



AGENDA

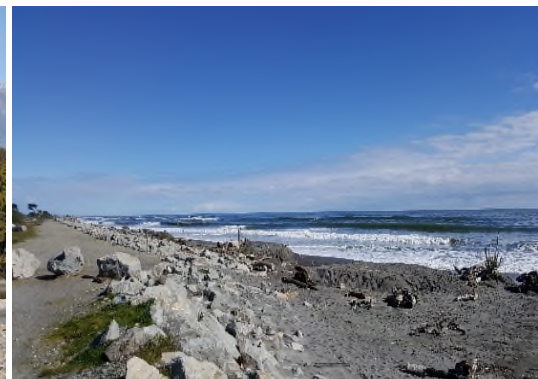
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 25 February 2021** commencing at **1.00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

Chairperson:	His Worship the Mayor	
Members:	Cr Carruthers (Deputy)	Cr Davidson
	Cr Hart	Cr Hartshorne
	Cr Kennedy	Cr Keogan
	Cr Martin	Cr Neale
	Kw Tumahai	Kw Madgwick



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

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 (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 – 10 December 2020**
- **Extraordinary Chief Executive’s Review Committee Meeting Minutes – 18 February 2021**

6. ACTION LIST (Pages 7 - 8)

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Enviroschools Programme**
Zoe Watson, Enviroschools
(Approx. 1.15pm)
- **Community Service Award Recipients**
Bruce Smith, His Worship the Mayor to Present
(Presentations to start at approx. 1.30pm)
Recipients:
 - Clifton Long
 - John Houston
 - Steve and Heather Schmetz and Staff - The Pukeko Store, Hari Hari*(At approx. 2.15pm the Council Meeting will be adjourned for a short refreshment break with the Award Recipients, their families, nominators and Council Elected Members)*

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Chief Executive’s Quarterly Report** - (Pages 9 - 25)
Simon Bastion, Chief Executive, Westland District Council
- **Financial Performance: January 2021** - (Pages 26 - 40)
Prabath Jayawardana, Finance Manager, Westland District Council
- **Destination Westland Limited Longer Term Structure Review** - (Pages 41 - 45)
Joanne Conroy, Chair, Westland Holdings Limited
- **Revell Street One Way Traffic and Seating Trial** - (Pages 46 - 49)
Fiona Scadden, Planning Manager, Westland District Council
- **Delegation of Council Representative for the Hokitika Freshwater Management Unit Committee** - (Pages 50 - 51)
Fiona Scadden, Planning Manager, Westland District Council

9. ADMINISTRATIVE RESOLUTIONS

<p>Angus James Alexander ROBB</p>	<p>Warrant of Appointment - Resource Management Act (RMA) Compliance Officer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to s.174 of the Local Government Act. • An Officer under the Westland District Council Bylaws. • Enforcement officer pursuant to s.38 of the Resource Management Act 1991, including the power of entry pursuant to s.332 and s.333 of the Resource Management Act 1991.
<p>Zachery Henry David MONTGOMERY</p>	<p>Warrant of Appointment - Planner, Enforcement Officer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to s.174 of the Local Government Act. • An Officer under the Westland District Council Bylaws. • Enforcement officer pursuant to s.38 of the Resource Management Act 1991, including the power of entry pursuant to s.332 and s.333 of the Resource Management Act 1991.
<p>Michael Thomas TEASDALE</p>	<p>Warrant of Appointment - Asset Manager</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and • an Enforcement Officer under the Westland District Council Bylaws; and • a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and • an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and • an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and • an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and • an Engineer under the Water Supplies Protection Regulations 1961; and • a Ranger under Sections 8, 10 of the Reserves Act 1977; and • an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and • an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974;
<p>Edwina Dorethea Maria DOWELL-DE QUADROS</p>	<p>Warrant of Appointment - Asset Engineer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and • an Enforcement Officer under the Westland District Council Bylaws; and • an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and • an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and • an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and • an Engineer under the Water Supplies Protection Regulations 1961; and • a Ranger under Sections 8, 10 of the Reserves Act 1977; and

		<ul style="list-style-type: none"> • an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and • an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974;
Aimee Leshana JORGENSEN	Warrant of Appointment - Documentation Compliance and Quality Assurance Officer	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and • an Enforcement Officer under the Westland District Council Bylaws; and • an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and • an Engineer under the Water Supplies Protection Regulations 1961; and • a Ranger under Sections 8, 10 of the Reserves Act 1977; and • an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and • an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974;

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 10 December 2020	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)
2.	Confidential Minutes – Extraordinary Chief Executive’s Committee Meeting: 18 February 2021	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)

3.	Glacier Country Update	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)
4.	Proposed Land Exchange, Insolvent Track	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)
5.	Tender 2018-19-07 Contract - Fox Glacier Water Treatment Plant Upgrade	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)

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
2	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a)).
1,3,5	Protect information where the making available of the information: (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2)(b)).
2	Maintain legal professional privilege. (Section 7(2)(g)).
1,4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))
1,5	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 MARCH 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

25.02.21 - Council Meeting - Action List

Date of Meeting	Item	Action	Completion Date/Target Date	Officer	Status
28.06.18	Kaniere School Students – Cycle trail 1. Crossing Progress 2. Crossing Placement 3. Site Visit (3 Actions merged 26.11.20 and updated)	Council staff to get back to the Kaniere School Students regarding the proposal.	Oct 2020	DA	On the location of the crossing itself, this has been specifically situated to provide the correct level of advanced warning while also achieving optimum advanced sign visibility to all motorists. Relocation of this crossing closer to the bridge intersection would compromise the effectiveness and safety of this setup. The crossing has been primarily provided for school children both on foot and on bikes. New site visit to be arranged early 2021. Still awaiting the arrival of the Speed signs into NZ
22.08.19	Fox Landfill	Council support staff in progressing their investigations into the engineering methodology, financial implications and funding mechanisms of the long-term options.	June 2021	GM & DA	The PGF Funding application is supporting the relocation of the landfill material to Butlers Landfill plus funding to do a final sweep of Fox River for any visible remaining material has been successful. Glacier Guides has completed the river clean up <ul style="list-style-type: none"> • Fox River Landfill dig out and transfer to Butlers is approx. 50% completed.. • Butler’s Landfill upgrade work to be consented and tender awarded – anticipate the process being completed by end of April.
28.11.19	Iwi representation around the Council table	Mayor to write to the Minister of Local Government seeking advice.	In progress	Mayor & CE	Response received from DIA. Further discussions to be completed on next steps.

Date of Meeting	Item	Action	Completion Date/Target Date	Officer	Status
22.10.20	Hokitika Waste Water Treatment Plant	Provide monthly updates to Council	On going	CE & LS	3 Waters Stimulus Funding Delivery Plan conditionally approved for the Hokitika WWTP feasibility work. More detailed milestones and costs to be submitted for approval. Stantec has been appointed to prepare a cost proposal and commence with the stakeholder engagement process.
26.11.20	Waste Management Workshop	Workshop to be organised before the LTP.	Completed	LS	Workshop completed on the 16 Feb 2021
10.12.20	Committee/Subcommittee Meetings Structure	Review of the current structure.	March 2021	CE	To present back to council in March
10.12.20	Gillespies Beach Miners Cemetery Closure	Update the community on the closure and advise of the future maintenance plan. Made reference to direct contact with historical families such as the Williams & Sullivans.	2020/2021	CE & DA	
10.12.20	Speed Limit Register Review – Stage 2	Review of the speed limits on the below roads/areas: Kokatahi/Kowhitirangi Area Old Christchurch Road Kaniere Road Lake Kaniere Road and surrounding areas (Hans Bay, Sunny Bight, Lake Kaniere)	2021	KJ	To be conducted post NZTA speed limits review
10.12.20	Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	Meeting held 27 th Jan. Decision to get pricing to raise the Liang ting above the water line in the existing position. Also community and DoC to discuss Jones Creek entrance to the Lake.

Report



DATE: 25 February 2021
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1 SUMMARY

1.1 The purpose of this report is to:

1.1.1 Provide an update on the positive aspects that are happening in the Westland District.

1.1.2 Updates on any Matters of Significance & Priority.

1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28.

1.3 This report concludes by recommending that Council receive the Chief Executive's report dated 25 February 2021.

2 MATTERS OF SIGNIFICANCE & PRIORITY LIST

2.1 COVID-19 Response

Since the last report the country has dropped down to Level 1 and bounced back to Level 2 for three days last week due to the community outbreak in Auckland on the 15 Feb. The Level 2 alert was lifted at midnight on Wednesday. Council's focus has been supporting ratepayers affected through this pandemic. Level 2 still has a significant impact on how the community functions and it has disrupted many planned events.

Council services are functioning at a high level with no reduction in services delivered.

2.2 Mayoral Taskforce for Jobs

Over the last quarter the Westland MTFJ Coordinator has explored the idea of a Community Careers Day. During the early stages of launching the Westland Community Recovery Programme the MTFJ team identified that a careers day had not been organised at the local high school (WHS) in over three years.

A blanket of support for a Westland based event developed. To this end the Westland MTFJ held Westland's Inspire to Aspire Inaugural Careers Event on the 18th February. This full day event was held at the Pakiwaitara Discovery Centre recently purchased by the Westland District Council. This event will serve a dual purpose; celebrate the success of

the programme and continue MTFJ momentum whilst engaging students, NEETs and community members in education around training and employment possibilities.

The \$500,000 allocation has been largely exhausted therefore the Coordinator is being conservative with applications. Since its launch the Westland MTFJ has supported around 60 positions across 37 businesses and supported an additional 25 industry training opportunities.

An audit of the funding will be carried out following the Careers Event to identify individual SME allocations not spent and those requiring additional funding.

The Coordinator has been actively following up with businesses and employees and noting favourable outcomes overall for SME and apprentice placements. Overall the MTFJ has maintained a good reputation in the Westland Region.

2.3 Provisional Development Unit Funding

The following projects have been approved and funding by the Provisional Development Unit of MBIE:

2.3.1 Solid waste management: Fox Landfill Waste Removal and Butlers Landfill Cell - \$3.3M

Fox Glacier Landfill

The Fox landfill extraction contract has been tendered to Roscoe Contracting and is well underway. To the end of January 2,851 tonnes of material has been extracted and transported up to Butlers Landfill for disposal. The contractor is making good progress with 550 tonnes now being extracted daily. WDC staff are managing this project to reduce cost incurred via consulting services. Up to 10 trucking units and 4 ground crew are involved in the extraction and shifting of the material between sites.

The work remains on target (pending weather impacts) with the site excavation due for completion in the 1st week of March and total rehabilitation of rock walls etc. expected early April.

Material being extracted at the Fox River.



Material being deposited at Butlers Landfill



Butlers Landfill

STANTEC are at the final stages of design and contract documentation for the new cell at Butlers, inclusive of changes to the leachate dispersion field if needed. Consent has been granted for the additional material entering the existing landfill. Another resource consent is required to construct the new “mirror” waste cell as highlighted below.

Soil & Rock Ltd consultants are working through this consenting process and the Timeframes are tightening up to have this project completed as expected by the end of October. Pressure is being applied to all parties involved. We are expecting continued assistance from regional council in the application process.



New "mirror" cell location in comparison with existing.

Fox River Remediation

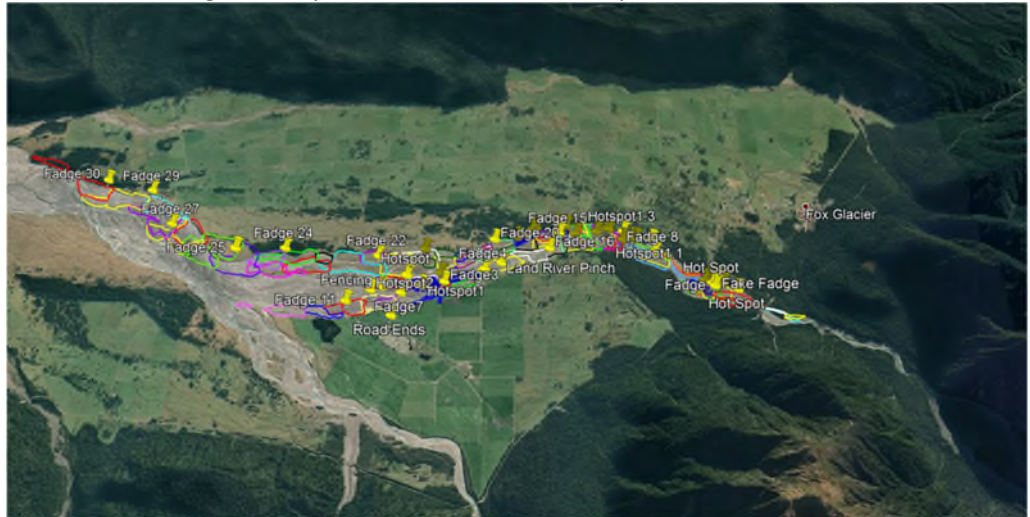
The Fox River Basin Clean-Up is now nearing completion. The funding allocation provided for this project is due to be expended late February / early March. Fox Glacier Guides Ltd, who undertook the ground clean up and control of site staff have provided an exceptional service. Under the direction and guidance of the Westland District Council team, a wide area of river basin has been patrolled with the removal of approx. 12 tonnes of mixed light waste.

This project has benefited the community by supporting the direct employment of an average of 16 ground staff, various support crew, helicopter logistics and accommodation suppliers. Service Cartage Ltd, kindly donated fadges for waste collection and cartage. The packaged waste is required to be accurately weighed before being disposed of at the Butlers landfill.



One of the Fox River basin crews in action.

Below a Geo-grid map of various clean up locations in the river.



2.3.2 Cron Street extension - \$1.19M / Cron Street footpath extension - \$269K

A number of meetings have been held between the developer and District Assets Staff to confirm the scope of works to be carried out. The revised plans and specifications have now been completed and planning for construction is underway. Construction work is set to begin in March. The documentation for vesting of the land as Road Reserve is also underway.

2.3.3 Old Christchurch Road seal extension - \$3.2M

Good progress is being made on the construction of Old Christchurch Road. This project has been split into 3 separable portions with Separable Portion 1 (End of seal to Duffers Creek Road) ready to have the basecourse layer placed and construction of Separable Portion 2 (Duffers Creek Road to Loopline Road) now underway and making good progress.





2.3.4 Jackson Bay wharf - \$500K (additional to \$500k already approved)

Isaac Construction (former GT Liddell Contracting Ltd.) has been awarded the Jackson Bay Wharf repairs project as a specialist contractor. The causeway and main wharf are in need of repairs. The first stage of the project has commenced to complete a detailed engineering assessment of the condition of the causeway and the main wharf. This is to allow accurate reporting on the scope and cost of the repairs as well as any works required to achieve a suitable loading to be able to complete pile driving and other repairs.

A Structural Engineer has completed the final checks on repairs, including a diver inspection and loading of the structure. Works include the structural repair of some piles and drive new piles where they are not structurally able to be repaired and replacement or repairs of timber bearer beam and bracing.

The bulk of new hardwoods for replacing piling and timber as required have been delivered to site.

Council and Isaac's are currently reviewing the project scope and will be submitting the final repair methodology's, scheduling of repairs and materials costings to Council based on a fixed value contract. This will finalise the second stage for the project construction works. Funding will not be adequate for the total scope of repairs and additional funding options to be considered once fully costed.

In the interim Isaac's completed a special piling rig ready to drive piles from the wharf and a mounting crane on a barge is ready for site delivery. They have commenced stripping back the causeway deck to commence replacing bearer beams in the first 5 bays.

The project spend to date is \$226k to include the hardwood timbers on order, wharf condition inspections and structural engineering checks.

2.3.5 Hokitika swimming pool renovation - \$3M

Greymouth based Architects, Team Architecture, were selected as architectural consultants for the swimming pool renovation project. Team Architecture has members within the collective that have experience with a number of similar sized pool developments and will take the design lead for the Hokitika swimming pool renovation project.

Ian Coombes Limited has been appointed as the specialist for providing their in-house design service for a tailored and cost-effective pool filter system upgrade and pool liner installation. Ian Coombes have serviced the Westland District Council facilities in Hokitika and Ross for many years.

Council staff had a series of meetings with the core design team to work through the scoping, design and budget constraints. These meetings focused on ensuring the team making design and planning decisions are on the same page to make effective use of the available funding. Once the list of priorities was identified a rough costing was produced to help focus the key spending areas. A concept plan has been developed to show what a staged development might look like. Consultation meetings and conversations have taken place with the newly formed swimming pool users group, Hokitika Swimming Club and the swimming pool management. This covers the major user groups for the pool. The planning team is confident the key desires are understood allowing us to focus on finalising the concept and work into developed design.

The Capital and Tenders Subcommittee recently adopted the proposed development plan as Stage 1 works to be completed within the funding allocation and a Stage 2 to be included in the Long Term Plan 2021- 2031.

Concept drawings are now completed. Initial costings were received, however there were some technical issues that were causing budget blow outs, these were sent back to the engineer to redesign a lighter weight, lower cost option. Following this final - high level cost estimates have been received. Joseph and Associates have been appointed as Project Manager. Fixed programme and key dates to be advised after discussions with the management team on 17 February 2021.



2.4 Fox Water Treatment Plant (WTP)

The tender process has been completed for the planned Fox Water Treatment Plant Upgrade. The contractor appointment recommendation report will be presented at the council meeting February 25th 2021 (confidential section). Discussion is underway with a preferred tenderer regarding treatment process, equipment selection and project timeframe.

2.5 Arahura Water Supply

Council awarded this contract at the Capital Projects & Tenders Committee to Process Flow Ltd on the 15th September 2020.

A design review HAZOP has recently been completed and final design is now underway. The water treatment plant is currently in equipment procurement and assembly stage at Process Flow's premises in Nelson and will be transported to its location in Arahura on completion.

The project is expected to be completed by August 2021.

2.6 Three Waters Reform

With the approval of the Delivery Plan and payment of the initial upfront portion of funding (\$3,942,200.00) in November the majority of the 43 Reform Projects are underway.

The initial and January quarterly (combined) report has been submitted to the DIA. These reports are a requirement of the agreed MOU and are produced by the DIA. The purpose of these reports is to track progress and funding not only for the Reform Projects but the LTP projects as well.

Some of the major projects in the Reform include

- Replacement of various water and wastewater mains throughout the District
- New Reservoirs (raw and treated) at three water treatment plant sites
- Feasibility study for the Hokitika WWTP options / upgrade
- Various improvements to WTP's, WWTP's and pump stations including installation of generators
- CCTV and Inflow and Infiltration (I&I) investigations of various wastewater and stormwater networks throughout the District.

2.7 Tourism Infrastructure Funding (TIF) applications

2.7.1 Sunset Point

Construction work is now heading into the final phase for the completion of the reserve area. The government contribution for the works has been invoiced. Plumbers and electricians are making good progress and may finish a day early. Concrete slabs for street furniture have been poured 16 February, all ready and boxed up.

Builders beam is boxed up with the building being moved Monday 22 February.

The car park chip seal has been completed allowing vehicle access back into the area, this was an area of focus as the whitebait season sees a larger number of users at the point. Line marking, vehicle stops and signage to be completed. The toilets plumbing and

electrical connection are being installed. Hydro seeding reinstatement and patching is scheduled for February 26 (weather depending.) Project to be completed before Wild Foods Festival March 13.



2.7.2 Hokitika & Franz Josef Campervan Dump Station Upgrades

These sites and this project is now complete. A successful outcome that has received positive feedback from users and NZMCA, who provided especially designed dump units and signage to assist with a successful outcome. With the rise in camper van usage by NZ citizens they have been popular.

Below is the Hokitika Dump station north of the township.



Below is the Franz Josef waste dump station which included the sealing of the right of way, installation of solar lighting and a retaining wall to allow for a pull in parking area.



2.8 West Coast Wilderness Trail - Enhancements.

Kaniere Cycle Trail Stage 1.

After some delay in this project, due to construction and design problems this section of cycle trail is available for public use. Unfortunately it cannot be officially opened due to land usage negotiations at the Hau Hau intersection, but the site has been well utilised over the last week with many positive comments. It features a spiral bridge design at the eastern end along with many forest passages that make this trail one of the best in our region. Below are some of the highlight scenes on this trail, but it is well worth a visit by the councillors & their families.





2.9 Carnegie Building

Since the last report we have been successful in our application for funding from Culture & Heritage Fund for the Carnegie Building project. This lead us into negotiations with the preferred tenderer.

Unfortunately post tender contract negotiations have not been successful with the proposed contractor mainly due to:

1. Building conditions and associated strengthening methodologies have changed due to intrusive investigation completed post tender.
2. Services works have been updated to comply with performance specification (Te Papa) and a competitive price is now required for this substantial part of the building upgrade.

Based on this have proceeded to go out for re-tender on an accelerated timeframe. The timeframe would be to have the new pricing completed within a three week period. We are currently running at four weeks for the building consent so we could therefore still have a start date in early March. No substantial change to programme.

We are working through Joseph Associates for the project management.

3 OTHER ACTIVITIES

3.1 Building, Planning and Environment

Building

This quarter has seen some staff changes and recruitment is underway to fill these vacancies. We have made one appointment and they will commence early March. These roles are of a technical nature and require certain qualifications to meet the criteria set by MBIE. The remaining staff are working hard to continue on business as usual with the workload and are doing a great job.

The bi-annual IANZ Building Consent Authority Accreditation Assessment (due again July 2021) work is underway to achieve re accreditation.

Consent numbers are down from the same quarter last year, but consent inspections remain consistent with other quarters.

The new rules created by the Government around buildings that are exempt from Building Consent that took effect in August last year has created extra counter enquires around what's required for consent and what's 'exempt' and a decrease in consents for the buildings that meet that criteria. There has also been an increase in Notice to Fix activity – where people have undertaken work without Building Consent and now need to make applications for Certificates of Acceptance and Building Consents for remedial work.

3.2 Corporate Services

Finance

Finance team are currently working on the Long Term Plan 2021-31. This is a large project that requires input from all areas of Council activity.

At the same time the finance team are continuing to provide business as usual activities including monthly reports to Council and transactional accounting.

To assist with budgeting the finance team have also been implementing improvements and further enhancements to the IBIS Breeze system through interactive portals for managers to directly access the system. This should provide efficiencies in budget collection going forward.

Strategy and Communications

Work for the LTP 2021-31 continues to be a core task. The strategy and communications advisor is leading this project and is co-ordinating the inputs from all areas of Council.

At the same time the strategy and communications advisor is also project managing the website refresh project, which will enable easier maintenance of the site allowing for data to be kept more up to date, and also enhanced search facilities to make navigation easier allowing users of the website to find the information they need.

Information Technology

The information services team are the technical aspect of the website refresh and are working closely with the strategy and communications advisor on that project.

A new phone system has been implemented and is fully operational, this system will allow for more mobility for staff in case there may need to be working from home again, there will also be a lot more flexibility in the system set up, allowing staff to be more reactive in emergency situations. The implementation was very straightforward and reduced costs for Council both in equipment requirements and ongoing costs.

Information Management

The Business Analyst is leading the transformation from paper-based systems to digital document management, together with the information officer, the system is starting to be rolled out in the next couple of weeks. In order to manage the change in the organisation, this will be rolled out in a piece meal way rather than a big bang change which should be easier for staff training and confidence. This project is a long term project that will span several years, however good progress has been made and staff are adapting to this change well.

As part of the project, old paper records are undergoing an inventory and are being categorised as per Archives NZ requirements, and this will allow for sentencing and destruction of some records. Records that are required to be permanently archived are to be stored off-site at an appropriate archive facility.

This is an area of Council that has been neglected for many years, getting this project started and progressed is key to providing a better service for the Community and will enable efficiencies.

Library

Overall visitor numbers to the library are slightly lower, reflecting the reduction in overseas tourist visitors. Issues of physical books are slightly lower than expected and digital issues remain unchanged from the same period last year.

Over 1200 people have attended events and programmes at the library, a slight increase on the same quarter last year. The Summer Reading Challenge is still a popular summer activity for children, with over 70 children completing the challenge this year. This is not as many as we had expected, good weather, holidays and an increasing number of alternative activities may explain it. We are evaluating the programme, to ensure it stays

relevant and accessible to our Westland children. The Storyteller, Reading Challenge prize giving and afternoon tea was a great success with over 65 children and their families celebrating the end of the summer holidays.

The library has been working with the Mayoral Taskforce for Jobs, to enable a school-leaver to gain work and experience in the library. The New Zealand Libraries Partnership Programme has funded 2FTE fixed term positions at the library; Mike Dickison is the new Digital Discovery Librarian and Rauhine Coakley is the new Community Engagement Librarian. Both bring valuable knowledge, skills and experience to the team, contributing to and expanding the in-house library and outreach programmes we can offer to our Westland communities.

There have been some unprecedented funding opportunities available to help support community recovery from the global pandemic. In recognition of the role that libraries have in supporting communities, NZ central government provided a \$60 million funding package for libraries to be administered by the National Library, from which, Westland District Council has been able to secure funding for 2 additional full-time library staff until June 2022.

4 STAFFING UPDATE

Staff Incoming and Outgoing:

Departures

- Gavin Bird, Building Control Officer
- Chris Wieblitz, BCO and Quality Officer
- Simon Percy, Senior BCO
- Rebecca Davis (after school Office Assistant)
- Louis Sparks (Group Manager: District Assets) – leaving in March

Incoming

Lynley Truman, Management Accountant 28 October 2020

Lynley joined the Finance Team as Management Accountant in September. Lynley has quickly become an integral part of the Finance Team, and is known for her quiet, professional manner, and penchant for reading.

Michael Teasdale, Asset Manager 22 October 2020

Michael joined the District Asset Team as Asset Manager, from working for ten years in industry in Australia. Michael is a Coaster born and bred, and is really happy to be back with family, and near to paramotor and hunting opportunities on the beautiful West Coast.



Mike Dickson, Digital Discovery Librarian (National Libraries Partnership Funding) October 2021

Mike joins us from a world-famous (really) position of being the first Roving Wikipedian, having earned the moniker Wikipedian at Large. (It's worth asking him for the story at the next morning tea.) Meanwhile we are fortunate to have his expertise in the Library, and in the District, helping the Westland Community to connect to the resources available at the Westland District Libraries. Doubly fortunate, due to our Library Manager having won external funding for these two positions.

Rauhine Coakley, Community Engagement Librarian (National Libraries Partnership funding) October 2020

Rauhine joins the Council from a background in health. Having lived in the North Island, Rauhine is really happy to be back with family and friends. Rauhine is working both from within the Library, and out with the community, developing and providing information and support sessions to potential Library users in our community who may need support to access the Library's wide resource base.

Caitlin Murphy-Bradley, Mayor's Taskforce for Jobs November 2020

Caitlin joined the Library as part of this initiative. Caitlin lives and attends school locally, and is enjoying learning work and specialized library skills as part of this opportunity.

Jan Goodall, Responsible Camping Enforcement Officer (part-time) November 2020

Jan joined the Council in this role in late November, to catch the Responsible Camping Season. Jan is based entirely in Franz Josef, so no photo. Jan is from a background in tourism, and having Covid putting paid to that, is enjoying being back working with visitors to this beautiful part of the country.

Hailey Miller, Responsible Camping Enforcement Officer (part-time) November 2020

Hailey joined the Council in this role in late November, to catch the Responsible Camping Season. Jan is based entirely in Haast, so also no photo. Jan is from a background in the care of our environment, having been a garden maintenance worker in Christchurch, and as a DoC worker in Haast. Hailey returned to Haast to raise her daughter and is enjoying being back living and working in this beautiful part of the country.

Winnie Dowell-de Quadros, Asset Engineer, 23 December 2020

Winnie started interning with Council in 2018 and has now been appointed as an Asset Engineer. She studied engineering at the University of Canterbury and graduated in December with a Bachelors of Civil Engineering with First Class Honours. She was very excited to return home to Hokitika after four years in Christchurch. She enjoys playing badminton, DIYing and spending summers out at Lake Kaniere.



Zachary Montgomery, Planner, 9 January 2021

Zac Montgomery, originally from Westport, but went to boarding school in Christchurch then studied his masters in Dunedin. In Dunedin he studied a Bachelor of Science majoring in Microbiology and Geography before doing a masters in Planning with his thesis topic being how e-scooters and micromobility options function under Transport Planning Acts and potential options for the future. In his spare time he enjoys going to the gym, reading or gaming. Zac also enjoys doing some of the walks in the area and started the job in January.



Aimee Jorgensen, Documentation and Compliance officer, District Assets 8 February 2021

Aimee comes to us from a hospitality and digital marketing background and has been hired as the District Asset Teams Documentation, Compliance and Quality Assurance Officer. She has family spread between Geraldine, Christchurch and Dunedin, where she likes to spend her spare time. Aimee also has two cats and a puppy at home which keep her very busy.



Angus Ross, RMA Compliance Officer 22 February 2021

Angus joins the Council mid-way through a Masters in Planning. Angus will continue to study part-time while filling this key role in the Planning team. Angus has been “playing” on the West Coast for several years, and, coming from a teaching background, has led student groups here, and safely introduced them to our wild, untamed wilderness. In his spare time, Angus has been bringing friends here to kayak, hike and sightsee.

Kate Baird, Data Systems Coordinator, 1 March 2021

Kate has been living locally for the past sixteen months, after finishing school in Christchurch. Covid deferred Kate’s plan for the big OE, and choosing to stay local, Kate has been working for a local business and helping out on the family farm.

Andrew Gilmore, Building Control Officer, 8 March 2021

Andrew has worked as a builder previously; more recently inspector for E-can during the years since the Christchurch earthquakes. Andrew is really looking forward to working on site in Hokitika, having effectively been commuting from his bach in Blue Spur to work in Christchurch for the past several years.

Kararina Te Ira, Museum Director, 22 April 2021

Kararina joins the Council for this essential position effective 22 April. Kararina has extensive experience and study in Cultural Heritage and is really looking forward to the challenge of

developing the Museum using her considerable knowledge of our taonga, and how to store and display them.

Museum Staff: The Council were pleased to receive Museum staff back into the fold when the decision was made to move the management of the Museum from Destination Westland to the Regulatory and Community services portfolio. Sue Asplin, Photographs Curator; and Helen Cook, Collections Curator returned to the Council, and Vaughan Bradley, subsequently joined the Museum as Collections Researcher.

5. LGOIMA UPDATE

5.1 For the year to date Council has received 53 official LGOIMA requests:

- 13 requests were from lobby groups or government departments.
- 8 requests were received from media and processed through the official LGOIMA process;
- 48 media requests have been processed through the Communications activity.

LGOIMA number of days for completion year to date

5 days and under	22
≥ 6 - 10 days	11
≥11 - 15 days	9
≥16 - 20 days	6
20 days and over	3
Withdrawn	0
Pending	2

6. RECOMMENDATION

A) **THAT** the Quarterly Report from the Chief Executive dated 25 February 2021 be received.

Simon Bastion
Chief Executive

Report to Council



DATE: 25 February 2021

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE: JANUARY 2021

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for seven months to 31 January 2021.
- 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 May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 January 2021.

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 Audit and Risk Committee on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.
- 2.2 The Audit and Risk Committee received a report to the end of December 2020 and did not find any issues of concern.

3. Current Situation

- 3.1. The financial performance report has had some changes made to the format and the actual data presented.
- 3.2. The information in the report is now of a more summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget

phasing are not now commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.

3.3. With the inclusion of the sustainability report, it is not now necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report.

3.4. The financial performance report to 31 January 2021 attached as **Appendix 1** and contains the following elements;

3.4.1. Sustainability report

3.4.2. Statement of Comprehensive Revenue and Expense

3.4.3. Notes to the Statement of Comprehensive Revenue and Expense

3.4.4. Statement of Financial Position

3.4.5. Revenue and Expenditure Graphs

3.4.6. Debtors

3.4.7. Debt position

3.4.8. Capital expenditure

4. Options

4.1. Option 1: The Council receives the Financial Performance Report to January 2021

4.2. Option 2: The Council does not receive the Financial Performance Report to January 2021

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low 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. There are no financial implications to this option.

8.3. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the activity groups are achieving their KPIs.

8.4. 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 report is administrative in nature and to do nothing would create a financial risk 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 January 2021 be received.

Prabath Jayawardana
Finance Manager

Appendix 1: Financial Performance to January 2021

Appendix 1



Financial Performance Year to January 2021

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$20.56M	\$15.39M	\$5.18M
Is 42.98% more than the total budget of \$14.38M	Is 5.53% more than the total budget of \$14.58M	Is 2716.87% more than the total budget of \$(0.20)M

SUSTAINABILITY

Rates to operating revenue 38.70%

Rates Revenue	\$7.96M
Operating Revenue	\$20.56M

38.70% 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 133.64%

Operating revenue	\$20.56M
Operating expenditure	\$15.39M

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 133.64% of operating expenditure.

Interest to rates revenue (LGFA Cov.) 4.20%

Net interest and finance costs	\$0.33M
Rates Revenue	\$7.96M

4.20% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue 1.62%

Net Interest and finance costs	\$0.33M
Operating revenue	\$20.56M

1.62% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.

Liquidity Risk (LGFA Cov.) **159%**

Gross debt	\$23.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$13.11M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Our current liquidity risk is 159%

Essential services ratio **113.49%**

Capital expenditure	\$3.39M
Depreciation	\$2.98M

Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 113.49% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Rooding.

Statement of Comprehensive Revenue and Expense

Statement of Comprehensive Revenue and Expense							
For the period ended January 2021							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates		13,954	13,892	7,895	7,957	63	0.79%
Grants and subsidies	01	11,300	5,593	3,455	9,162	5,707	165.17%
Interest Revenue		34	43	25	16	(9)	-36.16%
Fees and Charges		1,949	1,947	1,143	1,145	2	0.17%
Other revenue	02	3,635	3,217	1,864	2,283	419	22.47%
Total operating revenue		30,873	24,693	14,382	20,563	6,181	42.98%
Expenditure							
Employee Benefit expenses	03	4,355	4,236	2,469	2,588	119	4.81%
Finance Costs	04	711	867	506	350	(156)	-30.76%
Depreciation	05	7,308	7,133	4,161	4,336	176	4.22%
Other expenses	06	13,041	12,373	7,444	8,112	668	8.97%
Total operating expenditure		25,415	24,608	14,580	15,387	807	5.53%
Operating Surplus/(Deficit)		5,458	85	(198)	5,176	5,374	2716.87%

Notes to the Statement of Comprehensive Revenue and Expense

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

01 Grants and subsidies

The variance of \$5.7m is mainly due to unbudgeted grants received for below projects;

- \$3.428M for 3 Waters project
- \$709k for Old Christchurch Road project
- \$400k for Jackson Bay wharf project
- \$539k for Community halls and War memorial renovation projects
- \$550k for Butlers new cell development project
- \$319k for Carnegie building project
- \$500k for Mayors task force job funding project
- \$250k for responsible camping capital works
- \$128k for Waterfront development project
- \$122k for Haast potable water storage project

These favourable variances are partially offset by lower than planned variances from NZTA (\$509k), Responsible camping operational grants (\$590k) and other grants (\$150k). This is mainly due to operational reasons and budget phasing.

02 Other Revenue

Actual is higher than planned mainly due to unbudgeted recoveries income of \$210k from National Emergency Management Agency for March/December 2019 flood event claims and an unbudgeted gain of \$229 in Derivatives valuation as a result of lower than expected interest rates prevailing in the market.

03 Employee benefit expenses

Actual salary cost is higher than planned due to additional grant funded library roles, establishment of an In-house Human Resources function and transfer of museum staff to Council from Destination Westlands Limited during the year none of which were budgeted for.

04 Finance costs

This variance is mainly due to lower than expected interest rate prevailing in the market and efficient liquidity management.

05 Depreciation and amortisation

Actual depreciation is higher than anticipated due to capitalisation of some significant Roding assets and Franz Josef Wastewater assets in 2019-20 Financial year.

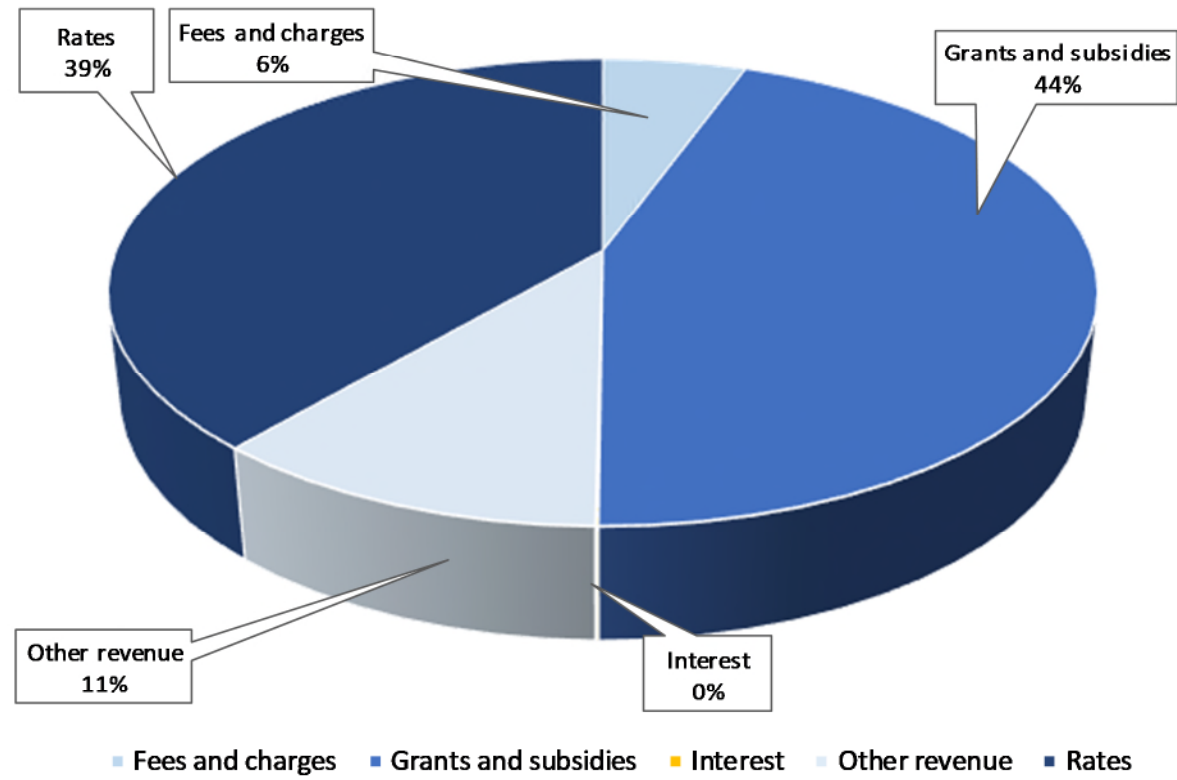
06 Other expenses

The variance is mainly due to unbudgeted roading expenditure; drainage maintenance is \$237k higher than planned due to effects of 2019 storm events, additional bridge inspections of \$231k and \$181k of repairs on the Special Purpose Road due to coastal erosion. These are fully or partially subsidised by NZTA depending on the nature of the work involved.

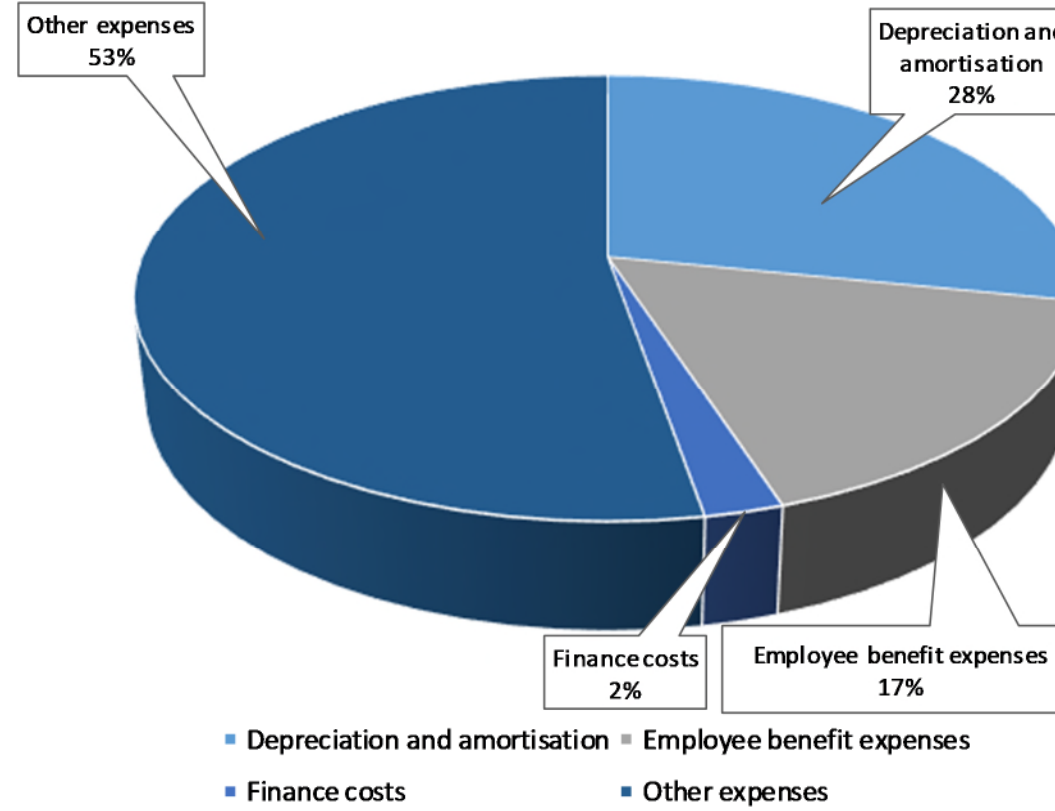
Statement of Financial Position

Statement of Financial Position For the period ended January 2021			
	January YTD (\$000)	Annual Plan 20/21 (\$000)	Actual 19/20 (\$000)
Current Assets			
Cash & cash equivalents	13,099	3,689	5,123
Debtors & other receivables	4,824	5,251	4,211
Other financial assets	-	-	48
Total Current Assets	17,922	8,941	9,382
Non-current Assets			
Council Controlled Organisation	8,695	8,695	8,695
Intangible assets	61	329	74
Assets Under Construction	7,799	1,474	2,955
Other Financial Assets	466	366	314
Property, Plant and Equipment	401,345	407,540	405,665
Total Non-current assets	418,366	418,405	417,703
Total Assets	436,289	427,346	427,085
Current Liabilities			
Creditors & other payables	3,199	2,807	3,407
Employee benefit liabilities	400	374	476
Tax payable	3	3	3
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	34
Other	829	395	425
Total Current Liabilities	7,432	3,579	7,345
Non-current Liabilities			
Borrowings	20,818	25,626	16,618
Employee benefit liabilities	41	38	42
Provisions	2,040	2,222	2,040
Derivative financial instruments	838	673	1,097
Other Non-current liabilities	32	32	32
Total Non-Current Liabilities	23,769	28,591	19,829
Total Liabilities	31,201	32,170	27,174
Net Assets	405,087	395,175	399,912
Equity			
Retained earnings	156,265	142,381	151,089
Restricted Reserves	9,038	10,774	9,038
Revaluation reserves	239,721	241,956	239,721
Other comprehensive revenue and expense reserve	64	64	64
Total Equity	405,087	395,175	399,912

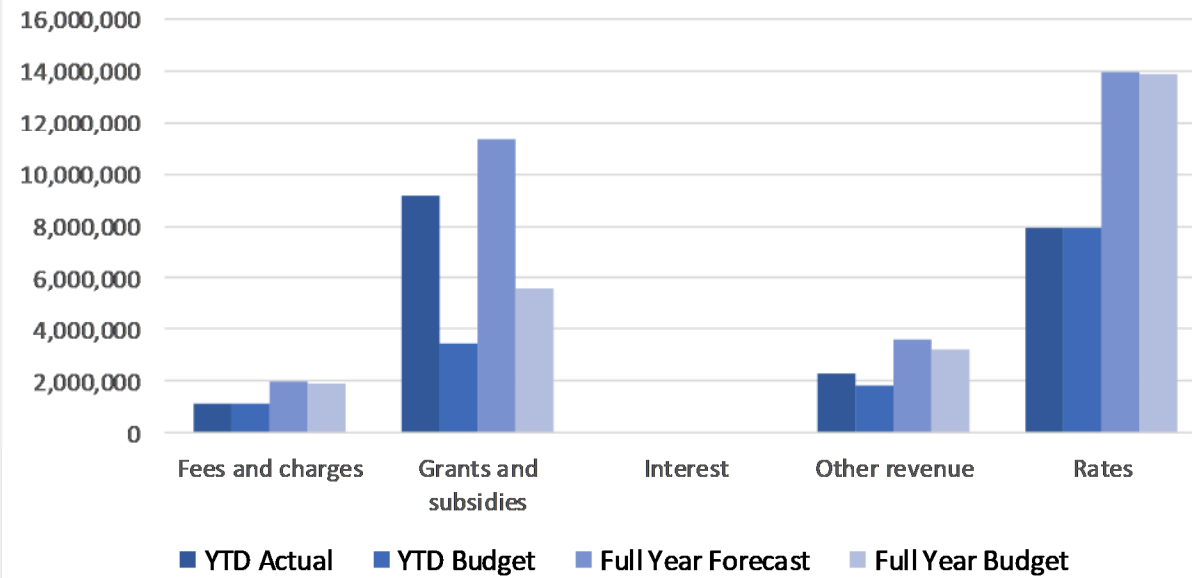
Operating Revenue Actual Year to January



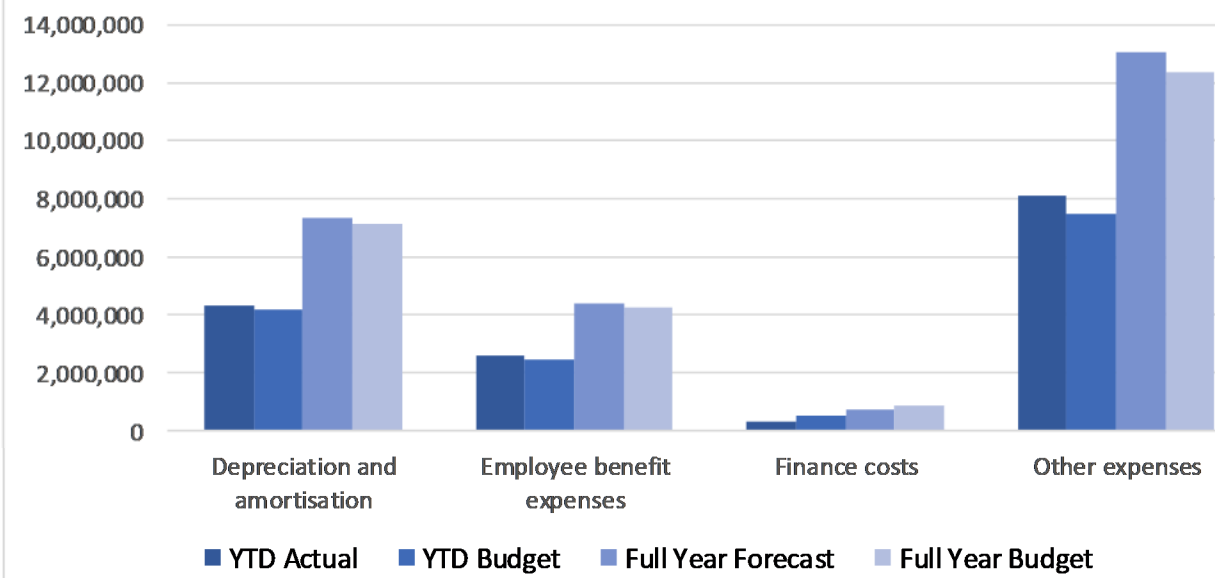
Operating Expenditure Actual Year to January



Operating revenue



Operating expenditure



Debtors as at 31 January 2021

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	22,894	-	6,097	20,222	49,213
Building Warrants	1,538	440	-	290	1,688
Resource Consents	6,667	26	1,000	3,840	3,852
Sundry Debtors	32,463	11,735	105,611	96,422	246,231
Grand Total	63,562	12,201	112,707	112,514	300,984

Rates Debtors as at 31 January 2021

Rates Debtors at 31 December 2020		721,374
Rates instalment	3,856,260	
Less payments received	-548,826	
Paid in advance change	-771,644	
Previous years write off's		
Write off's	-22,671	
Penalties	20,037	
Discounts	-59	
Court Cost	300	
		2,533,398
Total Rates Debtors at 31 January 2021		3,254,772
Arrears included above at 31 January 2021	3,254,772	
Arrears at 31 January 2020	3,061,651	
Increase/(decrease) in arrears		193,121

Note- the increase in rates arrears is a timing lag attributable to the post-pandemic economic environment.

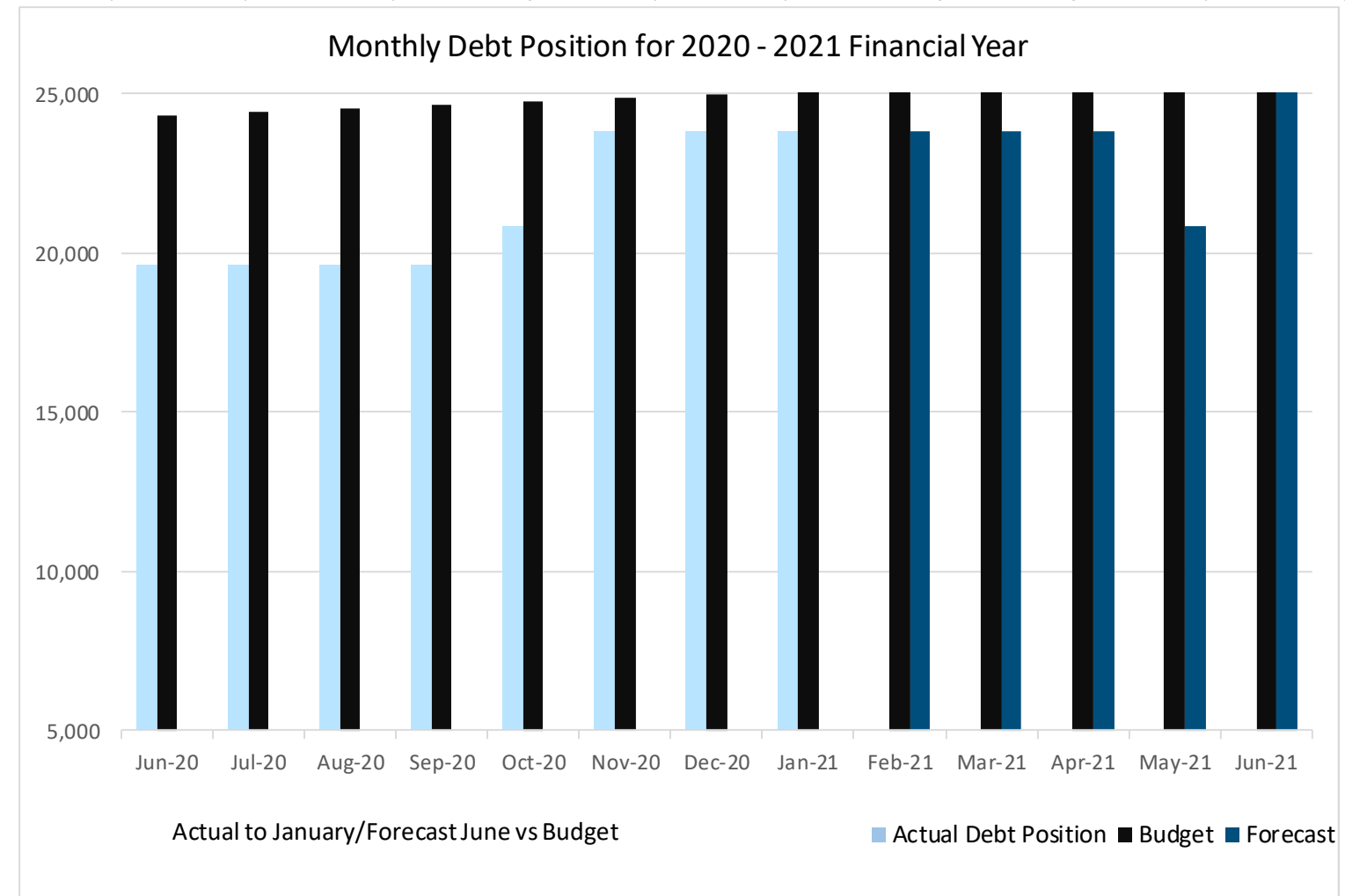
Debt Position

Debt Position 2020/2021 (\$000)

	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Actual Debt Position	19,618	19,618	19,618	19,618	20,818	23,818	23,818	23,818					
Budget	24,339	24,446	24,554	24,661	24,768	24,875	24,983	25,090	25,197	25,304	25,412	25,519	25,626
Forecast									23,818	23,818	23,818	20,818	25,618

Forecast Debt Position for 2020-2021 Financial Year

Forecast as at	Jun-21
Opening Balance	19,618
Loan funded capex forecast	10,200
Forecast repayments 2020-21	-4,200
Forecast balance June 2021	25,618



Actual debt includes prefunding of \$3m to repay a loan that is due to mature in May 2021 to take advantage of lower interest rates prevailing in the market.

Capital Expenditure

CAPITAL EXPENDITURE 2020-2021						
	Budgets		YTD Actual Expenditure	Budget Remaining	YTD Spent as a % of AP	Notes
	2019-2020 Carried Forward Budget	Full Year Annual Plan (AP)				
Leadership	51,810	371,112	65,146	357,776	15%	Main projects included in this section are Council HQ refurbishment project, Refurbishment of visitor area project, Council HQ generator project, Website development and teleconferencing equipment projects. All the projects are on track except for the refurbishment of the visitor centre area project which is on hold pending further discussions around the location of Council Chambers.
Planning & Regulatory Services	-	6,000	-	6,000	0%	This is the Noise meter project - not expecting any delays at this stage as per the project manager.
Leisure Services & Facilities - Park & Reserves	102,278	847,710	4,291	945,698	0%	The main projects included in this section are Cass Square development projects (New Toilet, upgrade of playground equipment etc.), Enhancement of WCWT project, Ross and Whataroa playground equipment upgrade projects. The Cass Square new toilets and the pavilion building improvements are now on hold as they are tied to the Masterplan for Cass Square and the race course. Apart from the proposed dog park which is not expected to be completed in this financial year, all projects are on track to be completed.
Leisure Services & Facilities - Other	615,857	1,264,895	294,791	1,779,678	16%	Some of the major projects included in this section are Carnegie building project, Civil Defence emergency projects (Containers & Operations centre), Hokitika swimming pool, and Hokitika and Franz Josef revitalization plan projects. The Hokitika swimming pool works will not commence until winter and is not expected to be completed in this financial year. Some minor museum works and the heatpump replacement at the library are all on hold. All other projects with the exception of Jacksons Bay Wharf, are expected to be completed as planned in this financial year.
Solid Waste	183,523	515,000	108,164	590,359	15%	The Butlers intermediate capping project has been postponed to 2022 due to post Covid stimulus funding received to transfer the Fox Landfill waste to Butlers Landfill. The Fox Glacier landfill armoring project has been cancelled also due to the PGF Funded programme. Franz Josef landfill armoring, Haast capping, Hari Hari and Neils Beach landfill are all on hold. The remaining projects have either been completed or are expected to be completed as planned.
Stormwater	1,625,312	1,382,240	131,795	2,875,757	4%	The Hokitika stormwater mains replacement and new developments are on hold and the Jollie St extension has been deferred until 2021/22. The design and scope of the Livingstone St pump upgrade is in progress but this project is not likely to be completed in this financial year. All other projects are on track for completion as planned.

Capital Expenditure

Transportation	-	2,776,940	1,007,679	1,976,387	36%	All capital projects will be completed before the year end as planned. Some of the major projects included here are Sealed Road Resurfacing, Unsealed Road Metalling, Structures Component Replace project, Drianage Renewals, Sealed Road Pavement Rehabilitation project, Local and SPR Low Cost Low Risk projects.
Wastewater	1,532,881	2,681,156	306,132	3,907,905	7%	All the projects are on track to complete in this financial year except for the Hokitika Outfall structure project which was cancelled due to change in project scope. However this has been replaced by the WWTP upgrade project which is being funded by post Covid stimulus funding. Other Major projects included in here are Franz Josef Pump Station Upgrade project, Hokitika and Franz Josef Waste Water Mains Replacement projects.
Water Supply	1,144,069	1,335,550	347,032	2,292,190	14%	The Fox Glacier Plant and mains upgrade projects are now on hold. The Ross mains upgrade is also on hold until the completion of the Ross Intake. Construction has commenced at the Arahura water treatment plant and is expected to be completed in this financial year. Other projects are also on track to be completed.
Total Capital Expenditure	5,255,730	11,180,603	2,265,029	14,731,750	14%	Due to lags in receiving invoices from some major contractors, this 14% is not indicative of the physical stage of the completion of projects.
Projects in WIP from 2019-2020	656,901	-	655,925	119,366	100%	The main projects included in this section are Sunset point development project and Franz Josef - Mains upgrade programme. All projects are on track to be completed in this financial year.
Total Unbudgeted Capital Expenditure	11,297,134	-	1,951,467	9,839,310	17%	The main projects included here are the Butlers new cell development project (\$3.3M) which is on track but not expected to be completed in this financial year and the PGF Funded 3Waters Reform projects (\$6.9M) of which the Construction works are not expected to commence until March 2021 but must be completed within 1 year from commencement.
Total Capital Expenditure	17,209,765	11,180,603	4,872,421	24,690,425	17%	

Report to Council



DATE: 25 February 2021

TO: Mayor and Councillors

FROM: Westland Holdings Limited Board

Destination Westland Limited Longer Term Structure Review

1. Summary

- 1.1. The purpose of this report is to provide council with a series of options for the longer-term governance structure of Destination Westland Limited (DWL) and provide a recommendation for the preferred option.
- 1.2. This issue arises from a commitment made during council meeting 25 June 2020, where Westland Holdings Limited (WHL) agreed to complete a review of DWL's governance structure and provide an update to council February 2021
- 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 May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council support option 4.6 the transitional board approach to re-establish an independent board.

2. Background

- 2.1. The reason the report has come before the Council is due to the council meeting 25 June 2020, where WHL agreed to complete a review of DWL's governance structure and present this review to council in February 2021

3. Current Situation

- 3.1. The current situation for DWL is that the business has now stabilised, the business has set a new strategy to return to profitability quickly and all structural changes have been completed. The business is significantly smaller than it was but is showing strong positive signs of growth. The board of WHL has now completed the review of DWL's longer term governance structure based on the new strategy

4. Options

- 4.1 Option 1: Reinstate an independent board with 3-4 directors
- 4.2 Option 2: WHL board to continue as the shadow board for DWL
- 4.3 Option 3: Amalgamate DWL into WHL
- 4.4 Option 4: WHL board to continue with an extra director (DWL Chair)
- 4.5 Option 5: Appoint a chairperson to DWL and three directors of WHL to continue as board
- 4.6 Option 6: 2 to 3 year transitional board, bringing on one new director at a time and release a WHL board member with a goal to replace all three WHL directors over a 2-3 year period

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified:
 - 5.1.1 DWL's ability to fund increased directors' costs. A budget has been produced and attached as **appendix 1** showing increased costs and DWL's ability to fund
 - 5.1.2 Ability to attract quality directors at revised remuneration levels, the transitional board approach allows us to bring on less experienced and preferably locally based directors and build their experience over the transitional period

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 low as the governance structure of DWL is ultimately WHL's responsibility
- 7.2. No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

Option	Description	Advantages	Disadvantages	Financial Implications
8.1	Reinstate an independent board with 3-4 directors	<ul style="list-style-type: none">• Creates independent governance from WHL and Council• Directors solely focused on DWL	<ul style="list-style-type: none">• Increases DWL costs significantly• Costs associated with recruitment• Negative public perception based on changes completed June 2020• Lack of continuity for DWL	<ul style="list-style-type: none">• Director fees circa \$70,000 to \$90,000• Recruitment costs \$20,000 to \$30,000
8.2	WHL Board to continue to as the	<ul style="list-style-type: none">• Lower costs for DWL	<ul style="list-style-type: none">• No independence from WHL• No remuneration and increased	<ul style="list-style-type: none">• No cost

	shadow board for DWL	<ul style="list-style-type: none"> • Consistent governance for the DWL post changes 	<p>workload for WHL directors</p> <ul style="list-style-type: none"> • Focus of WHL directors weighted towards DWL vs Westroads 	
8.3	Amalgamate DWL into WHL	<ul style="list-style-type: none"> • Reduces costs (directors fees, reporting costs etc) 	<ul style="list-style-type: none"> • Issues with Airport, risks around ownership and connection to council • Cost to change CAA certification. • Reduced governance oversight 	<ul style="list-style-type: none"> • Amalgamation costs circa \$20,000 to \$30,000
8.4	WHL Board to continue with an extra Director (DWL Chair)	<ul style="list-style-type: none"> • Cheaper option • Stronger focus on DWL and WHL 	<ul style="list-style-type: none"> • No independence from WHL • Workload still increased for WHL Directors 	<ul style="list-style-type: none"> • New Director cost \$20,000
8.5	Appoint a Chairperson to DWL and three Directors of WHL to continue as board	<ul style="list-style-type: none"> • Cheaper than appointing a full Board. • Chair will be able to learn about DWL with WHL Directors in place • Reduce WHL workload 	<ul style="list-style-type: none"> • Still heavy workload for WHL directors • Some independence from WHL, but still blurred 	<ul style="list-style-type: none"> • New DW Chair \$26,000
8.6	2 to 3 year transitional board, bring on one new director at a time and release a WHL board member with a goal to replace all three WHL directors over a 2 to 3 year period	<ul style="list-style-type: none"> • Continuity for the business and CE • Creates stable governance as the business implements its new strategy • Work towards achieving independence again • Assists with WHL's desire to improve local governance as there would be an ability to initially bring on less experienced directors supported by transitional board 	<ul style="list-style-type: none"> • Initial lack of independence year 1 • Cost for DWL as remuneration would need to be included for directors, albeit at a much smaller scale based on current DWL operation (Proposed remuneration presented in Analysis of options section 8) 	<ul style="list-style-type: none"> • Chair \$26,000 • Directors x 2 \$15,000 • Total cost to DWL \$56,000

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 4.6
- 9.2. The reason that Option 4.6 has been identified as the preferred option is that it makes the most sense for a longer-term solution for DWL. It provides stability for the business but at the same time starts the transition back to a realistic governance structure and aligns with Westroads Limited and the focus for WHL reverts back to governance oversight.
- 9.3. The remuneration proposed would commence from the April 2021 quarter if supported. The directors fees have been assessed based on the current size of DWL, the risk associated for directors given the business includes an airport business and further market assessment completed, placing the level of remuneration at the lower quartile which feels appropriate at this time. The total remuneration is substantially less than prior to the structural changes, circa \$40,000pa less.

10. Recommendation(s)

- 10.1. THAT the report be received.
- 10.2. THAT Council supports option 4.6 the transitional board approach to re-establish an independent board at the proposed remuneration levels.

Joanne Conroy
Chair Westland Holdings Limited

Appendix 1: Budget including new directors' fees

Appendix 1: Budget including new directors' fees

**Destination Westland Limited
Profit & Loss Budget
For the year ended 30 June 2022**



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total
Revenue	213,742	219,177	216,992	218,712	218,712	216,012	231,622	223,412	430,112	221,712	235,212	236,612	2,882,028
Less Expenditure													
Expenses	109,774	113,804	112,619	115,629	114,699	113,289	118,224	124,039	241,959	134,504	111,989	113,899	1,524,424
Repairs & Maintenance	15,515	16,015	14,515	15,515	16,015	16,265	15,515	16,015	14,515	15,515	16,015	14,515	185,930
Employment Costs	64,414	69,154	74,409	71,429	72,264	74,409	85,664	82,079	82,669	71,039	66,689	65,009	879,229
Depreciation	17,265	17,265	24,465	17,265	17,265	17,265	17,620	17,620	17,620	17,620	17,620	17,620	216,510
Finance Costs	4,465	4,460	4,455	4,445	4,440	4,425	4,420	4,415	4,410	4,405	4,400	4,395	53,135
	211,433	220,698	230,463	224,283	224,683	225,653	241,443	244,168	361,173	243,083	216,713	215,438	2,859,228
Total Company Profit/(loss)	2,309	-1,521	-13,471	-5,571	-5,971	-9,641	-9,821	-20,756	68,939	-21,371	18,499	21,174	22,800

Notes & Assumptions:

- 1 Assumed Management Fees in Draft Annual Plan accepted without change
- 2 Assumed Head Office Space continued
- 3 Includes Proposed Directors Fees at 100%
- 4 Assumes no increase to GCH Revenue for another 12 months due to boarder restriction.
- 5 Wildfoods Budget included at breakeven
- 6 Assumes increase in Aged Care Rentals
- 7 Assumes continued management of Aged Care Housing
- 8 Assumes AirNZ schedule unchanged

Report to Council



DATE: 25th February 2021
TO: Mayor and Councillors
FROM: Planning Manager

Revell Street One Way Traffic and Seating Trial

1. Summary

- 1.1. The purpose of this report is for Council to consider a resolution as per the Traffic and Parking Bylaw to allow a one way trial of a portion of Revell Street.
- 1.2. This issue arises from a discussion amongst Councillors at a Planning and Regulatory Committee meeting suggesting a one way trial be undertaken. The notes from that meeting state that Council wish to undertake a one way trial of Revell Street.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council resolve under the Traffic and Parking bylaw to 'restrict parking of vehicles on part of the road, set aside road for outdoor dining, allow one way traffic and nominate intersections where traffic control devices may be installed' as per part 3.2 of the Traffic and Parking Bylaw.

2. Background

- 2.1. The reason the report has come before the Council is due to the intention to complete a town centre strategy to improve pedestrian use of the town centre. Workshops and conversations in relation to this and ongoing discussion with community have raised the suggestion on many occasions to make Revell Street a one-way street.
- 2.2. On 10th August 2020 at the Planning and Regulatory Services Committee meeting it was considered that holding a trial on a portion of Revell Street (the block south of Weld Street) is an opportunity to measure the strengths and weaknesses of the proposal. The committee 'discussed the concept of one-way traffic and a pedestrian area around Revell and Weld Street'. It was noted that this 'has been discussed in the past'. There was thought around whether there 'needed to be a trial and block this off for the summer'. It was also stated that if this went ahead then 'communications with the businesses on the street would be required in advance'. As such preliminary discussions have been held with stakeholders on Monday 15th February 2021 to explain what the proposal entails, if it is approved.
- 2.3. To address the requirements of part 3.2 of the Traffic and Parking Bylaw to allow the trial of creating a one-way traffic flow on part of Revell Street a resolution of Council is required.

3. Current Situation

- 3.1. The current situation is, Revell Street has a wide road corridor, however with parking both sides and two way traffic the driving lane becomes very narrow. By realigning much of the parking to angle parking there will be gains in parking across the block while removing specific areas of parallel parking.
- 3.2. Hokitika currently has minimal communal eating spaces. Creating communal space would allow people to buy food from different locations and sit where they wish. The idea of the outdoor dining areas is to ensure all food retailers can benefit from the communal space.
- 3.3. It is considered that a trial will give strong feedback based on strengths and weaknesses of actually undertaking the trial.

4. Options

- 4.1. Option 1: to undertake a one way traffic trial on Revell Street for the calendar months of March and April.
- 4.2. Option 2: do not undertake a trial.

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 the following items have been identified; a Traffic Management Plan will be required and will consider signage, separation of outdoor dining areas from traffic flow.
- 6.2. There may be an improvement to safety through remove conflicting traffic lanes and providing speed pacifying paintwork. It will also reduce the occurrence of verandah poles being damaged and may discourage campervans from the area avoiding visibility issues.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as not being significant. Although there may be high public interest there are specific stakeholders identified and the trial is temporary.
- 7.2. Public consultation was undertaken by way of stakeholder discussions on 15th February 2021.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 –to undertake a one way traffic trial on Revell Street for the calendar months of March and April.
- 8.2. The following financial implications have been identified.
 - Costs involved in trial are budgeted within the Hokitika Revitalisation Plan project.

9. Preferred Option(s) and Reasons

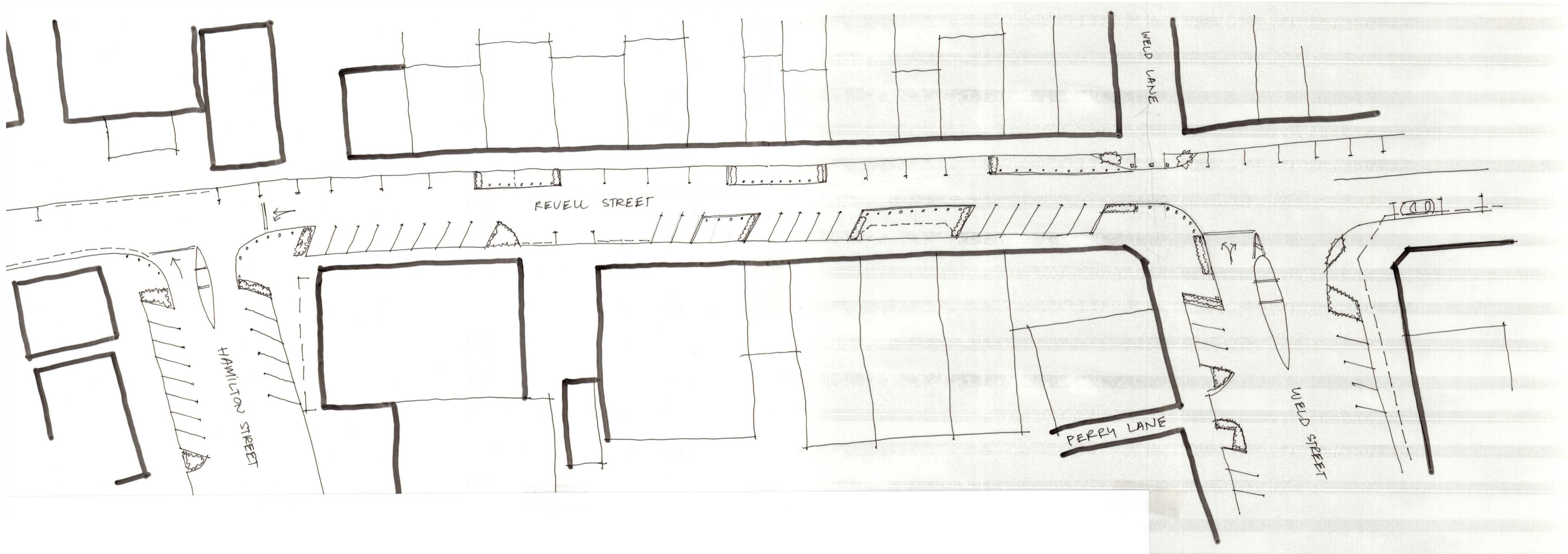
- 9.1. The preferred option is Option 1.
- 9.2. The reason that Option 1 has been identified as the preferred option is that Council can establish public response from a cost effective trial prior to committing to any long term works.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council proceed with the trial following positive engagement and consultation with stakeholders on the Revell Street block between Weld Street and Hamilton Street.
- 10.3. Proceed with “special consultative procedure” based on trial success.

Fiona Scadden
Planning Manager

Appendix 1: Concept Plan



Proposed Temporary Streetscape Alterations to Revell Street, Hokitika

WESTLAND DISTRICT COUNCIL

Concept: #1

Issue: For Consultation
Date: 11/02/21

Scale: Not to scale
Drawn: Simon Eyre





DATE: 25th February 2021

TO: Council

FROM: Planning Manager

DELEGATION OF COUNCIL REPRESENTATIVE FOR THE HOKITIKA FRESHWATER MANAGEMENT UNIT COMMITTEE

1 SUMMARY

- 1.1 The purpose of this report is to consider the delegation of a representative to attend and represent Westland District Council's views at the South Westland Freshwater Management Unit Committee (FMU).
- 1.2 The issue arises as West Coast Regional Council requires a Councillor or delegated staff member to attend the South Westland Freshwater Management Unit Committee.
- 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 May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council delegates the requirement to represent Council at the FMU committee meetings to Councillor Ryan Kennedy.

2 BACKGROUND

- 2.1 Ministry for Environment undertook a review of the National Policy Statement for Freshwater Management in 2017. At this time, it recommended that Regional Councils undertake to create freshwater management units within their region and facilitate community groups for each freshwater management unit.
- 2.2 A South Westland Freshwater Management Unit was identified by West Coast Regional Council (WCRC) and community members were appointed to create a committee.
- 2.3 The purpose of the committee is to obtain a sample of community views and set standards based on those views that West Coast Regional Council would plan to reach for our waterways. (An example could be that if it is decided that all rivers in South Westland should be swimmable. In this case WCRC would need to consider how policies could achieve this and what additional sampling and resources would be required to measure this).
- 2.4 Terms of reference were adopted requiring a representative from West Coast Regional Council and a representative from Westland District Council to be delegated to represent their respective views in the committee.

3 CURRENT SITUATION

- 3.1 The FMU South Westland is in the early stages of forming its committee and needs to formalise the appointment of the Westland District Councillor to meet its terms of reference.

4 OPTIONS

- 4.1 Option 1: To delegate Councillor Ryan Kennedy on the South Westland Freshwater Management Unit Committee.
- 4.2 Option 2: To nominate another Councillor to represent Westland District Council on the South Westland Freshwater Management Unit Committee.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Agreeing to the report is deemed to be of low significance in accordance the Westland District Council's Significance and Engagement Policy 2014.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 There are no financial implications in relation to accepting this report.
- 6.2 Option 1 has been confirmed as being suitable for Councillor Ryan Kennedy.
- 6.3 Option 2 would require a time commitment for another Councillor and an interest in freshwater management.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 There is no preferred option. It is at the discretion of Council.

8 RECOMMENDATION(S)

- A) **THAT** Council delegates Councillor Ryan Kennedy with the authority to represent Council at the South Westland Freshwater Management Unit Committee.

Fiona Scadden
Planning Manager