

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 14 December 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 Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

- (i) that item is a minor matter relating to the general business of the local authority; and
- (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

- **Ordinary Council Meeting Minutes – 23 November 2023** (Pages 7-14)

MINUTES OF MEETINGS TO BE RECEIVED

- **CE’s Review Committee Minutes – 25 May 2023** (Pages 15-17)

6. ACTION LIST

- Simon Bastion, Chief Executive (Page 18)

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Civic Awards**
Various recipients will be in attendance at the meeting to receive the Civic Awards on behalf of Council and the Hokitika Lions Club.
- **Youth Council and Strategy Update**
Deputy Mayor Cassin, Jade Mahuika and Samuel Bastion will provide a Powerpoint Presentation and verbal update.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Reallocation of Better off Funding** (Pages 19-56)
Scott Baxendale, Group Manager District Assets
- **LTP – Draft Significance and Engagement Policy** (Pages 57-64)
Emma Rae, Strategy and Communications Advisor
- **Sale of Land**
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
(Pages 65-68)

9. ADMINISTRATIVE RESOLUTIONS

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

- **Annexure Schedule – Consent Form**

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

- **Warrants of Appointments**

Christina Lee TAPSEL	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none">• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act• Inspector and Authorised Officer to enforce Westland District Council Bylaws.• Enforcement officer pursuant to s.32 of the Freedom Camping Act.
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Anthony Eric KENNEDY	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none">• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act• Inspector and Authorised Officer to enforce Westland District Council Bylaws.• Enforcement officer pursuant to s.32 of the Freedom Camping Act.
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Liam Ray TAILBY	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none">• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act• Inspector and Authorised Officer to enforce Westland District Council Bylaws.• Enforcement officer pursuant to s.32 of the Freedom Camping Act.
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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 – 23 November 2023 Confidential Minutes to be Received: <ul style="list-style-type: none"> CE’s Review Committee Minutes – 25 May 2023 	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	District Licensing Commissioner	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Briefing to the Incoming Government	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1, 3	Protect the privacy of natural persons, including that of deceased natural persons. Section 7(2)(a)
1, 3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)(b)
4	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information. (ii) would be likely otherwise to damage the public interest. Section 7(2)(c)(ii)
3	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. Section 7(2)(f)
2	Maintain legal professional privilege Section 7(2)(g)
2, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 7(2)(h)
1, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). Section 7(2)(i)

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

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 23 NOVEMBER 2023 COMMENCING AT 1.00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil.

ABSENT

Nil.

STAFF PRESENT

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

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams. The following amendment had been made to the Interest Register prior to the meeting:

Cr Neale
Remove interest relating to Westland A & P Show.

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

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

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

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

- **Ordinary Council Meeting Minutes – 26 October 2023**

Moved Cr Phelps, seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 26 October 2023 be confirmed as a true and correct record of the meeting.

- **Extraordinary Council Meeting Minutes – 31 October 2023**

Moved Cr Gillett, seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on 31 October 2023 be confirmed as a true and correct record of the meeting.

The Chair approved that their digital signature be added to the confirmed Council Meeting Minutes of 26 October 2023 and the Extraordinary Council Meeting Minutes of 31 October 2023.

MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:

- **2 August 2023 – Risk and Assurance Committee Meeting**

Moved Cr Burden, seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 2 August 2023 be received.

- **17 August 2023 – Cycling and Walking Subcommittee Meeting**

Moved Cr Gillett, seconded Cr Neale and **Resolved** that the Minutes of the Cycling and Walking Subcommittee Meeting held on 17 August 2023 be received.

Kw Madgwick made reference to the representatives appointed to the Cycling and Walking Subcommittee Meeting and asked that we have a discussion going forward on the representation on Committees.

- **17 October 2023 – Extraordinary Risk and Assurance Committee Meeting**

Moved Cr Burden, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Extraordinary Risk and Assurance Committee Meeting of the 17 October 2023 be received.

6. **ACTION LIST**

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

- | | |
|---|---|
| 1. Pakiwaitara Building, 41 Weld Street Hokitika | Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building. Geotech work for both buildings is also being progressed. |
| | Both buildings are being assessed for healthy buildings. |
| 2. Council Headquarters, 36 Weld Street, Hokitika | |
| 3. Central Business District Maintenance | Cr Baird, Cr Burden and the Operations Manager have walked around the Central Business District viewing proposed maintenance and a programme has been decided for plantings in the Central Business District. |

4. Hokitika Racecourse Development Project

Paul Zaanen, Josephs and Associates Ltd joined this part of the meeting via Zoom and spoke to the following:

- The ROI has been active for 2 weeks, with 2 further weeks till closure
- 48 companies have downloaded the information package via GETS
- No responses have been received yet – however expectation is these will begin to come through on Friday 24 November 2023.
- A briefing was held on Monday the 20th November 2023.
- Small attendance, however high aspiration shown by local West Coast Developer.
- Post closure of the ROI the working group will re-establish to work through assessment and criteria
- A community open day will be held at the Boys Brigade on the 9th December 2023 from 12 noon to 4.00 pm to begin engagement on Recreational opportunities on remainder of site
- A key stakeholder group meeting was held earlier in the month with good attendance and high levels of engagement for the evening.

Moved Cr Baird, seconded Cr Manera and **Resolved** that the updated Action List from the Chief Executive be received with the item relating to the Central Business District maintenance being removed.

7. **NGĀ TĀPAETANGA PRESENTATIONS**

• **Isaac Construction Ltd - Hokitika Cenotaph**

Arnold Louw, Regional Manager – West Coast, Isaac Construction Ltd provided a presentation on the Hokitika Cenotaph Strengthening that was undertaken.

Topics covered included:

- The deconstruction of the Cenotaph which started in April 2021.
- Designing the solution
- Constructing the new base
- Repairing the Hokitika Cenotaph components and reducing the weight
- Re-erecting the Hokitika Cenotaph.

Her Worship the Mayor thanked Mr Louw for his presentation to Council.

Moved Cr Burden, seconded Cr Baird and **Resolved** that the verbal presentation from Arnold Louw, Regional Manager – West Coast, Isaac Construction Ltd be received.

• **Enviroschools in Westland Update**

Lauren Kelley, Regional Coordinator and Laura Neale, Facilitator, Enviroschools provided a presentation and update on Enviroschools Vision which is to create a healthy, peaceful and sustainable world through learning and taking action together.

Topics covered included:

- Organisation model for the Enviroschools Programme
- Sustainability Actions
- Regional/Unitary Council Boundaries
- 8 Enviroschools in Westland District
- Enviroschools contribution to Council's Vision
- Waste Minimisation and Management
- Partnerships, Opportunities and Next Steps

Councillors instructed the Chief Executive to write to the Chief Executive, West Coast Regional Council urging the Council to become a partner agency of the Enviroschools Programme.

Her Worship the Mayor thanked Ms Kelley and Mrs Neale for their presentation to the Council.

Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved** that the presentation from Lauren Kelley, Regional Coordinator and Laura Neale, Facilitator, Enviroschools be received.

- **Transportation Update**

Karl Jackson, Transportation Manager provided a Transportation Update for November 2023.

Topics covered included:

- 2024-2027 National Land Transport Programme Bid
- What does a road cost to maintain?
- Asset Retreat and Levels of Service Changes – Roads/structures for consideration
- 2023-2024 Reseal List
- 2023-2024 Footpath Works Programme including renewals and maintenance.
- Jackson Bay Road Special Purpose Road and where to from here.
- Update on Parking in Hokitika, including campervan parking, coach parking and mobility parking.
- Regional Speed Management Plan Update noting that there will need to be a Council Workshop regarding this item.

Her Worship the Mayor thanked Mr Jackson for his presentation to Council.

Moved Cr Manera, seconded Cr Burden and **Resolved** that the presentation from Karl Jackson, Transportation Manager be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **2022-2023 Annual Report for Westland Holdings Limited**

Jo Conroy, Chair, Westland Holdings Limited attended this part of the meeting via Zoom to present the 2022-2023 Annual Report for Westland Holdings Limited.

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

- 1.1. The report be received.
- 1.2. The Westland Holdings Ltd Annual Report 2022-23 be received and published to the Westland District Council Website.

- **Westland Holdings Limited – Review of Directors Fees**

Jo Conroy, Chair, Westland Holdings Limited advised the purpose of the report is to consider a review of the fees paid to the Directors of Westland Holdings Limited.

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

1.1. The report be received.

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

1.2. The fees for the Westland Holdings Directors be increased to \$39,087 for the Chair and \$27,605 for the Directors from 1 December 2023; and

1.3. The Director fees be assessed externally in 2024 if the current Governance structure is retained.

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

- **Financial Performance – October 2023**

Cody Nabben, Graduate Accountant advised the purpose of the report is to provide an indication of the Council's financial performance for the month ending 31 October 2023 and provided an update on the grants paid in November 2023.

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the Financial Performance Report for the month ending 31 October 2023 be received.

- **Amendment to Adopted Council Vision**

Emma Rae, Strategy and Communications Advisor advised that the purpose of the report is to make a minor revision to the adopted Council Vision whereby the word "Region" should be replaced with the word "District" as this is a District Vision, not a Regional Vision.

Kw Madgwick asked that the Council include Manua Whenua in the revised Council Vision.

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

1.1. The report be received.

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

1.2. Council amends the Council Vision to read:

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

Moved Cr Neale, seconded Cr Burden and **Resolved** that in accordance with Standing Orders, the Council meeting continue past two hours without a break.

The following items were taken out of order to the Agenda papers.

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

(to consider and adopt confidential items)

Moved Cr Phelps, seconded Cr Baird 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 3.03 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.	<p>Confidential Minutes – 26 October 2023</p> <p>Confidential Extraordinary Council Minutes – 31 October 2023</p> <p>Confidential Minutes to be Received:</p> <p>Confidential Risk and Assurance Committee Minutes – 2 August 2023</p> <p>Confidential Cycling and Walking Sub-Committee Minutes – 17 August 2023</p> <p>Confidential Risk and Assurance Committee Minutes – 17 October 2023</p>	<p>Good reasons to withhold exist under Section 7</p>	<p>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.</p> <p>Section 48(1)(a)</p>
2.	<p>Council Controlled Organisation (CCO) Review</p>	<p>Good reasons to withhold exist under Section 7</p>	<p>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.</p> <p>Section 48(1)(a)</p>

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:

1	Protect the privacy of natural persons, including that of deceased natural persons. Section 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. Section 7(2)(b))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). Section 7(2)(i)
2	Protect information where the making available of the information: 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 the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. Section 7(2)(f)
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 7(2)(h)

Moved Cr Baird, seconded Cr Phelps and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 4.07 pm.

Apologies for this part of the meeting had been received from Cr Davidson, Cr Neale and Kw Madgwick.

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

- **Local Government New Zealand Special General Meeting – Future of Local Government Position Paper**

Simon Bastion, Chief Executive advised the purpose of the report is to confirm the Council delegates to vote on the Future of Local Government Paper at the Special General Meeting of Local Government New Zealand to be held on Monday 11 December 2023.

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

1.1. The report be received.

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

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

- **Schedule of Meetings for 2024**

Simon Bastion, Chief Executive advised the purpose of the report is to provide a schedule of Ordinary Council, Committee and Subcommittee meetings, including Long Term Plan Workshops for 2024.

The following amendments were noted to the schedule:

- Addition of Thursday 23 May 2024 – Ordinary Council Meeting
- Confirmation of the December Ordinary Council Meeting being held on Tuesday 17 December 2024.

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

- 1.1. The report be received.
- 1.2. The Schedule of Ordinary Meetings Meetings for 2024 be adopted with the inclusion of a 23 May 2024 Council Meeting; and the Council Meeting for December 2024 be confirmed as Tuesday 17 December 2024.

- **Council Resolution to Change Land Designation – Ross Cemetery to Local Purpose (Public Cemetery) Reserve**

Erle Bencich, Operations Manager advised the purpose of the report is to resolve to designate Council-owned freehold land adjoining the Ross Cemetery as part of the Ross Cemetery grounds and suitable for burials.

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

- 1.1. The report be received.
- 1.2. Council resolve to declare the two land parcels being:
Rural Section 1351, 1.6997ha, being all the land in Record of Title WS3A/925.
Rural Section 1565, 2.3396 ha, being all the land in Record of Title WS3A/587.
As Local Purpose (Public Cemetery) Reserve under Section 14 of the Reserves Act 1977.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 14 DECEMBER 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.55 PM

Confirmed by:

**Mayor Helen Lash
Chair**

Date:

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

14.12.23 – 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 Headquarters, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	Mar 23	CE	Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building. Geotech work for both buildings is also being progressed. Both buildings are being assessed for healthy buildings.
2	28.09.23		Hokitika Racecourse Development Project	Amount spent on Consultants fees to date for the Racecourse Development Project. Also, for Hokitika Racecourse Working Group to report back to Council rather than the Consultants	October 2023	CE	Paul Zaanen, Josephs and Associates Ltd joined this part of the meeting via Zoom and spoke to the following: Registration of Interest process - Update Further to approval at Council meeting on the 26 October the ROI documents for the Racecourse were issued on GETS. The ROI release was widely circulated. <ul style="list-style-type: none"> - Released 6 November 2023 - Site visit held 20 November 2023 - ROI responses closed 1 December 2023 The ROI responses are currently being assessed against the scoring criteria as set out in the ROI documentation, A further update and recommendations from the Working Group will be presented at the Council Meeting in January 24 Recreation Reserve community engagement A community drop in session was held on Saturday the 9th December 2023. Joseph and Associates Ltd will provide a verbal update.

Report to Council



DATE: 14 December 2023
TO: Mayor and Councillors
FROM: Group Manager District Assets

REALLOCATION OF BETTER OFF FUNDING

1. Summary

- 1.1. The purpose of this report is to update council on the proposed reallocation of Better Off Funding that is currently unallocated due to various reasons.
- 1.2. This issue arises from the fact that council needs to fully allocate the funding that was received as Tranche 1 of the Better Off Funding made available via the 3 Waters Reform. The fund can only be reallocated to projects that fit in within the project portfolios.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council.
 - 1.4.1. Reallocate \$50,000 of the Better Off Funding, Culture and Heritage, to the Carnegie Fit-out design project.
 - 1.4.2. Reallocate \$19,000 of the Better Off Funding, Culture and Heritage, to the Westland Industrial Heritage Park project.
 - 1.4.3. Reallocate \$40,000 of the Better Off Funding, Community Halls portfolio cost savings to the Ross Swimming Pool Emergency works project.

2. Background

2.1. Westland Interpretation Panels Project

The reason this report has come before Council is due to the Westland Interpretation Panel project (to the value of \$69,000) not progressing forward in the first 12 months of the Better Off Funding body of works. The original intention for this project was to install 21 different Interpretation panels throughout Westland highlighting different heritage and cultural sites. However, due to staff changes this project did not advance further past the planning stage.

2.2. Westland Industrial Heritage Park Project

The Westland Industrial Heritage Park was granted \$180,000 out of the \$500,000 allocated to the Better Off Funded, Culture and Heritage portfolio. This grant was to construct a new three bay shed and a new two bay shed. Both shed kits sets have been purchased and the lead contractor, Nick Bennet was awarded the works to build the sheds. The project has experienced greater than expected building consent costs of which has resulted in a forecasted project deficit of \$19,000. This project is progressing well and is on target to be completed by December 2024.

2.3. Carnegie Fit-out Design

The Carnegie Fit-out Design is the final stage in reopening the Hokitika Carnegie Building following the building closing in 2016 after it was deemed earthquake prone. Built in 1908, the historic Carnegie Museum received \$2 million dollars' worth of external funding in 2021 to complete the structural strengthen work required. These works were completed in October 2023. Westland District Council has contracted Richard Bullet from RDB Project Management Ltd to lead the Carnegie Fit-out design project. Better Off Funding funds would help offset the overall cost of the project on Westland.

2.4. Ross Swimming Pool

The Ross Swimming Pool was inspected by a structural engineer during October 2023, and it was found that the condition of the steel structure was extremely poor and in urgent need of replacement / repairs. The gable column on gridlines B and C have been completely corroded through. There are holes in the eaves beam flanges and the web of the girt. Corrosion and delamination are also widely spread on the door head beam and the base of the portal column and brace. It is thus important for immediate structural repairs to be carried out to ensure that the steel covering is safe to use for the reopening of the pool. Davis Ogilvie engineers have supplied a specification for these repairs to be carried out, cost totalling \$11,400.00 in inspection, report & design costs. Costs have been requested for the immediate repairs for the pool to be deemed safe and open. Following that, more structural repairs will have to be carried out to address all the structural issues at the building.

See Appendix 1 for further information regarding the Ross Pool Engineers Report

2.5. Better Off Funding

Apart of the 3 Waters Reform Westland District Council was allocated \$2.79 Million. Westland District Council adopted the current "Better Off Funding" allocation in April 2023, with 49 individual projects spread across Westland receiving funding. These funding allocations were separated into five different portfolios based on the following table:

Category	Value
Hokitika Swimming Pool (Township Development)	\$690,000
Community Funding	\$500,000
Community Halls	\$900,000
Culture & Heritage	\$500,000
Community Resilience	\$200,000
Total	\$2,790,000

3. Current Situation

3.1. The current situation is Westland District Council, Better Off Funded project Westland Interpretation panel is no longer going to progress forward due to staff changes. The funds for this project need to be reallocated. Westland District Council has experienced cost savings in Better Off Funded Community Halls portfolio. These cost savings also need to be reallocated.

4. Options

4.1. Option 1: To reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$19,000) to the Westland Industrial Heritage Park Project to help cover greater than expected building consent costs. Reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$50,000) to the Carnegie Fit-out Design project to help offset the Council contribution. Reallocate cost savings in the Better Off Funded, Community Halls Portfolio (\$40,000) to the Ross Swimming Pool Emergency Works.

4.2. Option 2: Council reallocates to other projects

4.3. Option 3: Council do nothing

5. Risk Analysis

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

5.1.1. If Westland District Council do not reallocate part of the Better Off Funding to the Westland Industrial Heritage Park Westland District Council risk having to financially cover the extra project costs incurred due to greater than expected Building consent costs.

5.1.2. If Westland District Council do not reallocate part of the Better Off Funding to the Carnegie Fit-out Design Westland District Council will have to fund the Carnegie Fit-out design through the LTP Capex budget and therefore, have a greater impact on the ratepayer.

5.1.3. If Westland District Council do not reallocate cost savings from the Better Off Funding to the Ross Pool Emergency works council will have only two options; 1 to close the pool until council approves a new budget through the LTP process or 2. Council funds the emergency work as unbudgeted.

6. Health and Safety

6.1. Health and Safety has been considered and the following risks have been identified.

6.1.1. The steel covering at the Ross Pool has corroded to the point that the main gable columns is completely detached from the concrete surface making the building structurally unsafe for use. Urgent support steel needs to be fitted for the building to be fit for purpose again. Various other areas have excessive rust, and the treatment/repair thereof is integral to the longevity of the building.

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as these funding reallocation recommendations made are increasing the overall scope and positive reach that the Better Off Funding can have on the Westland Community.

7.1.1. Public consultation is considered unnecessary at this stage as these projects have previously been well supported by the public and Westland District Council would expect that the public would like to see these projects completed.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: To reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$19,000) to the Westland Industrial Heritage Park Project to help cover greater than expected building consent cost. Reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$50,000) to the Carnegie Fit-out Design project to help offset the Council contribution. Reallocate cost savings in the Better Off Funded, Community Halls Portfolio (\$40,000) to the Ross Swimming Pool Emergency Works

8.1.1. The following financial implications have been identified:

- Westland District Council will have eliminated the potential financial impact (\$19,000) on the ratepayer by allocating the extra funds required to the Westland Industrial Heritage Park to cover greater than expected building consent costs. Therefore, the project will be entirely externally funded. No ratepayer contribution.
- Westland District Council will have reduced the financial impact (\$50,000) on the ratepayer by allocating funds to the Carnegie Fit-out Design project.
- Westland District Council will reduce the impact on the ratepayer by allocating funds (\$40,000) to the Ross Swimming Pool Emergency works.

8.2. Option 2: Council reallocates the available Better Off Funds to other projects

8.2.1. The following financial implications have been identified.

- Westland District Council will have to cover the expected project deficit of \$19,000 for the Westland Industrial Heritage Project. This will be unbudgeted council expenditure.
- Westland District Council will cover the entire cost of the Carnegie Fit-out design project and not be able to offset council contribution with Better Off Funding.
- Westland District Council will cover the entire cost of the Ross Swimming Pool Emergency works project and not be able to offset council contribution with Better Off Funding.
- Westland District Council will be unable to claim the entire Better Off Funding package (\$2.79 Million)

8.3. Option 3: Council do nothing.

8.3.1. The following financial implications have been identified:

- Westland District Council will have to cover the expected project deficit of \$19,000 for the Westland Industrial Heritage Project. This will be unbudgeted council expenditure.
- Westland District Council will cover the entire cost of the Carnegie Fit-out design project and not be able to offset council contribution with Better Off Funding.
- Westland District Council will cover the entire cost of the Ross Swimming Pool Emergency works project and not be able to offset council contribution with Better Off Funding.
- Westland District Council will be unable to claim the entire Better Off Funding package (\$2.79 Million)

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 this option allows Westland District Council to

- Be able to complete the Westland Industrial Heritage project without having to contribute Westland District Council funds and therefore having no financial impact on the ratepayer.
- Be able to help offset the Westland District Council contribution to the Carnegie Fit-out Design project and therefore reducing the financial impact on the ratepayer.

- Be able to ensure the Ross Pool is open for the community over summer and critical repairs can be completed to ensure this valued community facility remains open in the future. Better Off Funding will help offset the Westland District Council contribution and therefore, reducing the financial impact on the ratepayer.
- Be able to claim the Better Off Funding package to its full amount of \$2.79 Million.

10. Recommendation(s)

10.1. That the report be received.

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

Scott Baxendale
Group Manager District Assets

Appendix 1: Ross Swimming Pool Engineers report

Appendix 2: Better Off Progress Update

File No.: 44177

13 October 2023

Westland District Council
Private Bag 704
HOKITIKA

Attention: Jan Visser

Email: jan.visser@westlanddc.govt.nz

Dear Jan

STRUCTURAL ASSESSMENT – ROSS SWIMMING POOL, MONTIETH STREET, ROSS

1.0 INTRODUCTION

Davis Ogilvie (DO) have been engaged by Westland District Council to carry out a structural engineering inspection, report and provide independent engineering advice in relation to the condition of the structural steelwork of the Ross Swimming Pool.



Photograph 1: Northern Elevation

2.0 SCOPE OF ENGAGEMENT

The scope of our engagement is set out in our letter of engagement dated the 11th of September 2023 and summarised below.

For DO to carry out, on your behalf, an inspection of the building at the above address, to assess the condition of the structural steel frame. The scope of the inspection will be a walk-around the property and through the building to assess the visible damage to the interior and exterior.

The evaluation will be entirely visual; no invasive investigations will be undertaken at this stage.

The inspection will be followed up by a written report signed by a Chartered Professional Engineer. The report will include structural issues but will not detail cosmetic damage to the building.

Our scope includes:

- *Review Westland District Council property file.*
- *Carry out a site inspection to review the structural steel elements which can be accessed with a ladder. This would include portal columns up to eaves, side bracing and girts.*
- *It does not appear that there would be access available to inspect the purlins and our assessment would be carried out from ground level.*
- *Provide a report to confirm the extent of damage and recommendations to which structural elements can be repaired, and which should be replaced. Please note, that we have not allowed to carry out any design calculations to estimate the residual strength of the corroded elements.*
- *Provide a fee estimate to carry out the detailed design so Council can decide if they wish to proceed with remedial works.*

We have not allowed for hiring mechanical platforms to carry out inspection of the roof elements, as based on the photographs provided, there does not appear to be access available and we would also need a trained operative to use this.

We will require copies of the property file information for the building, in particular the construction drawings, prior to inspecting the building and would ask that you to forward these to us.

Please note that our inspection and report will specifically exclude cladding, weathertightness, the pool structure, ancillary buildings and will be limited solely to the steel framing elements.

3.0 INSPECTION

Alastair Wood, Senior Structural Engineer (CPEng), carried out an inspection of the swimming pool structure on the 26th of September 2023. The scope of the inspection included:

- Visual inspection of the structural steel elements, including:
- Portal frame columns and rafters
- Gable wind posts
- Girts, eaves beam and purlins
- Door posts and lintel

4.0 DOCUMENTATION

The property file has not been supplied, however the Westland District Council have provided copies of the following:

1. Original construction drawings CA1 Floor Plan, CA2 Elevations and CA3 Details.
2. Insight Building Inspection Report, dated 2nd June 2023.

5.0 BUILDING CONSTRUCTION

The swimming pool building is located on the southern side on Monteith Street in Ross. The building was designed by Alan Reay Consultants and the drawings are dated July 1994. The structure comprises of the following:

- The superstructure comprises of cold formed steel (CFS) portal frames with purlins and girts, supporting lightweight cladding.
- There are solar panels located at the northern end on the western side of the roof.
- The main internal portal columns and rafters comprise of back to back cold formed steel channels, which have bolted connections at the eaves and apex.
- The end gable portal columns and rafters comprise of a single channel.
- At the base, the portal columns are bolted to a steel plate which is cast into a concrete foundation.
- The wall cladding is supported on girts and an eaves beam.
- The roof cladding is supported on purlins.
- There is diagonal bracing to both the roof and side walls.
- The gable walls have two wind posts which support the girts.
- All the structural steel portals, gable posts, girts, purlins, eaves beams, roof, and wall bracing etc are CFS channels appear to be galvanised.
- Along the eastern elevation there is a concrete masonry block structure which forms the changing rooms and amenities.

It was noted that there is a plaque within the building stating the building was officially opened on the 11th of December 1994.

6.0 BUILDING CONDITION

Based on the inspection carried out on the 26th of September 2023, the following issues have been noted. Please refer to photographs below and in Appendix A.

- 6.1 The external cladding and flashings are level with the external concrete paving and does not comply with current clearance specified in the Building Code.
- 6.2 There is corrosion to the flashing across the door head and the hinges on the northern elevation.
- 6.3 There is vegetation growing in the gutter along the western elevation.
- 6.4 Along the southern elevation, there is a retaining wall, approximately 750 mm high, which supports the adjacent playground. The gap between the retaining wall and the cladding has filled vegetation.

Southern Elevation

- 6.5 The gable column on Grid line C has almost completely corroded through, refer to photograph 2 below. It is noted the gable column has been cast directly into the foundation.



Photograph 2: Southern Elevation, Gable Column on Grid Line C

- 6.6 The gable column on Grid Line B has significant corrosion, refer to photograph 3 below. It was noted that the concrete surface around the column was wet due to a leaking valve on the rear of the paddling pool. This continual wetting would have exacerbated the corrosion.



Photograph 3: Southern Elevation, Gable Column on Grid Line B

- 6.7 It was noted that there is an accumulation of vegetation on the outside face of the cladding, between the building and adjacent retaining wall. This would hold moisture and allow seepage between the cladding and the concrete surface.
- 6.8 There is surface corrosion to both the steel portal column and the plate cast into the foundation at both Grid Line A and D.

Western Elevation

- 6.9 There is corrosion and delamination to the bottom flange of the eaves beam between Gridlines 1 and 2, sufficient to form three holes in the flange, refer to photograph 4 below.
- 6.10 There is corrosion to the upper girt between Grid Lines 1 and 2, sufficient to form holes in the web, refer to photograph 5 below. We note that the girt is positioned with the flanges pointing upwards, so that any water that accumulates on the flange cannot drain away.



Photograph 4: Holes in Flange of Eaves Beam between Grid Lines 1 and 2



Photograph 5: Holes in Web of Girt between Grid Lines 1 and 2

6.11 Surface corrosion and delamination to the base of the post to the southern side of the door between Grid Lines 2 and 3, refer photograph 6 below.



Photograph 6: Corrosion to Door Post Between Grid Lines 2 and 3

6.12 Significant corrosion and delamination to the web of the upper girt between Grid Lines 4 and 5, sufficient to form a hole, refer to photograph 7 below.



Photograph 7: Corrosion and Delamination of the Web to the Upper Girt Between Grid Lines 4 and 5

6.13 Holes in the lower flange to the eaves beam between Grid Lines 4 and 5, refer photograph 8 below.



Photograph 8: Hole to Lower Flange in Eaves Beam Between Grid Lines 4 and 5

- 6.14 There is corrosion and the start of delamination to the web of the upper girt between Grid Lines 5 and 6.
- 6.15 There are several holes, corrosion, and delamination to the bottom flange of the eaves beam between Grid Lines 6 and 7, refer to photograph 9 below.



Photograph 9: Holes in Bottom Flange of Eaves Beam Between Grid Lines 6 and 7

6.16 Along Grid Line D, there is surface corrosion to the bottom of the portal columns, where these are in contact with the concrete surface.

Northern Elevation

6.17 There is corrosion to the door head beam in the centre of the northern elevation, where the web, bolts and nuts are all severely corroded and are delaminating, refer to photographs 10 and 11 below.



Photograph 10: Corrosion to Door Head Beam at Western End



Photograph 11: Inside Face of Door Head Beam Showing Corrosion and Delamination

6.18 There is surface corrosion at the base of the portal columns, wind posts and door posts on Grid Line 7.

Eastern Elevation

6.19 There are several holes, corrosion, and delamination to the bottom flange of the eaves beam between Grid Lines 6 and 7, refer to photograph 12 below.



Photograph 12: Corrosion, Holes and Delamination to Eaves Beam, Grid Line 6 to 7

6.20 There are several holes and corrosion to the web of the upper girt between Grid Lines 6 and 7.

6.21 There is corrosion and the start of delamination to the diagonal brace and portal column, where it meets to the floor slab at Grid Line 6, refer to photograph 13 below.



Photograph 13: Base of Portal Column and Brace at Grid Line 6

- 6.22 There is corrosion, delamination, and holes to the web to the upper girt, between Grid Lines 5 and 6, refer to photograph 14 below.
- 6.23 There are holes to the lower flange of the eaves beam between Grid Lines 5 and 6, refer to photograph 14 below.



Photograph 14: Holes to both Upper Girt and Eaves Beam

- 6.24 There is corrosion, delamination, and holes to the bottom flange of the eaves beam between Grid Lines 4 and 5 holes.
- 6.25 There is corrosion and holes to the bottom flange of the eaves beam between Grid Lines 1 and 2, adjacent to the southern door post.
- 6.26 Along Grid Line A, there is surface corrosion to the bottom of the portal columns and door posts where these are in contact with the concrete surface.

Other Areas

- 6.27 The portal rafter, knee connection, apex connection could only be inspected from ground level, and no corrosion was observed.
- 6.28 The roof purlins could only be inspected from ground level, and it was noted that there was some surface corrosion where water was running down the outside face of the web. It is unclear if this is a result of condensation or leaks in the roof sheeting.
- 6.29 Whilst the changing room area was not part of the scope of this report, we observed the following.
- The changing rooms are constructed of concrete masonry blockwork, located along the eastern elevation of the pool, and appear to be independent of the steel portal frame pool structure.
 - It was noted that there is a stepped crack through the mortar joints of the masonry along the northern and eastern elevation of the male changing rooms. This crack is likely due to settlement at the north-eastern corner, but appears to be historic as there is paint bridging across the crack.
 - There is a vertical crack below the window on the eastern wall of the female changing rooms and a horizontal crack on the western wall of the female changing rooms.
- 6.30 There are two slats missing from the ventilation opening on the southern elevation.
- 6.31 Refer to Appendix A for further photographs and Appendix B for indicative location of observed issues.

7.0 CONCLUSION AND RECOMMENDATIONS

Based on our site observations we make the following conclusion and recommendations.

- 7.1 There is significant corrosion to structural members as a result of poor detailing and lack of maintenance.
- 7.2 The gable columns on Grid Line 1 have completely corroded at the base. This can be remediated by providing a new specifically designed connection to the foundation. In addition, the source of moisture needs to be removed, by maintenance of the paddling pool valve to stop dripping and clearing the accumulated vegetation from the gap between the external cladding and the retaining wall.
- 7.3 Where eaves beams, girts and door head beams have corroded to such an extent that there are holes in the web or flanges, or there is delamination of the steel, these are considered to have lost significant strength and need to be replaced. Refer to the Damage Plan in Appendix B to indicate the main elements identified.
- 7.4 There is evidence of surface corrosion to the upper girt and the eaves beam in other areas not specifically mentioned above, however the corrosion has not been sufficient to create holes in the steel at present but left untreated this will be a future maintenance issue.
- 7.5 The diagonal brace on Grid Line A is corroded where it is in contact with the concrete slab. This could be remediated by disconnecting the brace and reconnecting, with a new bracket above the concrete level, similar to Grid Line 4.
- 7.6 Where there is surface corrosion to the portal columns, door posts and gable columns, these require repair to prevent further deterioration. The steel needs to be cleaned to remove all corrosion, back to bare metal and the galvanised coating is to be reinstated. We would also recommend that a concrete nib is cast around the base of the post, with a sloping top face to prevent moisture sitting next to the steel.
- 7.7 There is surface corrosion showing on the purlins, where water is running down the side of the flange. The steel needs to be cleaned to remove all corrosion, back to bare metal, and the galvanised coating is to be reinstated.
- 7.8 The upper girts are poorly detailed, as the flanges point upwards, preventing any moisture which accumulates on the web from draining away. To mitigate potential future corrosion, these girts should be realigned so that the flanges point towards the floor.

- 7.9 Surface corrosion to external flashings, door hinges etc require repair to prevent further deterioration. The steel needs to be cleaned to remove all corrosion, back to bare metal and the galvanised coating is to be reinstated.
- 7.10 We note that the external wall cladding sits at ground level and the external concrete paving is level with the internal concrete slab. This allows water to seep under the cladding and come into contact with the structural steel, which will lead to further corrosion. This could be remediated but will require alteration to the cladding and flashing details and an architect should be engaged to provide advice on this weatherproofing issue.
- 7.11 The vegetation growing in the guttering on the western elevation shall be removed.
- 7.12 Along with structural repairs, we would recommend that the ventilation system is reviewed to ensure that this is suitable to prevent the build-up of condensation.
- 7.13 We recommend that a routine maintenance schedule is prepared to monitor condition of the structure.

8.0 DISCLAIMER

This engineering report has been prepared at the specific instruction of Westland District Council, to address the structural conditions underlying the Swimming Pool Building at Monteith Street, Ross.

Davis Ogilvie did not perform a complete assessment of all possible conditions or circumstances that may exist at the site. Conditions may exist which were undetectable given the limited investigation of the site. Variations in conditions may occur between investigatory locations, and there may be conditions onsite which have not been revealed by the investigation, which have not been taken into account in the report.

Davis Ogilvie's opinions are based upon information that existed at the time of the production of the document. Assessments made in this report are based on the conditions found onsite and published sources detailing the recommended investigation methodologies described. No warranty is included; either expressed or implied that the actual conditions will conform to the assessments contained in this report.

Davis Ogilvie has provided an opinion based on observations, site investigations, and analysis methodologies current at the time of reporting. The report cannot be used by any third party without the written approval of Davis Ogilvie. The report cannot be used if there are changes in the referenced guidelines, analysis methodologies, laws, or regulations.

Only the Westland District Council and the Local and Regional Territorial Authorities are entitled to rely upon this engineering report. Davis Ogilvie & Partners Ltd accepts no liability to anyone other than Westland District Council, in any way, in relation to this report and the content of it and any direct or indirect effect this engineering report may have. Davis Ogilvie & Partners Ltd does not contemplate anyone else relying on this report or that it will be used for any other purpose.

Should anyone wish to discuss the content of this report with Davis Ogilvie & Partners Ltd, they are welcome to contact us on (03) 366 1653 or at Level 1, 24 Moorhouse Avenue, Addington, Christchurch.

9.0 CLOSURE

If you have any questions regarding the above, please do not hesitate to contact the undersigned.

Yours faithfully

DAVIS OGILVIE & PARTNERS LTD



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APPENDIX A – Photographs

APPENDIX B – Damage Plan



South Elevation



East Elevation



East Elevation



West Elevation



Corrosion, North West Corner



Corrosion to Flashing Over Door – North Elevation



Cladding in Contact with Ground



Gutter at South West Corner



Gap Between Retaining Wall and South Elevation



South Elevation



View to North



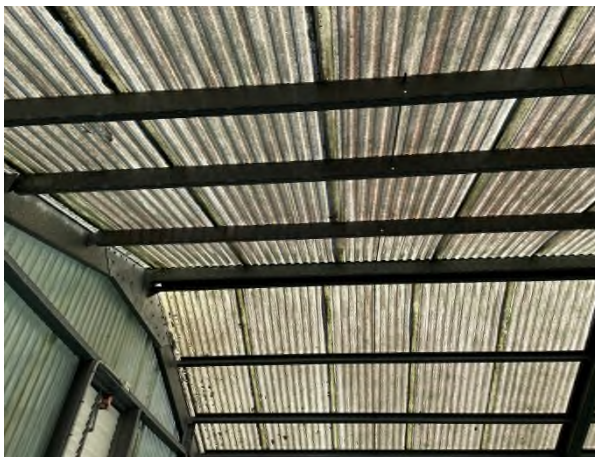
View to South



Northern Elevation



Leaking Valve to Paddling Pool



Typical View of Purlins



Portal Column Connection Grid Line 1



Eaves Connection Grid Line 1



Apex Connection Grid Line 1



Typical Corrosion at Base of Posts



Stepped Crack in Concrete Masonry Wall – Male Changing



Paint Across Stepped Crack – Horizontal Mortar Un-cracked



Horizontal Crack to Female Changing



Vertical Crack Under Window



Corrosion and Hole through Eaves Beam Grid Line A



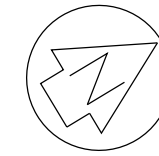
Corrosion to Eaves Beam Grid Line A



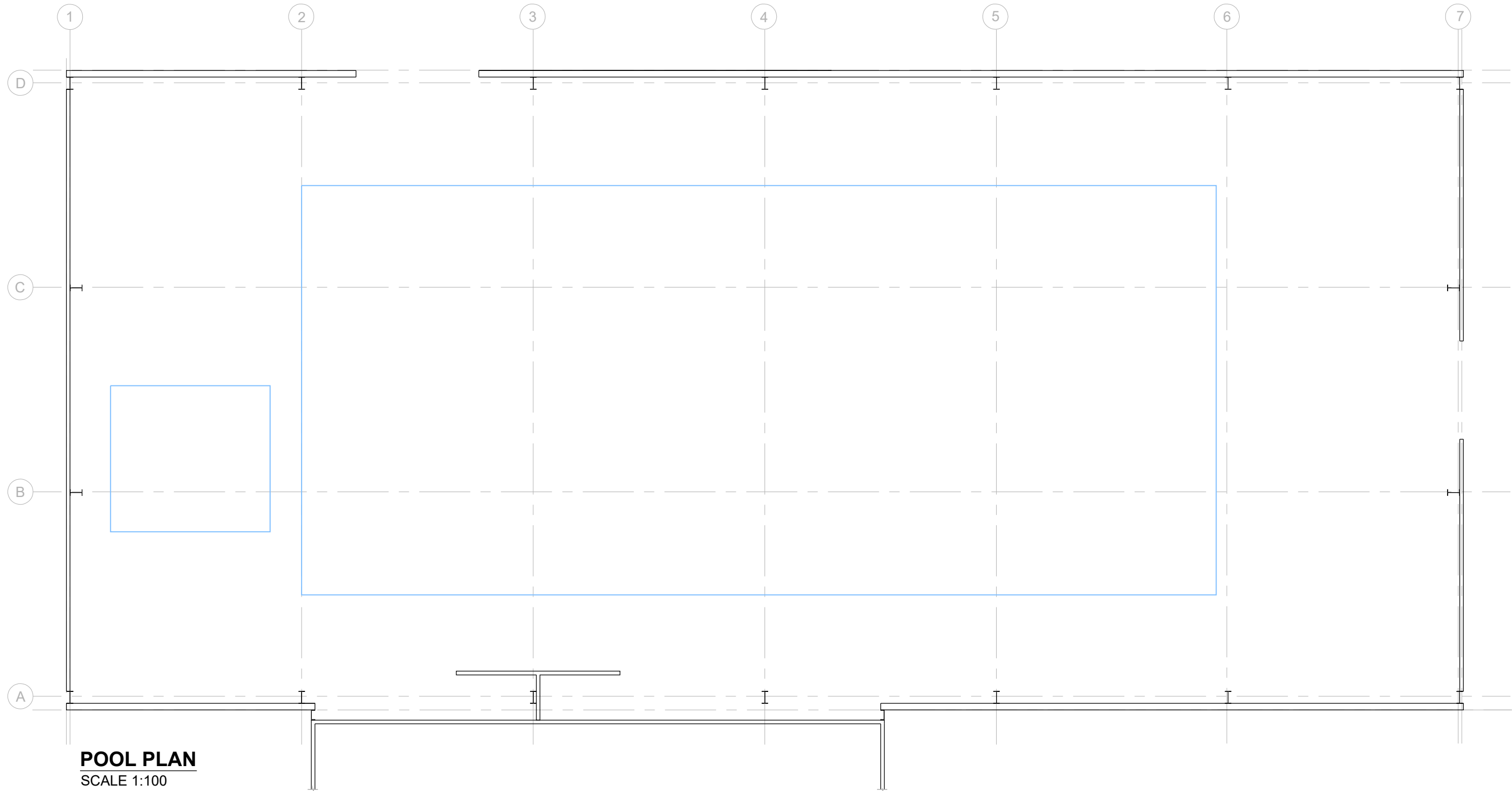
Delamination to Girt Grid Line A



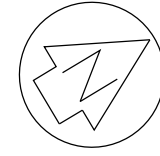
Holes in Girt Grid Line A



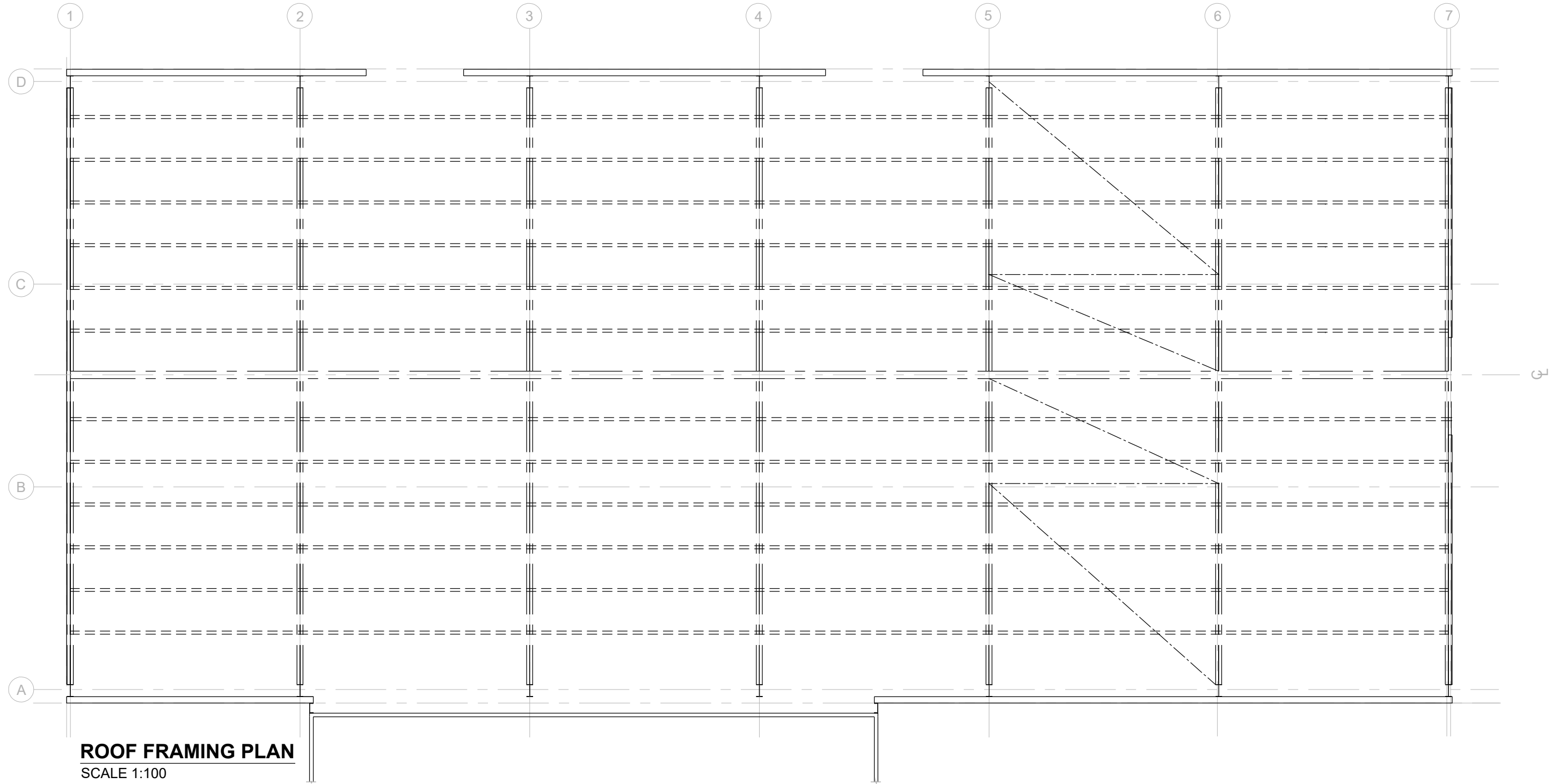
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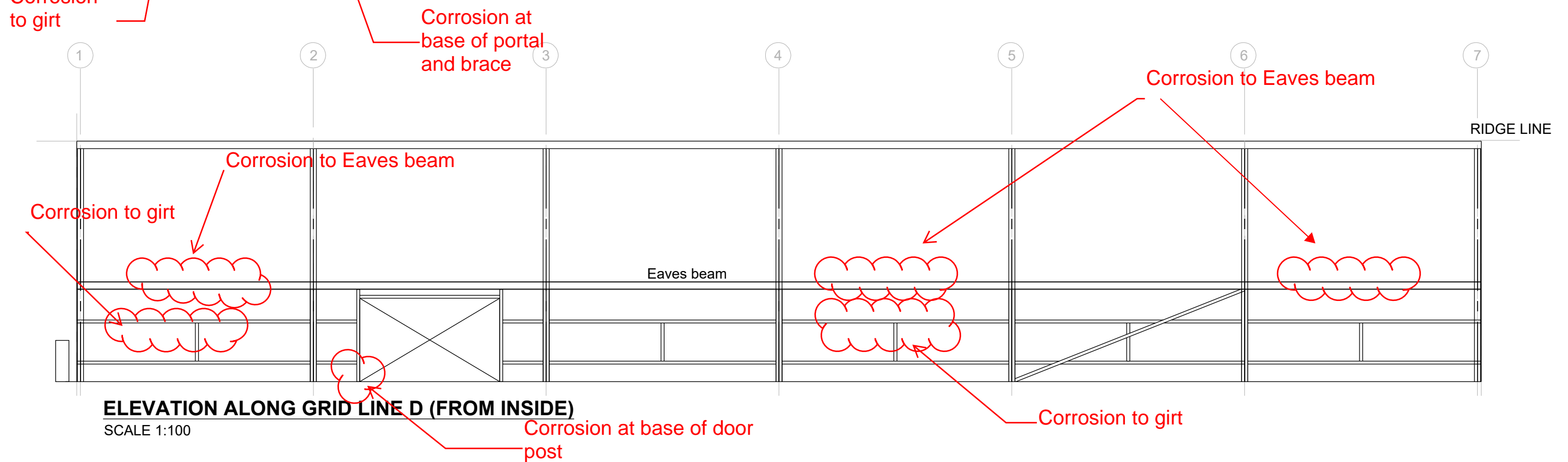
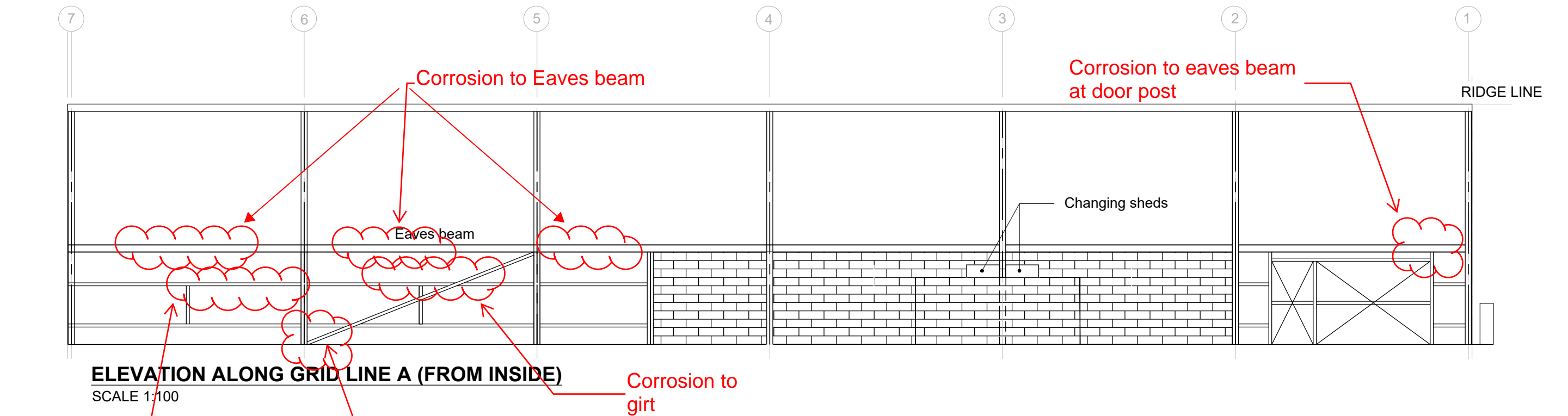


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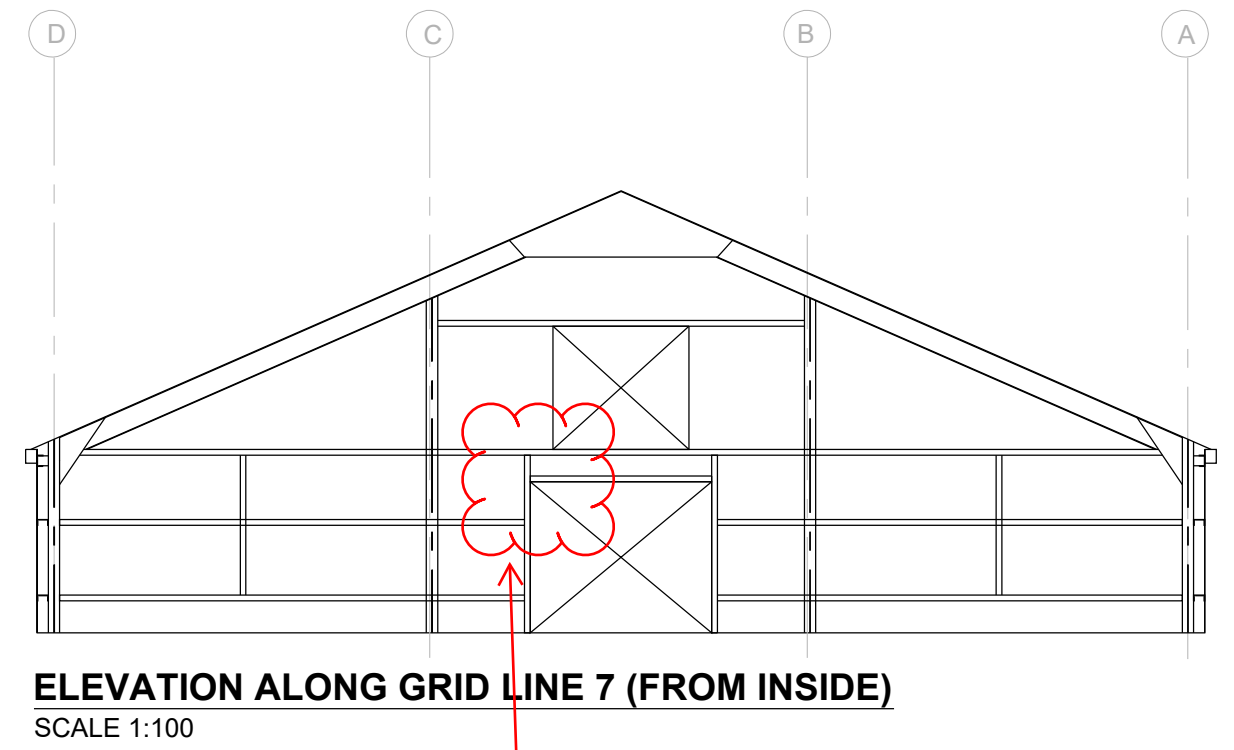
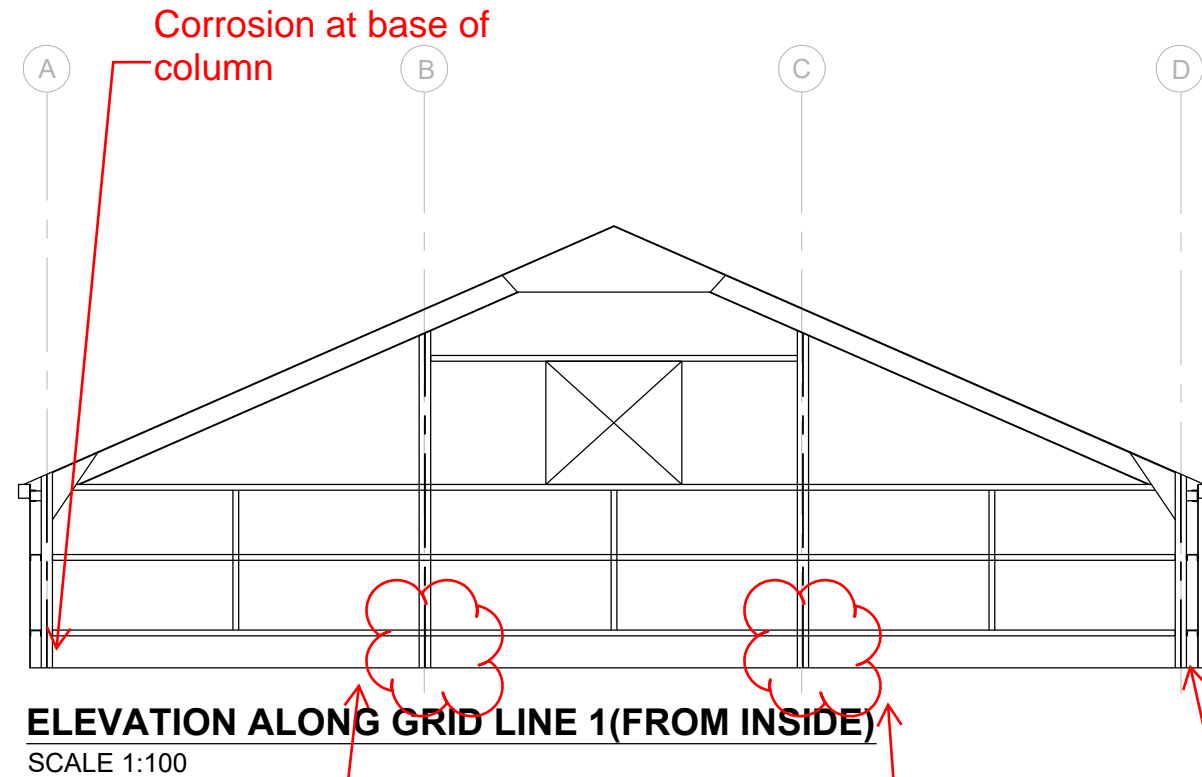
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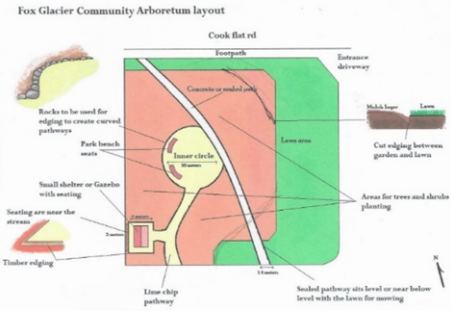

Corrosion at base of column


Corrosion at base of column


Corrosion at base of column

Corrosion to door head beam

Community Funding

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Bruce Bay Hall Improvements	\$46,035.00	\$39,895.73 (Under budget \$6,139.27)	\$0.00	Project finished. Works completed include the wooden floors being sanded and coated in polyurethane. New vinyl flooring installed in the kitchen as well as new Windows installed throughout the hall.	
Fox Glacier Arboretum	\$44,000.00	\$1,622.64	\$39,350.00	Stafan from Sartens Gardens Ltd has designed an Arboretum Garden plan for the Fox Community Hall. Grant Gibbs Construction (Open P/O) will be installing the concrete pad for the shelter and a concrete path. A 3x3 shelter has been purchased from NZ Shelter (Open P/O) and will be installed in January 2024. The project is on track to be completed early in 2024.	
Harihari Civil Defence Plan	\$22,944.00	\$18,771.01 (Under budget by \$4,172.99)	\$0.00	Project finished. Two water tanks were purchased for the community to install. Bulk dry food has been ordered and delivered to site. Community Civil Defence group to store these.	

Lake Kaniere Community Resilience Plan	\$43,633.00	\$1,259.68	\$39,000.00	Westroads contracted to install a gravel pad (Open P/O). Two A grade containers purchased (Open P/O). These will be delivered to site in the new year. Stop digging to install screws (Open P/O) once Westroads complete gravel pad.	
Lions Club Lazar Park Hall	\$103,628.00	\$33,736.46	\$66,263.54	Building consent granted. The tender for the main contractor closes at the end of November.	
West Coast RDA, Arena Surface	\$57,234.00	\$37,200.00	\$15,000.00	Fibre bales arrived on site at the end of November. Henry Adams contracting installed a compacted river gravel pad for the new surface to be installed on.	
West Coast RDA, Arena Electrical Works	\$35,733.00	\$22,993.40	\$12,156.99	The majority of the electrical material has been ordered and small works have begun on site. Waiting for the new admin area to be built.	
Kumara Gentle Annie Track Extension	\$29,115.00	\$8,474.24	\$12,030.00	Fantastic progress has been made on the track e.g., large culverts installed since works began back on site after stopping over the Whitebait season.	

Kumara Hall Resilience Container	\$39,964.00	\$1,107.47	\$16,000.00	Kumara Hall to organise clearing the site for the container. One A grade container purchased (Open P/O). Stop digging to be on site once container site cleared by Community.	
Otira Civil Defence Hub	\$14,593.00	\$330.56	\$8,100.00	Otira community to organise clearing the site for the container. One A grade container purchased (Open P/O). Stop digging to be on site once container site cleared.	
Ross Civil Defence Hub	\$24,559.00	\$22,293.13	\$0.00	Project finished. The water tanks and generator have been installed.	
Whataroa Civil Defence Infrastructure	\$78,882.00	\$33,745.02	\$26,100.00	CAT DE50EO generator purchased. Community to build shed for generator to be installed inside. Two Shipping containers have been ordered (Open P/O). Stop digging (Open P/O) to be on site in December. Aotea contracted to commission Generator (Open P/O).	
Total		\$221,429.34	\$234,000.53		

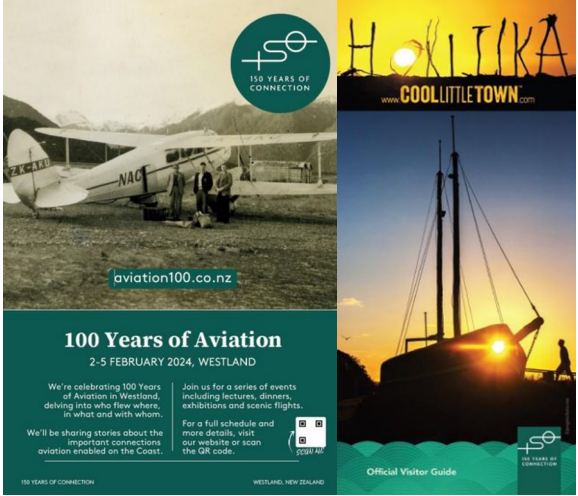
Township Development


Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Hokitika Swimming Pool	\$690,000.00 (BOF Contribution)	\$690,000.00 (BOF Contribution) \$4,285,292.60 (Entire project)	\$0.00	Council adopted to reallocate the entire Township Development fund to the Hokitika Swimming Pool. All works funded by the Better Off funds have been completed. These works include the new pool liner and the new pump/filtration shed. \$690,000.00 fully claimed.	
Total		\$690,000.00	\$0.00		

Community Resilience


Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Civil Defence Communication Supplies for Welfare sites in Westland	\$200,000.00	\$143,404.92	\$55,000.00	All satellite communication kit equipment and 19 community Starlink internet kits have been delivered to each welfare centre. Due to greater than expected cost savings the original project scope has been increased. Nelspecs have been contracted to supply and install new Tait base radios at all welfare centres. Some centres which require a roof mounted aerial will also have these installed.	
Total		\$143,404.92	\$55,000.00		


Culture and Heritage

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Westland Anniversary – 150 years Celebration	\$200,000.00	\$31,977.71	\$27,822.29	<p>Destination Hokitika contracted Zane Smith to lead this project for the community.</p> <p>Some works completed to date include the 150 Years of Connection branding, supporting the Otira Tunnel 100-year commemorations, designing a website and the new 2023/2024 Hokitika brochure design.</p> <p>Exciting things coming up include the 100 Years of Aviation celebrations and the Hokitika Classic Surf Competition</p>	
Hokitika Regent Theatre Upgrade	\$36,000.00	\$394.78	\$9,605.22	<p>The Hokitika Regent Theatre has experienced project delays for the first 12 months. A new project manager has been appointed. Works are expected to begin in the new year after the theatre’s busy period over summer finishes.</p>	
Hokitika Town Clock	\$15,000.00	\$1,966.79	\$0	<p>Initial structural report site visit completed. Waiting for the final report. Council will then request the Engineer to provide a detailed design and scope of works for the clock.</p>	

Westland Industrial Heritage Park	\$180,000.00	\$149,117.83	\$37,465.00	The building consent has been granted for shed one and works have begun on site. The project is experiencing delays due to not receiving a building consent for shed 2 to date.	
Total		\$183,457.11	\$74,892.51		

Community Halls

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Carnegie Strengthening Project	\$260,000.00	\$260,000.00 (BOF Contribution) \$2,846,708.78 (Entire Project)	\$0.00		

Fox Glacier Hall	\$19,000.00	\$797.97	\$11,500	Grant Gibb Construction has been contracted to install three new disability carparks at the front entrance to the Fox Glacier Hall. Project is expected to be completed early in 2024 and finish under budget significantly.	
Franz Josef Hall	\$149,432.00	\$6,488.03	\$500.00	Seismic Assessment Complete. Waiting on Seismic report to be completed.	
Haast Hall	\$56,309.00	\$2,475.16	\$3,384.62	Seismic Assessment Complete. Waiting on Seismic report to be completed.	
Harihari Hall	\$11,697.00	\$336.98	\$0.00	Kris Rowe is contracted to complete the initial site inspections this project requires. These inspections will highlight the works required at the hall to fix watertight issues.	
Civil Defence Welfare Centres	\$81,879.00	\$2,872.43	\$0.00	Project rescoped. Working with Okarito community to install a civil defence container on road reserve. Council is working to get quotes for Civil defence hi-vis supplies for each of Westland's welfare centres.	
Grey Power Hall	\$45,426.00	\$607.61	\$0.00	Replacement windows have been ordered. Council sourcing a contractor to install the windows once they arrive on site.	
Hokitika Regent Theatre	\$88,580.00	\$8,133.88	\$6,300.88	Repainted the exterior front wall of the theatre, repaired and reglazed the projections room art-deco window. Exterior building scaffolding removed. Project to make significant progress in the new year after the theatre's busy summer period.	
Kokatahi Hall	\$46,334.00	\$1,867.88	\$400.00	Seismic Assessment Complete. Waiting for the Seismic report to be	

				completed. Council is working with contractors to quote to replace the existing switchboard.	
Kowhitirangi Hall	\$9,290.00	\$8,227.92	\$0.00	Project finished. Matt Fairmaid installed replacement windows at the hall. Better Off Funding covered the small shortfall left from a lotteries grant.	
Okuru Hall	\$51,860.00	\$12,316.70	\$4,734.44	Seismic Assessment Complete. Waiting for the Seismic report to be completed.	
Ross Hall	\$65,300.00	\$1,381.08	\$0.00	Cladding samples have been taken and the test results came back positive for asbestos. The council is now working with contractors to quote to replace the exterior cladding. Work is expected to begin in the new year.	
Waitaha Hall	\$16,201.00	\$9,457.29	\$0.00	Water tanks installed. Pump still to be connected. Waiting on electrician	
Whataroa Hall	\$13,000.00	\$0.00	\$13,000.00	Aotea Electrical contracted to install two new heat pumps in the hall. Waiting for the contractor to confirm the installation date.	
Total		\$314,962.93	\$39,819.94		

Report to Council



DATE: 14 December 2023
TO: Mayor and Councillors
FROM: Strategy and Communications Advisor

Draft Significance and Engagement Policy

1. Summary

- 1.1. The purpose of this report is to adopt the draft Significance and Engagement Policy (the Policy) for inclusion in the draft Long Term Plan 2024 – 2034 (LTP)
- 1.2. This issue arises from the requirements of s 76AA and schedule 10, cl 11 of the Local Government Act 2002 (LGA).
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the draft Significance and Engagement Policy for inclusion in the draft Long Term Plan 2024 - 2034.

2. Background

- 2.1. The reason the report has come before the Council is due to the requirements of s 76AA and schedule 10, cl 11, which require Council to have a Significance and Engagement Policy and include a summary of the policy in the LTP.

3. Current Situation

- 3.1. The current situation is that the Policy was reviewed and adopted by Council in 2021. Policies are generally reviewed on a three-yearly basis. Reviewing it early ensures that the most up-to-date version is included in the next LTP.
- 3.2. The reviewed policy is attached as appendix 1. Minor editorial and structure changes have been identified, including ensuring that macrons have been applied appropriately to Te Reo words. The Pakiwaitara Building has been included in Part II, 2, 2.2, as the Policy should have been updated to include it following the LTP amendment in 2020.
- 3.3. The only substantial new amendment is to add reference to climate change in Part II, 1, 1.1, as a guide to ensure that staff take this into consideration when determining the significance of their proposal or report.

Under the Resource Management Act, Councils are required to consider the effects of climate change on communities, and to incorporate climate change into existing frameworks.

4. Options

- 4.1. Option 1: Council adopts the draft Significance and Engagement Policy for the Draft Long Term Plan 2024 – 2034.
- 4.2. Option 2: Council makes further amendments and then adopts the draft Significance and Engagement Policy for the Draft Long Term Plan 2024 – 2034.
- 4.3. Option 3: Council does not adopt the draft Significance and Engagement Policy for the Draft Long Term Plan 2024 – 2034.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified:
 - Regulatory risk: Council is required to have a Significance and Engagement Policy and the Policy needs to reflect current legislation and include all of Council’s strategic assets.
 - Reputational risk: Council needs to ensure that all matters of significance are considered when making judgements on the significance of an issue.

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. The review of the Policy is administrative in nature.
 - 7.1.1.No public consultation is considered necessary, however the Policy will be included in the draft LTP and the public may comment on it during that process.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Council adopts the draft Significance and Engagement Policy for the Draft Long Term Plan 2024 – 2034.
- 8.2. This will ensure that Council has an up-to-date Policy that meets current legislation and includes all of Council’s strategic assets.
 - 8.2.1.The following financial implications have been identified: There may be financial implications to the consideration of climate change under the degree of significance that a decision will have. This would be on a case-by-case basis.
- 8.3. Option 2 - Council makes further amendments and then adopts the draft Significance and Engagement Policy for the Draft Long Term Plan 2024 – 2034.
- 8.4. Council may wish to consider other matters within the Policy and amend the Policy to reflect this.
 - 8.4.1.There are no financial implications to this option.
- 8.5. Option 3 - Council does not adopt the draft Significance and Engagement Policy for the Draft Long Term Plan 2024 – 2034.

8.6. Council would not have an up-to-date Policy included in the LTP and the Policy would have to be reviewed by the end of 2024.

8.6.1. 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 staff have reviewed the Policy and identified appropriate amendments. The proposed amendments will bring the Policy up-to-date.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the draft Significance and Engagement Policy be adopted for inclusion in the draft Long Term Plan 2024 – 2034.

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

Emma Rae
Strategy and Communications Advisor

Appendix 1: Draft Significance and Engagement Policy 2023

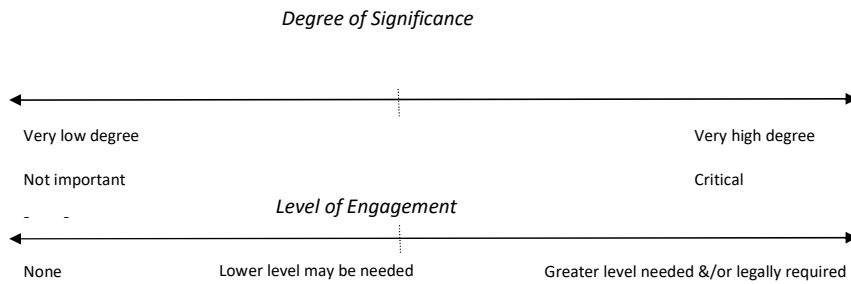
Significance and Engagement Policy

Part I

1. PURPOSE [LGA S76AA (2)]

- 1.1. The purpose of the Westland District Council’s Significance and Engagement Policy (SEP) is —
- To enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
- To provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters.
- To articulate the relationship between the significance of a matter and the corresponding level of engagement of parties that is required.
- 1.2. The Council believes in the importance of having a SEP as it provides a useful and accountable decision making framework for both the Council and the community.

Figure 1 determining significance and engagement



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- 1.3. **Significance**, in respect to this policy, is the degree of importance of an issue, proposal or decision as assessed by the local authority, in terms of its likely impact on and likely consequences for –
- The current and future social, economic, environmental, or cultural well-being of the district or region.
 - Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter.
 - The capacity of the local authority to perform its role, and the financial and other costs of doing so.
- A matter will be determined “Significant” if it has a “high degree of significance”. This is in accordance with the Local Government Act 2002 (LGA), section 5.

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- 1.4. The LGA definition and/or use of the terms “significant”, “significance” and “engagement” apply in regard to this policy. Unless otherwise stated, common dictionary definitions apply for other terms in this policy.
- 1.5. The Council has a Consultation and Engagement Policy in place (adopted in 2022).

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- 1.6. Engagement, in respect to this policy, is a process that can be undertaken at the outset, throughout, or at points during a decision-making process in order to inform the Council and to allow potentially affected parties to identify options for addressing the matter.
- 1.7. Consultation is a process that generally occurs after a proposal has been formed i.e. the Council shares the formed proposal with parties and receives final feedback. A decision can then be made. Consultation is an additional requirement under legislation, including the Local Government Act, Resource Management Act, Reserves Act, Rating Act and Land Transport Management Act. This SEP does not replace the Council’s legal responsibility to consult.

Deleted: <#>The LGA definition and/or use of the terms “significant”, “significance” and “engagement” apply in regard to this policy. Unless otherwise stated, common dictionary definitions apply for other terms in this policy.¶ The Council has a Consultation Policy in place (adopted in 2005 and reviewed in 2012).

2. GENERAL APPROACH [LGA s76AA (1)(a)]

- 2.1 Council’s decision-making about the degree of significance of an issue, proposal or decision will be guided by Part II of this Policy.
- 2.2 Council’s engagement practices will be guided by Part III of this Policy.
- 2.3 The Council will use the Special Consultative Procedure (SCP) whenever it is specifically required to by the LGA or other legislation.
- 2.4 Whenever a matter is identified by the Council as being of high significance, it will use the SCP procedure as a minimum procedure for consultation. It will undertake what it considers to be a corresponding high level of engagement about the proposal.
- 2.5 The Council will apply the principles of LGA section 82 in other instances of consultation.
- 2.6 The Council may choose to undertake engagement and/or consultation on occasions other than when a matter has been determined to be of high significance. In this instance it will justify why it is choosing to do so.

Part II

1. DETERMINING SIGNIFICANCE [LGA s76AA (1)(b)]

- 1.1 As per the LGA, section 5; a matter is “significant” if it has been determined to have a high degree of significance. The following list provides key questions that will help assess the overall degree of significance of a matter:
 - a. Does it involve a Council strategic asset? The LGA states that it is a significant decision to transfer ownership or control, or to construct, replace or abandon a strategic asset.
[The Council’s *Strategic Assets* are listed in Part II, clause 2.2].
 - b. What is the impact on Council’s levels of service, rates and/or Council debt?
 - c. How will the action or decision promote the Council’s Vision or other priorities of Council, and to what degree?
 - d. What is the degree of impact on the community, individuals or groups?
 - e. Is there a likely impact on Māori cultural values and their relationship to land and water?
 - f. Is there a high degree of public interest?
 - g. Could the action or decision have significant consequences? The action itself may be minor but what will the outcome be.
 - h. Is it a reversible decision? The more difficult an action or decision is to reverse, generally the higher the significance is.

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- i. Will climate change have an impact? The greater the impact, generally the higher the degree of significance.

2. COUNCIL'S STRATEGIC ASSETS [LGA s76AA (3)]

2.1 The LGA, section 76 AA (3) requires that the SEP must list the assets considered by the local authority to be Strategic Assets. These assets must be considered to be of high significance and as such corresponding engagement and consultation practices followed by the Council if transfer ownership or control of a strategic asset, or a decision to construct, replace or abandon a strategic asset is proposed.

2.2 The LGA, section 5, defines Strategic Assets as being the asset or group of assets held (owned) by the Council that it needs to retain if it is to maintain the capacity to achieve or promote an outcome that it determines to be important to the current or future well-being of the community.

- Westland Holdings Limited
- Hokitika Airport
- Urban roads, rural roads, bridges, footpaths
- Water, treatment, storage and reticulation network
- Wastewater reticulation and treatment facilities
- Stormwater reticulation
- Elderly person housing units
- Cass Square
- Community Reserves
- Community Halls
- Community Domains
- Hokitika Cemetery
- Kumara Cemetery
- Ross Cemetery
- Hokitika Museum/Carnegie Building
- Public Toilets
- Jackson Bay Wharf
- Westland District Library
- Council Headquarters
- Pakiwaitara Building
- Hokitika Swimming Pool
- Ross Swimming Pool
- West Coast Wilderness Trail

Part III

1. ENGAGEMENT EXPECTATIONS [LGA s82 (3) & (4)]

1.1 The Council will engage with parties *unless* it is unnecessary, inappropriate or impossible to do so. That is: a case must be proven in order to decide to not engage and it may be because of one or more of the following factors:

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- a. The Council can demonstrate that it already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter.
- b. There is a need for confidentiality or commercial sensitivity.
- c. The costs of engagement or consultation outweigh the benefits of it.
- d. The matter has clearly already been addressed by the Council's policies or plans, which have previously been consulted on.

- e. An immediate or urgent response or decision is needed so that it is not reasonably practicable to engage.
- f. Works are required unexpectedly, or following further investigations, on projects that have already been approved by the Council.
- g. It is business as usual i.e. the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place.

1.2 In instances where active engagement with parties is not going to occur, Council officers still must give consideration to the views and preferences of persons likely to be affected by, or to have an interest in the matter.

2. APPROPRIATE FORMS OF ENGAGEMENT [LGA s76AA (1)(c)]

2.1 The Westland District encompasses a large geographic area; townships can be several hours drive from one another and there are many dispersed rural communities. This impacts on how the Council can effectively hold conversations with its citizens.

2.2 Poutini Ngāi Tahu, in their capacity as a Treaty Partner, are an important identity to engage with over many matters. Council's relationship with Poutini Ngāi Tahu and their associated Runanga, Te Runanga o Ngāti Waewae and Te Runanga o Makaawhio should remain fluid and evolve in accordance with these organisations' preferences. Although all of the SEP processes do include the engagement of Iwi and Runanga, a separate and more specific policy or agreement could also be developed with Iwi and Runanga about different kinds of Council decision-making.

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2.3 The Council must also be mindful of tangata whenua in the District and whether an issue could be of importance to Māori people.

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2.4 The Council believes it is important that it has a presence across the District and in particular that elected representatives and staff are active in all of its communities. Successful engagement exercises have been achieved when they were structured around having the conversations in the community that the issue affected, rather than expecting the community to come to Hokitika. If it is a District wide issue, then careful consideration is required about how best to distribute messages and be positioned to receive feedback.

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2.5 Some communities in the Westland district have limited broadband internet coverage, which can limit electronic communications.

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3. IN DETERMINING APPROPRIATE FORMS OF ENGAGEMENT, THE COUNCIL WILL: [LGA s76AA (1)(d)]

- 3.1 Recognise the relationship between determining the significance of an issue and the level and type of engagement that will be required.
- 3.2 Select engagement processes and methods that are appropriate to the stakeholders that will be involved (including the public's time commitment and travel requirements, location of information and/or meetings).
- 3.3 Ask potentially interested parties if they consider themselves to be stakeholders and/or how they would like to provide input into the development of the proposal.
- 3.4 Be responsive to new methods identified by stakeholders for better engagement.
- 3.5 Bear in mind Council and other agency engagement initiatives that are underway, planned or likely to occur soon in the District. Combined initiatives will be utilised where appropriate so as to achieve efficiencies and avoid the public experiencing engagement / consultation fatigue.

- 3.6 Determine whether the Council already holds relevant information from the public or key stakeholders about the matter (from previous engagement or consultation efforts) and can utilise it instead of initiating another round of conversations.
- 3.7 Recognise the possible role of stakeholders and contacts Council already has a relationship with, including the Iwi, Rūnanga, resident and community associations, business and industry representative groups.
- 3.8 Provide reasonable access to free information and reasonable methods for the public and key stakeholders to be able to respond (timeframes and suitable forms of submission).
- 3.9 Consider the best use of Council money and other resources to achieve the chosen engagement plan.

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Part IV

1. PROCEDURE [LGA 76AA (2)(b) & (c)]

- 1.1 The procedure for determining the level of significance and the corresponding engagement required:
 - 1.1.1 In the first instance Council Officers will be responsible for assessing a matter to determine its level of significance, in accordance with Part II of this Policy.
[To facilitate this operational process, the Council may choose to provide staff with a template, separate to but based upon Part II of this policy].
 - 1.1.2 Council Officers will then consider the corresponding extent and type of engagement that should occur, in accordance with Part III of this Policy. In general, the more significant an issue, the greater the need for community or stakeholder engagement.
 - 1.1.3 Any matter will be reported to the Council if it requires a Council decision to be made. The report will include –
 - a. An assessment of significance.
 - b. An assessment about the extent and type of community or stakeholder engagement that should occur.

2. THIS POLICY MAY BE AMENDED FROM TIME TO TIME [LGA s76AA, 4&5]

- 2.1 If the Council wants to amend this policy, it will consult in accordance with the Local Government Act, section 82, unless a decision is recorded that it “considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.”

3. DEVIATION FROM THIS POLICY [LGA s76AA, 6]

- 3.1 If the Council wishes to deviate from this policy it will follow the requirements of the Local Government Act, section 80, clearly identifying the inconsistency and the reasons for not following this policy, and stating any intention to amend the policy to accommodate the decision.

Report to Council



DATE: 14 December 2023
TO: Mayor and Councillors
FROM: Group Manager, Corporate Services and Risk Assurance

Sale of land

1. Summary

- 1.1. The purpose of this report is to seek council approval to sell surplus land.
- 1.2. This issue arises from the obligations required under the sale of property policy.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council resolve that the land is surplus to Councils requirements and it is to be sold.

2. Background

- 2.1. The land was purchased in 2020 as the West Coast Wilderness Trail encroached onto the land and an easement was required. The owner of the land was concerned an easement would reduce the value of the land and he wanted to sell the land.
- 2.2. Westland District Council (WDC) purchased the land for the sole purpose of putting an easement in place. The land is surplus to requirements and there is no further value in WDC continuing to own this land.
- 2.3. Elected Members have an appetite for a full review of land and properties owned by WDC, however as this land is ready to sell there is no point in waiting for the full review.

3. Current Situation

- 3.1. The current situation is that an easement is in place and there is no need to hold onto this land.
 - 3.1.1. The land is situated in Kumara, S Hwy 73. DP404269.
- 3.2. The current capital rating value of the land for rating purposes is \$211,000.
- 3.3. Under the sale of property policy, Council must resolve that the land is surplus and is to be sold.

3.4. A market valuation will be obtained from an independent registered valuer. The policy states that the land sale must be publicly notified, and staff recommend a local estate agent to carry out the sale on behalf of WDC.

4. Options

4.1. Option 1: That Council resolve to declare the land is surplus and to be sold.

4.2. Option 2: That Council do not resolve to declare the land is surplus.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified; financial risk due to ongoing costs of retaining that outweigh any benefit.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being medium

7.1.1.No public consultation is considered necessary as the land itself is not considered a strategic asset under council's significance and engagement policy.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council resolve to declare the land is surplus and to be sold.

8.1.1.The following financial implications have been identified.

8.1.1.1. Sale costs. The cost of the easements have already been expensed.

8.1.2.The land is rateable and WDC are required to rate ourselves for the ownership of the land, this in turn is then rated to ratepayers through the tourism promotions rate.

8.1.3. The land purchase was loan funded and the proceeds of the sale can be used to repay that debt, therefore reducing associated debt service costs and rates.

8.2. Option 2 – That Council do not resolve to declare the land is surplus.

8.2.1. Council have an appetite to review land and property in order to declare surplus and to sell, this land has served the purpose that it was originally purchased for and is now a liability to council.

8.2.2. Selling the land would release funds to repay some debt and debt service costs.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the land is surplus to the requirements of council, the easements are now in place which was the sole purpose of purchasing the land. The land is currently a liability for council and by selling the land council can repay some debt.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council declare the land as surplus and to be sold.

Lesley Crichton
Group Manager, Corporate Services and Risk Assurance

Appendix 1: Land location map.



Scale: 1:13757
 Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
 Bounds: 2357982.82730276,5840772.11048573
 2361724.65085484,5842835.93728927

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