732	\$1,138,565	\$1,000,000	\$138,565
Water Supply								
Fox Glacier Plant Upgrade to DWSNZ		\$1,068,851		\$575,975	\$492,876	\$774,549	-\$281,673	Grants/Depn
Kumara - WTP remedial work		\$48,710		\$35,689	\$13,021	\$0	\$13,021	Loans
Kumara Monitoring Equipment At WTP			\$100,000	\$30,860	\$69,140	\$0	\$69,140	Depn
Kumara Assessment reservoir		\$19,219		-	\$19,219	\$0	\$19,219	Depn
Kumara - Seismic valves		\$27,315		-	\$27,315	\$0	\$27,315	Loans
Kumara Water Mains Replacement		\$146,751	\$71,680	\$125,606	\$92,825	\$0	\$92,825	Depn
Arahura Monitoring Equipment at WTP			\$100,000	\$30,860	\$69,140	\$0	\$69,140	Depn
Arahura Water Treatment Plant upgrade		\$123,884		\$75,102	\$48,782	\$0	\$48,782	Loans
Hokitika Monitoring Equipment at WTP			\$100,000	\$40,682	\$59,318	\$0	\$59,318	Depn
Ross Monitoring Equipment at WTP			\$100,000	\$30,447	\$69,553	\$0	\$69,553	Depn
Whataroa Monitoring Equipment at WTP			\$100,000	\$31,940	\$68,060	\$0	\$68,060	Depn
Franz Josef Monitoring Equipment at WTP			\$100,000	\$49,606	\$50,394	\$0	\$50,394	Depn
Fox Glacier Monitoring Equipment at WTP			\$100,000	\$30,447	\$69,553	\$0	\$69,553	Depn
Hari Hari Monitoring Equipment at WTP			\$100,000	\$34,256	\$65,744	\$0	\$65,744	Depn
Haast Monitoring Equipment at WTP			\$100,000	\$40,132	\$59,868	\$0	\$59,868	Depn
Investigate Options for Brickfield Reservoirs			\$92,160	-	\$92,160	\$92,160	\$0	Depn
Kumara Existing Reservoirs Replacement		\$25,000		-	\$25,000	\$25,000	\$0	Depn
Water Supply Total:		\$1,459,730	\$1,063,840	\$0	\$1,131,602	\$1,391,968	\$891,709	\$500,259
Grand Total		\$10,748,382	\$8,689,324	\$1,678,924	\$3,627,973	\$12,390,367	\$9,733,823	\$3,649,091

In addition are any projects which are fully or partly funded by NZTA and form part their three year program (2023/24 is the third year)

28 September 2023 - Ordinary Council Meeting Agenda

During the Annual Plan process estimates are made of the projects likely to be completed in the 2023/24 year. The estimated carry over already approved through this plan was \$7,748,729. The additional carry forward request is for \$3,649,091 plus the projects carried forward under the 3-year NZTA funding agreement. There is minimal impact on funding as these are mainly timing issues. There may be some funding mechanism variations where expected grant funding varies from planned, or where additional grant funding is received.

APPENDIX 2

OPERATIONAL COSTS - CARRIED FORWARD REQUESTS FROM 2022/23				
Description	Expensed	Budget	Not	
			required	C/FWD Details
Community Events				
EVTSGN - Contractors	\$17,828	\$28,734	-\$8,946	\$1,960 To fund WDC contribution to Welcoming Communities Project and to carry forward ANZAC Day costs
EVTSGN - Contractors-carried forward from 2022		\$20,000		\$20,000
				\$21,960
Library				
Library Programmes	6,116	10,230	-\$3,114	1,000 Small proportion to cover event delays from authors/entertainers
Building Maintenance	5,344	13,463	-\$119	8,000 Several maintenance jobs have been on hold while in negotiations with the landlord. Lighting control work, redecoration of porch, toilets and end wall of children areas are examples of works required. wall
				9,000
Building Control				
Consultants Fees	-	9,214		9,214 Will use consultants with the exit of the Quality Officer to resolved corrective actions following IANZ Audit week of 17th July.
Building Accreditation	16,849	25,000		8,151 Remaining budget to be offset increased costs for this year's IANZ
				17,365
Civil Defence				
Volunteer Training and Travel	519	7,800		7,281 Training of volunteers was postponed due to events, and resignation of EMO.
				7,281
Total operational c/fwds requested				55,606

Report to Council



DATE: 28 September 2023
TO: Mayor and Councillors
FROM: Group Manager, District Assets

HOKITIKA GORGE LOWER SUSPENSION BRIDGE

1. Summary

- 1.1. The purpose of this report is to confirm the retrospective approval of the Council application for funding from the Tourism Infrastructure Fund Variation to fund the design and building of a new replacement bridge in the lower Hokitika Gorge (Hokitika Gorge Lower Suspension Bridge).
- 1.2. This issue arises from the report to Council in August 2023 advising that a Present Value End of Life (PVEoL) assessment from WSP highlighted subsequent recommendations for ongoing management of the structure that must be carried out for the bridge structure to remain open to the public.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council confirm the retrospective approval of the application to the Tourism Infrastructure Fund (TIF) to proceed to build a new suspension bridge for the lower Hokitika Gorge.

2. Background

- 2.1. The reason the report has come before the Council is that the recent engineering reports and a Present Value End of Life investigation carried out by consultants in late 2022 and early 2023 identified significant repair works that must be carried out for this structure to remain open to the public
- 2.2. The structure is in deteriorating condition with numerous components displaying structurally significant defects. This is not unexpected given the structures age (constructed 1933). The structure has an anticipated remaining life of 5 years as of the 2022 inspection.
- 2.3. A report was tabled at the 24 August 2023 Council meeting, and Council resolved to issue a media release in conjunction with the Department of Conservation (DOC) to advertise the closure of the Hokitika Gorge Lower Suspension Bridge from the 1 October 2023 due to health and safety risks.

3. Current Situation

- 3.1. The current situation is that the public have been notified of the pending closure of the bridge.

- 3.2. On 29 August 2023, confirmation was sought from Councillors to proceed to a new bridge solution through the Tourism Infrastructure Fund with 100% consensus. As the confirmation from Councillors was by email, the approach taken now needs a formal resolution of Council.
- 3.3. Council staff worked with DOC on a program and agreed on a joint position
- 3.4. An application has been made to the Tourism Infrastructure Fund (TIF) with the support from the Department of Conservation and letters of support from key stakeholders as an agreed approach to the replacement of the bridge.
- 3.5. TIF approval for the application was made on the 1 September 2023.

4. Options

- 4.1. Option 1: Council receives the report and confirms that the application to the Tourism Infrastructure Fund to fund the design and build of a new replacement Hokitika Gorge Lower Suspension Bridge.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified:
 - 5.1.1 Financial. If the application for funding from the Tourism Infrastructure Fund should be declined by the Ministry of Business Innovation and Employment, then a report would need to come back to Council recommending alternative funding sources (if any) or the permanent closure of bridge.

6. Health and Safety

- 6.1. Health and Safety has been considered and the following items have been identified:
- 6.2. The current swing bridge cannot continue to be used. If the funding for a replacement is not forthcoming the existing bridge will require removal.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being medium as the asset is an iconic structure within the district and has gained a lot of media attention.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Council receives the report and confirms that the application to the Tourism Infrastructure Fund to fund the design and build of a new replacement Hokitika Gorge Lower Suspension Bridge.
 - 8.1.1. The Council contribution is unbudgeted and will be loan funded.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1.
- 9.2. The reason that Option 1 has been identified as the preferred option is that the application to the Tourism Infrastructure Fund has already been submitted and approved by the Ministry of Business, Innovation and Employment and was confirmed by Councillors via email.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council confirm the retrospective approval of the application to the Tourism Infrastructure Fund to proceed to building a new bridge for the lower Hokitika Gorge.

Scott Baxendale
GM District Assets

Attachment 1: TIF Fund Application



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI



TOURISM INFRASTRUCTURE FUND

Application Variation Request - TIF-R7-013

August 2023

Tourism Infrastructure Fund

Completing this form

This form is designed to be completed in association with the 'Guidance for Applicants' document. If you need any assistance with completing this form, please contact the TIF secretariat on tif@mbie.govt.nz.

Please complete the form in full, and submit it electronically to tif@mbie.govt.nz. Completed proposals must be received by the TIF secretariat no later than 5pm on the deadline date. All deadlines are available on the TIF website and are subject to change.

MBIE reserves the right to accept late proposals in the following situations:

- if it is MBIE's fault that the proposal was received late
- in exceptional circumstances, where MBIE considers that there is no material prejudice to other applicants. MBIE will not accept a late proposal if it considers that there is risk of collusion on the part of an applicant, or the applicant may have knowledge of the content of any other proposal.

There is no scope within the TIF process to assess out-of-round applications (including for feasibility studies). Applications submitted to the TIF Secretariat between funding rounds will be returned to the applicant for resubmission at the next funding round.

Proposal checklist

Before you apply be sure to complete the following:

- Check the TIF website to ensure you have downloaded the most recent version of each document.
- Read the 'Guidance for Applicants' document available on the website.
- Read the supporting information on the TIF website

When filling out this form please ensure:

- All answers are typed into the space provided for each section in font no smaller than size 10 point.
- You provide the information required for each question. This is outlined clearly within the TIF 'Guidance for Applicants' document.
- You have read and understood the declaration details outlined in Section 4 and have signed the declaration.

Once you have completed this form, email a copy to the TIF secretariat at tif@mbie.govt.nz and ensure that you attach any supporting information you wish to provide.

Note: There is a 20MB size limit for emails. For larger applications, please separate them into different emails.

Evidence

When MBIE assesses proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence.

MBIE will assess the application using the information provided by the applicant.

Section 1: Eligibility and project overview

1.1 Eligibility checklist

<p>Do you meet AT LEAST one of the eligibility criteria below:</p> <p>Annual tourism revenue in your territorial authority less than \$1 billion</p> <p>Visitor to rating unit ratio of 5 or more</p> <p>Local Government Finance Agency lending limits have been reached</p> <p>Project eligibility:</p> <p>Is your project for publicly-available infrastructure used significantly by visitors?</p> <p>Is your project for new facilities or enhancements?</p> <p>Have you ensured your project is not for the development of new attractions, accommodation or commercial activities?</p> <p>Have you ensured your project will not compete with local private commercial activities?</p> <p>Are you seeking co-funding of \$25,000 or more?</p> <p>Is your project financially sustainable?</p> <p>Have you ensured your project is not receiving NZTA funding?</p> <p>NOTE: If you do not answer 'Yes' to the project eligibility questions above, your project is unlikely to be eligible for TIF co-funding.</p>		<p><input checked="" type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> Yes</p>
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1.2 Project overview

a. Is your project addressing a need that is current or anticipated?	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Anticipated
b. Will your project deliver visitor benefits and also benefits to your local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is TIF co-funding critical to the project starting, happening sooner, or being of better quality [Tick all relevant boxes]	<input checked="" type="checkbox"/> Starting <input type="checkbox"/> Happen sooner <input type="checkbox"/> Better quality
d. Is your proposed co-funding the maximum you can commit to the project, and in monetary form only?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Do you have certainty of land access over the expected life of the proposed infrastructure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does your organisation have systems in place to ensure the proposed project complies with health and safety regulations? (You will need to demonstrate this prior to contracting)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Do your procurement processes require all external contractors involved in construction projects to have valid health and safety processes/plans in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Proposal and applicant key details

Please enter answers in the right-hand column.

2.1 Proposal key details	
Name of project [A short title that describes your proposed project.]	Hokitika Gorge Bridge Design and Build Variation to TIF R7 013
Short description of proposed project to be co-funded	The project aims to fund the design and build of a new replacement Hokitika Gorge Swing Bridge.
Estimated total cost of project	\$600,000
Amount of TIF co-funding sought – this <u>must</u> exceed \$25,000 (excl. GST)	\$450,000
Is this a discrete project or a bundle of projects?	<input checked="" type="checkbox"/> Discrete project <input type="checkbox"/> Bundle of projects

2.2 Applicants' key details	
Applicant Organisation name	Westland District Council
Applicant address, including postcode	36 Weld Street Private Bag 704 Hokitika 7842
Contact person	Kate Baird
Job title or Role	Asset Management Officer
Contact phone	027 282 6249
Contact email address	Kate.baird@westlanddc.govt.nz
Contact postal address (including postcode)(if different to applicant address)	

Section 3: Project Description

3.1 Problem definition and need for additional infrastructure

3.1.1 Briefly describe the challenge(s) you are facing as a result of current or anticipated visitor growth that underpin this application. Where possible, please provide qualitative and/or quantitative evidence to indicate the scale of challenge(s).

As the country emerges from the shadow of lockdowns and travel restrictions, we are embraced by the return of the international visitor. In the pre-COVID era, the West Coast tourist split was approximately 60:40 international to domestic. Total tourism expenditure was approximately \$69 million in the Westland District during the year to December 2022, which was up from \$54 million a year ago.

The Hokitika Gorge is a popular Short Walk managed by DOC. Pre-Covid (Feb 2020) the short walk was estimated to experience least 71,500 visitors per year, this was a 93% increase from 2016/17. However, this number has since fallen to an estimated 41,500 in 21/22.

Hokitika swing bridge is an iconic tourist attraction which takes a central point in the visual imagery of the town and the wider region. Originally designed and erected in the 1930's for the transfer of livestock it has subsequently become the central point and accessway across the gorge allowing visitors to experience the full Hokitika Gorge Experience. There has been significant tourism investment in the Hokitika Gorge including widening Whitcombe Valley Road, construction of a large carpark & toilets and the extension of the walk from 15 mins to a 60-minute loop with a new 90m suspension bridge. Some of these projects were funded by round one of the Tourism Infrastructure Fund in 2017 as well as the Department of Conservation.

The original 50m Hokitika gorge bridge was built in 1933 and is now 90 years old. The structure has now deteriorated with numerous components displaying structurally significant defects. A WSP report completed in July 2023 states "Following the completion of a PVEoL assessment of Hokitika Gorge Suspension Bridge, alongside a high-level risk assessment of available options, the optimum strategy is for the structure to be replaced in its entirety with the existing structure demolished".

Please note Westland District Council submitted the original TIF application before the July 2023 WSP PVEoL was completed. The original engineers report used to support the first TIF application indicated that an investment of \$200,000 would give an extended life of 5 years. The July 2023 report highlights the cost significantly increased to repair the bridge for a further 1-3 years, estimating a value of \$424,000 and therefore uneconomic for a 1-3-year extension.

[WSP PVEoL & Options report attached as supporting evidence.](#)

After receiving the WSP PVEoL and options report in July 2023 Westland District Council released a media announcement on Tuesday 22nd of August informing the public that the Hokitika Gorge lower suspension bridge would be closed from 1st October 2023 due to Health and Safety Risks.

[Hokitika Gorge lower suspension bridge to close | Westland District Council \(westlanddc.govt.nz\)](#)

Closure of the bridge from October onwards will reduce customer experience and have a wider economic/tourism impact because the bridge and the Gorge are a tourist draw to the area.

[Media Correspondence regarding Hokitika Gorge Swing Bridge Closure report attached as supporting evidence.](#)

One of the main drawcard points on the walk is the Lower gorge viewing platform. Currently accessible by an approximately 15 min walk on the loop track this would be extended to 90 mins return.

3.2 Proposed infrastructure

3.2.1 Briefly describe the infrastructure you propose to construct, and how it addresses the challenge(s) you have identified above. Please also list the other options considered and explain why the proposed project is fit-for-purpose and offers value for money.

The original 50m Hokitika gorge bridge was built in 1933 and is now 90 years old. It is owned and maintained by Westland District Council and is located on road reserve. The bridge is currently load restricted to 6 people or 1000 kgs.

The intention for this funding is to design and build a replacement suspension bridge. Westland District Council have been working closely with WSP and the Department of Conservation in order to ensure this iconic loop track walk can be experienced by the public for many future years to come. In order to achieve this a new bridge is required to be constructed.

Should Westland District Council not receive further funding the bridge will be required to close permanently and will have to be removed at an estimated cost in excess of \$100,000.

3.2.2 Please demonstrate that the proposed project has the support of the local community (e.g. has gone through some type of consultative process), and has support from the local economic development agency or regional tourism organisation.

Please Note: During the project recipients will be asked to keep the Ministry aware of any subsequent consultation process which could result in the project either not proceeding or requiring significant change from the original proposal.

The proposed project has support from the Department of Conservation (DOC) in the form of a letter of support. WDC have been working with DOC throughout this process and will continue to into the future.

The proposed project also has the support of the community run organisation Destination Hokitika. Westland District Council also has full support from Development West Coast and Destination Westland.

3.2.3 List all the benefits that you expect will flow from your proposed project (focusing particularly at the visitor benefits).

Some expected benefits are:

- Hokitika swing bridge will continue to be an iconic structure and draw for tourists to the wider region.
- There will be an improved or maintained visitor experience in time of expected resurgence.
- Reduced safety risk to visitor.

There is a fundamental issue here of a longstanding historic and well-loved structure closing and/or being demolished if funding is not made available to replace the bridge at a time when the West Coast is attempting to reinvigorate the tourist economy.

3.3 Funding the project

3.3.1 Briefly describe the current financial situation of your organisation and why TIF co-funding is required for the proposed project.

To support your application, please provide the following information:

- How the proposed project will be funded if TIF co-funding is not received (from debt, cash flow, or some other source)
- If funded from rates, what will be the impact be on ratepayers? Will the impact be on a specific group or general ratepayers? If this will impact on a specific group, please identify the financial impact and which group this will be.
- Brief analysis of the Council's unallocated reserves (what are these, forecast levels, and proposed use over the period of the LTP)

Westland District Council has currently committed to fund \$10,000 for the next 5 years in the LTP. A total of \$50,000.

The Department of Conservation are committed to helping support Westland District Council in the replacement of the Hokitika Gorge Bridge. Including providing engineer support, procurement, and project management resources.

If further TIF funding is not obtained the LTP money will be used to contribute towards the bridge demolition.

3.3.2 Describe what alternative sources of funding were explored before this co-funding request was made.

No alternative funding sources have been explored at this stage.

3.3.3 Please list any other active TIF funded projects and provide an update on progress.

Please Note: strong preference will be given to applications from councils that have completed previously approved projects.

- Hokitika Cass Square Toilets (TIF 5)
- Hokitika Beachfront Development (TIF 5)
- Westland Heritage Park (TIF 7)
- Community Waste Bin Upgrade (TIF 7)
- Otira Toilets (TIF 7)

3.3.3 Financials for proposed project Provide a breakdown of the tasks and associated costs required to complete the project. All costs should exclude GST.

Use the 'insert row' function if you wish to add more milestones/tasks.

Marginal operating and maintenance costs for the first 2 years may be taken into consideration by the TIF Panel when assessing an appropriate level of funding. i.e. the additional operational and maintenance costs when the proposed project is completed.

Note: In most circumstances TIF co-funding will not be available of obtaining land access, resource consents, building consents, staff resourcing or on-going servicing of existing infrastructure.

Note: The TIF decision-making process could take up to 2-3 months from the closing date of applications. Please take this into account when planning your project timeline, especially if the project start date is contingent on TIF funding being secured.

Milestones and Project Tasks	Estimated Start Date	Estimated Completion Date	Total cost	TIF funding sought	Applicant co-funding	Key assumptions made in estimating costs
'Milestone one' - Planning and Design (Pre Construction)						
• Engineer	01/11/2023	30/04/2024	\$30,000	\$22,500	\$7,500	
• Project Management	01/11/2023	30/04/2024	\$9,600	\$7,200	\$2,400	
• Project Coordinator	01/11/2023	30/04/2024	\$1,200	\$900	\$300	
• Operations staff support	01/11/2023	30/04/2024	\$3,600	\$2,700	\$900	
• Engineer Design Internal Peer review	01/11/2023	30/04/2024	\$6,000	\$4,500	\$1,500	
• Misc	01/11/2023	30/04/2024	\$12,000	\$9,000	\$3,000	
Total (Excl Gst):			\$62,400	\$46,800	\$15,600	
'Milestone two' - Construction						
• Engineer	01/04/2024	01/11/2024	\$18,000	\$13,500	\$4,500	

• Project Management	01/04/2024	01/11/2024	\$6,000	\$4,500	\$1,500	
• Project Coordinator	01/04/2024	01/11/2024	\$2,400	\$1,800	\$600	
• DOC Operations Staff Assistance	01/04/2024	01/11/2024	\$3,600	\$2,700	\$900	
• Building Consent/Exemption	30/04/2024	31/05/2024	\$4,800	\$3,600	\$1,200	
• Contract Bridge Construction	30/04/2024	31/10/2024	\$384,820	\$288,615	\$96,205	
• Contract Bridge Demolition/Removal	30/04/2024	31/10/2024	\$72,980	\$54,735	\$18,245	
• Misc, Signs and Final track tidy etc	30/04/2024	31/10/2024	\$20,000	\$15,000	\$5,000	
• Bridge Access track/structure	01/10/2024	01/11/2024	\$25,000	\$18,750	\$6,250	
Total (Excl Gst):			\$537,600	\$403,200	\$134,400	
			Total Cost	TIF funding sought	Applicant co-funding	
Totals (do not include Annual operating / maintenance): (Must equate to the project cost detailed in Section 1.1)			\$600,000	\$450,000	\$150,000	
Total Annual operating / maintenance costs only:			\$12,000			

3.4 Risks and Mitigations

Describe any risks associated with this project that you have identified and list the mitigations for each risk.

	Risk	Mitigation
<i>Example</i>	<i>Contractors not available for project due to diversion to deal with natural disasters</i>	<i>Alert MBIE as early as possible and renegotiate timeframes</i>
	<i>Project task X can only be carried out in a particular/off-peak season</i>	<i>Note in project plan and account for it in project timeline.</i>

Section 4: Declaration by lead applicant

I declare on behalf of the applicant(s), that:

- I have read this form, and the Guidance for Applicants, and fully understand the procedures, terms, conditions and criteria for TIF co-funding;
- this application form outlines the basis on which this application is made;
- I have read, understand and accept MBIE's standard form contract, including the terms and conditions, a copy of which is attached as Schedule 1 in the Guidance for Applicants;
- the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
- I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or project for the purposes of gaining or providing information related to the processing and assessment of this application;
- the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
- I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
- I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant sought, contact details of the applicant(s) and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
- I understand MBIE's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
- the application involves an activity/project that is a lawful activity that will be carried out lawfully;
- the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
- where external providers are being employed as part of the project/activity, the relevant providers will not be employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application;
- I am authorised to make this application on behalf of the applicants identified in section 1;
- I understand that MBIE may withdraw its offer of funding should the proposed project fail to be completed within the agreed timeline (detailed in Section 3.2.4).

MBIE-MAKO-18514496

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT

TIF Application Form April 2023

Signature of lead applicant

This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive or Mayor)

Name	Simon Bastion
Title	Chief Executive
Organisation	Westland District Council
Signature	
Date	1 September 2023

Section 5: Attachments

[Attach here, as a PDF, any additional information you consider necessary to support your application. Note that there is a 20MB size limit]

Report to Council



DATE: 28 September 2023
TO: Mayor and Councillors
FROM: Group Manager Regulatory, Planning and Community Services

ANNUAL DOG CONTROL POLICIES AND PRACTICES REPORT

1. Summary

- 1.1. The purpose of this report is to adopt the Annual Report on Dog Control Policies and Practices for the year ending 30 June 2023.
- 1.2. This issue arises from the statutory requirement pursuant to Section 10A of the Dog Control Act 1996 to adopt and publish an Annual Report on Dog Control Policy and Practices for the year ended 30 June 2023.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002, the Dog Control Act 1996, and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receives the report and adopts the Annual Report on Dog Control Policy and Practices 2022/2023, attached as in Appendix 1.

2. Background

- 2.1. The reason the report has come before the Council is due to the requirement of Section 10A of the Dog Control Act 1996 to prepare a report on Dog Control Policy and Practices for the year ending 30 June. Following adoption, Council must give public notice that the report has been adopted, notify the Secretary of Local Government, and make the report publicly available online.

3. Current Situation

- 3.1. The Annual Report on Dog Control Policies and Practices 2022/2023 (Appendix 1) has been prepared in accordance with Section 10A of the Dog Control Act 1996. The Report provides information on:
 - The number of registered dogs,
 - Probationary and disqualified owners,
 - Dogs classified as dangerous or menacing,
 - Infringement notices,
 - Complaints received, and
 - Prosecutions taken in or by the territorial authority.

4. Options

- 4.1. Option 1 – Council adopts the Annual Report on Dog Control Policy and Practices 2022/2023.
- 4.2. Option 2 – Not to receive the report

5. Risk Analysis

- 5.1. Risk has been considered and the following risk have been identified, subject to adoption of the annual report in accordance with section 10A of the Dog Control Act 1996.
- 5.2. Failure to comply with Regulatory requirements is a reputational risk for council. Council must endeavour to meet all statutory requirements aligned to activities council undertakes.

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 adoption of the attached Annual Report is an administrative function required of Council under the Dog Control Act 1996 and is therefore of low significance in accordance with Council's Significance and Engagement Policy.
- 7.2. Public consultation is not required. It is a legislative requirement under the Dog Control Act 1996 and following adoption the Annual Report must be notified and made publicly available online.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – To adopt the Annual Report on Dog Control Policies and Practices for the year ending 30 June 2023.
 - 8.1.1. There is a legislative requirement for Council to adopt an Annual Report on Dog Control Policy and Practices for the year ending 30 June and make the report publicly available by 31 October in the same year. This report is submitted for adoption in accordance with those legislative requirements.
- 8.2. There are no financial implications to this option.
- 8.3. Option 2
 - 8.3.1. Analysis of Option 2 – Failure to accept this report will cause council to not comply to its statutory requirements
- 8.4. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1 - that Council adopted the Annual Report on Dog Control Policies and Practices 2022/2023 to meet the legislative requirement within the Dog Control Act 1996.

10. Recommendations

- 10.1. That the report be received.
- 10.2. That Council adopt the Annual Dog Control Policy and Practices Report 2022/2023.
- 10.3. That the adopted Annual Dog Control Policy and Practices Report 2022/2023 is publicly notified, and made publicly available on Council's website, and
- 10.4. That the Secretary for Local Government is advised that the Annual Dog Control Policy and Practices Report 2022/2023 has been published in accordance with Section 10A of the Dog Control Act 1996, and Section 5(1) of the Local Government Act 2002.

Te Arohanui Cook

Appendix 1: Annual Dog Control Policy and Practices Report 2022/2023



Westland District Council Annual Dog Control Policy and Practices Report 2022/2023

1. The Dog Control Act 1996

The Dog Control Act 1996 (the Act) requires territorial authorities to publicly report on Dog Control Policies and Practices as outlined under Section 10A. This report contains information and statistics on the Westland District Council's Dog Control activity for the year 1 July 2022 to 30 June 2023.

2. Dog Control Policy and Bylaw

There have been no reviews or amendments made to the Westland District Council Dog Control Bylaw or Dog Control Policy during this reporting period.

3. Administration

3.1. Personnel

Council employs one full-time Warranted Animal Control Officer (ACO). Rotational rostered after-hours, and annual / sick leave, cover, is carried out by Council's Compliance and Health and Safety Officer. Two additional Warranted Compliance Personnel are available to be rostered to cover ACO functions when primary personnel are on leave.

3.2. Hours of Operation

The Animal Control Officer works from 8:30am to 4:30pm, Monday to Friday and responds to all animal complaints. ACO's respond to complaints 24 hours a day on rostered days, weekends, and statutory holidays, ensuring Council has appropriate cover to deliver service delivery expectations throughout the year.

3.3. Dog Pound

Council continues to manage four designated pound kennels within the SPCA facility on Hau Hau Road, two kennels situated at the Haast Police Station, and one kennel situated at the Franz Josef Police Station.

Council is responsible for the maintenance and management of its own pound assets and facilities, and the stewardship and nourishment of any dogs impounded in its care. The pound operates 24/7 with public access by appointment only via the on-duty ACO, to claim any dog/s under their ownership that have been impounded.

Access to the Pound facilities is restricted to Authorise Council personnel.

Dogs are only released to owners on full payment of due fees (registration and penalty fees), and the cost of micro-chipping if required. Any dog not claimed within seven days, is deemed to be abandoned and is assessed for rehoming suitability. All dogs are assessed by an ACO Officer, and if applicable, a suitable qualified officer of the SPCA or equivalent abandoned animal care facility, to determine suitability for rehoming.

4. Fees and Charges

The fees and criteria set in 2019/2020 remained unchanged as part of the 2022/2023 fee setting process, and the following fees and charges were adopted by Council for the delivery of Animal Control services for the 2022/2023 year.

Animal Control	Fee (GST inclusive) 2019/2020
Urban Registration (Hokitika and Kaniere Township)	\$74
Registration other Areas	\$58.50
Responsible Dog Owners (RDO)	\$50 Inspection Fee – First Year \$50 Registration Fee – All Areas
Registration Dangerous Dog	Standard Registration Fee plus 50%
Late Registration – 1 August	Standard Registration Fee plus 50%
First Impounding Offence	\$82
Second Impounding Offence	\$164
Third Impounding offence	\$245
Feeding/Day	\$26
Call-out for Dog Reclaiming	\$78

5. Dog Population Analysis

A total of 2085 dogs and 1519 owners are listed within Council's database for the reporting period. A total of 1445 dogs are located in the rural zone, 640 in an urban zone.

6. Enforcement

The format for reporting of complaints, impounding, classification, infringements, and court proceedings was modified for the 2018/19 period and continues in use for this reporting period. Where applicable, generalised figures from previous years have been included in the tables below. "NR" identifies where specifics were 'Not Recorded' by category.

6.1. Complaints

A total of 170 complaints were received during the 2020/2021 reporting period and is compared to previous years as follows.

Complaints Received	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Dog Attack	NR	19	15	19	5	6
Rushing/Threatening	NR	9	14	11	2	1
Roaming	NR	101	249	102	40	150
Barking	NR	32	47	19	13	25
Welfare	NR	21	16	26	0	4
General	NR	41	98	3	5	40
Total	104	223	439	170	65	226

6.2. Impounding

Sixteen (16) dogs were impounded during the reporting period of which 12 were returned to their owners, and 4 re-homed. No dogs were euthanised during the reporting period.

6.3. Classification of Dog Owners

The Council did not classify any dog owners as 'disqualified from owning a dog' in the 2022/2023 year. There are no registered 'disqualified' or 'probationary' owners within the Westland District.

6.4. Classification of Dogs

Dogs can be classified in three different ways:

- Menacing classifications under Section 33A of the Act are applied to a dog which the Council considers may pose a threat to any person, stock, poultry, domestic animal or protected wildlife due to observed or reported behaviour; or any characteristic associated with the dog (their behaviour);
- Menacing classifications under Section 33C of the Act are applied to a dog which belongs wholly or predominantly to one or more breeds or types listed in Schedule 4 of the Act (their breed); or
- Dangerous dogs under Section 31 of the Act are applied to a dog if the owner is convicted under 57A(2), if there is evidence that the dog is aggressive or the owner admits that the dog is aggressive.

There are 26 dogs registered as ‘Menacing’ in the Westland District. For the reporting period six dogs were registered as ‘Menacing’ under Section 33A, none registered as ‘Menacing’ under Section 33C and 1 dog was registered as ‘Dangerous’.

Under Council’s Dog Control Policy, all dogs classified as menacing must be neutered, and muzzled when in a public area.

	2018/19	2019/20	2020/21	2021/22	2022/23
Menacing S 33A	6	12	0	6	6
Menacing S 33C	1	6	2	0	0
Dangerous S 31	9	0	0	2	1

6.5. Infringements

A total of 133 infringement notices were issued for the following offences:

Infringement Offence	2018/19	2019/20	2020/21	2021/22	2022/23
Failure to comply with any bylaw	6	14	12	0	16
Failure to comply with effects of classification	4	3	3	3	8
Failing to register dog	68	204	107	11	106
Failure to keep dog under control	5	10	4	4	3
Failure to provide proper care	3	0	0	0	0

6.6. Court Proceedings

There were no court prosecutions undertaken for offences under the Act for the 2022/2023 reporting period.

7. Other Services

7.1. Multiple Dog Permits (3+ Dogs – Urban Zone)

A permit is required to keep more than two dogs on a property in an urban area. The issue of a permit is conditional on the suitability of an owner, their property and obtaining of approval from affected neighbours.

No multiple dog permits were issued during this reporting period.

7.2. Responsible Dog Owner Policy (RDO) Status

RDO status provides a discounted rate of dog registration as an incentive to responsible dog owners. To qualify for RDO status all dogs must be registered on or by 1st August of the current registration year, dog/s must be micro-chipped, there have been no justified complaints against, infringement, or impounding of any dog in the past two years, and the property has been inspected and approved in relation to appropriately fenced areas or kennel runs. There are 10 approved Responsible Dog Owners in this reporting period.

Report to Council



DATE: 28 September 2023
TO: Mayor and Councillors
FROM: Mayor Lash

MOTORHOME FRIENDLY DISTRICT STATUS

1. Summary

- 1.1. The purpose of this report is for the Council to confirm if it wishes the Westland District to become a Motorhome Friendly District.
- 1.2. This issue has arisen through an approach from the New Zealand Motor Caravan Association Inc (NZMCA) CEO Bruce Lochore, with a proposal for the region or district to become an official Motorhome Friendly Region or District.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the Council advise the NZMCA that it wishes to become a Motorhome Friendly District.

2. Background

- 2.1. The reason the report has come before the Council is due to an approach by Bruce Lochore, CEO of NZMCA to the Mayor and Chief Executive to discuss the Westland District becoming a Motorhome Friendly District, or the West Coast region becoming a Motor Home Friendly Region, under the NZMCA banner. A presentation about the NZMCA and their programmes was made to Council at the 24 August Council meeting. The NZMCA would like to expand the Motorhome Friendly Town status held by Hokitika to the entire West Coast as an official Motorhome Friendly Region. Whilst we cannot confirm the other councils within the region the Council can confirm a Westland District concept.
- 2.2. Hokitika is already a Motorhome Friendly Town under the NZMCA. At their meeting on 25 January 2018 the Council resolved to apply for motorhome-friendly town status for Hokitika which was accepted. On 22 March 2018, representatives of the NZMCA attended the meeting to present the Council with a certificate for Hokitika becoming the Motorhome Friendly Town and Hokitika becoming the 50th Motorhome Friendly Town in New Zealand.

3. Current Situation

- 3.1. The current situation is that Community Associations in the Westland District have been contacted and asked to support the Westland District becoming a motorhome-friendly district. Attached in **Appendix 1** is a summary of responses plus NZMCA requirements and opportunities.

3.2. The Community Associations support the concept. NZMCA would supply signage for the towns in the District advising of their Motorhome Friendly status, and market the district to their members.

4. Options

4.1. Option 1: To receive the report and adopt the Motorhome Friendly District status for the Westland District.

4.2. Option 2: To not receive the report and not adopt the Motorhome Friendly District status for the Westland District.

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 minor as it is administrative in nature.

7.1.1. Public consultation was undertaken via the Community Associations in the Westland District.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – To receive the report and adopt the Motorhome Friendly District status for the Westland District. This will ensure that members of the NZMCA are aware that they are welcome to the Westland District and that suitable amenities are available.

8.1.1. There are no financial implications to Council for this option.

8.1.2. The costs for branding and/or any signage will be at the cost of the NZMCA.

8.2. Option 2 – To not receive the report and not adopt the Motorhome Friendly District status for the Westland District. Hokitika will remain a motorhome friendly town, but this will not be extended to the rest of the district.

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.

9.2. The reason that Option 1 has been identified as the preferred option is that the Community Associations support the concept of the official Motorhome Friendly District for Westland District.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Westland District Council apply to become an official Motorhome Friendly District for the Westland District.

Helen Lash
Mayor

Appendix 1:

- The Motor Home Friendly Towns programme has always been based on towns due to the requirement to provide or have available medical services, rubbish refuse, drinking water therefore our townships would not meet the criteria within their own rights.
- To manage this, it is proposed by NZMCA that Franz Josef and Fox Glacier will be recognised as Glacier Country Motorhome Friendly. They will have their own dedicated page on the NZMCA website under the Motorhome Friendly Town section along with Hokitika which is already recognised as a Motorhome Friendly Town.
- NZMCA will promote the entire Westland District Region through these two avenues.
- All of our townships are within a 40-minute drive of a medical facility, all have safe drinking water with rubbish refuse being potentially the only issue but one that we can resolve going forwards.
- Under each town there will be four tabs: About, Events, Trails & Nearby. When NZMCA are creating our Glacier Country webpage we can list the smaller towns with a very brief introduction or noting something unique for each one under the *About* section. This means that we/they will be able to promote our whole region, places to stay, events, walking & cycling, local deals etc.
- Okarito community raised a concern as they would like to ensure any campervans only camp at their campground facility and that is an accepted rule by NZMCA anyway.
- The majority of the other communities wanted clarification on the same as they wanted to avoid the prospect of campervans recreating problems of old.
- The recommendations we put forward to NZMCA will be based on a blanket requirement for members to stay at recognised NZMCA sites and or at recognised community camp sites.
- As noted, before – this is a standard practice and requirement of NZMCA anyway.
- Rubbish management was the underlying issue but is something we can work on going forwards with the townships/communities.