



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 25 May 2023** commencing at **1:00 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

*Kia hora te marino
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 (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

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

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams.

- **Extraordinary Council Meeting Minutes – 12 April 2023** (Pages 6-13)
- **Extraordinary Council Meeting Minutes – 26 April 2023** (Pages 14-19)
- **Ordinary Council Meeting Minutes – 27 April 2023** (Pages 20-33)

MINUTES OF COMMITTEE MEETINGS TO BE RECEIVED

- **Risk & Assurance Committee – 9 February 2023** (Pages 34-40)
- **Cycling & Walking Sub-Committee – 7 March 2023** (Pages 41-48)

6. ACTION LIST

Simon Bastion, Chief Executive

(Pages 49-50)

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Hokitika Regent Theatre Update**
Bruce Watson, President, Westland Community Centre Incorporated
- **Lions Club of Hokitika**
Representatives will be in attendance to provide an update on current projects and the work that the Lions Club of Hokitika undertake.
- **Search and Rescue**
Senior Sergeant Kirkwood, Area Prevention Manager, West Coast, NZ Police
- **Police Future Planning – Replacements in Westland District**
Inspector Jacqueline Corner, Area Commander, West Coast NZ Police
- **Hokitika Protection Works**
Scott Hoare will be in attendance to provide a verbal update on the Hokitika Protection Works.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance April 2023**
Cody Nabben, Finance Accountant (Pages 51-71)
- **Update on Better Off Funding – Tranche 1 Projects**
Scott Baxendale, Group Manager, District Assets (Pages 72-78)
- **Stafford Cemetery**
Simon Bastion, Chief Executive, Westland District Council (Pages 76-106)

- **Confirmation of Appointments to Risk & Assurance Committee**
Lesley Crichton, Group Manager, Corporate Services, Risk & Assurance
(Pages 107-113)

9. ADMINISTRATIVE RESOLUTION

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

- **ANZ Amendment to Master Mandate**
Removal and addition of nominated signatories for Westland District Council:
Removal – John Kagagi
Addition – Cody Nabben

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 – 27 April 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.	Confidential Committee Minutes to be Received	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.	Confidential 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)
4.	Tender Award: Forks Okarito Road Emergency Reinstatement Contract # 22-23-15	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

5.	Tender Award: Maintenance of Parks, Reserves & Cemeteries Contract # 2022-23-01	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, 2	Protect the privacy of natural persons, including that of deceased natural persons (Schedule (7)(2)(a))
1, 2, 4, 5	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
3	Maintain legal professional privilege; or (Schedule 7(2)(g))
3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
1, 2, 4, 5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
4, 5	Prevent the disclosure or use of official information for improper gain or improper advantage. (Schedule 7(2)(j))

DATE OF NEXT ORDINARY COUNCIL MEETING – 22 JUNE 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 12 APRIL 2023 COMMENCING AT 3:00 PM

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

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members		
	Cr Gillett	Cr Burden
	Cr Neale	Cr Davidson
	Cr Baird	Cr Manera
	Cr Cassin	Kw Madgwick

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps

Moved Cr Neale, seconded Cr Baird and **Resolved** that the apology from Cr Phelps be received and accepted.

ABSENT

Kw Tumahai

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, S. Johnston; Governance Administrator.

Also in attendance:

Tony Joseph – Joseph & Associates

Euan Gutteridge – Joseph & Associates

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

3. PŪRONGO KAIMAHI STAFF REPORTS

- Reallocation of Better Off Funding to Hokitika Swimming Pool – Stage 2 Development

Scott Baxendale, Group Manager, District Assets spoke to this report and advised that the purpose of this report is to provide an update to Council on the current Hokitika Swimming Pool cost inflations being experienced resulting in further funds to be allocated.

Mr Tony Joseph and Mr Euan Gutteridge from Joseph and Associates were also present in the room and were invited to present alongside the Group Manager District Assets if required.

The Group Manager, District Assets gave a brief outline and context of the history of the work done at the pool, advising that initial shovel ready funding for seismic strengthening & further works was requested a couple of years ago. The project has progressed (originally set up into 3 phases) – Phase 3 being subject to further Council approval (currently in the Long-Term-Plan, but not yet given approved funds).

Phase 1 and Phase 2 of the project is what is currently being looked at, and after detailed costings had been done and the first analysis based on architects' drawings, it became clear that some cost re-engineering needed to be done to bring down the cost of the work which was done. During that process it also required reconsenting, which shifted the time table from 2022 to 2023.

More detailed cost evaluation and detailed pricing has since been completed and it is apparent that there is not enough money in the current budgets to deliver phase 1 and phase 2 within the original plan, hence the report before Council today with a number of options and recommendations.

Councillors were invited to ask questions:

Cr Cassin asked if Option 3 was to be approved, what is and what is not included in this option?

The Chief Executive advised that Option 3 wouldn't deliver the new redesigned front of house or changing rooms.

The Group Manager, District Assets also advised that if Option 3 was considered, not only would there be no front of house and no changing rooms, but costs would go up if deferred till later.

Mr Joseph spoke to the Hokitika Pool Redevelopment Picture on the screen and advised that Option 3 would be a new plant room, new treatment plant, new pool lining and seismic strengthening that was not done in Stage 1.

Her Worship the Mayor queried the deficits and the \$700k consultant fees, and asked for an explanation as to why these things were not covered initially?

The Group Manager District Assets advised that the initial estimates of the pool did not include that scale of fees, as the initial funding approval was based on a very short timeframe and the amount of provision that was put into the budget at that time was not at the level that it should have been.

Mr Joseph also commented that to start with, Joseph & Associates were not involved in the initial process, the initial figures were not their figures or costings. During the last couple of months, Joseph & Associates and Council staff have gone through a process of looking at the work that had been committed and paid for. The design changes and the amendments to them have been looked at as well as the pricing that had been brought forward by the contractor and looking at the overall availability of funding, and there is a discrepancy.

Mr Joseph advised that the factors that come into it are:

- Stage 1 deficit of consultant's fees of \$65k.
- The value engineering exercise.

- From there stage 1 preliminary costs that weren't accounted for. Consents, hydraulics, all amount to additional costs – 10% contingency (\$71.5k), national supply chain and labour issues all which have had a direct impact on this project.
- 3 months has been added onto the project as well, as well as additional costs of monitoring of the consultants through that process – which is approximately \$48k per month. If construction period is reduced, then that cost could be reduced.

Cr Gillett queried how the consultants and project managers from Council did not see the consultant's fees and commented that it will be a hard sell to the public that to finish this job it is all for consultant fees, and not actual project work.

The Group Manager, District Assets commented that the key issue being discussed today is the issue of the understatement of professional fees. If you look back to the inception of project when funding was requested in 2020, at that time it was imperative to get as much funding as possible and be as accurate as possible at that time. Clearly that element was understated.

The Chief Executive advised that the original \$3M was a **cost estimate** from Council Staff – not based on any quoted price and very much a guesstimate at the time. It has progressed to detailed design in terms of finalising proper costs - which is where Council finds itself now and advised that there will always be a reliance from external consultants for these types of projects. The Chief Executive advised that Council have had \$4.4M of non-ratepayer money to fund this pool, and currently it will cost the rate payer \$400k.

The Chief Executive commented that at the end of the day Council takes responsibility for the shortfall, and as the Chief Executive would be responsible for the overspend. The original person who did the application for funding was a staff member, which was understated by a considerable amount.

Her Worship the Mayor asked why the extra costs have only been seen now?

The Group Manager, District Assets advised that the main focus had been on delivery.

Cr Burden asked if Option 1 or Option 3 were to be proceeded with, what would the life of the pool be?

The Group Manager, District Assets commented that the key elements in terms of functionality of the pool are important. If Council said stop as is now it would have an impact on the longevity of the pool, remembering that phase 1 was about earthquake strengthening, and advised that professional engineering advice would need to be obtained as to the life of the pool after upgrades.

The Chief Executive advised that a report was done in 2015 regarding the swimming pool which raised a number of non-compliance issues, building consent standards and ventilation etc which is why Council applied for shovel ready money. The project target was to bring the pool up to standard.

Cr Cassin queried the certainty of being withing budget if Option 3 was proceeded with.

Mr Gutteridge from Joseph & Associates advised that contractors' costs have not been broken down, however, was very confident that this work would be completed within budget, and all aspects would be checked before going ahead.

Her Worship the Mayor asked if Council was to proceed with the funding options recommended, is contingency built into this and what is the risk in proceeding with that?

Mr Gutteridge from Joseph & Associates advised that 10% contingency is built into it, and on top of that there are other allowances that have been built into the budget also for unforeseen issues.

Cr Manera asked why Council is not going back to the government for further funding?

The Chief Executive advised that Council had gone back to the government and asked for more funding, however there is no further funding available.

Her Worship the Mayor sought clarification on taking the money from Better Off Funding and loan funding the rest, would the ability to replace that Better Off Funding money in the future be high? Or will the projects that were going to be covered with that \$690k be left?

The Chief Executive advised that the proposal requested that the money gets taken out of Tranche 2 Better Off Funding and lessens the impact on the ratepayer.

The Chief Executive advised that based on the verbal feedback received from the Department of Internal Affairs the money can be reprioritised. Whilst it has verbally been agreed, Council need to supply them with the written variation for sign off.

Kw Madgwick commented that there is no risk if Council proceeds with Option 3 and advised that the community would still end up with a very good pool with a longevity of 20-25 years and new changing rooms and front of house was unnecessary.

Cr Baird commented that the changing rooms are not up to standard. If Option 3 was proceeded, then in a couple of years' time when this is revisited – it is going to cost Council/Ratepayers more down the track.

Cr Manera queried who will miss out on receiving funding if Option 1 is proceeded with. Cr Baird advised that the \$690k (Better off Funding) was for footpaths/wheelchair/pram crossings – which are all Hokitika based.

Her Worship the Mayor advised that a decision needs to be made on the information that has presented today.

Cr Davidson asked that the options be put to vote with a show of hands.

The Mayor read through the following 4 options provided and asked for Councillors to vote:

Option 1: To reallocate Three Waters Reform, "Better off Funding", Tranche 1, (Township Development funding- \$690,000) to Hokitika Swimming Pool Project and approve an unbudgeted spend of \$420,317. WDC to cover cost of remaining project deficit. The Township Development funding- \$690,000 to be included as part of Tranche 2 funding allocation.

Option 2: Council loan fund the full deficit.

Option 3: Reduce the scope of the project to only implement the new plant room, new treatment plant, new pool lining, and deferred strengthening works from Stage 1.

Option 4: Do not proceed with Stage 2.

Votes:

Option 1: Cr Neale, Cr Davidson, Cr Baird, Cr Manera, Cr Burden (5 votes)

Option 2: no votes

Option 3: Cr Cassin, Cr Gillett (2 vote)

Option 4: no votes

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

1. That the report be received.
2. Option 1 is the preferred option - that Council reallocate \$690,000 of "Better off Funding" (Tranche 1 - Township Development funds).
3. Council resolve to approve an unbudgeted loan funded spend of \$420,317 to the Hokitika Swimming Pool Project.

Cr Cassin and Cr Gillett requested their votes be recorded against the motion

Her Worship the Mayor advised that she does not have the casting vote and therefore would not be voting.

The Mayor reiterated to the Project Managers that no further funds will be allocated to this project in the future and that they will need to ensure their cloth is cut to fit this budget.

- **Reallocation of Better Off Funding to Carnegie Building Strengthen Project**

Scott Baxendale, Group Manager, District Assets spoke to this report and advised that the purpose of this report is to provide an update to Council on the Carnegie Building strengthening projects current financial situation resulting in further funding being required.

The Group Manager, District Assets also commented that when you start to work with old buildings there are often unforeseen issues. There were key issues with this Building – (photos and videos provided today).

1. Water ingress – Parapet around the outside of the building is actually made out of polystyrene and water was running down the inside walls – which is not conducive for where museum artifacts are going to be stored and it affects things like wiring etc.
2. Once scaffolding was up, other things at the top level of the building are dangerous. If scaffolding was to be taken down, there would be a huge risk to public if they were to walk around the building.
3. Plaster render with fine cracks in it – if left untreated and water gets behind it, there will be frost action, and it starts to come off.

Mr Joseph spoke through the images and videos provided of Carnegie Building and advised that from a heritage perspective, what you can and can't do with a heritage building is detailed and a real process. Fees are in the same range as the pool project.

Mr Joseph also advised that the variations approved were broken down into 4 elements:

1. Parapets and associated works
2. Strengthening
3. External cladding
4. Other items

When you look at the figure for Parapets and associated works this has taken it over the budgeted amount.

The Group Manager, District Assets advised that there are a lot of loose external elements on the Carnegie Building and the only thing holding it onto the building is gravity. If the building shook, or in extreme weather, things could fall, and this is a high risk.

Cr Manera asked about the state of the roof and whether it should be replaced?

The Group Manager, District Assets advised that the roof wasn't in the scope. The original inception of the project was the earthquake strengthening of the building. There was no recommendation to change the roof and did not scope the contractors to look at the roof.

Tony Joseph advised that he also could not comment on the state of the roof.

The Chief Executive advised that an action would be noted to follow up on the state of the roof.

Action:

District Assets to follow up and find out the state of the roof and the age of the roof.

Cr Burden commented that this highlights an issue with the initial conception and overall scope of the project, regarding water tightness. The issues with water tightness have been going on for quite a while, why are the cost increases only being heard about now?

The Group Manager, District Assets commented that Council's position was at the time was that the original project was to earthquake strengthen the building. Matters of water penetration became apparent during the work to strengthen the building.

Cr Burden raised a question around the funding and whether all the affected parties re: projects/halls aware of the reallocation of the money?

The Chief Executive advised that conversations have not been had with the affected parties.

The Mayor read through the following 3 options given in the report:

Option 1: To reallocate part of the Three Waters Reform, Better Off, Tranche one, Community Hall funding (\$260,000) to Carnegie strengthen project. Westland District Council to cover cost of remaining project deficit of \$247,388.24.

Option 2: Council loan fund the full deficit

Option 3: Do nothing

Her Worship the Mayor called for a vote on a show of hands:

Option 1: Cr Baird, Cr Davidson, Cr Burden Cr Neale, Cr Gillett (5 votes)

Option 2: no votes

Option 3: no votes

Cr Cassin & Cr Manera abstained from voting

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

1. The report be received.
2. Council reallocate a partial amount of Three Waters Reform, Better Off, Tranche one, Community Hall funding (\$260,000) to the Carnegie Strengthen Project and;
3. Council resolves to approve an unbudgeted spend of \$247,388 to the Carnegie project

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

Moved Cr Neale, 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 5:00pm

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.	Hokitika Pool Redevelopment Stage 2 Main Contract – Contract Number 20-21-08 – Tender Approval	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1	Protect information where the making available of the information: (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2)(b)).
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
1	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))

Moved Cr Neale, seconded Cr Burden and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 5:17pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING –27 APRIL 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5:17 PM

Confirmed by:

**Her Worship the Mayor
Chair**

Date:

UNCONFIRMED

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 26 APRIL 2023 COMMENCING AT 9AM

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

1. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA

APOLOGIES

No apologies

ABSENT

Kw Francois Tumahai

STAFF PRESENT

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

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

3. PŪRONGO KAIMAHI STAFF REPORTS

- **Adoption of the Draft Annual Plan 2023/2024 and Draft Consultation Document**
Emma Rae, Strategy & Communications Advisor spoke to this report and advised that the purpose of this report was to provide Council with the Draft Annual Plan 2023/2024 (Appendix 1) and Draft Consultation Document (Appendix 2) for adoption, prior to community engagement.

The Strategy and Communications Advisor also advised that an updated feedback form where a comments section had been included had been circulated to Councillors prior to the meeting.

Questions

Cr Davidson asked if there were any updates from when the report was written.

The Group Manager, Corporate Services, Risk & Assurance advised that there were no changes.

The Chief Executive advised that the plan was taken from the workshops from Council and the plan reflects those conversations.

Cr Phelps queried Otira Public Toilets under planned capital expenditure and wondered if this was still in the plan.

The Group Manager, Corporate Services, Risk & Assurance confirmed that it is in the budget and read from the notes from the Budget Managers Briefing to give clarification on this:

1. It has been kept in budget
2. Put in a proposal for recommendation to remove it and get feedback for this

The Group Manager, Corporate Services, Risk & Assurance advised that after the Budget Managers Briefing that the CBD Maintenance figures were tightened up (as requested) and went back over 3 years of actuals. The actuals were less than the budgets for Parks and Reserves, and advised they were dropped down towards actuals and added 10% on as there was going to be a new contract. Also Reallocated \$30k from that budget into a new budget as it was noted it was in the wrong place and is now in the correct place. The service in the CBD (re: bins) has not been reduced.

The Chief Executive advised that at the end of the day, the rates determine the outcome. The budget was held consistent over the last 3 years, nothing much has been added to it over the years other than a cost vs actual review = cost + 10% increase. Council is aware that a Parks & Reserves contract to re-issue again.

Kw Madgwick expressed concern that the Maintenance Contract was not up to standard, and felt that it needed serious attention, and thought that cutting the budget back was not advantageous.

Her Worship the Mayor advised that she had emailed the Chief Executive asking for a breakdown of current budget and what that covers and if there is a maintenance contract for the CBD and asked if the Chief Executive could report back on that.

The Chief Executive reinforced that there is a review of the parks and reserves contract which needs to be issued this financial year and advised that he has taken on board what has been stated in the meeting and would look at the contract in terms of what was being put out to tender to ensure it meets the objectives.

The Group Manager, Corporate Services, Risk & Assurance reminded Councillors that because Council hadn't been spending that budget, that there were carryovers as well. The intention of carryovers for Council was to reduce the debt of the smoothing, but if it needs to be carried forward to increase that budget, then Council can do that.

Cr Burden commented there is hardly any gardens/greenery in the CBD and seems to be a lack of maintenance.

The Group Manager, Corporate Services, Risk & Assurance advised that if Council want service levels lifted/increased, this needs to be done in the Long-Term Plan (LTP). Some councillors around the table also agreed with this sentiment and the Chief Executive advised that it would be noted and would be taken as an action.

Her Worship the Mayor advised that it is important that the interpretation of the draft is clear to avoid confusion, and any discrepancies addressed.

The Group Manager, Corporate Services, Risk & Assurance advised that Council go out to Consult with this AP, but also advised that in the next meeting after the submission period, if the work gets done and get the contractors in, then this can be increased at the time of submissions, hearings, and deliberations.

Cr Baird queried the funding for the Pakiwaitara Building carried forward 2022-2023 for earthquake strengthening and water proofing and advised that she would not like to see any money spent on the building.

The Group Manager, Corporate Services, Risk & Assurance advised that it is already in the plan, it is only a carry-forward, and it will not affect rates until it is spent; so, if unspent, it will not affect rates, and advised there is no point taking it out until a decision has been made as to what is happening with the building.

Kw Madgwick queried the budget of \$2M for the fitout of the Museum, and felt it needed serious review in the current environment and felt there was nothing wrong with the Museum – so why spend a further \$2M on this.

Her Worship the Mayor advised that this is an issue still up for discussion and there was no more room for budget overruns anymore.

The Group Manager, Corporate Services, Risk & Assurance advised that this does not impact the rates and the budget can be carried forward until a decision is made on those projects.

Discussion ensued around the charges for the Museum facility (that goes towards power, maintenance, facility, and staff), and Her Worship the Mayor advised that those charges were not there to 'make money out of' but to control the environment and to ensure the rate payers aren't paying for a sub-cost.

The Group Manager, Corporate Services, Risk & Assurance advised that purpose of going out to the public to hear their feedback is so that Council can then make decisions based on those submissions/feedback.

The Chief Executive referred Councillors to the costs outlined in the Agenda.

Cr Baird asked whether the prices of the charges were comparable to those around the Country and presumed that Museum and Council staff had looked at this collaboratively.

The Chief Executive advised that Council would take note of that as an action to look at it internally.

Cr Cassin queried the cash equivalents and borrowings.

The Group Manager, Corporate Services, Risk & Assurance advised that cash reduction is because of a saving in the rates in the past and is now showing which is seen clearly in the financial statement. Borrowings is because Council is expecting less in the budget this year.

Cr Cassin queried assets under construction - \$10.7m under construction.

The Group Manager, Corporate Services, Risk & Assurance advised that these are assets in progress that won't be completed in the following year - it is basically carrying the cost from one year to the next year.

Cr Cassin also queried repayment borrowings.

The Group Manager, Corporate Services, Risk & Assurance advised that Council offset it when it's drawn down in the budget, so it's coming out of reserves. When we drawdown we offset the retainment.

Cr Neale questioned the issue around the Otira Toilets and the options provided.

The Chief Executive asked if there was a consensus around the table that Option 2 is preferred over Option 3 and briefly summarised the options that were provided:

Option 1 is the full capex for a public toilet – which would be for consultation.

Option 2 is retaining the temporary structure, with ongoing cleaning/care and maintenance

Option 3 to have no toilets

Her Worship the Mayor commented that she thought what was agreed with Councillors was that the temporary toilets were to stay until the consultation period was completed regarding replacement. The wording appears to be inaccurate to what was preferred. The preferred option was to keep the toilets there – not to remove them altogether.

The Group Manager, Corporate Services, Risk & Assurance advised that the change could be made during the meeting today provided that Option 2 was what Council wanted.

Her Worship the Mayor advised that she would like the wording to be changed to reflect accordingly and asked for consensus around the table: Councillors gave their consensus and agreed.

Kw Madgwick sought clarification regarding the resolution made at the workshop and thought resolutions were not allowed to be made in that environment.

Her Worship the Mayor advised that it was not a formalised vote or resolution, but purely went around the table for a consensus – which is an indication of how this would be moved going forward, not a resolution of what would happen.

The Chief Executive advised that staff need clarification in terms of direction for providing a consultation document and advised that things will stay as status quo (option 2), until there is a significant shift for or against.

Cr Phelps questions the Public toilets being funded through the uniform annual charge – can this be looked to be funded through targeted community rates? That way the cost and benefit is more explicitly for those paying for it. It seems diluted sharing out across the rating base.

The Chief Executive advised that it is not the general public that utilise the toilets the most, but the visitors. All the new toilets that have been put into Westland have been co-funded by the Tourism Infrastructure Fund. Rate payers are covering the Opex costs.

The Chief Executive advised that sub-standard toilets get made known about straight away through feedback, and that most toilets have been upgraded across the region except for Hokitika CBD. The issue is the service standard to be maintained across the District which comes at a cost.

Her Worship the Mayor advised that the idea of having toilets where they have been placed was to bring benefit to each town, they were in. It was intended to be a cross-section of gain to each community.

Cr Phelps asked about the West Coast Wilderness Trail Works budget – was it for spending this year or future?

The Chief Executive commented on the various projects that are in different stages of progress and that some money would be spent, and some were carry overs.

Cr Gillett commented that he was fine with the Annual Plan. The only thing that concerned him was if the money is sitting in the budget, there is could potentially be a mandate to spend it. Otherwise, happy to proceed to consultation part of process. Providing discussion is had prior to any money being spend, was happy with the Draft Plan.

Cr Neale required clarification regarding money sitting in the budget that is not going to be spent, and whether that needed to be made clearer in the consultation document, so the public realise this as well.

The Chief Executive advised that the Consultation Document is a standard operation of Council, and that it comes back to whether himself as the CE deems it significant enough that Council has full business case proposal for each single item.

The Group Manager, Corporate Services, Risk & Assurance advised that after consultation when come to adopt the plan, Councillors could make a proviso by resolution that these projects be brought back to council before they are executed.

The Chief Executive advised Council not to get involved in the small projects of Council, but perhaps the larger ones could have full business cases to be brought back to Council for discussion.

Kw Madgwick queried the discussions around Cass Square and thought the skate park consensus was that it was being funded by skating community rather than rate payers funding the bill.

Her Worship the Mayor advised that unless instructed to remove it from annual plan – it will stay in the plan. If discussion is not formalised and resolved, it would stay. Discussions are not decisions. Resolving / putting a motion through is formalising and advised that the meeting today was about the Draft Annual Plan, the public can come back and say they don't agree with whatever part of the Draft Annual Plan and then Council can discuss the submissions and comments accordingly.

Cr Cassin stressed the importance of communication and consultation on the Draft Annual Plan, that it was important Council gets the point across regarding various rates rises so everyone is clear about it.

The Group Manager, Corporate Services, Risk & Assurance advised that the biggest form of consultation and engagement is Councillors in their communities talking about the document and explaining / bring that next level of clarification of what each thing means.

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

1. The report be received.
2. Council adopt the Draft Annual Plan 2023/2024 and Draft Consultation Document.
3. Engagement with the community will be undertaken from 9am, Thursday 27 April to 4pm, Friday 26 May 2023.
4. An amendment is made to the preferred option regarding Otira toilets – with Option 2 be the preferred option of council.

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 27 APRIL 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 10:01 AM

Confirmed by:

**Her Worship the Mayor
Chair**

Date:

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 27 APRIL 2023 COMMENCING AT 1 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Cr Ashley Cassin

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

No apologies received.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager, Regulatory, Planning and Community Services; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator; C. Nabben, Finance Accountant; K. Jackson, Transportation Manager.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

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

- **Ordinary Council Meeting Minutes – 23 March 2023**

Moved Cr Baird seconded Cr Phelps and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 23 March 2023 be confirmed as a true and correct record of the meeting.

***CHAIRS STATEMENT – I Approve** that my digital signature be added to the confirmed Ordinary Council Meeting Minutes of 23 March 2023.

6. ACTION LIST

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

1. The Buildings review (Pakiwaitara, Council Building & Government House) is still ongoing. Additional work has been commissioned to revisit the numbers that were originally proposed in 2019 as supply chain costs have changed since then. These updated figures will be used in some of the evaluation criteria and hoping to have this information on hand before the end of June, and further session(s) with Councillors via workshop(s) will be held to review those options.
2. A presentation regarding the Racecourse Evaluation will be spoken to by Joseph & Associates later in the meeting regarding consultation process.
3. A letter of support has been provided from the Mayor to the Westland Industrial Heritage Park and Heritage Hokitika regarding the Future of the Replica Fox Moth aircraft.

There was a discussion held regarding the waterproofing done on Pakiwaitara Building. The Chief Executive advised that Council is only being billed for time worked and a copy of the indicated price of works would be circulated to Councillors.

In terms of Pakiwaitara being used as a go-between or selling and leasing the building – the Chief Executive advised that they will be part of the options considered.

The Council Building is currently having remediation works done focusing on the roof above the stairwell to fix the leaks, which is costing approximately \$17-20k.

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

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Pounamu Pathway**

Kaitaki Francois Tumahai, Te Rūnanga o Ngāti Waewae Iwi Representative spoke to this presentation and provided an update on where the project is at and advised that funding was obtained from the Provincial Growth Fund (PGF) for 4 Pounamu Pathway Centres on the West Coast of the South Island. Weta Workshop is on board who are designing the concepts of the hubs.

- **Grey District – Mawhera**

- Te Taurahere o Te Tai Poutini
 - The Pounamu Pathway Visitor Experience
- Ara Pounamu, The Great Pa, Hokitika Guardians, Tane's Kingdom
- Ancestors' settlements, Trade and Legends

- The Great Pa – Mawhera: based on original Pa site in Greymouth
 - 5 Whare within the building each telling their own story
- Atea – a large space which will open up opportunities to host functions or to utilise the space in other ways
- Legends Whare
 - Ideas for the Legends Whare (faces)
- Ancestors Whare – based on Chief Tūhuru
 - Tūhuru Likeness & Expression Development & various visuals in different attire
 - Imagery of items to attire/adorn Tūhuru with
- Battles Whare – tell the stories of the battles on the Tai Poutini, and stories updated every few years.
- Trade Whare – Pounamu, Gold, Coal & stories told accordingly
 - Imagery what is in the Kete in the Trade Whare through digital imagery
- Settlement Whare – like a movie there, image on wall moves, sounds & visuals
- New Beginnings Whare – from then to today (Pounamu, Gold, and Coal)
- Wall of photos – imagery that changes, significant people from the region
- Retail space

Hokitika Guardians of Pounamu

- Conceptual idea – based on pounamu & the awa (river)
- Models/sculptures – need to raise funds to have a big scale taniwha
- This will take up the space of the current building and one behind it
- Concept images – based on water and pounamu
- Concept – table shape of river, with digital imagery that tells stories
- Current site & building
- Configuration
- Conceptual buildings
- Architectural designs being done now – once done will be sent through to Councillors

Cr Cassin questioned the rollout for the Haast Hub and Kw Tumahai advised the following dates:

Greymouth is opening on 25 November 2023

Punakaiki is opening 1st week of December 2023

Kawatiri is scheduled to open in the first-second quarter of 2024

Haast is scheduled to open in the third-fourth quarter of 2024

Hokitika will be opening in 2025

Moved Cr Burden seconded Cr Neale and **Resolved** that the presentation from Kaitaki Francois Tumahai of Te Runanga o Ngati Waewae be received.

• **Joseph & Associates – Community Engagement Plan**

Hokitika Town Belt East Development – April 2023

Paul Zaanan, & Jason Mills, Joseph & Associates spoke to this presentation.

The Infrastructure Acceleration Fund (IAF) Team met in Hokitika on Thursday 20 April 2023 to discuss a resolution passed by Westland District Council whereby Joseph & Associates were asked to prepare an overview on the future use of the former Hokitika Racecourse.

The following communication and engagement plan is for Council's consideration for implementation:

Team

Rachel Leitch – SME Community Engagement

Paul Zaanan – Project Lead

Jason Mill – Design & Coordination

Overview

- LTP
- Zoning
- IAF Process

Consultation & Engagement (within previous recommendations):

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

Identified Stakeholders

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

Method of Engagement

- Stakeholder facilitated workshops
- Have your Say – (online engagement via WDC Website)
- Drop-in sessions
- Print format questionnaire

Consultation & Engagement to date

- Long Term Plan (LTP)
- Westland District Council Discussions with current land users
- Recreation Sport and Leisure (RSL) – sports groups engagement and report
- Te Tai o Poutini Plan (TTPP)

Engagement Content – Sharing Information

- Westland District Council ownership and possible development intention
- Land sale from racecourse to Westland District Council
- Long Term Plan
- Infrastructure Acceleration Fund (IAF)
- EOI/RFP for potential development partner

Jason Mills spoke to the following slides:

Engagement content –

Land use – historic & current

- Original historic zoning
- Existing structures
- Current users

Land use – proposed

- Housing
- Recreational
- Community / commercial spaces
- Linkages

Future vision for Hokitika

- Current statistical forecast
- Aging population
- Declining population

Engagement Content – Seeking Information

- Seeking Information
- Balance of residential vs recreational
- Extension of Park Road to Town Belt East
- Utilisation and integration of existing assets (buildings)
- Types of residential dwellings

Engagement Content – Seeking information

- Future vision for Hokitika
- Changing the forecast
- Who do you want to live here
- The proposed development is an opportunity (to retain and attract people)

The Call to Engage

Rachel Leitch from Joseph & Associates spoke to this & provided information on the following slide:

- Direct invite via existing channels
- Westland District Council Website
- Westland District Council Social Media Channels
- Full page newspaper advertisement

Post Engagement

- Written report provided by Joseph & Associates – Findings of what people have said within Workshops.
- Findings (collated data)
- Recommendations
- Presentation to Westland District Council

Paul Zaanen spoke to the final 2 slides of the presentation:

Timeline:

Date/Timing	Activity
24/4/23	Council Meeting
Early May	Early Awareness email to key stakeholders
Early May	Social Media
Early May	Media Release + full page print advert
Mid-May	Workshop – Stakeholder Group 1 – Users / LTP Submitters
Mid-May	Workshop – Stakeholder group 1 – Neighbours and affected residents
Mid-May – Early June	Have your say online (WDC Website) & print questionnaire at Westland District Council Locations.
Early June	Drop In
Late June	Report to Council

Council Feedback

- Content Correct
- Timeline activity correct
- Questions

Discussion was had regarding the proposed engagement, with support from around the table to ensure crystal clear, concise communication and engagement with the community to enable the public to understand and engage with what is happening, agreeing that a short sharp timeline is appropriate.

Rachael Leitch reiterated that the workshop environment is kept tight to ensure discussion is kept within parameters around what is being discussed.

Council agreed that evening workshops and weekend drop-in sessions was the best for majority of public and councillors, along with some day-time ones to cover the field of availability.

Cr **Gillett** queried whether the public was aware that Councils intention was to do 'infrastructure only' regarding the Race Course and hadn't seen any media release.

The Mayor advised that the Community had been advised that Council would come out with discussions that the Community would need to be involved with.

The Chief Executive also advised that the public were aware that Council was successful with funding for infrastructure works to the value of \$3.79M from Kainga Ora. The works include roading, water, footpaths etc. Nothing has been circulated to the community in regard to future design; that part of the next stage is working with the Community to finalise those design ideas.

The Mayor also reiterated that the discussion being taken out to the Community was purely regarding what was being looked at on the site and wanting Community feedback.

Moved Cr Baird seconded Cr Neale and **Resolved** that the presentation from Paul Zaanen and Jason Mills of Joseph & Associates be received.

- **Better Off Funding Update**

Scott Baxendale, Group Manager, District Assets spoke to this presentation and introduced Kate Baird who was in the room, who is part of the District Assets Team and has been working closely with the Better Off Funding.

Better Off Funding (BOF) was originally proposed in 2 tranches. This presentation update report is based on Tranche 1. Recently the Government has announced that Tranche 2 will not be progressing.

- **Summary**

- Council applied for Better Off Funding in 2022, and application accepted beginning of 2023.
- January 2023 Council claimed for the first 10% of Tranche One Funding (\$2.79M). This claim was successful at a total sum of \$266,577M.
- Individual community funding agreements have been completed and will be sent out to the local community groups in coming weeks with reporting templates required to be completed monthly by the community groups and submitted back to Council. This information is required by the Department of Internal Affairs.
- Initial utilisation of Tranche One funding was proposed to 73 individual projects spread across Westland District, however due to 2 large projects requiring more funding to be completed, Council resolved to reallocate the entire Township Development Fund (\$690K) to the Hokitika Swimming Pool and part of the Community Halls Fund (\$260k) to the Carnegie Strengthen project in April 2023.

- **Financial Update – Tranche One**

- Claim One Breakdown
- Spent to date Breakdown

- **Community Funding Projects**

- Bay Community Hall

- Fox Glacier Memorial Arboretum
- Harihari Civil Defence Plan
- Lake Kaniere Community Resilience Plan
- Lions Club Lazar Park Hall Upgrade

Cr Burden raised whether the communities have been contacted or communicated with regarding the previously allocated Better Off Funding that have since been reallocated – specifically the Kowhitirangi Community, and whether the reallocation of the money affect this community's hall project?

Kate Baird advised that Sam Blight (Contractor) was in contact with the Kowhitirangi community and has asked how much money they needed to finish their project, and believes the communication is clear with them.

The Mayor advised that clear communications between the communities and Council is essential.

Scott Baxendale advised that he would follow this up – specifically where Tranche Two funding may have been expected for future projects.

Moved Cr Gillett seconded Cr Davidson and **Resolved** that the Better Off Funding Update presentation from Scott Baxendale, Group Manager, District Assets be received.

- **Transportation Update**

Karl Jackson, Transportation Manager spoke to the presentation and provided the following update:

- **Updated topics Covered**
- **2022 WC Transport Survey** (link will be made available on the intranet for this)
- **2023 Dr Rodney Tolley Walkshop**
- **Parking Strategy Progress Update**
 - Next Steps: a parking survey for public feedback to be carried out after June. The Mayor reminded the Transportation Manager to include the elderly in the survey process – as many are not online.
- **Completed Works**
- **Works Underway**
 - West Coast Councils Bridge & Structure Asset Management Contract
 - West Coast Councils Regional Asset Management Services Contract
 - Haast Jackson Bay Resilience improvements
 - Haast Jackson Bay Pavement Rehabilitation
 - Footpath Maintenance/Renewals
- **Upcoming Works**
 - Fox Creek Culvert Repair Works
 - Speed Limits around Schools – still in preliminary stages with delivery set for 2023/2024 fiscal year
 - 2023/2024 Reseal Programme
 - Waitaha Valley Road Improvements
- **Recent / Ongoing Challenges**
 - Images of various areas around the District
- **Asset Retreat**
 - Other Councils are considering this proposition
 - Some roads are just not economically viable to keep fixing / maintaining

- Open conversation to be had between Council and the public to agree on an asset retreat strategy.

Discussion ensued around Road Asset retreat regarding other Councils who are considering this option, whether they had alternative roads to use, and whether Asset Retreats happen after storm damage / event or if it was a cost saving exercise.

Karl Jackson advised that other Councils who were considering this option often had no other alternative road to use, and that Asset Retreats were largely looked at after storm damage, however it could be for many reasons – such as: erosion, or water ways changing over time and lifting and scouring closer and closer to the roads. The only other option would be to relocate the road, but sometimes there is nowhere to relocate the road to.

The Chief Executive advised that a Road Asset Retreat would be a collective decision made via Council including the affected parties.

Karl Jackson also gave an update on Special Purpose Roads and advised that the Haast to Jacksons Bay Road is a Special Purpose Road (SPR). The intention is that all SPRs are to be transitioned back to the local Road Controlling Authorities (RCA's) and that transition happens in the next National Land Transport Plan (NLTP). At the end of this funding round, the SPR's will be under Council control – at which point it won't qualify for 100% funding but 62% funding. The affordability is not there with the councils to maintain and take the assets on. It is being worked on with Transport Agency Board.

The Chief Executive advised that Westland District Council is working in conjunction with the Buller Council as they are in the same position regarding the road to Karamea. Doing it collectively with the same approach to the Transport Agency Board.

Cr Burden queried the works at Fox Creek Culvert and sought clarification on what is being done.

Karl Jackson advised that a detailed inspection of the culvert showed that the Eastern side had deteriorated with no base left and works are underway to fill with concrete, mesh, and grouting invert of the pipe. The western barrel is in reasonable condition, and the same process will take place, if need be, once the eastern side is completed.

Cr Burden also queried the standard of works completed on Bealey, Hall and Rolleston Streets where fine plaster cement was laid and only lasted 6 weeks and seemed to be creating more of a mess than what was there previously.

Karl Jackson advised that those works would need to be investigated and addressed with the contractor. The work does get checked during stages of construction to ensure specifications are being adhered to, and the contractor has to guarantee their work.

Cr Burden also queried whether there was any further planned maintenance on the footpaths in the Hokitika CBD, specifically for moss and mould.

Karl Jackson advised that nothing was planned for the immediate future, however, it can be looked into.

Cr Riley left the chambers at 2:53pm and returned to the Chambers at: 2:55pm

Cr Neale expressed interest in having further discussions around having a 30km area not just around schools, but the 1.2km distance, which almost encompasses the whole town.

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

8. PŪRONGO KAIMAHI STAFF REPORTS

• Chief Executive Quarterly Report

Simon Bastion, Chief Executive spoke to this item and advised that the purpose of this report is to provide an update on all aspects of what is happening in the Westland District, and update Council on any matters of significance and priority and specifically highlighted the following parts of the report:

- The announcement by Government to change the direction of 3 Waters Reform to Affordable Water. Taking it from 4 entities to 10 and extending the timeline for everyone to be on board by 2026. A full analysis of how this affects local council is yet to be done. The biggest impact is the withdrawal of Tranche 2 funding, and whilst Council had not allocated that funding, it does have a flow on effect – such as reviewing contracts for water services for supply and servicing with those contracts needing to be re-negotiated prior to the transfer across. On the 10 May 2023, CE's and Group staff will be meeting and workshoping to see what this change means for Councils on the West Coast and taking that feedback to the Canterbury forum.
- Hokitika Wastewater Treatment Plant – negotiations opened up with Westland Milk & further conversations with Silver Fern Farms. A workshop is being held 28 April 2023 with Westland Milk and hoping for a positive outcome from that.
- Program of Works – a lot of activity over the last 6 months with Regulatory Reforms, 3 Waters, Induction of the New Council, Annual Plan, and various projects.
- Random Vandalism has been happening in the region; specifically issues on the Cycle Trail and down in Haast with signage.
- Mayor's Task Force for Jobs (MTFFJ) – this program is still well engaged and well supported and on target to meet criteria for KPI's. The Team have started a 10-week new deployment program which is unique and the first within NZ. The national issue of funding for MTFFJ – the contract finishes at the end of June, and the government have not confirmed funding for the next year. Max Baxter who is the mayoral lead on behalf of the mayors of NZ is hoping to get a 3-year commitment of funding for job and program assurance.
- New Staff have joined the Council Team, including Kate Campbell the new HR Advisor; Leon Hume, Senior Building Control Officer; Logan Ogilvie, Compliance and Health & Safety Officer; a new Senior Planner, a new Office Assistant, and internal promotions as well.

The Chief Executive advised that there was one item of interest that was not on the quarterly report that required feedback and direction from Councillors which was around Tourism Infrastructure Funding (TIF) and advised that applications for funding were currently open and would close on the 8 May 2023.

The Chief Executive reminded Councillors of the issue with the Hokitika Gorge Swing Bridge that is at the end of its life. A report completed by WSP concluded that at least \$200k needs to be spent on the swing bridge to extend its life for up to 5-6 more years. Conversations have been had with Department of Conservation (DoC) who would like to build a new swing bridge and advised they have funding for design concepts, but no funding to build a new bridge; they load tested it before

Christmas 2022 and it is still able to be used for the next 12 months, but with no guarantee after that. The Chief Executive advised that if Council supports an application for 75% funding (rather than a 50/50 share), it will likely cost Council \$50k, and looking at a 5-year lifespan for the bridge, it equated to \$10k per year to keep the whole track open. DoC is keen to support this application and can provide a letter of support.

If Council resolved not to apply for TIF funding, Council would close the bridge, and put a fund in the next Annual Plan to remove it in its entirety, which would make the Gorge/Track only one way.

The Chief Executive advised that this bridge is the only asset in the Hokitika Gorge that is a Council asset and has been there for 93 years. Council did try to divest it to the Department of Conservation, but they declined due to the age and state of the bridge. The Department of Conservation have no funding in their capital works program.

Cr Manera left the chambers at 3:16pm and returned at: 3:22pm.

Kw Madgwick queried the Tranche 2 money and wondered if it could have gone towards the Hokitika Wastewater plant.

The Chief Executive advised that Tranche 1 funding was not allowed to be spent on 3 waters assets, and it was presumed the same for Tranche 2.

Kw Madgwick also commented about the issue of some confusion amongst the community where it has been misinterpreted that 'putrid water' is going to be put out into the sea – but it is not. The outfall would have the treated, filtered, processed water that gets piped 800m out to sea, which seems like a good solution.

Kw Madgwick also asked about the fluoridation and where there was any further conversation from the Government about it.

The Chief Executive advised that there has been no further dialogue. This line of enquiry was from the Ministry of Health Department (not the 3 Waters) and advised that Council will need to reassess the impact of deferring for 2 years. It will be a requirement for Council to lead that conversation. Until the transfer to the new entity, that conversation will be taken up with the new entities and communities.

Cr Cassin queried where Council may find alternative funding now that \$8m in Tranche 2 has been withdrawn.

The Chief Executive advised that Council would look at coming back as part of a Long-Term Plan (LTP) Budget.

The Mayor queried the Paringa toilets over budget & solar system yet to be installed and wondered whether the over spend incorporates the purchase of the solar system yet to be installed?

The Chief Executive advised that he would need to find that out and get it clarified.

The Mayor also expressed concern at the budget for Cass Square E-Bike charging stations that are being made and toilets yet to be installed – whether they were going to be over budget.

The Chief Executive advised that he would get clarification on this and ensure it would not be over budget.

Cr Burden queried the vandalism that has been occurring and wondered if the vandalised toilets on the cycle trail would be reinstalled.

The Chief Executive advised that they would be.

Councillors agreed that the TIF funding application should proceed.

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

1. The Quarterly Report from the Chief Executive dated 27 April 2023 be received.

- **Financial Report**

Cody Nabben, Financial Accountant spoke to this item and advised that the purpose of this report is to provide an indication of Council's financial performance for the month to 31 March 2023.

The Mayor queried the contracted costs that over budget in Planning and Building by \$250k due to staff shortages and whether Council are underestimating the workload requirement or is it because there are gaps and Council are needing to outsource work to complete jobs.

Te Aroha Cook advised that some employment offers are happening at the moment and hopefully that will relieve the work load.

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

1. That the Financial Performance Report for 31 March 2023 be received.

- **Appointment of New Deputy Mayor**

Simon Bastion, Chief Executive to speak to this item and advised that the purpose of this report is to inform Council that the Mayor has appointed a new Deputy Mayor under Section 41A Role and powers of Mayor, Local Government Act 2002 due to the previous Deputy Mayor (Cr Gillett) having tendered his resignation for the position of Deputy Mayor.

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

1. The Report to Council – Appointment of Deputy Mayor be received.

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

2. Councillor Ashley Cassin is appointed as Deputy Mayor of Westland District Council effective immediately.

- **Confirmation of Appointments**

Simon Bastion, Chief Executive spoke to this item and advised that the purpose of this report is to confirm the amendment to Council appointments to committees, community organisation liaison roles and other appointments for the remainder of the 2022-2025 Triennium after revision by Her Worship the Mayor.

Some councillors expressed their concern at not having any discussion about the changes to the appointments to various committees etc and whilst happy to accept the changes, would have preferred to have councillors involved in the change process.

Cr Gillett queried whether decisions could be made in standing committees without going to full Council, and also queried who would chair a committee if the chair cannot attend.

The Chief Executive advised Cr Gillett to refer to the Terms of Reference for each committee, as it should explain the process.

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

1. The report be received.
2. That Council confirms the amended appointments to committees, community organisations and other appointments for the remainder of the 2022-2025 Triennium.

- **Elected Members Remuneration**

Simon Bastion, Chief Executive to spoke to this item and advised that the purpose of this report is to advise elected members of the remuneration pool and Mayor's remuneration as determined by the Remuneration Authority for the period beginning 1 July 2022 to 30 June 2023.

Kw Madgwick expressed his views regarding the annual remuneration of \$50k for the Deputy Mayor position was too much, and suggested it be lowered to \$40k with the remaining \$10k be spread between the remaining councillors.

The Chief Executive advised that the Deputy Mayor has to stand up as Mayor on occasion and represent accordingly and advised that the remuneration cannot be readjusted for those occasions.

The Mayor commented that the annual remuneration of the Deputy Mayor is not only reflective of the committees that Cr Cassin is on and the responsibility involved with them, but also reflective of the workload (which is different to a councillor) and expectation of the role. Her worship advised that council needs to be mindful that every council has different levels of input from each councillor, with some going well above the duties of a councillor. There is pressure as the Mayor to be in many meetings and Cr Cassin will be called on to stand in and reiterated that there is a difference of expectation and workload.

The Mayor also advised that Susan Freeman the Chief Executive from Local Government New Zealand (LGNZ) would be in Westland on Monday and would be a good opportunity to discuss these issues with her.

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

1. Council Receives the Report
2. Resolve the remuneration as set out in the table under point 3.7.
3. Council request staff to advise the Remuneration Authority of the changes to the Committee Structure, and the proposed allocation of the remuneration pool

Office	Annual Rem	Base Rem	Additional	Total Pool
Mayor	\$ 105,174	\$ -	\$ -	\$ -
Deputy Mayor	\$ 50,000	\$ 28,000	\$ 22,000	\$ 50,000
Councillor (no additional responsibility) x 7	\$ 28,000	\$ 28,000	\$ -	\$ 196,000
Councillor (minimum remuneration)	\$ 20,907	\$ -	\$ -	\$ -
Total pool (not including mayor)				\$ 246,000

- **Harihari Cemetery Committee – Appointment of New Trustees**

Simon Bastion, Chief Executive to spoke to this item and advised that the purpose of this report is to seek Council approval for a new Trustee to be appointed the Harihari Cemetery Committee.

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

1. The report be received.
2. Council approve the addition of Mr Paul Mackie of La Fontaine, Harihari as a Trustee on the Harihari Cemetery Committee.

Moved Cr Burden, seconded Cr Gillett and **Resolved** that Council adjourn for a 5-minute break.

Moved Cr Baird, seconded Cr Burden and **Resolved** that the open part of the meeting be closed.

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

(to consider and adopt confidential items)

Moved Cr Baird seconded Cr Neale and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.00 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 23 March 2023	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Heaney and Partners – Update on Legal Matters	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

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

Moved Cr Phelps 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 4:53pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 MAY 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4:53 PM

Confirmed by:

**Her Worship the Mayor
Chair**

Date:



RISK AND ASSURANCE INAUGURAL COMMITTEE MEETING MINUTES

MINUTES OF THE INAUGURAL RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 9 FEBRUARY 2023 COMMENCING AT 1.00 PM

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

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Rachael Dean
Members:	Her Worship the Mayor
	Deputy Mayor Gillett
Cr Neale	Cr Baird
	Kw Madgwick

NGĀ WHAKAPAAHA

APOLOGIES

Kw Francois Tumahai

Moved Cr Neale seconded Her Worship the Mayor and **Resolved** that the apology from Kw Francois Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services & Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston, Governance Administrator (via zoom).

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

Draft Risk and Assurance Committee Rolling Workplan

Moved Cr Neale, seconded Deputy Mayor Gillett and **Resolved** that a discussion on a Draft Risk and Assurance Committee Rolling Workplan be added to the Risk & Assurance Committee Agenda due to the following reasons:

The reason why the item is not on the agenda is due to there being insufficient time for the Group Manager Corporate Services and Risk Assurance and the Independent Chair to finalise the workplan in time to go out with the Risk and Assurance Committee Agenda.

The reason why the discussion of the item cannot be delayed until a subsequent meeting is because an up-to-date work plan is an integral part of the efficient and effective function of a Risk and Assurance Committee. Without a workplan Risk and Assurance Committees are vulnerable to:

- Operating in an ad-hoc way and lacking a structured approach to their work.
- Not knowing whether their work is covering the range of governance and assurance activities they should be covering

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

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

- **Risk and Assurance Committee Meeting Minutes – 11 August 2022**

Moved Independent Chair Rachael Dean seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 11 August 2022 be received.

The Chair **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of 11 August 2022.

5. **ACTION LIST**

The Group Manager, Corporate Services and Risk Assurance spoke to the Action List and provided the following updates:

1. Insurance Review of the Airport:

The action from the last meeting was for the Chief Executive to bring to the Council Controlled Organisations attention.

The Chief Executive advised that this was raised with the CEO of Destination Westland, and they will carry this out.

The Mayor asked if this delays in problems.

The Group Manager, Corporate Services and Risk Assurance advised that the airport has not been valued in many years (maybe around 2011), which means the actual valuations are not correct. The sum it is insured for currently is not actually correct; which means if anything happened it would probably be under insured.

The Chief Executive advised that there will be a process put into place re: asset valuation to make them current. However, was unsure what stage they are at with that process.

The Group Manager, Corporate Services and Risk Assurance advised that there are two things that are different:

1. The Asset Valuation – important to have up-to-date asset valuations.
2. The Insurance Valuation – needs to be insured for the right amount. Insurers are wanting more information; everything is very specific, and everything needs to be name. If it is not named, it is not insured.

The Deputy Mayor queried how often the assets should be valued.

The Group Manager, Corporate Services and Risk Assurance advised that the Council Policy states every 3 years, and we would expect the Council Controlled Organisations (CCO's) to follow this policy.

The Chief Executive advised that there is a meeting regarding the Statement Of Intent with Westland Holdings on the 22 February 2023, and this item could be one of the talking points at that meeting.

2. Workshop: Evaluation of the Performance of the Committee:

The Independent Chair, Rachael Dean advised that at the end of 2022 it was proposed that there would be a review of the working committee with the view to look at improvement. Unfortunately, they were unable to get enough data from the participants to do the analysis, so was not completed, and suggested that after 12 months a review with the view to look at improvements, do an analysis to carry into 2024.

Moved the Mayor, seconded Cr Baird and **Resolved** that:

1. The updated Action List be received
2. A workshop to be scheduled to go with the November 2023 Risk & Assurance Committee Meeting. To go through the evaluation.

**6. NGĀ TĀPAETANGA
PRESENTATIONS**

No Presentations

**7. PŪRONGO KAIMAHI
STAFF REPORTS**

• **Risk and Assurance Committee – Terms of Reference**

Group Manager, Corporate Services and Risk Assurance, Lesley Crichton spoke to this report and advised that the purpose of this report is for the Risk and Assurance Committee to receive the Terms of Reference (ToR) adopted by Council on 24 November 2022.

To be noted that the date at the top of the report is incorrect – it should say 09 February 2023.

Moved Deputy Mayor Gillett seconded Cr Neale and **Resolved** that:

1. The Risk and Assurance Committee – Terms of Reference report be received.
2. That the Committee receive the Terms of Reference for the Risk and Assurance Committee adopted by Council on 24 November 2022.

• **Quarterly Report – Q2 – October-December 2022**

Finance Manager, Lynley Truman, and Strategy & Communications Advisor, Emma Rae spoke to this report and advised that the purpose of this report is to inform the Committee of Council's financial and service delivery performance for the six months ended 31 December 2022 (Q2)

The Deputy Mayor made comment that the Westland District Council's You Tube Channel did not appear to have any recent uploads of Risk and Assurance Committee Meetings.

The Strategy & Communications Advisor advised that the You Tube channel is sorted into playlists and are grouped accordingly, and also advised that the recording and uploading of meetings to You Tube only started in mid-2021.

Regarding Diverse Economy and Resilient Communities on pages 32-33 of the Report, The Mayor questioned whether this was the only level of assessment or tools used to assess Councils performance in those categories.

The Group Manager, Corporate Services and Risk & Assurance advised that the main tools to assess are in the Long-Term Plan, that it was not best practise to put too many into the Long-Term Plan, and if there are any changes on how Council assess performance, then this will need to be made through the Long-Term Plan process.

Kw Madgwick queried the General Cemetery Maintenance Contract and asked about the comment in the report says that the 'maintenance contract remains satisfactory' – where did this comment come from and what was the measure of this.

The Group Manager, District Assets advised that the contract is assessed by a member of the District Assets Team, and there are liaison meetings in relation to that, and would need to find out the detail of the contract regarding frequency and get back to the Committee.

The Chief Executive advised that Council assesses the contractor against the requirements of the contract for maintenance. The Chief Executive also advised that the Parks and Reserves contract is up for renewal soon, and that process will come through Council to award that contract. He advised that it comes down to what Council is willing to pay for – whether it be gold standard, silver, or bronze. So, it is a decision for Council to decide what standard and what they are willing to pay.

Cr Neale commented that it would be good to know how many hard copy forms were filled in for comparison to the online forms. This was noted by the Group Manager, Corporate Services and Risk & Assurance.

Cr Neale also questioned how many of the 38 resource consents were publicly notified (page 29 of the report).

The Strategic and Communications Advisor commented that the information was not at hand and would speak to the Planning Department and get that information sent through to the Committee.

The Deputy Mayor asked what the committee's role was in regard to analysing and acting on the metrics – customer satisfaction, when we are missing the goal quite a bit?

Independent Chair Rachael Dean advised that anything that creates a risk to council is something the Committee should comment on, bring it to Council and staff's attention and understand the reasons why the event is occurring. If there are ideas regarding possible avoidance of, or reduction in, or transfer of risk then the Committee should raise this as well.

Deputy Mayor = Effective engagement (page 28)

Page 31 of report – Building Consents – low satisfaction level there

A question was raised about previous councils' discussions regarding addressing the shortfalls of the satisfaction survey.

The Chief Executive advised that that was in the previous triennium, and the chair of Council at the time decided not to proceed knowing the Council was coming to the end of its term, with the suggestion that the new council pick it up as part of an ongoing piece of work. This hasn't been set a Workshop but would be happy to formalise this as an action from this meeting.

The Group Manager, Corporate Services and Risk & Assurance advised that the Strategy & Communications Advisor has been doing quite a bit of work on looking at other ways of being able

to gather information. The biannual residential survey is lacking now and not 'the way' to do things. So, there is work being done in the background on some other ways, that can be brought to the committee or workshop to look at these other ways of gathering in the information to you.

Moved Independent Chair Rachael Dean, seconded Deputy Mayor Gillett and resolved that:

1. A workshop be formalised 2 hours prior to the next Risk and Assurance Committee Meeting on the 11 May 2023 to review and discuss the following items:
 - Improving performance measures.
 - The way customer/community satisfaction data and feedback is collected.

Moved Independent Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that:

1. The report be received
2. The Committee receive the Quarterly Report Q2 July – December 2022, attached as Appx 1.

- **Draft Risk and Assurance Committee Rolling Workplan – Late Agenda Item**

Independent Chair Rachael Dean advised that the Rolling Workplan includes the necessary areas of work the Committee should cover during the period. Any other unexpected and necessary items are added as required.

Group Manager, Corporate Services and Risk and Assurance went through the items on the Rolling Workplan and advised that the timings are very similar to the previous Risk & Assurance meetings.

The only question marks would be around:

1. **The Insurance** – Council is heavily reliant on insurers and brokers for this. The current renewals for this year, the renewal period was the 1st of November 2022 and we have only just finalised some of the insurances this month (February 2023).
2. **External Audit** – looks fine, but very much dependent on audit timing.
3. **Risk Workshop** – has now been agreed upon for 11 May 2023
4. **Risk Assessment Workshop** – There is intention to have a Risk Workshop for all council that is mandatory. There is a manual that was reviewed at the last Risk Workshop; however, it was not completed as only 2 Councillors turned up. Councils' tolerance for risk needs to be ascertained – this is something only Councillors can do (not Council Staff).
5. **Health & Safety Committee Wellbeing Update** – an update is required at every Risk & Assurance Meeting.
6. **Deep Dives** – these are often around Health & Safety and done by the relevant member of the leadership team, which enables the committee to focus on all different areas of potential risk. If there is any area of concern, or particular area of interest to look at, it can be done as a deep dive.

Area to Deep Dive – Cyber Crime to be added to the 11 May 2023 Confidential Agenda as a Discussion Item.

Moved Chair Rachael Dean, seconded Cr Baird and **Resolved**¹ that:

1. The Draft Risk and Assurance Committee Rolling Workplan be received.

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

(to consider and adopt confidential items)

¹ R&A Committee amended the minutes at R&A Committee meeting 11 May 2023

Moved Independent Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.05 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 11 August 2022	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Information Technology Security Penetration Testing Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Quarterly Report on Whistleblower Services at December 2022	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Risk Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Financial Year End 2021-22 Audit Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
3,4	Maintain the effective conduct of public affairs through- (i) the protection of such members, officers, employees and persons from improper pressure or harassment; or (Schedule 7(2)(f))
3,4	Maintain legal professional privilege (Schedule 7(2)(g))
3,4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
2	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))

Moved Independent Chair Rachael Dean, 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 2:48 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 11 MAY 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2:48 PM

Confirmed by:



Rachael Dean
Chair

Date: 11 May 2023

INAUGURAL CYCLING & WALKING SUBCOMMITTEE MINUTES

MINUTES OF THE CYCLING AND WALKING SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON TUESDAY 7TH MARCH 2023 COMMENCING AT 3.00 PM

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

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Cr Davidson	
Members		
	Cr Burden	Cr Neale
	T. Brownlee, Manawa Energy	J. Wood, West Coast Wilderness Trail (via zoom)
	Cr J. O'Connor, Grey District Council	O. Kilgour, Department of Conservation
	J. Gurden, West Coast Wilderness Trail (via zoom)	D. Ritchie, Representing the Westland Mountain Bike Club in the absence of Liam Anderson
	I Perkins, Herenga ā Nuku Aotearoa; The Outdoor Access Commission	
Also in attendance:	J. Strange, Stantec	M. Anderson, CEO Destination Westland

NGĀ WHAKAPAAHA APOLOGIES

Her Worship the Mayor
Liam Anderson – Westland Mountain Bike Club
Kw Tumahai
Kw Madgwick

Moved Cr Davidson, seconded Tim Brownlee and **Resolved** that the apologies from Her Worship the Mayor, Liam Anderson, Kw Tumahai and Kw Madgwick be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; L. Crichton, Group Manager: Corporate Services and Risk & Assurance; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator (via zoom).

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and email.
Updates to the Interest Register were received from Owen Kilgour, Inger Perkins and Cr Jack O'Connor as follows:

07.03.23	Owen Kilgour – Department of Conservation	<ul style="list-style-type: none"> Department of Conservation. Hokitika District Operations Manager Hokitika Primary School. Parent representative on board of trustees. 	Pecuniary Non-pecuniary
07.03.23	Inger Perkins – Herenga ā Nuku Aotearoa – Outdoor Access Commission	<ul style="list-style-type: none"> West Coast Penguin Trust South Island Kokako Charitable Trust Herenga ā Nuku Aotearoa – Outdoor Access Commission Forest & Bird – Member Green Party - Member 	Pecuniary Pecuniary Pecuniary Non-pecuniary Non-pecuniary
07.03.23	Cr Jack O'Connor – Grey District Council	<ul style="list-style-type: none"> Greymouth Athletic club – President. West Coast Cricket – Committee West Coast Hockey – Vice President Lake Kaniere Scenic Triathlon – Committee Hokitika Hockey Club – Committee West Coast Sports Awards – Committee 	Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary

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

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

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

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

- Cycling and Walking Subcommittee Meeting Minutes – 18 August 2022**

Moved Cr Davidson seconded Owen Kilgour and **Resolved** that the Minutes of the Cycling and Walking Subcommittee Meeting held on the 18 August 2022 be received.

The Chair **Approved** that their digital signature be added to the confirmed Cycling and Walking Subcommittee Meeting Minutes of 18 August 2022.

5. ACTION LIST

The Group Manager, District Assets spoke to the Action List and provided the following updates:

1. Milltown Weir Crossing – The business case was declined (the North Arahura alternate route), it was put to MBIE, but it got declined eventually due to council's ability to make a significant contribution. Hence this item was withdrawn.
2. Mahinapua Highway Crossing – discussions with NZTA are ongoing; and vegetation has been cleared. Starting a wider health and safety review.
3. Pinetree Road Track Extension.

Moved Cr Davidson seconded Dave Ritchie and **Resolved** that the updated Action List be received.

6. NGĀ TĀPAETANGA PRESENTATIONS

No Presentations

7. PŪRONGO KAIMAHI STAFF REPORTS

- Terms of Reference – Amendment**

Simon Bastion, Chief Executive, Westland District Council spoke to this item and advised that the purpose of this report is to make an adjustment to the Terms Of Reference for the Cycling and Walking Subcommittee. The amendment required relates to the following bullet point: "gives the power to the chair to have voting rights".

Inger Perkins also advised that the wording under "Purpose" for the Committee currently says:

‘to guide future strategy **in** decision making in **regard** to cycling & walking’ and proposed a change.

The proposed change:

1. To guide future strategies **and** decision making in **relation** to cycling & walking

Also, the wording under “Delegations to Subcommittee” the last point should read:

2. Commission of reports on new policy where that policy **or** programme of work has not been approved by the Council.

Moved Inger Perkins, seconded Tim Brownlee and **Resolved** that:

1. The Terms of Reference Amendment Report from the Chief Executive of Westland District Council be received, and the following bullet points be updated according:
 - To guide future strategies **and** decision making in **relation** to cycling & walking; and
 - Commission of reports on new policy where that policy **or** programme of work has not been approved by Council.

- **West Coast Wilderness Trail – Verbal Update**

Melanie Anderson, Chief Executive Officer, Destination Westland gave the following update:

1. A lot of work has been done to repair storm damage since October, fixing things around new culverts to ensure water flow doesn’t get clogged. During October/November 2022 there was multiple storm damage to surface areas.
2. Currently having issues with toilets and shelters with vandalism and toilet paper being taken; a lot of toilet paper has been replaced. Currently working with the District Assets team and looking at changing the type of roll to make it harder to removed.
3. Vandalism of signs continues to be an issue. Multiple users provide information on issues such as vandalism and damage as well as Tour guides/operators.
4. A lot of good weather from a trail maintenance perspective.

Committee members commented that positive feedback has been received for the good work the Destination Westland Team have been doing on the trail.

Moved Tim Brownlee seconded Owen Kilgour and **Resolved** that:

1. The verbal update from Melanie Anderson, CEO of Destination Westland be received.

- **West Coast Wilderness Trail Update**

Jackie Gurden, Trail Manager, West Coast Wilderness Trail

1. **Voluntary Activity Plan** – discussion is being held nationally regarding income generation and companies paying contributions towards the trail. This is already in place with a number of companies – it is a voluntary activity fee – one of the conditions is that fees couldn’t be charged hence it is a voluntary activity fee – with a number of companies are paying this at \$10 per rider a day to the WCWT. Some are getting riders to pay that directly. Quite a number of companies are contributing to it. It is the free independent riders that WCWT are trying to pick up. There have been 12 large signs paid for and flyers handed out to key operators. They are also handed out when riders are stopped on the trail to encourage contributing to the trail.
2. **Accessible Ride Guide** – due to illness this has now been scheduled to be completed by the end of March 2023.

3. **New Website** – This is almost completed as well as a new guide book almost completed. This will run in conjunction with the Accessible Ride Guide.
4. **Grey District Section of the Trail** – Currently working on a number of items with the Grey District Council. One includes trying to get resolution with the Pony Club regarding toilets as a 3rd party is creating a lot of mess. Also, some issues around surface/condition of the trail and bike stands in CBD and enhancing interpretation, signage, and kilometre distancing on the trail.
5. **Media** – Have done a campaign with Tourism West Coast. There will be a feature in the Grey Star regarding the Trail's 10-year anniversary.
Survey work – this is an unseen body of work that happens on the trail all the time. Have engaged some students to do the work on the trail and volunteers on the trail at peak times to collect emails.
6. **Mahinapua Lookout** – currently working between Westland District Council & WSP, a contract has been issued for design of the look-out.
7. **MBIE and Cycle Trails Audit** – There was an audit ride undertaken and the company required information that Council supplied prior to Christmas. There was also an audit ride done in February and results from this will be several months away.
8. **Industrial Park** – The Pelton Wheel on Wards Road, the Industrial Park is looking at taking over the ownership of this, and some interpretation panels are being prepared.

Jackie Gurden went through the Presentation of the **Monthly Report for Trail Managers** with the Committee with the following slides:

- Satisfaction Results
- Net Promoter Score – My Trail
- Trail Sections Experienced
- Highlights & Opportunities
- Channels Generating Awareness
- Local or Visitor to Area & Main Reason for Visit
- Average Nights Stay in the Area & Travel Party Size
- Trail Use
- Transport on the Trail & Time spent on Trail
- Facilities/Services used in association with trail experience
- Ratings – Trail Information etc
- Effects of Trail Experience on the Visitor
- Adverse Circumstances Encountered
- Number of occasions used a trail in the last 12 months
- Gender (who is using the trail) & Age
- Country of Origin (international riders/visitors)

Moved David Ritchie seconded Inger Perkins and **Resolved** that:

1. The verbal update & presentation from Jackie Gurden from the West Coast Wilderness Trail be received.
- **Grey District Council**
Cr Jack O'Connor, Grey District Council

Cr Davidson gave a warm welcome to Cr Jack O'Connor who has replaced Cr Haddock from Grey District Council on the Cycling & Walking Committee.

Cr O'Connor advised that he is looking forward to working with everyone on the Cycling & Walking Subcommittee and advised that Grey District Council is very much in support of progressing

recreational tourism, and cycling and walking is a huge part of that. Grey District is looking at other avenues to enhance the trail – specifically around lake Brunner.

Cr O'Connor also advised that the issue of parking bikes in the CBD in Greymouth is another crucial area that the Council is looking at to enhance tourism.

Moved Cr Davidson seconded Tim Brownlee and **Resolved** that:

1. The verbal update from Cr O'Connor from Grey District Council be received.

- **Manawa Energy** - Verbal Update

Tim Brownlee, Generation Site Leader West Coast, Manawa Energy Limited

Tim Brownlee advised that the only update is around the work anticipated with the Loopline Road Track. It is moving slowly and are yet to gain consents for that work. Background work is still continuing and advised that all he could do was to keep the sub-committee posted as progression happens.

The Chief Executive advised that WDC did a bit of work previously on the Loopline Road Track and are ready to lock in a date with Manawa Energy to progress this.

Moved Cr O'Connor seconded David Ritchie and **Resolved** that:

1. The verbal update from Tim Brownlee of Manawa Energy be received.

- **Department of Conservation** – Verbal Update

Owen Kilgour, Operations Manager, Department of Conservation gave a verbal update on the following items:

- A high priority for DoC is working with Council around the future of Council owned bridge at the Hokitika Gorge. Jointly working and developing options. Replacing or maintaining an interim period. Currently a significant investment is required to secure the future of that bridge beyond October 2023.
- Over the Summer there have been a few near drownings at the Gorge with people swimming there, so new signage will be installed in the next few weeks. Some of those people having a close call have been international visitors.
- Regarding: Taramakau Trail – the online mapping through LINZ has been updated and rerouting work has been undertaken to get some of the trail out of the riverbed and more into the forest.
- Working with landowners to improve access to Toaroha and Kokatahi river valleys. An agreement has been reached that should give consistent access and alternate access when cows are standing in some of those raceways. New signage will go in soon to give clarity.
- Also, in the Whitcombe Valley – improving access there.
- Matters pertaining specifically to the Wilderness Trail Wards Road Bridge is being replaced and new signage erected.
- Larrakins Road reroute of the trail, a letter of support in principle of that work – pending update.
- Designs for the boardwalks have been received for the Mahinapua section.
- Former trappers rest site – a lot of the stuff that was at the site has been removed. There is an opportunity there if the Cycle Trail Trust is interested in how that land is likely used in the future, and DoC are open to discussion around that.
- Mahinapua Historic Rail Bridge – this is due for some significant inspection work, which potentially could lead onto more maintenance action. Looking through funding options for this.
- Back Country – DoC teams have been working up the Arahura and Taipo Valleys.
- Rapid Creek – A cave up in Whitcombe where there has been a couple of visitor safety incidents and is currently out of action at the moment.

- Wadeson Island – Jobs for Nature Project with Westland District Council, the new section of track has been completed and opened.

Moved David Ritchie seconded Cr Neale and **Resolved** that:

1. The verbal update from Owen Kilgour from Department of Conservation be received.

- **Herenga ā Nuku; Outdoor Access Commission**

Inger Perkins, Regional Field Advisor, Outdoor Access Commission presented a short-written report and added the following updates:

1. Previous meeting, the Sub-Committee discussed a couple of locked gates across legal road. One of them has been looked into further, and it has been decided that a section of the formed part of the road beyond the gate is actually within private land, so the removal of a locked gate was not supported, and it was decided to leave this for the time being.
2. The other locked gate at Ruatapu is still being worked on, and it is hoped that it will be resolved after Wildfoods – led by Destination Westland.
3. Dr Rod Tolley is coming to the Coast and visiting each Council. He is an experienced consultant in the field of sustainable transport, and it might be something this sub-committee might be interested in.

The Chief Executive advised that Dr Rod Tolley has been invited to present to Council as well as a walk about in town. Council are proposing a 5pm meeting. He has been to the Coast before – approximately 5 years ago.

Cr O'Connor also commented that he has experienced Dr Rod Tolley before, and advised that he is a very experienced, down to earth, and very knowledgeable.

Moved Cr Neale seconded Tim Brownlee and **Resolved** that:

1. The report from Inger Perkins, from Herenga ā Nuku; Outdoor Access Commission be received.

- **Westland Mountain Bike Club – Verbal Update**

David Ritchie provided a verbal update to the committee and advised that he was filling in for Liam Anderson on behalf of the Westland Mountain Bike Club.

David Ritchie disclosed his involvement in the following areas for the purpose of the interest register:

1. Operations Manager at Cycle Journey
 2. Deputy Chair at Destination Hokitika
 3. Chair Westland High School
- Cycle Trail got a big write up in the Kiaora Magazine in March; which is great that Westland is becoming known as a destination for cycling.
 - The Mountain Bike Club is continuing with the strategy document that was given to Westland District Council for the Long-term plan. One of the major points in this strategy is to improve the link between town/CBD and Blue Spur Trails and moving closer to the 'golden ratio'.
 - In regard to the trail, the most recent trail completion project was called the 'Worm Hole' which is portal to another space in time, which takes out one of the uphill gravel roads on the Spur, and you ride out through beautiful old Beech Trail and through the forest.

- A plea from the MBC would be the realignment of the trail to take some of the gradient out at Brickfield Loop would be a great thing to do in regard to linking the town to the trails. If in the future this is done, to please consult with the Mountain Bike Club as it has the ability and skills on how to regrade the area.

John Strange from Stantec advised that the piece behind the airport/industrial drive is a section that links up to Brickfield Road (a very steep piece) and advised that it would become a thoroughfare of travel for urban travel/commuters/school kids; a significant improvement.

The Chief Executive advised WDC will take this as an action from the meeting for further investigation.

Dave Ritchie explained further about the 'Golden Ratio' mentioned earlier and advised that he attended a Cycle Trails Conference in Tasmania with lots of cycle trail information. The golden ratio was part of a presentation from a man called Glenn Jackson from World Trails who is part of a well-known, global, trail building organisation. The Golden Ratio asked: What kind of trail (for both cycling & walking) does a town needs to be recognised as a cycling town?

Further statistics from the conference were that 25% of riders in Australia and New Zealand want to ride a multi ride trail. However, the biggest market is that of the ultra-marathon runner. Walking and riding/running events were more significant than just riding events.

The Australian market which is arriving here in the Westland District is looking for harder rides and tour guided rides.

David Ritchie advised that he would be glad to present some of the information that was shared at that conference as it was an interesting business model.

Westland Mountain Bikes strategy is to bring us closer to the golden ratio. Some beginning trails, some intermediate trails, and some advanced trails. Westland has a plethora of easy trails. Westland Mountain Bike Club is currently looking at old trails – widening and refurbishing them.

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

1. The verbal update from David Ritchie of the Westland Mountain Bike Club be received.
2. That Council action to investigate a proposed realignment behind the Racecourse near Brickfield Road.

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

(to consider and adopt confidential items)

Moved Cr Neale, seconded David Ritchie and **Resolved** that the Cycling and Walking Subcommittee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4:27 pm.

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

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

1.	Confidential Minutes – 18 August 2022	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
----	--	--	---

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

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

Moved Cr Neale seconded Cr Burden and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 4.30pm

DATE OF NEXT CYCLING AND WALKING SUBCOMMITTEE MEETING – 18 MAY 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM



MEETING CLOSED AT 4:30PM




Confirmed by:

Cr Paul Davidson
Chair

Date: 18 May 2023

25.05.23 - 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 /Council Building Business Case	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	<p>The CE has engaged O'Connor Partners to evaluate the future strategy in regard to the current council civil assets – Council Building, Pakiwaitara and any other buildings that need to be considered.</p> <p>NZ Heritage (CE Andrew Coleman) spoke at December Council meeting regarding Hokitika Government House & its on-going project.</p> <p>Workshop held 27th Feb to review the Business Case from O'Connor Partners.</p> <p>O'Connor Partners are working through a framework for evaluating building options</p> <p>Issues with water damage at 36 and 41 Weld St potentially affecting integrity of the buildings. Staff instructed to look at waterproofing options.</p> <p>Update: Copy of indicated price of works (re waterproofing of Pakiwaitara) to be circulated to Councillors. This is still being quoted.</p> <p>Have instructed to get all the costings revisited to ensure they are updated with current market pricing.</p>
2	24.03.22		Racecourse Development Submission Bid	Council to be keep abreast of the IAF Application	Sep 22	CE	<p>IAF Application submitted – and confirmed successful (\$3.5million for infrastructure works).</p> <p>Council attended a workshop on the Racecourse project on the 26th January which was supported by Josephs & Associates and O'Conner Partners.</p> <p>The workshop outcomes are based on the following:</p> <ul style="list-style-type: none"> • Master Planning and community engagement – to date is only a scheme plan and civils, the primary focus of the previous workstreams was to secure IAF funding to enable the project. • IAF Deliverables – a delivery plan for 27 April 2023

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							<ul style="list-style-type: none"> Detailed /as built for 'eligible' infrastructure. Ascertain (post community engagement, master planning and updated cost estimates) the best way forward for the Council. Update: Public engagement has commenced with stakeholder meetings held on the 17 th & 18 th May. A full day of walk-in engagement planned for eth 10 th June – 8am-8pm. Target to have a report back to council in June council meeting.
3.	27.04.23		Better Off Funding	Communication with Communities specifically regarding the Tranche 2 funding that has been cut.	25.05.23	S. Baxendale	Update report on the agenda for this meeting (25 th May 2023)
4.	27.04.23		Footpaths	Investigate and review works done on Bealey, Hall & Rolleston Streets. Fine later cement lifting.	25.05.23	K. Jackson	Only 1 of the repairs carried out had started to fail. Others on Hall Street did have signs of being trafficked while still setting but in general the work carried out is satisfactory.
5.	27.04.23		TIF Funding	Applications to be done before closing date 8 May 2023	25.05.23	S. Baxendale / DA Team	Completed. All applications submitted by the deadline. Results are expected to be announced in June.

Report to Council



DATE: 25 May 2023

TO: Mayor and Councillors

FROM: Financial Accountant

FINANCIAL PERFORMANCE: April 2023

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 30 April 2023.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer to page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 30 April 2023.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Risk and Assurance Committee (R&A Committee), previously known as the Audit and Risk Committee, on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.
- 2.2. The R&A Committee received a report to the end of December 2022 and expressed concern about the number Activities for which Statement of Service and Performance Reports were not provided.

3. Current Situation

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

- 3.3. The financial performance report to 30 April 2023 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
 - 3.3.2.Statement of Comprehensive Revenue and Expense
 - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense
 - 3.3.4.Revenue and Expenditure Graphs
 - 3.3.5.Debtors
 - 3.3.6.Debt position
 - 3.3.7.Capital Report

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 30 April 2023.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 30 April 2023.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being low as the report is for information purposes only.
- 7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.
- 8.2. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.
- 8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 30 April 2023 be received.

Cody Nabben
Financial Accountant

Appendix 1: Finance Performance Report for 30 April 2023.



Financial Performance
Year to 30 April 2023

Contents

Sustainability Report	Error! Bookmark not defined.
Statement of Comprehensive Revenue and Expense	Error! Bookmark not defined.
Notes to the Statement of Comprehensive Revenue and Expense	Error! Bookmark not defined.
Statement of Financial Position	7
Revenue & Expenditure Graphs	9
Funding Impact Statement	10
Debtors as at 30 April 2023	11
Rates Debtors as at 30 April 2023	11
Debt Position	12
Capital Report	13

Whole of Council Financial Summary
Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$26.33M	\$27.04M	\$-0.71M
Is -5.82% less than the total budget of \$27.96M	Is 11.15% more than the total budget of \$24.33M	Against a budget of \$3.63M

SUSTAINABILITY

Rates to operating revenue **60.02%**

Rates Revenue	\$15.81M
Operating Revenue	\$26.33M

60.02% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio **97.37%**

Operating revenue	\$26.33M
Operating expenditure	\$27.04M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 97.37% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **3.09%**

Net interest and finance costs	\$0.49M
Rates Revenue	\$15.81M

3.09% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue		1.85%
Net Interest and finance costs	\$0.49M	
Operating revenue	\$26.33M	
1.85% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.		
Liquidity Risk (LGFA Cov.)		149%
Gross debt	\$26.82M	
Undrawn committed facilities	\$3.98M	
Cash and cash equivalents	\$9.19M	
The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 149%.		
Essential services ratio		100.94%
Capital expenditure	\$5.89M	
Depreciation	\$5.83M	
Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 100.94% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Rooding.		

Statement of Comprehensive Revenue and Expenditure

Statement of Comprehensive Revenue and Expense							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	19,208	19,227	15,846	15,806	(40)	(0.26%)
Grants and subsidies	02	11,291	11,291	9,409	5,889	(3,521)	(37.42%)
Interest Revenue	03	558	7	6	555	549	9,908.67%
Fees and Charges	04	2,168	2,177	1,831	1,898	66	3.63%
Other revenue	05	2,002	1,193	869	2,186	1,318	151.68%
Total operating revenue		35,227	33,896	27,961	26,333	(1,628)	(5.82%)
Expenditure							
Employee Benefit expenses	06	6,079	6,079	5,069	4,545	(524)	(10.34%)
Finance Costs	07	965	987	822	1,043	221	26.86%
Depreciation	08	8,506	8,515	7,096	7,287	191	2.69%
Other expenses	09	14,772	13,871	11,343	14,169	2,826	24.91%
Total operating expenditure		30,322	29,452	24,331	27,044	2,713	11.15%
Operating Surplus/(Deficit)		4,905	4,444	3,630	(711)	(4,341)	(119.60%)

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

Notes to the Statement of Comprehensive Revenue and Expense

01 Rates

Rates overall are on track with budget

02 Grants and subsidies

Grant funding is below budget but this is mainly due to timing of the grant claims which are difficult to forecast. Capital grants are generally subject to meeting specified stages of completion of the project before a claim can be submitted. A core grant received this financial year is \$1.4m for the Hokitika Swimming Pool and the final claim for the 3 waters reform projects was also received. NZTA capital expenditure claims are \$3M behind forecast of which \$2M relates to capital expenditure on an Special Purpose Road which has only had \$70k spent YTD.

03 Interest Revenue

Unbudgeted interest received from term deposits, mainly from past grant funding receipts and prefunding. Also starting to receive interest on Swaps whereas in the past these have been a finance cost. The positive variance of \$549k more than offsets the adverse increase of \$221k in finance costs against budget.

04 Fees and charges

The Building department continues to be busy with processing, compliance & inspection fees exceeding budget by \$105k. Refuse fees and the waste levy are collectively above budget by \$76k - an indication of the increasing tourism numbers. Planning department fees are down \$35k against budget. Demand for Land Information Memoranda revenue is trending downwards compared to prior years and as a result is \$51k down on budget.

05 Other Revenue

The dividend received from WHL was \$50k above budget. Recreation Contributions exceed budget by \$170k with 20 contributions being received to date. Unbudgeted cost recoveries relating to 3-Waters now total \$182k. The other key contributor is the non-cash gain on swaps which is \$738k above budget. Election costs totalling \$28k were invoiced in March.

06 Employee benefit expenses

Actual salary cost is lower than planned due to unfilled roles. However the shortages in Planning and Building has resulted in an increase in Contractor costs.

07 Finance Costs

While finance costs are over budget by \$221k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

08 Depreciation

Depreciation is higher than budget mainly due to higher than expected asset value revaluation gains.

09 Other expenses

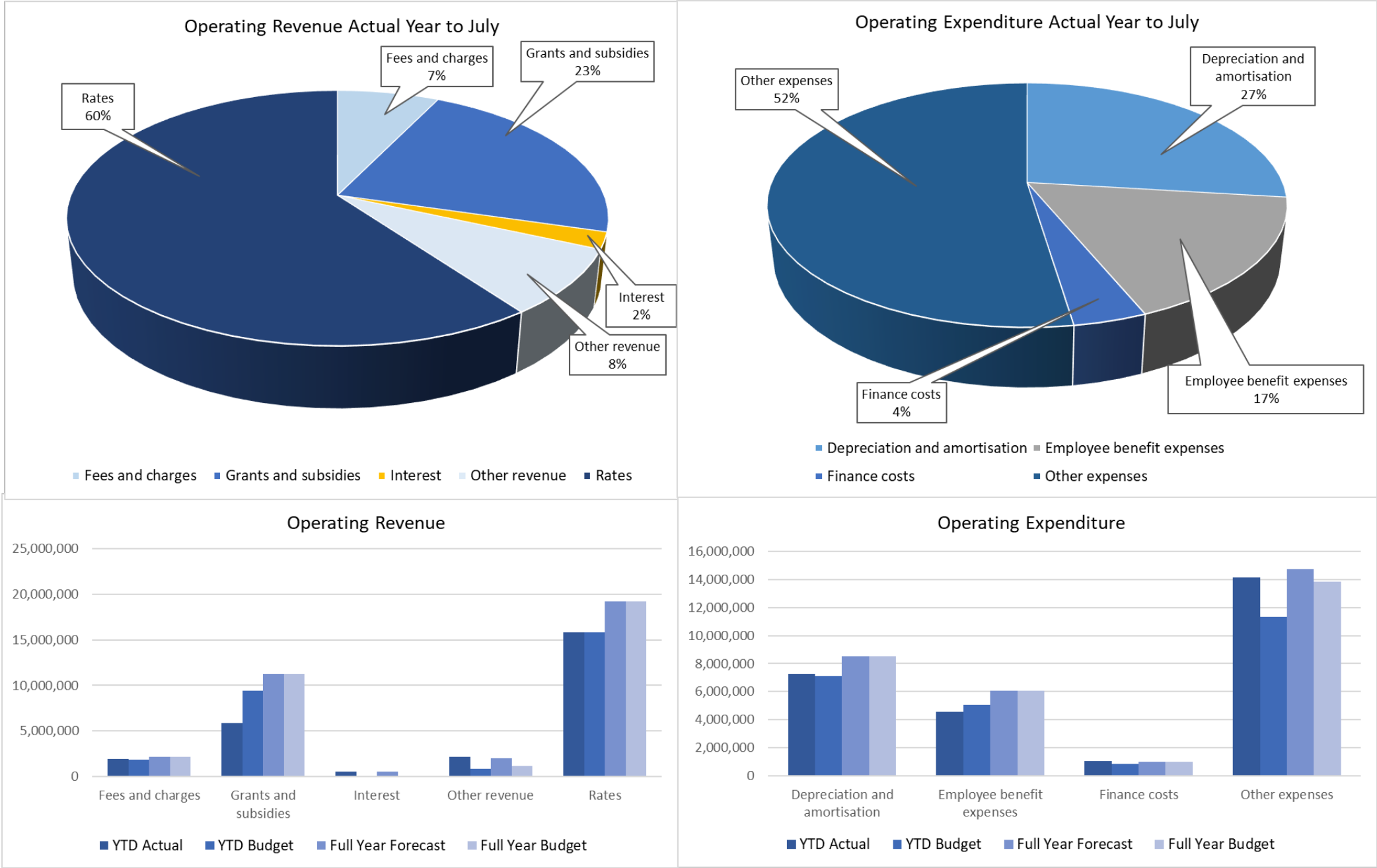
The major over budget cost is non-cash loss on Swaps \$802k (there is an offsetting gain of \$738k noted above). Land Transport expenses are over budget by \$554k (timing). Contractor costs in Planning and Building are over budget by \$208k due to staff shortages. Unbudgeted Responsible camping costs are \$300k but there is grant funding to offset this. Also included in Other Expenses are the MTFJ funded programme costs of \$254k, plus the unbudgeted continuation of the funded Halls repair works has contributed to other costs being over budget by \$249k.

Statement of Financial Position

Statement of Financial Position			
	At 30 April 2023 \$000	Annual Plan 2022/23 \$000	Actual 2021/2022 \$000
Assets			
Current assets			
Cash & cash equivalents	6,269	2,436	9,389
Debtors & other receivables	4,567	2,819	5,029
Tax receivable	10	-	10
Derivative financial instruments	1	-	12
Other financial assets	3,000	-	3,048
Total Current Assets	13,847	5,255	17,487
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	137	-	137
Intangible assets	280	392	136
Assets Under Construction	17,231	737	11,675
Derivative financial instruments	940	235	869
Other Financial Assets	613	825	617
Property, Plant and Equipment	488,669	460,329	493,213
Term Inventory	-	-	-
Total Non-current assets	520,564	475,213	519,341
Total Assets	534,412	480,468	536,828
Liabilities			
Current liabilities			
Creditors & other payables	2,338	2,596	2,755
Employee benefit liabilities	597	384	489
Borrowings	3,000	-	3,000
Derivative financial instruments	-	94	-
Other	3,076	1,160	1,450
Total Current Liabilities	9,011	4,235	7,693
Non-current liabilities			
Deferred Tax	-	10	-
Employee benefit liabilities	30	42	35
Provisions	2,821	1,846	2,821
Borrowings	23,818	35,759	26,818
Derivative financial instruments	-	272	-
Total Non-Current Liabilities	26,669	37,928	29,674
Total Liabilities	35,680	42,162	37,367
Net Assets	498,731	438,305	499,461

	At 30 April 2023 \$000	Annual Plan 2022/23 \$000	Actual 2021/2022 \$000
Equity			
Retained Earnings	169,872	182,545	170,583
Restricted Reserves	12,968	6,747	12,968
Revaluation reserves	315,715	248,926	315,733
Other comprehensive revenue and expense reserve	177	87	177
Total Equity	498,731	438,305	499,461

Revenue & Expenditure Graphs



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2022 Annual Plan \$000	2022 Annual Report \$000	2023 Annual Plan \$000	2023 At 30 April Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	8,852	8,820	8,982	7,457
Targeted Rates	9,179	9,266	10,245	8,349
Subsidies and grants for operating purposes	2,640	3,208	2,135	3,280
Fees and charges	1,801	2,141	2,177	1,898
Interest and dividends from investments	8	115	257	855
Local authorities fuel tax, fines, infringement fees, and other receipts	1,009	2,621	944	1,882
Total Operating Funding (A)	23,488	26,172	24,740	23,719
Applications of Operating Funding				
Payments to staff and suppliers	18,285	19,660	19,950	18,850
Finance Costs	904	640	986	1,043
Total Applications of Operating Funding (B)	19,189	20,300	20,936	19,893
Surplus/(Deficit) of Operating Funding (A - B)	4,298	5,872	3,804	3,827
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	8,111	13,218	9,156	2,609
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	6,391	8,000	5,941	8,000
Gross proceeds from sale of assets	-	4,008	-	4,012
Total Sources of Capital Funding (C)	14,503	25,226	15,097	14,621
Application of Capital Funding				
Capital Expenditure:				
-to meet additional demand	968	678	1,735	719
-to improve the level of service	6,937	2,561	14,250	2,697
-to replace existing assets	10,471	3,848	12,537	4,947
Increase (decrease) in reserves	425	9,023	(9,770)	10,085
Increase (decrease) of investments	-	4,000	149	-
Total Applications of Capital Funding (D)	18,801	20,110	18,901	18,448
Surplus/(Deficit) of Capital Funding (C - D)	(4,298)	5,116	(3,804)	(3,827)
Funding Balance ((A - B) + (C - D))	-	-	-	-

APPENDIX 1 – Financial Performance Report 30 April 2023

Debtors 30 April 2023

30/04/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building consents	23,793	1,543	18,171	22,813	66,319
Building Warrants	-	-	-	-	-
Resource consents	4,815	275	6,200	30,415	41,705
Sundry debtors	11,878	86,924	120,301	343,964	563,067
Grand Total	40,485	88,742	144,672	397,191	671,091
30/04/2022					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	19,965	3,377	17,643	8,477	49,461
Building Warrants	556	-	-	(140)	416
Resource Consents	2,731	2,331	6,685	3,576	15,323
Sundry Debtors	83,596	418,727	27,604	571,493	1,101,419
Grand Total	106,848	424,436	51,931	583,405	1,166,620

Rates Debtors 30 April 2023

Rates Debtors at 31 March 2023	433,637
Rates instalment	4,813,944.68
Less payments received	(515,582.05)
Paid in advance change	(1,112,487.10)
Previous years write off's	(4,252.19)
Write off's	-
Penalties	(490.68)
Discounts	(128.05)
Court Cost	-
	3,181,005
Total Rates Debtors at 30 April 2023	3,614,641.68
Arrears included above at 30 April	3,614,642
Arrears at 30 April 2022	3,474,682
Increase/(decrease) in arrears	139,959

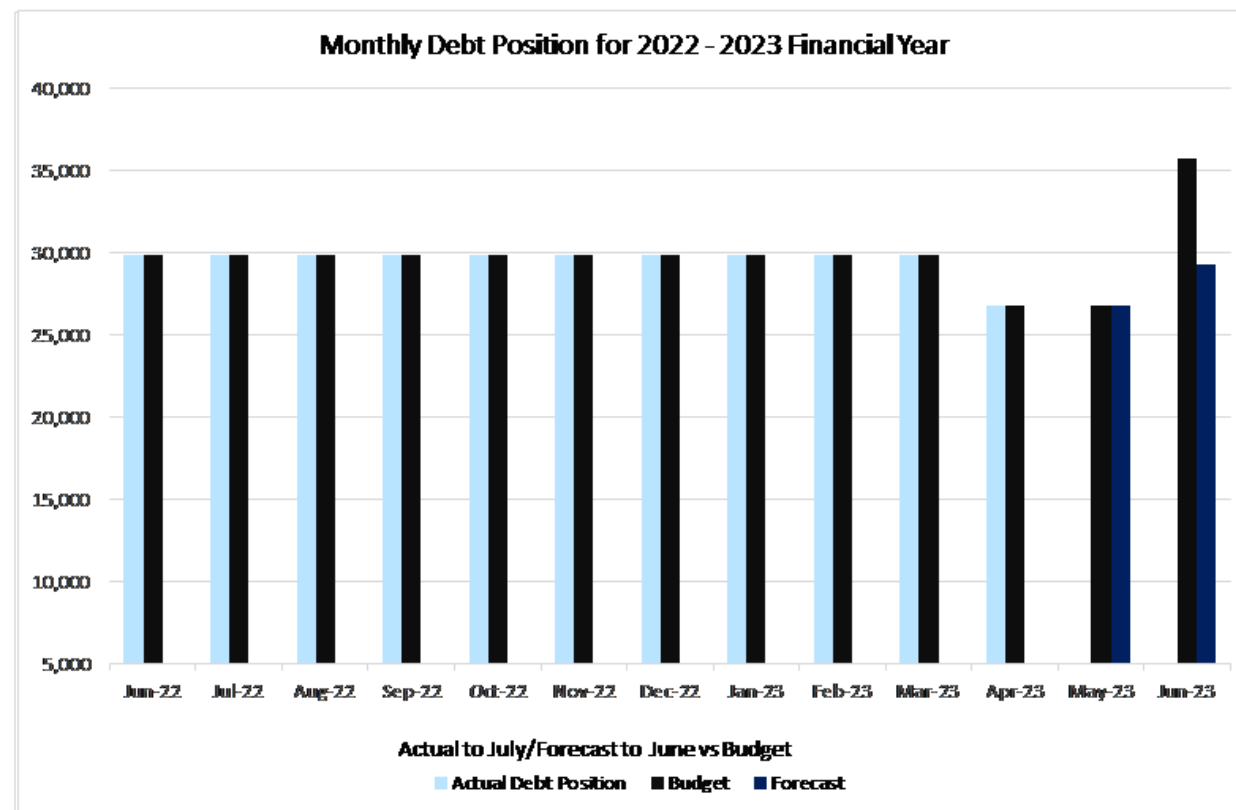
Debt Position

Debt Position 2022/2023 (\$'000)















































	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Actual Debt Position	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	26,818		
Budget	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	26,818	26,818	35,759
Forecast												26,818	29,283

Forecast Debt Position for 2021-2022 Financial Year

Forecast as at	Jun-23
Opening Balance	29,818
Loan funded capex forecast	4,000
Forecast repayments 2021-22	-4,535
Forecast balance June 2023 per AP	29,283























































Pages - 66

Project / Activity	YTD Expenses	Carry f/wd + Annual Plan	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
WATER SUPPLY						
Kumara - WTP remedial work	6,018	48,710	48,710			Budget to be used for automation of duty / stand by valves (currently manual)
Kumara Replace Existing Reservoirs-investigation	0	25,000	0			Deferred until 24/25
Kumara Monitoring Equipment At WTP	11,342	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Kumara Assessment reservoir	0	19,219	19,219			Deferred until 24/25
Kumara - Seismic valves	0	27,315	27,315			Deferred until 24/25
Kumara Water Mains Replacement	107,112	218,431	218,431			Pressure test and chlorination of mains completed. Programmed hook in new year.
Arahura Monitoring Equipment at WTP	11,342	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Arahura Water Treatment Plant upgrade	59,659	123,884	123,884			Practical completion certificate awaiting for final "snag list" completion. The Plant running and supplying water to township.
Hokitika Monitoring Equipment at WTP	21,164	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Hokitika Seismic Valve (main outlet)	71,906	49,345	71,906			Now deferred until May / June 2023.
Hokitika Water Mains Replacement	370,438	309,724	370,438			Completed
Investigate Options for Brickfield Reservoirs	0	92,160	0			Funding Deferred to 2023-24
Hari Hari Monitoring Equipment at WTP	11,342	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Hari Hari Water Mains Replacement	178,204	174,942	178,204			Final restoration to be completed before year end.
Ross Monitoring Equipment at WTP	10,930	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Whataroa Monitoring Equipment at WTP	12,422	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Franz Josef Monitoring Equipment at WTP	30,088	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Fox Glacier Monitoring Equipment at WTP	10,930	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
Fox Glacier Plant Upgrade to DWSNZ	241,704	1,068,851	294,302			Membranes ordered. ETA Oct 2023. Meeting with contractors to discuss options of forward works. 774K funding deferred to 2023-24
Franz Josef WTP and Reservoir upgrades	2,500	0	2,500			Capitalised 31.12.2022
Haast Monitoring Equipment at WTP	20,614	100,000	100,000			Implementation of compliance equipment to meet new Rules. Report received with modifications being prioritized and programmed.
SCADA / Telemetry at WTP's	24,870	21,415	24,870			Budget to be used for SCADA set up on burst control valves.
WTP Chlorination	194,217	125,000	194,217			Deplox units with Filtec. Installation & commissioning early 2023.
	1,396,802	3,203,996	2,473,996			

Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
WASTE WATER						
Hokitika Water Mains Repl+G154:G166acement	9,979	66,473	66,473			Physical works completed last year. Budget to be used for easement finalization with James Scott.
General Contribution towards new developments	0	10,240	10,240			
General Replacement of Wastewater Treatment Plant	0	20,480	20,480			Replacement of Haast WWTP outflow meter. Works progressing. Budget also used for PLC component at Fitzherbert St PS.
Hokitika WWTP - 3 Waters Funded Projects (100% funded)	160,808	171,294	171,294			3 Waters Funded project completed
Hokitika WWTP Treatment and Disposal	14,838	6,110,487	6,110,487			Next working group meeting in the new year.
Hokitika -Z-line section replacement	414,106	302,381	414,106			Final pressure testing and hook in, followed by restoration week beginning December 2022.
Hokitika Wastewater Retic CCTV	0	20,000	20,000			Budget to be used for lateral locations / confirmations. Final sheet for CCTV work ETA Feb 2023.
Kanieri Road Catchment - I&I Investigation and Provisions for	23,556	105,627	105,627			Completed.
	623,289	6,806,982	6,918,707			
SOLID WASTE						
Butlers - Intermediate capping	686	82,769	82,769			Underway - Westroads completing
Franz Josef - Landfill final capping	0	2,407	2,407			
Butlers New Cell/Franz Josef Wast Management	82,449	217,383	88,756			128K of funding deferred to 2023-24
Emmissions Trading - Carbon Credits	161,200	200,000	200,000			
Hokitika - Glass crusher, waste mimimisation equipment	12,050	100,000	100,000			
Haast Lanfill Capping	3,695	48,280	48,280			Approx March /April
Haast - Develop transfer station	0	100,000	0			Funding Deferred to 2023-24
Hokitika - Refuse shed 1 doors & iron replacement	22,870	12,656	23,313			
Hokitika Refuse Shed 2	23,731	10,000	23,731			
Hokitika - Waste minimisation equipment	25,808	81,048	81,048			
	332,489	854,543	650,304			
STORM WATER						
Hokitika Stormwater Mains Replacement	55,529	228,107	228,107			Town Belt East.
Hokitika - Pump upgrade (Sewell St)	57,422	100,000	119,910			Installation worked to will be programmed for period of fine weather in April.
Hokitika - Kanieri Rd network pipeline	0	122,880	122,880			
Livingstone St Pump Upgrade	1,166,446	1,375,622	1,375,622			Completed. Final invoices to come in.
Beach St SW realignment	61,222	370,631	61,222			Capitalized 30/04/2023
Jollie St Extension	65,171	252,573	252,573			Completed. Final invoices to come in.
Bealey St Pump Upgrade	0	20,480	20,480			
Contribution towards new developments	0	10,240	10,240			
	1,405,790	2,480,533	2,191,033			

Project / Activity	YTD Expenses	Carry f/wd + Annual Plan	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
CEMETERIES						
Cemetery – Hokitika Improvements	(920)	10,434	(920)			Credit relates to the reversal of an accrued Westroads June 22 invoice which has not yet been approved for payment
Cemetery - Hokitika Improvements Ashes Berm	0	20,000	20,000			
Cemetery – Hokitika tractor shed	0	10,363	10,363			Building complete. Issues with Contractor (Westroads)
Cemetery - Hokitika Upgrade and expansion	0	10,363	22,168			Drainage works planned - meeting with contractor
Cemetery - Ross Berm development	1,670	33,090	24,670			Funding Deferred to 2023-24
	750	84,250	76,281			
SWIMMING POOLS						
Swimming Pool Hokitika Refurbishment	224,793	1,614,716	224,793			Revised timeline to be developed. Funding deferred to 2023-24
Swimming Pool Ross – EQ strengthening	0	10,000	0			Funding Deferred to 2023-24
Swimming Pool Ross – Replace novalite, windows & roof riding	0	14,783	0			Funding Deferred to 2023-24
	224,793	1,629,499	224,793			
FACILITIES & LEISURE SERVICES – OTHER						
Strengthening Carnegie Building	320,397	0	334,337			Project is on schedule. To be completed by March/April 2023 Final MBIE Report is to be submitted by July.
Buildings - Carnegie building fitout	0	709,390	0			Funding Deferred to 2023-24
Buildings - Custom House - repile building	2,601	3,450	20,229			Funding from Lotteries & Heritage. Working with Charlie Cowie to spent remaining funding on painting the exterior of the building
Buildings - Fox house re-roof	0	26,200	0			Funding Deferred to 2023-24
Buildings p Fox House Insulation	0	0	0			Funding Deferred to 2023-24
Buildings - Haast Community hall	0	26,200	26,200			Refer other funded hall project
Buildings - Hari Hari house - plumbing work	0	29,169	29,169			
Buildings - Hari Hari House Insulation	0	15,360	0			Funding Deferred to 2023-24
Buildings - Pakiwaitara Earthquake structural works	1,163	450,000	1,162			Funding Deferred to 2023-24
Buildings - Pakiwaitara: Westland Discovery Centre fitout	0	0	0			
Buildings - Whataroa pavilion upgrade	0	2,261	0			Funding Deferred to 2023-24
Hokitika Heritage Park Infrastructure	0	80,000	80,000			
Franz Josef Urban Revitalisation Plan	12,350	200,000	40,721			Underway - Pushing the roading items that need addressing. 159K funding deferred to 2023-24
Franz Heliport and Carpark	174,029	188,051	201,658			Nearing completion - sealing expected next fine break.
Heritage area lighting	318	57,848	57,848			On hold, due to regional council protection works upgrade
Hokitika Rubbish Bins	0	2,024	2,024			
Hokitika lighting and banners	35,905	117,825	117,825			
Hokitika revitalisation plan	15,766	100,000	100,000			
Jacksons Bay Wharf	0	0	0			
Jacksons Bay Trailer and Boat Park	0	188,180	0			Funding cancelled
Visitor Services - iSite equipment replacements	0	6,072	6,072			
Paringa Conveniences (70% funded)	331,080	239,561	342,252			Toilets are in Christchurch. Installation expected end of May 2023
WCWT Northbank route	0	73,564	73,564			Project costs transferred to Operational. Not proceeding further.
Website Development & Upgrades	0	0	0			
Westland Tourism Marketing Infrastructure	0	75,000	0			Pablo has been contracted to prepare the Hokitika entrance signs
	893,608	2,590,155	1,433,061			

Project / Activity	YTD Expenses	Carry f/wd + Annual Plan	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
PARKS & RESERVES						
Cass Square - Rubber matting	0:	111,460:	111,460			
Cass Square toilets	53,969:	23,697:	53,969			\$191,500 TIF (MBIE) Grant received. \$126,000 claimed to date.
Cass Square - Upgrade of Playground equipment	4,069:	1,056,788:	4,069			992K funding deferred to 2023-24
Cass Square - new developments	0:	166,968:	0			
Cass Square - new pavilion	0:	76,800:	0			
Cass Square Skate Park	40,216:	0:	40,216			Deferred to 2023-24
Playground - Ross equipment upgrades to meet standards	0:	91,536:	0			Community wants to build an implement shed. Pricing underway and negotiations for land purchase for the building is underway.
Purchase of Land \$30k & Erect Pole Shed	0:	0:	90,000			Funding from LSFROS Playground
Playground - Whataroa equipment upgrades to meet	45,731:	56,470:	56,470			
Playground - Haast equipment upgrades to meet standards	0:	1,536:	1,536			
Playground - Kumara equipment upgrades to meet standards	0:	1,536:	1,536			
Reserves - Hokitika dog park	0:	20,250:	0			Funding Deferred to 2023-24
Reserves - Waterfront Development: Beach access;	283,901:	407,976:	407,976			Davis Ogilve has been commissioned to do the Geotech report on the beach front. Carpark is underway.
Cycle Trail - Lake Kaniere Stage 1	16,404:	41,303:	41,303			
Cycle Trail - Wainihini wet weather route bridge	0:	320,000:	0			Funding Deferred to 2023-24
Cycle Trail - Mahinapua viewing platform	0:	70,000:	70,000			The Geotech report has been completed.
WCWT Milltown Shelter	50,295:	67,398:	67,817			
Cycle Trail - Kaniere water race bridges	3,100:	278,967:	278,967			Materials have been ordered, Contractor to begin on site in April.
Cycle Trail - Mahinapua Boardwalks & Bridges	5,756:	0:	10,000			Design is being reviewed. Building consent application completed.
Cycle Trail - Minor infrastructure (shelters etc)	9,800:	72,000:	72,000			
Cycle Trail - Safety enhancements	0:	60,000:	60,000			Work to be done on the road crossings
Larrikins Road	0:	32,000:	32,000			Design funding approved.
WCWT Storm 2022 Repairs	32,863:	0:	32,863			Completed. To be Capitalized
Racecourse Dev-Master Plan-Residential	209,842:	1,339,012:	443,012			896K funding deferred to 2023-24
Racecourse Dev-Stormwater	0:	0:	0			
Racecourse Dev-Event Zone	0:	0:	0			
	755,945:	4,295,697:	1,875,194			

APPENDIX 1 – Financial Performance Report 30 April 2023

Project / Activity	YTD Expenses	Carry f/wd + Annual Plan	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
LAND TRANSPORTATION						
211 Unsealed Road Metalling	70,517	193,241	193,241			
212 Sealed Road Resurfacing	1,341,562	1,108,910	1,341,562			
213 Drainage Renewals	135,174	182,744	182,744			
214 Sealed Road Pavement Rehabilitation	31,416	400,000	400,000			
215 Structures Component Replacement/216 Bridge & Structures Replacement	24,594	392,683	392,683			
216 Bridge & Structure Renewals	0	500,000	500,000			
222 Traffic Services Renewals	78,047	110,730	110,730			Annual repaint and new signs added where necessary
212 SPR Sealed Road Resurfacing	0	300,000	300,000			
213 SPR Drainage Renewals	69,990	(6,828)	69,990			
214 SPR Sealed Road Pavement Rehabilitation	140,542	229,393	690,563			
215 SPR Structures Component Replacement/216 SPR Bridge & Structures Replacement	1,336	198,436	198,436			
216 SPR Bridge & Structure Renewals	0	70,000	70,000			
222 SPR Traffic services renewals	25,008	6,511	25,616			
Low Cost Low Risk - Local	306,813	295,000	306,813			
Low Cost Low Risk - SPR	78,600	2,084,475	2,084,475			Underway, resilience project being investigated
Footpath upgrades	157,998.31	0	157,998.31			Westroads is working to the agreed programme
Cron Street and Footpath Extensions (100% funded)	(1,192)	40,003	40,003			The YTD credit relates to the reversal of an over-accrual of expected costs in June 2022.
Old Christchurch Road (100% funded)	0	83,918	83,918			Application in with MBIE to reallocate some funds from Old CHCH to Cron Street
	2,460,407	6,189,216	7,148,772			
UNBUDGETED CAPITAL EXPENDITURE						
LDHQ Energy Centre	25,505	0	0			
WCWT Totara Bridge Stage 1 -b/forward from 2025 (urgent)	0	0	300,000			Detailed visual assessment and Structural Analysis of the Totara Rail Bridge (WSP)
	25,505	0	300,000			
Total	8,408,944	31,370,731	24,084,482			

Report to Council



DATE: 25 May 2023

TO: Mayor and Councillors

FROM: Scott Baxendale – District Assets, Group Manager

UPDATE ON BETTER OFF FUNDING, TRANCHE ONE PROJECTS

1. Summary

- 1.1. The purpose of this report is to provide an update to Council on the status of the Three Waters Reform, Better Off Funding Tranche One projects.
- 1.2. This issue arises from Westland District Councillors requiring to be kept regularly updated on all Better Off Funded projects.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive this report.

2. Background

- 2.1. The reason this report has come before the Council is due to Westland District Council being successful in receiving Tranche One of the Three Waters Reform, Better Off Funding Grant. This grant has a total value of 2.79 Million and has been allocated to 49 different community projects. Council's vision for Tranche One of the Better Off Grant was to evenly distribute the funding across the district, benefitting and making a difference to multiple communities.
- 2.2. Westland District Council received the official Department of Internal Affairs, Better Off Funding portal access at the beginning of April. Since then, \$446,577.00 has been claimed, with a further \$842,051.47 to be claimed in May.
- 2.3. Individual community funding agreements have been written and sent to all community groups necessary. Alongside a reporting template required to be completed monthly to council. This reporting template was put in place to ensure transparent communication between community groups and council regarding the Better Off funded project. These reports also allow Westland District Council to have ample information on hand for reporting to the Department of Internal Affairs through the Better Off Funding portal.

3. Current Situation

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

Community Funding

Project	Funding allocation	Project Scope	Community Agreement Update	Project update
Bruce Bay – Community Hall Improvements	\$46,035.00	Replace windows. Sand and coat wooden floors. Replace kitchen vinyl.	Community Agreement – Signed	Meeting on site to be scheduled between project manager Samuel Blight and Community group.
Fox Glacier Memorial Aboretum	\$44,000.00	Install new plating, bench seat and parkland shelter.	Community Agreement – Sent	Community group is working with project manager Samuel Blight to contract a landscape designer to help progress project further. Purchase order can then be raised.
HariHari Civil Defence Plan	\$22,944.00	Install two new water tanks at Guy Menzies Park. Purchase bulk dry food for civil defence container.	Community Agreement – Signed	Water tanks have been purchased and are awaiting delivery to site. Bulk dry food has been ordered and is also awaiting delivery to site.
Lake Kaniere Community Resilience Plan	\$43,633.00	Install two new containers to be used for civil defence purposes	Community Agreement - Signed	Quotes have been received for the supply and installation of containers. Project manager Samuel Blight is currently working with the community to establish the container locations.
Lions Club Lazar Park Hall Upgrade	\$103,628.00	Extension to existing Lazer Park Hall.	Project dependent on co funding source	This project is dependent on a Lottery funding application. Community agreement will be sent out, once co-funding secured.
West Coast RDA, Arena surface	\$57,234.00	Install new indoor arena surface	Community Agreement – Sent	Project has begun. Purchase order raised for arena surface works. Awaiting community agreement to distribute PO numbers.
West Coast RDA, Arena electrical works	\$35,733.00	Electrical work for indoor arena.	Community Agreement – Sent	Project has begun. Purchase order raised for arena electrical works. Awaiting community agreement to distribute PO numbers.
Kumara Gentle Annie Track Extension	\$29,115.00	Build new track extension linking Gentle Annie at Sunset Point.	Community Agreement - Signed	Initial meeting held with community members. Purchase orders have been raised for works already completed.
Kumara Memorial Hall Resilience Container	\$39,964.00	Install new civil defence container behind the Kumara hall.	Community Agreement – Sent	Initial meeting held with community. Container quote received. Purchase order to be raised.

		Container is to include shelving, windows, and a PA door.		
Otira Civil Defence Hub	\$14,593.00	Install civil defence container alongside some solar lighting.	Community Agreement – Sent	Initial meeting held with community. Container quote received. Purchase order to be raised. Working with Kiwirail for land use agreement
Ross Civil Defence Hub	\$24,559.00	Install a water tank and ChatR radio phones for civil defence purposes. Water tank to collect water of hall roof.	Community Agreement - Signed	Initial meeting held on site with community. Pricing underway for water tank supply and installation.
Whataroa Civil Defence Infrastructure	\$78,882.00	Install civil defence container and a 50kVA diesel generator.	Community Agreement – Sent	Meeting on site to be scheduled. Container quote received. Working with FENZ for agreement for land use.
Total	\$500,000			

Township Development

Project	Funding allocation	Funding Scope	Community Agreement Update	Project update
Hokitika Swimming Pool	\$690,000.00	Funding to cover Hokitika swimming pool project overruns due to additional expenditure due to materials cost increases.	Community Agreement – Not required. Internal project.	Council adopted to reallocate the entire Township Development fund to the Hokitika Swimming Pool.
Total	\$690,000			

Community Resilience

Project	Funding allocation	Funding Scope	Community Agreement Update	Project update
Rapid deployment and communication kits for Fox Glacier, Franz Josef, Hari Hari, Hokitika and Okarito	\$65,064.00	Supply Civil defence equipment. Rapid deployment and communication kits	Community Agreement – Not required. Internal project.	All satellite communication kit equipment and 19 community Starlink internet kits have been ordered and arrived. It is expected that the Community Resilience projects will be completed by the end of 2023.
Rapid deployment kit,	\$60,600.00	Supply Civil defence	Community Agreement –	

communication kit and satellite phone for Bruce Bay, Haast, Kumara, Okuru, Waitaha and Whataroa.		equipment. Rapid deployment kit, communication kit and satellite phones.	Not required. Internal project.	This project is being internally managed by Westland District Council IT and Civil Defence staff.
Rapid deployment kit, communication kit and VHF communication for Otira	\$11,230.00	Supply Civil defence equipment. Rapid deployment kit, communication kit and VHF communication.	Community Agreement – Not required. Internal project.	
Rapid deployment kit, communication kit, VHF communication and Satellite phone for Arahura, Kokatahi, Kowhitirangi, Lake Kaniere and Ross.	\$63,050.00	Supply Civil defence equipment. Rapid deployment kit, communication kit, VHF communication and Satellite phones.	Community Agreement – Not required. Internal project.	
Total	\$200,000			

Culture and Heritage

Project	Funding allocation	Funding Scope	Community Agreement Update	Project update
Westland Anniversary Expended Legacy Digital Initiative	\$200,000.00	Augmented reality application or location-based beacon heritage experience. Recreating the historic Hokitika Wharf. Fixed term event coordinator and project manager. Event seed funding for 2023 community events throughout Westland. Event program and advertisement.	Community Agreement – Sent	Established project working group meet on May 15 th , 2023. Project manager to be hired by June 1 st . Multiple small projects within the one overall project grant will commence.

Hokitika Regent Theatre Upgrade	\$36,000.00	Exterior building lighting. Main auditorium LED lighting and display. Interpretation panels	Community Agreement – Sent	Initial project meeting to be held on site between Hokitika Regent Theatre and Westland District Council.
Hokitika Town Clock Feasibility Study	\$15,000.00	Engineering inspection report on Hokitika Town Clock	Community Agreement – Not required. Internal project.	Local engineer company contracted to complete inspection and provided report. Purchase order raised.
Westland Industrial Heritage Park	\$180,000.00	Boatshed building and display elements. Heavy machinery display and storage building	Community Agreement – Signed	Project has begun. Kits sets for both sheds have been ordered and paid for. Quotes received and purchase order raised for installation costs.
Total	\$431,000			

Community Halls

Project	Funding allocation	Funding Scope	Community Agreement Update	Project update
Carnegie Strengthening Project	\$260,000.00	Funding to cover greater than expected project costs due to project variations required on the Carnegie project.	Community Agreement – Not required. Internal project.	Council adopted to reallocate part of the Community Halls funding to the Carnegie Strengthening Project.
Fox Glacier Hall	\$19,000.00	Installation of disability access and design for ceiling condensation	Community Agreement – Not required. Internal project.	Obtaining quotes and options to improve accessibility to building.
Franz Josef Hall	\$149,432.00	Seismic Assessment, Temporary propping, and bathroom improvements	Community Agreement – Not required. Internal project.	Initial project site meeting held. Samuel Blight working with community to establish next steps forward for project. Seismic Assessment work will be completed alongside other community halls to reduce overall cost.
Haast Hall	\$56,309.00	Stormwater work, Electrical work and Seismic assessment.	Community Agreement – Not required. Internal project.	Initial project site meeting held. Received quotes for installation of new fire. Seismic Assessment work will be completed alongside other community halls to reduce overall cost.
HariHari Hall	\$11,697.00	Heat pump drain, fix spouting, investigate ceiling ventilation,	Community Agreement – Not required.	Initial project meeting to be held on site between

		tighten roofing screws, seal, and rivet ridding laps.	Internal project.	community hall group and Samuel Blight.
Civil Defence Welfare Centres	\$81,879.00	Conduct Seismic Assessments as required to validate suitability	Community Agreement – Not required. Internal project.	Westland District Council to identify the centres that require seismic assessment.
Grey Power Hall	\$45,426.00	Install new windows, curtains, and a new sliding door	Community Agreement – Not required. Internal project.	Project manager Samuel Blight has met with committee chair. Awaiting quotes for window supply and installation.
Hokitika Regent Theatre	\$88,580.00	Exterior maintenance: walls, windows, doors, spouting, downpipes, roller door, external wash and painting.	Community Agreement – Sent	Initial project meeting to be held on site between Hokitika Regent Theatre and Westland District Council.
Kokatahi Hall	\$46,334.00	Seismic assessment, electrical board and heating	Community Agreement – Not required. Internal project.	Initial project meeting to be held on site between Community Hall group and project manager Samuel Blight. Seismic Assessment work will be completed alongside other community halls to reduce overall cost.
Kowhitirangi Hall	\$9,290.00	Support in shortfall from lotteries funding	Community Agreement – Sent	Samuel Blight to organise site visit with community group present to establish direction of project.
Okuru Hall	\$51,860.00	Hot Water, stormwater, cladding, seismic assessment	Community Agreement – Sent	Quotes received. Purchase order supplied. Work has begun on site. Seismic report to be completed alongside other community halls to reduce cost.
Ross Hall	\$65,300.00	Removal of Asbestos cladding	Community Agreement – Not required. Internal project.	Cladding sample has been taken, awaiting testing results. Work cannot begin until results are received.
Waitaha Hall	\$16,201.00	Balance needed for Water tanks	Community Agreement – Not required. Internal project.	Awaiting plumber quotes. Work will begin on site once this is received.
Whataroa Hall	\$7,503.00	Install a handrail and lighting storage	Community Agreement – Not required. Internal project.	Samuel Blight to meet with community hall group to discuss scope of works.
Total	\$900,000			

3.2. The current Three Waters Reform, Better Off Funding Tranche One financial situation is summarised by portfolio below.

Portfolio	Funding Allocation	Funding Spent or Committed	Claimed through DIA/BOF portal
Community Funding	\$500,000.00	\$103,509.07	\$66,577.00
Township Development	\$690,000.00	\$690,000.00	\$0
Community Resilience	\$200,000.00	\$28,139.40	\$200,000.00
Culture and Heritage	\$500,000.00	\$195,000.00	\$180,00.00
Community Halls	\$900,000.00	\$271,980.00	\$0
Total:	\$2,790,000.00	\$1,288,628.47	\$446,577.00

4. Options

4.1. Option 1: Council receive this report.

4.2. Option 2: Council do not receive this report.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being of low significance and administrative in nature.

7.1.1. No public consultation is considered necessary at this stage.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Council receives this report.

8.1.1. There are no financial implications to this option.

8.1.2. Westland District Council have provided a progress report as required by Councillors.

8.2. Option 2 – Council do not receive this report.

8.2.1. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1, Council receives this report.

9.2. The reason that Option 1 has been identified as the preferred option is that Westland District Council has provided an in-depth progress report update on the Three Waters Reform, Better Off Funding Tranche One projects as requested.

10. Recommendation(s)

10.1. That the report be received.

Scott Baxendale
Group Manager District Assets

Report to Council



DATE: 25 May 2023

TO: Mayor and Councillors

FROM: Simon Bastion, Chief Executive

STAFFORD CEMETERY

1. Summary

- 1.1. The purpose of this report is to bring to Council's attention the current status of the Stafford Cemetery and seek Council direction about the future of the Cemetery. To date, the Stafford Cemetery remains officially open and has not been formally closed under the process outlined in Part 6, Section 41 of the Burial and Cremations Act 1964.
- 1.2. The issue arises from staff knowledge of historic matters that need resolution by following the appropriate formal process.
- 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 to either keep the Stafford Cemetery open with an associated budget or; to direct staff to formally close the Cemetery.

2. Background

- 2.1 The Stafford Cemetery is located in the Goldsbrough/Waimea area on Scandinavian Street off Stafford Loop Road (Refer **Appendix 1** for photos and legal description). It was officially opened in 1875, when the town immediately below boasted four churches, a literary institute, a public library, and a population of around 2,500
The Waimea goldfields were some of the busiest and richest on the West Coast. The Stafford Township, founded in 1866, was named after its first storekeeper, "Pegleg" Stafford. There were 250 recorded deaths in the Waimea District, including the 1868 murder of Michael Carmichael. Former New Zealand, Premier Richard John Seddon, also mourned at the Stafford Cemetery as two of his infant daughters were buried there in 1877 and 1881 respectively. In 1884, Westland County Council was appointed for the maintenance of the Stafford Cemetery.

For more historical aspects, please see a historical report on the Cemetery attached as **Appendix 2** by Charley Cowie, which was received by Council on the 2 May 2022. Charley at the time of submitting the report, was the Treasurer of Heritage Hokitika Inc.

3. Current Situation

- 3.1. The Stafford Cemetery is considered by many to be closed, despite the formal closure process having never been undertaken.
- 3.2. There was an internal request to close the Stafford Cemetery circa 2000 but this was not actioned. At the time of the initial request, the Cemetery was in a poor state with most of the steelwork and graves, vandalised, damaged, or overgrown.
- 3.3. In 2016 Dr Anna Dyzel QSM has taken an interest in restoring this Cemetery to its former glory and as such in conjunction with Heritage Hokitika, Lions Club, Student Volunteer Army, and Westland Medical Centre undertook the project of having the encroaching bush and invasive weeds removed. Funding and technical assistance was provided from the Department of Conservation. Dr Dyzel has also had various graves restored or made safe – either at the request of or with the permission of the families concerned. This is an ongoing project being undertaken through the Hokitika Community Trust, and the last graves that needed to be made safe in the Old Section of the Cemetery have now been rectified.
- 3.4. Mr John Houston, who has several ancestors and family members buried there, requested permission to provide further up keep, such as keeping the lawns mowed, weed sprayed, de-wiring the fence line and removing rotten posts etc.
- 3.5. However, should the current volunteers cease their involvement with this Cemetery, the maintenance requirements would fall back on Council and no provision for these costs is made within current budgets.
- 3.6. Council staff visited the site along with members of Heritage Hokitika in early 2022, and reviewed the current state of the cemetery and were briefed on any future maintenance or capital works required.
- 3.7. From Heritage Hokitika through Charley Cowie's Report - **Appendix 2**). There are several areas that could be improved for a one-off cost that will ensure the Cemetery is an inviting, safe and appreciated place.
 - 3.7.1 **Fencing:** The previous fence was dilapidated – so was removed. A new post and wire fence would enhance the look of the Cemetery by clearly defining the boundaries. This is also important from a Health and Safety perspective as it will stop people from wandering into the surrounding bush and risking falling into any of the numerous hidden mineshafts in the area, some of which are nearby.
 - 3.7.2 **Backfilling the Rear Vacant Land:** Currently, there is no safe parking at the cemetery with patrons having to park on the cemetery access way, which is on a very steep angle. One solution is to backfill the south-western (back left) corner. This area is boggy and needs reshaping to make it a useful area. This would be required if burials were allowed in the Cemetery again, to avoid damage to gravestones through parking and turning the hearse or any other vehicles.
 - 3.7.3 **Lime Chip the Main Road and Cross Path:** The access ways form the shape of a crucifix when viewed from above. If this part of the cemetery was white lime chip it would become a landmark from the air and may invite more tourists to investigate it. The access ways have not had any remedial works. By lime chipping them they provide a clear delineation of the grave sites and access way.
 - 3.7.4 **Interpretation panel:** Heritage Hokitika has resolved that an interpretation panel should be erected at the Cemetery. It has been envisioned that it would be of a similar vein to the one at Kumara Cemetery. It would show the layout and locations of graves and tell the story of the Cemetery, as

well as paying tribute to those who have helped restore it. This could be carried out at no cost to the Council, both in terms of erection and maintenance. All that would be required is permission.

- 3.8 In regard to allowing future burials on the site, Council has concerns over the exact location of the burial plots. There are some unmarked graves at Stafford Cemetery, which over time have been lost. To attempt to bury more people in this Cemetery could put these graves at risk. Council cannot guarantee that any perceived vacant plot is indeed vacant, as the exact location of all burials is unknown due to the dates and process of early burials from the 19th Century. A lot of background work has been complied in an attempt to confirm gravesites and the persons buried in each plot. Council would need to utilise Ground Penetrating Radar to validate any area that could be designated for future burials to ensure we are not disturbing any unmarked graves. The costs of this work has not been determined at this stage.
- 3.9 In Charley Cowie's report he has highlighted the below map of the site, which includes areas of potential vacant land within the Cemetery site. These could be considered as future plots if there was consensus on the historical records and agreement following validation process that recognises the information as accurate.

Overview of Cemetery



Cemetery by Denominations showing unused ground
Black= Government and Neutral
Red = Anglican
Cyan = Wesleyan
Blue = Presbyterian
Green = Catholic
Yellow Shaded = Unused Ground

- 3.10 The process for closing Cemeteries is outlined in [Part 6, Section 41 of the Burial and Cremations Act 1964](#). It involves the Council lodging a request in writing to the Minister of Health to close the Cemetery. That burials are to be discontinued from a date of their choosing, no less than 6 months from the date of the publication of the notice.

3.11 The granting of closure status for a cemetery does not prohibit a husband, wife, civil union partner, de-facto partner, parent, child, brother, or sister of a deceased person buried in the Cemetery prior to the date of closure to be buried in the same plot as the deceased.

3.12 As any person who has pre-purchased a plot of ground for burial in the cemetery prior to the date of the closing order by the Minister, shall be entitled at any time within 2 years after the closing order comes into effect, to swap their plot free of charge for a plot of equal size in another, open Council-owned Cemetery in the District.

4. Options

4.1. Option 1: That the Stafford Cemetery remains open and operates as other Council-operated Cemeteries.

4.2. Option 2: That Council resolves to close the Cemetery permanently.

4.2.1 Initiate the procedure with the Minister of Health to close the cemeteries and re-vest that Cemetery reserve in the Crown.

5. Risk Analysis

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

5.1.1.If the decision is to retain the cemetery as a working cemetery, then there needs to be confirmation to the best of our ability that no new graves affect any historic burial sites. If this is not conducted, we could find ourselves unwittingly desecrating graves. We would need to estimate the cost and effectiveness of any ground surveys. No budget exists for the Ground Penetrating Radar work.

5.1.2. No budget has been set for maintenance activities for the site, if the decision to remain open a budget will need to be applied.

5.1.3.No MOU exists for the current volunteer arrangements for the maintenance of the site. Confirmation that this activity can occur has been provided but the council needs to formalise the process with an agreement to ensure Health and Safety aspects are considered.

6. Health and Safety

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

6.1.1.As the cemetery has no fencing around it exposes council from containing future visitors from wandering into the surrounding bush and risking falling into any of the numerous hidden mineshafts in the area, some of which are nearby the site.

6.1.2.The lack of parking space is of concern considering the tight and steep access way to the cemetery. This can be addressed by including parking space at the rear of the cemetery.

6.1.3.There are also public health risks associated with accidental exhumation depending on the cause of death and whether it is disease related.

7. Significance and Engagement

7.1. Under Council's Significance and Engagement Policy, the degree of significance of this proposal is low. The impact and likely consequences for District and Region is low as no burials have taken place for decades (Last burial at Stafford Cemetery was 1991).

7.2. However, due to public interest, it is considered appropriate to engage with relevant interested parties
(3.3) Feedback from the parties is included in **Appendix 3**.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1** – That the Stafford Cemetery remains open and operates as other Council-operated Cemeteries.

8.1.1. No current maintenance budget exists for Stafford Cemetery. Council has provided \$15,000 within the Annual Plan to proceed with fencing and site levelling (North West corner of the site). Future works could be included in future planning processes.

8.1.2. The following table highlights the costs of the requested items within Charlie Cowie's report:

Stafford Cemetery Re-Development Cost Est.					
Item	Description	Number	Rate	Value	
<u>Fencing perimeter</u>	LM	317	\$ 25.50	\$ 8,083.50	
<u>Site levelling (NW area)</u> supply / level / compact	M3	120	\$ 45.00	\$ 5,400.00	
<u>Limestone / gravel (crucifix walkway)</u> 130m x 3m x 0.2	M3	78	\$ 240.00	\$ 18,720.00	
<u>The Iron coffin Repairs</u> Engineer / welding	Ea.	1	\$ 800.00	\$ 800.00	
<u>Directional signage</u>	Ea.	2	\$ 365.00	\$ 730.00	
<u>Interpretation / information</u> panels / printing / install	Ea.	1	\$2,977.00	\$ 2,977.00	
<u>Arborist (protected tree status)</u> Japanese Red Cedar	Ea.	1	\$1,300.00	\$ 1,300.00	
				\$ 38,010.50	
			Contingency 10% =	\$ 3,801.05	
			Redevelopment Total =	\$ 41,811.55	GST excl.
<u>Per/ annum estimate on maintenance items</u>	Month	12	\$ 285.00	\$ 3,420.00	per / yr.
Mowing & Vege control / path Mtce.					
Price variation on Mtce. may occur due to protected status of Japanese Red Cedar					

8.1.3. Currently no Memorandum of Understanding (MOU) exists with the current volunteer organisation maintaining the Cemetery. Should the current volunteers be unwilling to undertake maintenance at this Cemetery once closed, it would be prudent for Council to include a modest budget of \$7,000 for annual maintenance for each Cemetery from 2023-2024 financial year onwards. This would allow for at least 2 inspections annually and some basic maintenance work and weed control, as required.

The area proposed in 3.9 for potential burial plots would need a form of verification to validate the report. This can be in the form of Ground Penetrating Radar (GPR) to locate unmarked graves or to ensure no graves exist. The formal estimate of this work has not been received at this stage but propose a budget figure of \$7,500 be allocated for this exercise.

- 8.1.4. The access way would need to be realigned to protect the large tree on the site at a provisional sum of \$1,300
- 8.1.5. All items identified within the feedback and Charlie's Report that the community can take a lead on require confirmation from council to proceed. There is no significant impacts on the cemetery operation or assets and council staff can approve those works with further collaboration.

8.2. Option 2 That Council closes the Cemetery permanently.

- 8.2.1 If Council supports the option to close the cemetery, there are no financial costs to initiate this procedure with the Minister of Health, other than the cost of staff time to write to the Minister.
- 8.2.2 There would still be an obligation on Council to maintain the Cemetery at a suitable standard.
- 8.2.3 If Council decides to formally close the Cemetery, Council still has the capacity to continue performing its role and will not be affected as Council has sufficient capacity at its open Cemeteries in the District. There are no other implications to this proposal other than a commitment from the Council to fund the maintenance of the Cemetery.

9. Preferred Option(s) and Reasons

- 9.1. Staff are seeking direction from the Council for the future of the Cemetery.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council either select Option 1) resolve to either keep the Stafford Cemetery open with an associated budget or; Select Option 2) to direct staff to formally close the Cemetery.

Simon Bastion
Chief Executive

- Appendix 1:** Photos and Legal Description – Stafford Cemetery
- Appendix 2:** Historical Report of Stafford Cemetery
- Appendix 3:** List of supporting submissions
- Appendix 4:** The Legal Framework for Burials & Cremations NZ (Chapter 6)

APPENDIX 1 – Photos and Legal Description – Stafford Cemetery



Council visited the Stafford Cemetery on the 31 January as part of the Northern Ward Induction Tour of District Assets.



LAND INFO		1 OF 1
Assessment	2574003700	
Occupier	Westland District Council,	
Address	Private Bag 704 Hokitika	
vnz desc	GAZ 28-629 RESERVE 147 -CEMETERY RES-BLK XIV WAIMEA S D	
Waste Collection	Thursday	
NCS PROPERTY INFO		1 OF 1
Assessment	2574003700	
house no	0	
street	Stafford	
certificate of title		
legal description	GAZ 28-629 RESERVE 147 -CEMETERY RES-BLK XIV WAIMEA S D	
NCS Link	Click for NCS	



The Historic Stafford Cemetery

History

The town of Stafford rose up during the gold rush period of the 1860s and 70s in conjunction with, though slightly later than, that of Goldsborough. It was named for Thomas Stafford, an early storekeeper and the town's first Postmaster. The first major payable gold strike was at Liverpool Bill's Gully, named after William Kirkman of Liverpool, England, who was also a pioneering prospector involved in several other earlier rushes. These included the ones at Ahaura and Napoleon Hill, where he is buried.

The Waimea Valley from Awatuna to Dillmanstown had a total population of around 17,000 souls at the height of the first goldrush. The main population centres were Waimea (later Goldsboro, now Goldsborough) and Stafford, which each had a population of around 7,000 at their heights, along with smaller hamlets at such places as Callagan's, Greeks Creek, Italian Hill, Big Dam Hill, Two Tunnel Terrace, Piper's Flat, Gillam's Gully, Hatters Terrace, Ballarat Hill and Auckland Beach (now Awatuna). Other settlements near Stafford, such as Pretty Woman's Gully, German Gully and Scandinavian Hill were populous enough to support up to half a dozen hotels and Staffordtown itself boasted at least twenty eight in its heyday.

The burials for this area were primarily carried out at Stafford Cemetery at the top of Scandinavian Street with the first recorded burial in July 1869 of a "little child, who had died at Pretty Woman's Gully". There appear to have been burials predating this however, as it was already described in the article as "Cemetery Hill". The oldest headstone still readable is for John Metcalf, an infant who died in December 1869 aged 7 months. Other places were also used informally for burials, such as behind the police camp (now DoC camp) in Goldsborough, but when these areas were mined the bodies tended to be disinterred and reburied at Stafford.

Cemetery Layout

The "new" cemetery was laid out to the rear of the existing one in 1872 to provide a more orderly arrangement for burials of the various denominations present at the time. Stafford had three churches within its boundary, Church of England (Anglican), Roman Catholic and Wesleyan. The cemetery was laid out to reflect this with the new section being divided up into the main Christian religions of the area, namely these three denominations and another section for Presbyterians (See appended map).

When walking over the site today this division can still be seen. The Old Section was used for all burials prior to 1872 and afterwards as Neutral and Government Ground. These included burials for religions outside the four stated above, such as Jews, Chinese, non-believers and paupers. This area is immediately inside the gates to the left, including the area around the large Japanese Red Cedar. Behind Dr Bunter Matthew's grave is the remains of a tar-sealed path that marks the division between this and the new Anglican section.

The "new" section is divided by the main road going from there to the back of the cemetery and by a path beside the Rhododendron tree about half way along this road. This forms a large crucifix, when viewed from above. On the left side of the main road are the Anglican and then Wesleyan plots, on the right the Catholic and Presbyterian plots, going from front to back in both cases. The most numerous burials are for the Catholic section which had an annex joined to it towards the gate, as well as an overflow into the Old Section. The next most numerous were the Anglicans, followed by the Presbyterians and Wesleyans respectively.

This arrangement uses denominations, rows and plots to identify where each burial took place. The rows were each taken from the central road to the boundary fence i.e row 1 ran along the main road, row 2 behind it etc, through to row 6 which ran parallel to the boundary fence with a 6 foot buffer between the two. The gaps between grave rows generally alternated between 18 inches and 3 feet each. The plots in all cases started with number 1 being on the corner of the main road and the dividing path by the Rhododendron and continuing towards the front gates, in the case of the Anglican and Catholics sections, or the back fence in the case of the Wesleyan and Presbyterian sections. On reaching the end of the first row the second row began immediately behind the last plot in the first row and continued back toward the number 1 plot for each denomination. This pattern continued through the remaining 4 rows for each section.

From discussions with various old timers from the district over the years and looking for the most logical answer, I surmise that Chinese were buried in the old section along the two rows near the boundary, behind where the Chinese memorial now stands. Although this is only conjecture, what is known is the approximately two dozen buried there were exhumed by the Chinese Cheong Sing Tong for return to China and were on the ill-fated Ventnor when it sank off Hokianga Heads in 1902. All the same I would not recommence attempting any new burials in the old section as there are too many graves of unknown whereabouts here. The unregulated method of burial in the first days is evident from the sporadic placing and orientation of the remaining gravestones in this area.

A practical solution to the current burial problem

To the south of the cemetery was the town sports ground. The difficulty of this location was that Scandinavian Hill, along the slope beside Staffortown, had been sluiced to recover the gold it contained from Scandinavian Street near the cemetery boundary southwards to Rafferty's Creek, leaving a 20 meter bluff along the side of the hill. This meant that the only access way to it was via a narrow walking track up the steep slope beside Rafferty's or through the cemetery. To facilitate this no burials were made in the centre of the Anglican section, to allow access without requiring people to tread on graves. As the sports ground is now overgrown and has been returned to Ngai Tahu, this access is no longer required and would be capable of containing over 60 graves based on the standard size of the existing graves. I have spoken to the local Vicar and she sees no problem with this area being utilised for general burials.

Background to current maintenance

In 2016, after many years of neglect, an interest was taken in bringing the historic cemetery back into good order. Following one couple from Kaniere doing a weekend's tidy up and grass mowing, a sub-committee of Heritage Hokitika was formed to celebrate the 150th anniversary of Richard John Seddon arriving in New Zealand, where he initially set up residence in Stafford. He was at times the librarian of the Stafford Literary Institute, a gold miner, store and hotel keeper, advocate and a travelling merchant in the district, before becoming Mayor of Kumara, MP and Premier of New Zealand. Two of his daughters are buried in one plot, next to his uncle Nathan Seddon and his family. Nathan was instrumental in encouraging a young Richard to emigrate to New Zealand.

The HH committee resolved to tidy up the Seddon family graves and enlisted the aid of the late engineer Mort Cruikshank of the Westland Industrial Heritage Park (WIHP) to straighten and strengthen the wrought iron grave rails on these two graves. While there he noticed the state of the main gates and received permission from the Council to restore these. He showed me the work he had done which involved removing one of the bottom plates and replacing it completely. All the other repairs were made with the usable parts of the piece he had removed. These were then powder coated to protect them.

War Memorials

I had been shown the remains of a Boer War memorial to Oscar Bottom, a young man who had grown up and been schooled at Stafford and who had died of his wounds sustained at Ottoshoop, South Africa. The memorial, which was made of Italian Carrera marble, had been installed at the Stafford School in 1901, but was relocated to the cemetery by persons unknown for safekeeping when the school building was moved to Awatuna. It was broken into several pieces and one corner was missing. In 2016, through the actions of Heritage Hokitika and the help of the Hokitika Lions Club, WIHP, Hokitika Westland RSA, Westland Medical Center and WDC this monument was restored to original and mounted on a plinth with a replica of the rail around his grave in Kimberley, South Africa. This was unveiled by His Worship the Mayor, Bruce Smith on 10th November 2016. Also present was Lt-Colonel Hamish Gibbons O/C Queen Alexander Mounted Rifles, the descendant unit of the 3rd Contingent, in which Oscar had served. Colonel Gibbons unveiled an interpretation panel on the back of the plinth which was sponsored by the local RSA.

There are also two headstones that record family members, Charles Pool and William Masciorini, who served in the armed forces of New Zealand and perished and were buried overseas during the First World War. These cenotaphs are watched over by the local RSA.

Chinese Memorial

During restoration work a Chinese headstone was discovered. This was incorporated into a memorial to the Chinese settlers of the district and was unveiled by the Chinese Consul General, Mr Wang Zhijian, on 5th April 2019.

Rare Tree

In 2018 an arborist from Amberley, Mr Jamie Gibbs, volunteered to help with the high up and dangerous tree pruning that needed to be accomplished. He brought his team over for the weekend and on inspecting the Western Red Cedar at the western end discovered that it was rotten and unsafe. Subsequently the local Lions club informed WDC and one of their members felled it to prevent damage to the surrounding graves.

Mr Gibbs advised me that the Japanese Red Cedar near the gates was probably the largest in New Zealand and larger than most in Japan. His opinion is that if it were more widely known it would attract tourists to inspect it. He recommends that this tree be given appropriate protection.

“The Iron Coffin”

In the middle of the Catholic section is an old iron coffin shaped piece of metal with a flat flange on its open end. There have been many theories about this artefact over the years from it being a template the grave diggers used to determine the size of the hole required and then used to prevent rainfall from filling the hole before use, to an Italian device for allowing the gases to escape from the grave or even a coffin shaped piece of metal from an old dredge that someone put there as a practical joke. If it was a practical joke it has certainly lasted well as I remember it being there 50 years ago and one man I spoke to remembers it being there when he was a child over 70 years ago.

Perhaps the most practical answer, in terms of its placement and construction, was offered by Michael Fitzgerald, a local now living in Australia. His research showed that a French priest who pastored the parish of Waimea died in 1872 and was buried under the altar at the Goldsbrough Catholic Church. In the 1920s he was exhumed for burial at Greymouth. He had been buried in a three layer coffin, namely a wooden coffin, a lead-lined coffin and a sandstone mausoleum. Mr Fitzgerald believes this is the remains of the lead-lined part. As its construction is by riveting and forging, not welding which wasn't invented until 10 years later, this theory seems to stack up.

Having survived remarkably well for 150 years, it has started to deteriorate somewhat in the last couple of years. Several of the large rivets have let go and the top has come loose. Mr Ken

Lightwood, a local engineer and RNZAF veteran, has volunteered to look at and restore the rivets if permission can be gained. He has done several engineering jobs for the local RSA and an example of what would be required is shown in the plinth he has made for the RSA clubrooms to hold the WW2 roll of honour boards. This features similar rivets for part of the naval theme of the plinth. I would recommend that Council and the local Catholic priest give permission for this to proceed. I am happy to facilitate the Catholic permission and restoration if Council approval is forthcoming.

Current Maintenance

Dr Anna Dyzel QSM has taken an interest in restoring this cemetery to its former glory and as such undertook the project of having the encroaching bush and invasive weeds removed, in conjunction with Heritage Hokitika, Lions Club, the Student Volunteer Army and Westland Medical Center with funding and technical assistance from the Department of Conservation. She has also had various graves restored or made safe either at the request of or with the permission of the families concerned. This is an ongoing project being undertaken through the Hokitika Community Trust and the last ones that need to be made safe in the Old Section have now been rectified. There are still some to be done in other sections. The Trust is also erecting identifying wooden crosses on as many unmarked graves as possible.

Mr John Houston, who has several ancestors and family members buried there, requested permission to provide further up keep, such as keeping the lawns mowed, weed spraying, de-wiring the fence line and removing rotten posts etc. In this he has done a marvellous job, which was recognised by WDC last year. It should be remembered however that Mr Houston is in his 80s and won't be able to continue this work indefinitely. As WDC currently has no budget set aside for maintaining this cemetery, I would recommend that this be investigated as soon as possible and a fund set up for this purpose.

Further upgrading of the cemetery

There are several areas that could be improved for a one-off cost that will ensure the cemetery is at it's best as an inviting, safe and appreciated place.

1.) Fencing. While some of the old silver pine and totara posts are still useable, the various stretches of old Number 8 wire and sheep netting that comprised the fence were well past serviceable and in some places dangerous. As such it has been removed. A new post and wire fence would enhance the look of the cemetery by clearly defining the boundaries. This is also important from a health and safety perspective as it will stop people from wandering into the surrounding bush and risking falling into any of the numerous hidden mineshafts in the area, some of which are quite nearby. A new fence here would probably last at least 50 years with minor maintenance.

2.) Backfilling the rear vacant land. The southwestern (back left) corner is quite boggy and needs shaping and backfilling to make it a useful area. For example, once we have funerals here again it would be useful for such things as parking and turning the hearse or any other vehicles without risking damage to gravestone. This area could also potentially be used for burials in the future as no one was buried here.

3.) Lime chip the main road and cross path. As I mentioned earlier, the new section is shaped like a crucifix when viewed from above. It is also directly under the flight path to Hokitika Airport (those old timers thought ahead!). If this part of the cemetery was white lime chip it would be come a landmark from the air and may invite more tourists to investigate it.

4.) Interpretation panel. At the latest meeting of Heritage Hokitika it was agreed that an interpretation panel should be erected at the cemetery. I envision this being something like the one at Kumara Cemetery. It would show the layout and locations of graves and tell the story of the cemetery, as well as paying tribute to those who have helped restore it. This could be done at no cost to the Council, both in terms of erection and maintenance. All that would be required is permission.

The Future

By the early 1980s the permanent population of Stafford had plummeted to one; Nancy Merewether, my Grandfather's sister. She had lived in Stafford since 1923 and her and husband Bill had built a new house on the site of the old Catholic church in the 1950s. Bill died in 1964 and was buried in the family plot at Stafford and was joined by Nancy, as the last official burial, in 1999 at the age of 98.

While that has been the pattern in most old gold mining towns on the Coast, for example Goldsborough no longer has a permanent population, just a DoC camp, Stafford has been different. In the late 80s the population doubled when the late Rob Wanrooy bought Nancy's old house across the road. Since that time there has been a lot of development in the area. There are now 10 permanently inhabited properties within the old surveyed boundary of the town, with more just outside it and a couple of holiday homes. It has an art studio and several formative cottage industries.

The Stafford cemetery catchment area was traditionally from the Kapitia Creek to the Arahura River with those North being buried in Kumara and those South in Hokitika, with Tangata Whenua being buried at the Arahura Urupa. In the last few decades there has been a lot of development from Chesterfield south and inland along Stafford Loop and Gillam's Gully and this looks set to continue. There are currently three new houses being erected that I know of on Stafford Loop Rd alone.

Although the cemetery has never been officially closed, since around 2002 WDC has refused to allow burials at the site for several reasons that were included in a report that was prepared for Council. These were refuted at the time and since then WDC's CEO and I have inspected the site along with other WDC staff.

In the time these burials have been refused several people with strong links to the district have been denied a final resting place that was most appropriate to them. Some people have had remains buried there informally as they could not do so officially and this means that these are unrecorded officially. I would ask, bearing all this in mind, that burials again be allowed at Stafford cemetery subject to whatever conditions Council might think prudent.

Summary:

As has been detailed, there is a lot of interest taken and work being done to preserve and restore the historic Stafford Cemetery by a variety of local, national and international individuals and organisations, .

In brief I believe the following should take place:

- 1.) Stafford cemetery is of both local and national historical interest due to its Seddon and early war links, as well as the many local connections with those interred there. It should be recognised as such.
- 2.) A budget needs to be set by WDC to provide ongoing maintenance to keep up the current standard of the grounds.
- 3.) To encourage tourists to visit and prolong their stays in the district the Japanese Red Cedar should be officially protected and listed. The “crucifix” part of the paths should be laid with white limestone. The “Iron Coffin” should be repaired and left there for display. Better signage from the main road would also aid this aim.
- 4.) The back left corner should be backfilled and a new fence erected as a safety measure.
- 5.) Interpretation panels should be erected to tell the story of the cemetery and some of its artefacts and to show the location of graves.
- 6.) Apart from the Old Section, the areas where there have been no burials can be clearly identified. These include large areas of the Anglican and Wesleyan sections
- 7.) Westland District Council should rescind its policy of not allowing burials at Stafford. Amongst other things a “living cemetery” would give motivation to the rising generations to take an interest in the resting place of their forebears and to ensure it remains one of the jewels in Westland’s crown.

As stated earlier, most of these requests would be either a one-off cost to Council or wouldn’t cost anything. Some, such as reopening it to burials, would actually pay. At the current rate of \$1,400 per plot, the most easily identifiable 60 would bring \$84,000 over time at today’s rates. Although it would take considerable time to realise that, it would keep it as a “living” cemetery which would encourage individual care for plots which would have a knock on effect for both Council maintenance and possible tourism spend. And that in turn could encourage other tourism and related businesses in the area.

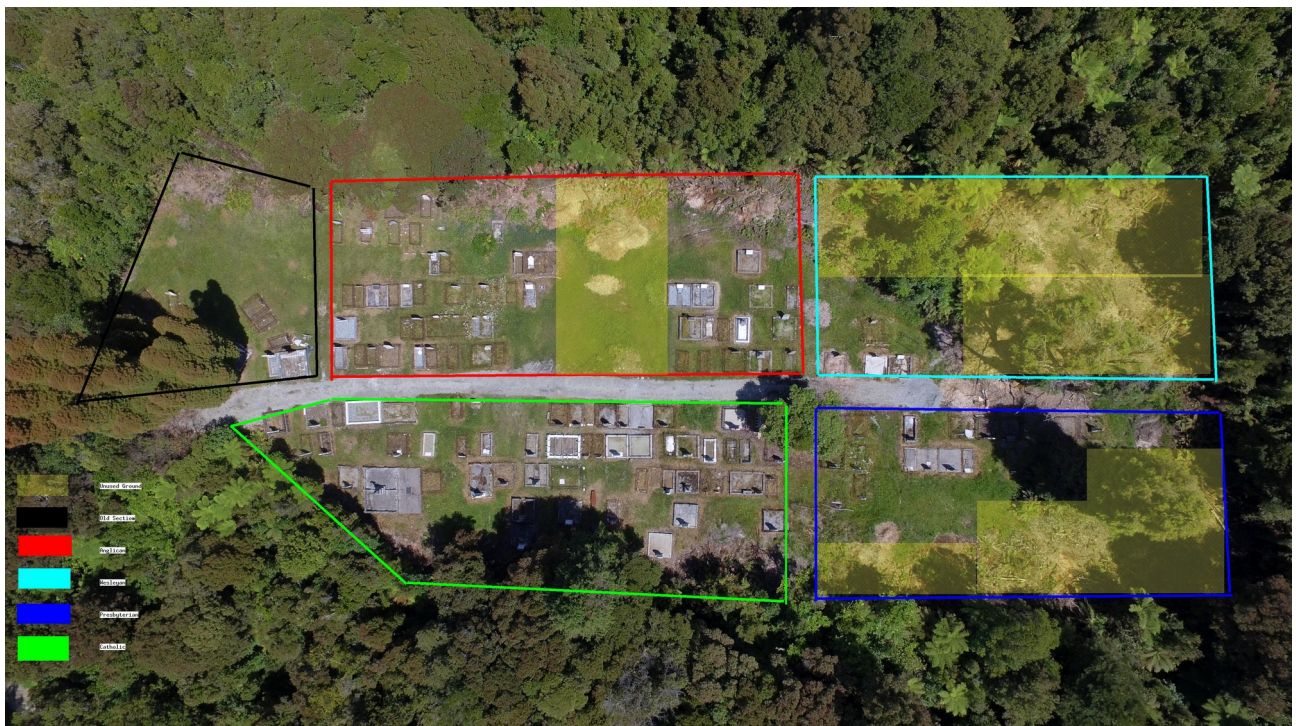
I trust that this report meets with your approval and support.

Charles Cowie
Stafford

Appendix. Not to Scale



Overview of Cemetery



Cemetery by Denominations showing unused ground
Black= Government and Neutral
Red = Anglican
Cyan = Wesleyan
Blue = Presbyterian
Green = Catholic
Yellow Shaded = Unused Ground



Cross of Road and Path



Approximate location of Sports Ground and Access Way



Japanese Red Cedar and Old Section



Reverse Angle

APPENDIX 3 - List of Supporting Submissions

From: Westland Industrial Heritage Park

Sent: Friday, May 12, 2023 10:41 AM

Hi Diane

Thank you for your email asking for feedback on the future of the Stafford cemetery. Coincidentally we had our monthly meeting on Wednesday evening. There was a relatively small attendance but it was clear from the meeting that there is a range of views on this subject amongst our members. There is, however, no opportunity to canvas views from the wider membership.

Although WIHP values History and Heritage we cannot, therefore, as an organisation, either support or oppose the submissions.

Regards

Bob Gaiger

for Westland industrial Heritage Park

From: David Verrall

Sent: Tuesday, May 9, 2023 12:49 PM

Good afternoon

I fully and totally support Mr Cowie's proposals for ongoing management of the Stafford cemetery.

David Verrall

APPENDIX 3 – LIST OF SUPPORTING SUBMISSIONS

From: Ann Bradley

Sent: Thursday, May 11, 2023 8:13 PM

Kia Ora Diane,

Thank you for giving Heritage Hokitika the opportunity to give feedback on this submission made by Charles Cowie on our behalf at the WDC meeting in June 2022 about the Stafford Cemetery.

We still fully support the seven points made.

However, for point 2 I would like to comment that the Cemetery has, in recent years, been maintained to a high standard by John Houston. We would like to see this standard maintained. Heritage Hokitika appreciate all of John's hard work.

Previous work by The Hokitika Community Trust, The Westland Industrial Heritage Park and Hokitika Lions as well as the personal efforts put in by Charley Cowie and other Stafford residents have made the Cemetery what it is today. It is indeed a Jewel in Westland's Crown.

It is the opinion of Heritage Hokitika Executive Committee that the Cemetery should remain open and should be made available for new burials.

Let it be noted that the fact that the Cemetery is currently officially open means that its heritage value has a layer of legislative protection that would be removed if it were officially closed. We do not want to see the Cemetery closed.

We look forward to hearing of a positive resolution to this matter.

Kind regards,

Ann Bradley
Chair
Heritage Hokitika



Lions Club of Hokitika Charitable Trust

147 Hall Street, HOKITIKA
HokitikaLions@HokitikaLions.org.nz
President: Latham Martin

10 May 2023

Chief Executive
Westland District Council

Dear Simon,

RE: URGENT Feedback Sought from your Organisation: Stafford Cemetery, Hokitika

Thank you for the opportunity for The Lions Club of Hokitika to provide feedback as requested on The Stafford Cemetery. The Lions Club of Hokitika has a proud history and connection with The Stafford Cemetery with major restoration efforts, fundraising and working bees being held in the past. We support the ongoing efforts of The Hokitika Community Trust, Heritage Hokitika and The Westland Industrial Heritage Park as they continue to preserve and restore The Stafford Cemetery. As requested, we offer the following comments on items 1-7 in the extracts below from Charlie Cowie:

- 1. Stafford Cemetery is of both local and national historical interest due to its Seddon and early war links, as well as the many local connections with those interred there. It should be recognised as such.**

Stafford Cemetery is undoubtedly of significant local and national historical interest due to its Seddon and early war links. Recognising and preserving its historical, current and future importance is essential. The Lions Club Hokitika agrees with this point.

- 2. A budget needs to be set by Council to provide ongoing maintenance to keep up the current standard of the grounds.**

A budget should be allocated by the Council in the Annual Plan 2023-24 for ongoing maintenance to ensure that the cemetery remains well-kept. The Lions Club Hokitika agrees with this point.

- 3. To encourage tourists to visit and prolong their stays in the district, the Japanese Red Cedar should be officially protected and listed. The 'crucifix' part of the paths should be laid with white limestone. The**

‘Iron Coffin’ should be repaired and left there for display. Better signage from the main road would also aid this aim.

Protecting the Japanese Red Cedar, laying white limestone on the 'crucifix' paths, repairing the 'Iron Coffin,' and providing better signage will undoubtedly encourage tourism and benefit the local economy. The Lions Club Hokitika agrees with this point.

4. The back left corner should be backfilled and a new fence erected as a safety measure.

Safety measures, such as backfilling the back left corner and erecting a new fence, should be implemented to ensure the security of visitors and maintain the cemetery's peaceful environment. The Lions Club Hokitika agrees with this point.

5. Interpretation panels should be erected to tell the story of the cemetery and some of its artefacts and to show the location of graves.

Erecting interpretation panels to tell the cemetery's story, its artifacts, and the location of graves would be valuable for visitors. The Lions Club Hokitika agrees with this point.

6. Apart from the old section, the areas where there have been no burials can be clearly identified. These include large areas of the Anglican and Wesleyan sections.

Identifying areas in the cemetery where there have been no burials, including the Anglican and Wesleyan sections, is helpful for visitors to navigate and explore the cemetery. The Lions Club Hokitika agrees with this point.

7. Council should rescind its policy of not allowing burials at Stafford. Amongst other things, a ‘living cemetery’ would give motivation to the rising generations to take an interest in the resting place of their forebears and to ensure it remains one of the jewels in Westland’s Crown.

We support the concept of allowing burials at Stafford Cemetery by re-establishing it as a 'living cemetery'. The Lions Club Hokitika agrees with this point and believes the costs of internment should be passed on to those seeking to be buried there through Council's Fees and Charges recovering the true cost of burial and maintenance in perpetuity.

We would like to express our appreciation to the Chief Executive for the opportunity to provide feedback on this matter.

Yours in Lionism,

A handwritten signature in black ink, consisting of a stylized 'L' followed by a horizontal line.

Latham Martin

President

Lions Club of Hokitika

Lions Club of Hokitika Charitable Trust

Stafford Cemetery Submission

The Chief Executive
Westland District Council
36 Weld Street
Hokitika

Dear Simon,

Thank you for your verbal invitation for the Stafford Literary Institute Inc to submit on the above.

As you are aware the Institute has a history stretching back to 1870 in the Stafford area and has among its objectives the desire to build a resilient and cooperative community, primarily within its catchment area from the Arahura River to the Kapitea Creek. The Executive Committee have asked me to respond on their behalf.

The Institute and local residents are very much in favour of the points that were raised in Heritage Hokitika's submission to the annual plan last year. We greatly appreciate the huge efforts made by such organisations as the Hokitika Lions, Heritage Hokitika, Hokitika Community Trust, Department of Conservation, Westland Industrial Heritage Park, the Student Volunteer Army, Hokitika Westland Returned and Services Association, the Seddon Committee and family, and the various businesses, churches and individuals who have worked to assist this community in returning the cemetery to its former glory.

The work done and the provision of a brochure and index by these groups has seen the cemetery visited by a vastly larger number of Coasters and visitors from away than was the case before the revitalisation started in 2016. I am personally aware of at least one tour company that now includes it on their itinerary and of a visit by Hon. Christopher Luxon MP and family. Every comment I have heard about the work done has been of a very complimentary nature, namely that the work currently done is a credit to those involved.

Of the points raised we would like to make the following comments.

1. Bearing in mind the local, regional and national significance of the cemetery, it may be advisable to seek a class 1 Heritage Listing through Heritage New Zealand. I am assured that Heritage Hokitika would be prepared to work on this for WDC.
2. Mr John Houston has been maintaining the grounds at his own expense since the first stage major works were achieved. We are all very grateful to him for this and believe that the award given to him by council a few years ago was well deserved. However, as he is in his mid-80s we feel it would be wise to start putting some money aside to carry on his work of maintaining the council reserve for the time when he can no longer continue this work.
3. The four points here would indeed make the cemetery more attractive and accessible to the various visitors, especially the directing signage. The listing of the Japanese Red Cedar can be done as part of the Annual Plan. The "Iron Coffin" can be satisfactorily repaired by volunteers who are qualified and have done similar work locally. The limestone, while a "nice to have" could be carried out in conjunction with the back filling in the back left corner. If this was proceeded with it would

involve a small amount of expenditure by Council, smaller still if permission were given by Council for the community organisations to do the work.

4. Again, as with the point raised in 3. above, this work could be carried out comparatively cheaply if lead by a community group. For example, we have good contacts with various local gold miners who would be happy to supply the back fill and would be able to get a better price from local fencing contractors who are happy to support us.

5. These panels could be similar to the ones at Kumara cemetery which show the locations of the graves contained therein. They could also direct visitors and genealogists to the Hokitika Museum to continue their research, which could increase income to Council. Heritage Hokitika have already committed to erecting these once permission is received to do so. Again, all that is required is Council permission, although funds are always appreciated.

6. & 7. These two points run together. The areas that have never been used for burials can be clearly identified and the local Church of England vicar has indicated agreement to opening the unused part of the Anglican section to general burials. This large block has enough land for 60 graves which, at the proposed charge of \$2,000 each, would be worth \$120,000 to Council over time.

As any community group will tell you, their biggest challenge is in obtaining “new blood”, i.e. getting the younger generations interested in community service. By ensuring that burials continue here, there will be a continuing catchment of new people who have a direct interest in the cemetery which should ensure that the voluntary component of the upkeep of the Council reserve will continue.

Our committee is aware of several families who, while having very strong connections to the Stafford area, have been denied the opportunity to have their loved ones officially buried there. We are strongly of the opinion that burials should once again be allowed here.

We would like to point out that the current status of open to burials confers a certain legal protection on the Stafford Cemetery. Should the Minister for Health close it, Section 20 of the Burials and Cremations Act 1964 allows for the “removing and disposing of monuments and tablets therein” of closed cemeteries. Section 45 also allows for the “local authority to remove all or any of the monuments and tablets erected” in closed cemeteries. While I am not suggesting that the current Council would entertain such a thing, the closure of this cemetery would make this easier for a future Council to do so. The results of this can be seen at the Pioneer Cemetery in Reefton where all of the remaining headstones have been removed to one side of what is now a large paddock. While this would no doubt make the lawn mowing easier, we feel it is not very respectful to the pioneering generations who built the West Coast and are buried there.

We would further point out that as the cemetery has areas set aside for four denominations, the ministers of religion for these denominations have certain rights under section 13 of this Act and would need to be subsequently consulted should Council decide they wish to close the cemetery.

With these points we fully and heartily support all the points raised in Heritage Hokitika Inc’s submission. Should your Council have any questions about this matter I am happy to attend a meeting with them to address same.

Yours faithfully

Charles Cowie
Secretary-Treasurer
Stafford Literary Institute Inc.

Chapter 6

Management and protection of places of burial

INTRODUCTION

- 6.1 In chapter 5 we focused on the rights of individuals and groups with respect to the place and mode of burial. In this chapter our focus turns to the wider public and private interests in the control and preservation of land used for human burial. These interests span the day-to-day management of operational cemeteries and the intergenerational interests in protecting and preserving the heritage values associated with places of human burial.
- 6.2 We anticipate that as a matter of principle most New Zealanders would consider human remains to be sacrosanct, or tapu, and would hold the corresponding view that for cultural, spiritual and sentimental reasons places of burial should be protected. As long as this attitude remains, we consider that the law should reflect the societal importance of long-term protection of burial grounds and cemetery land.
- 6.3 Cemeteries are also a unique form of public amenity, and are not only a resting place for human remains, but also repositories of our history. The Local Government Act 2002 includes cemeteries under the rubric of “sanitary services”,²²⁷ but they also have elements in common with parks, public monuments, and amenities such as libraries, art galleries and museums. Their role in providing open space is particularly important. For example, the Draft Management Plan for Waikumete Cemetery notes that:²²⁸
- The cemetery is the largest area of public open space within the urban area of west Auckland and one of the largest areas for passive recreation in the urban area of Auckland. The cemetery is increasingly popular for passive recreation activities such as dog walking, and hosts approximately 10,000 visitors a year. ‘Friends of Waikumete’ undertake guided walks, historical research and restoration projects.
- 6.4 However, it is also widely recognised that there may be occasions when other land uses compete with the perpetual protection of cemeteries. In some circumstances Parliament has decided the dead must give way to the living. In both Auckland and Wellington, a historic cemetery has been bisected by a motorway. More recently, an extension of Auckland Airport necessitated the removal of remains from a Methodist church burial ground.
- 6.5 While it is rare for cemeteries and graves to be disturbed in this manner, it is quite common for individual memorials, and in some cases whole cemeteries and burial grounds, to become neglected over time. In some of our older cemeteries, many headstones are in varying states of disrepair and the graves are no longer tended. Visiting a grave may bring comfort to mourners and a memorial may be seen as an important tribute to the dead, but the impetus to maintain individual graves may fade over time as relatives of the deceased die or move away from the area.

²²⁷ Through a roundabout route, s 124 of the Local Government Act 2002 provides that “sanitary services” has the same meaning as “sanitary works” in the Health Act 1956. Cemeteries and crematoria are included in this definition under s 25(1)(b) and s 25(1)(i) of the Health Act.

²²⁸ Auckland Council “Waikumete Cemetery Management Plan Review - Discussion Document” (1 November 2012) < www.aucklandcouncil.govt.nz > .

- 6.6 Our objective in this chapter is to provide a context for public consultation by explaining the issues that emerge under the existing law and practice. Together these determine the rights and duties of those who own and manage land used for human burial, and the rights and duties of the individuals who enter into contracts for burial or ash interment with these entities.
- 6.7 At its most fundamental level these laws must provide a robust framework for identifying and protecting land used for human burial. Beyond that they must strike the appropriate balance between sustainable management and the protection of heritage values, and competing priorities for the use of limited council funds. They must also provide cemetery users with clarity about their rights and obligations.
- 6.8 In this chapter we examine issues relating to the management and preservation of land used for burial, focusing on the following problems that have emerged in the course of our research and preliminary consultation:
- the rights and obligations to maintain burial places and memorials;
 - the lack of clarity around the legal status of much land used for human burial in New Zealand and the adequacy of provisions designed to control the sale or re-purposing of land that has been used for human burial; and
 - the adequacy of transitional arrangements allowing for the transfer of trustee-managed cemeteries to the ownership and management of local authorities.

MAINTENANCE

- 6.9 The question of maintenance, both of cemeteries as a whole and of individual gravesites, has been a concern for many decades and loomed large in our Local Authority Survey.²²⁹ Cemeteries involve a mixture of public and private interests, including those of local government, ratepayers, religious and voluntary groups, and private individuals. The rights and duties applying to each party are not always clear.
- 6.10 Before discussing the issues raised with respect to maintenance and long-term protection of individual gravesites and memorials, we outline in more detail the key provisions that currently determine the rights and responsibilities of the various stakeholders.

The Legal Situation

- 6.11 Section 9(d) of the Burial and Cremation Act 1964 (the Act) specifies that any person who has paid the prescribed fee and lawfully erected a monument or tablet in the cemetery, shall be entitled:
- ... to maintain such grave, vault, monument, or tablet according to the terms of such permission to and for the sole and separate use of such person and his representatives and successors in perpetuity, or for the time limited in such permission.
- 6.12 Section 9(f) allows local authorities themselves to enter into agreements to maintain graves, either in perpetuity or for a specified period.
- 6.13 Reflecting Parliament's concerns in 1964 about the risk unstable monuments and tablets posed to workers and the public, section 9(h) requires local authorities to make the monument or tablet safe or take down or remove any structure that has become unstable.²³⁰

²²⁹ Law Commission "Survey of Local Authorities" (November–December 2010) [Local Authority Survey].

²³⁰ These powers and responsibilities are supplemented by s 16, which affirms the local authorities' own bylaw making powers which are used to further prescribe the rules by which a cemetery will operate and the penalties that will apply for breaches of these rules.

- 6.14 Section 20 also provides local authorities with wide discretionary powers to clear, clean, tidy and repair any “closed or otherwise disused or derelict cemetery or other place of burial”.²³¹ The manner in which local authorities are to exercise these powers is set out in the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967. The regulations require the authority to notify the person entitled to maintain monument or tablet providing them with an opportunity to undertake the remedial work themselves.²³² If the person entitled to maintain the grave cannot be identified or found, or fails to undertake the work, the local authority must advertise their intention to carry out the task in a newspaper circulating in the area in which the cemetery is located.²³³
- 6.15 In addition, any work relating to gravesites which pre-date 1900 is subject to the provisions of the Historic Places Act 1993. Under this Act, any place in New Zealand that was associated with human activity that occurred before 1900 is categorised as an “archaeological site”.²³⁴ It is unlawful for anyone who has not been granted a specific authority under the Act to:²³⁵
- ... destroy, damage, or modify, or cause to be destroyed, damaged, or modified, the whole or any part of any archaeological site, knowing or having reasonable cause to suspect that it is an archaeological site.
- 6.16 Furthermore, section 45(2A) of the Act requires anyone proposing to clear monuments or tablets from a closed cemetery or burial ground to notify the New Zealand Historic Places Trust of their intention to do so.

Issues arising

- 6.17 It is evident from our preliminary consultation and responses to our Local Authority Survey that not all stakeholders feel the existing legal framework is providing an effective mechanism for resolving the sometimes conflicting interests inherent in decisions about the maintenance of cemeteries and graves, and the preservation of historic sites.
- 6.18 The most significant problem relates to the management and maintenance of cemeteries and burial grounds that have reached full capacity and have been closed for further burials or are only open for ash interments. These cemeteries and burial grounds contain some of the most historically significant gravesites in New Zealand.
- 6.19 Once a cemetery or burial ground has reached its full capacity it ceases to generate income. Without access to alternative funding and resources, or an explicit legal obligation, disused cemeteries and burial grounds tend to deteriorate. Yet in almost all cases the landowners, be they a public or religious entity, have contracted to provide a “right to perpetual interment”.²³⁶ They may not disturb the remains or dispose of the land except in certain prescribed circumstances. In a preliminary submission the Historic Cemeteries Conservation Trust of New Zealand expressed concern at what it described as the “very variable” management of historic cemeteries, claiming most local authorities were “just doing the bare essentials, and no conservation work at all.”²³⁷
- 6.20 On the one hand, this might suggest the need for more effective ways to protect our heritage burial sites, but equally it might suggest that as a society we are ambivalent about the value we

²³¹ Cemetery trustees and managers of denominational burial grounds have the same powers over burial land under their control.

²³² Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, reg 3.

²³³ Regulation 4.

²³⁴ Historic Places Act 1993, s 2.

²³⁵ Section 10.

²³⁶ That is, the right for the body to remain in that gravesite forever.

²³⁷ Preliminary submission of the Historic Cemeteries Conservation Trust of New Zealand (8 February 2011) at [1].

place on the active preservation of land used for burial, particularly when it has direct fiscal implications for ratepayers.

- 6.21 Depending on which of these perspectives best reflects the public's attitude, the law may be required to ensure burial sites are actively maintained and their heritage and amenity values protected, or it might impose a much less onerous obligation to leave the land undisturbed and refrain from interfering with the monuments and graves.
- 6.22 Eco-burials also challenge established ideas about the maintenance of cemetery land. In an eco-burial, individual gravesites are not maintained, and when the cemetery reaches capacity it becomes conservation land. The long-term protection of the land will arise as much from its conservation status as its cemetery status.
- 6.23 Local authorities differ in their approach to the management of closed cemeteries. Some closed cemeteries are actively maintained as historical public reserves, while others are neglected. There is similar variation among trustee-managed cemeteries. This is primarily an issue of resourcing and priorities.²³⁸ The Act does not establish minimum standards of maintenance, and those responsible for cemetery management may have different views about the appropriate standards of care. In the absence of a statutory obligation, many local authorities choose not to prioritise cemetery maintenance, and some cemeteries receive no maintenance work at all.
- 6.24 A good example of these issues can be seen in relation to the closed public and Jewish cemeteries on Symonds Street in Auckland. Local residents have long expressed concern that the Auckland Council has not given adequate attention to maintaining these cemeteries, despite their historical and cultural significance.²³⁹ In the reallocation of roles under the Super City structure, the Waitemata Local Board has argued that closed cemeteries should be managed as local parks. The Local Board Plan 2011 states that "[t]his historical treasure is falling into disrepair and we intend to restore it through an enhanced maintenance programme and revegetation."²⁴⁰ While the financial burden of maintenance is common to many districts, it has become particularly acute for the Christchurch City Council in the aftermath of the series of earthquakes that have struck the region since September 2010. Tens of thousands of headstones and memorials were either broken or displaced by the earthquakes. At the time of writing, we were told that "make-safe" work within the council's cemeteries has cost \$450,000 to date and it was anticipated an additional \$250,000 would be needed to complete the work.²⁴¹
- 6.25 The severity of damage to the historic Lyttelton cemetery is such that restoration is unlikely to be viable and the worst affected portion of the cemetery is likely to be closed off. Work is now underway to identify and scope damage to the most significant historic graves and sections of older cemeteries affected by the earthquakes and to prepare a plan for restoration over time. The council has allocated three million dollars over the next three years for the restoration of heritage graves and was working with a number of community groups interested in assisting in the restoration work in various ways.²⁴²
- 6.26 It appears that in most parts of New Zealand, local authorities have adopted the position that the responsibility to maintain individual gravesites rests with the person who has paid for, and been granted permission, to make the grave and erect the memorial (or following their death, their relatives and successors). In other words the "entitlement" to maintain created

²³⁸ Law Commission "Survey of Cemetery Trustees" (April 2012) [Cemetery Trustees Survey].

²³⁹ See for example Brian Rudman "Historic cemetery deserves to be resurrected" *The New Zealand Herald* (online ed, Auckland, 16 July 2012).

²⁴⁰ Waitemata Local Board, Auckland Council *Local Board Plan 2011* (October 2011) < www.aucklandcouncil.govt.nz > at 28.

²⁴¹ Email from John Revell (Christchurch City Council) to Law Commission regarding monument repair costs (2 September 2013).

²⁴² Above n 241.

by section 9(d) of the Act is interpreted as creating a duty rather than a right. We are aware that some local authorities believe they do not have the legal right to repair damaged graves (as distinct from making safe, or clearing) without the explicit permission of the person who has the entitlement under the Act.³⁴³ However, in many cases there are no known successors with an interest in the maintenance or restoration of these sites, potentially jeopardising the preservation and restoration of significant gravesites.³⁴⁴

- 6.27 Without wishing to minimise the financial implications, we consider that many New Zealanders would agree that closed cemeteries should not be permitted to become derelict and semi-abandoned. Cemeteries have the potential to provide valuable open space, but this potential will not be realised if they are not properly maintained. In chapter 7 we invite submissions on the merits of establishing minimum maintenance standards for closed cemeteries, to address this issue. We also wish to see greater discussion of options for private sector and community involvement in the preservation of historic cemeteries and burial grounds, for example through more effective use of long-term maintenance contracts and arrangements with “Friends of Cemeteries” organisations.

Report to Council



DATE: 25 May 2023

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services and Risk Assurance

CONFIRMATION OF APPOINTMENTS TO RISK AND ASSURANCE COMMITTEE

1. Summary

- 1.1. The purpose of this report is to confirm the amendment to Council appointment to the Risk and Assurance Committee.
- 1.2. This issue arises from requests from the current and previous Committee Members for the change to ensure that the workload of each Councillor is evenly spread.
- 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 to page 2 of the agenda.
- 1.4. This report concludes by recommending that Council confirm the amendment to the appointment to the Risk and Assurance Committee of Councillor Neale and the removal of Councillor Gillett, for the remainder of the 2022-2025 Triennium.

2. Background

- 2.1. The report has come before the Council due to the requirement for Council to formally appoint members to the Committees.

3. Current Situation

- 3.1. The current situation is that Her Worship the Mayor, after discussion with elected members has agreed to Councillor Gillett standing down from the RAC by his own request in order to not over commit himself due to his appointments to other committees. The appointment of Councillor Neale who has been a valued member of previous committees and is able to commit the time, to be reinstated on the RAC.

4. Options

- 4.1. Option 1: To confirm the amendment to the elected member representation on the Risk and Assurance Committee attached as part of the Committee Structures in **Appendix 1** and terms of reference as attached in **Appendix 2**.
- 4.2. Option 2: Amend the committee membership further.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being of low significance and is administrative in nature.

7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – The list in **Appendix 1** is a reflection of a discussion that the Councillors have already had.

8.1.1. The only financial implication to this option is that elected members are able to claim mileage in accordance with the Elected Members Allowances Policy 2022 and within budget. The more meetings that are attended where mileage is claimed, the higher the cost.

8.2. Option 2 – Amending the appointments further at the meeting will have little impact. However, if Council wishes to have further significant discussions this may delay confirming appointments.

8.2.1 There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that this reflects the requests made to Her Worship the Mayor by Councillors Gillett and Neale.

10. Recommendation

10.1. That the report be received.

10.2. That Council confirms the amended appointment of Councillor Neale to the Risk and Assurance committee, and the removal of Councillor Gillett from the Risk and Assurance Committee for the remainder of the 2022-2025 Triennium.

Lesley Crichton

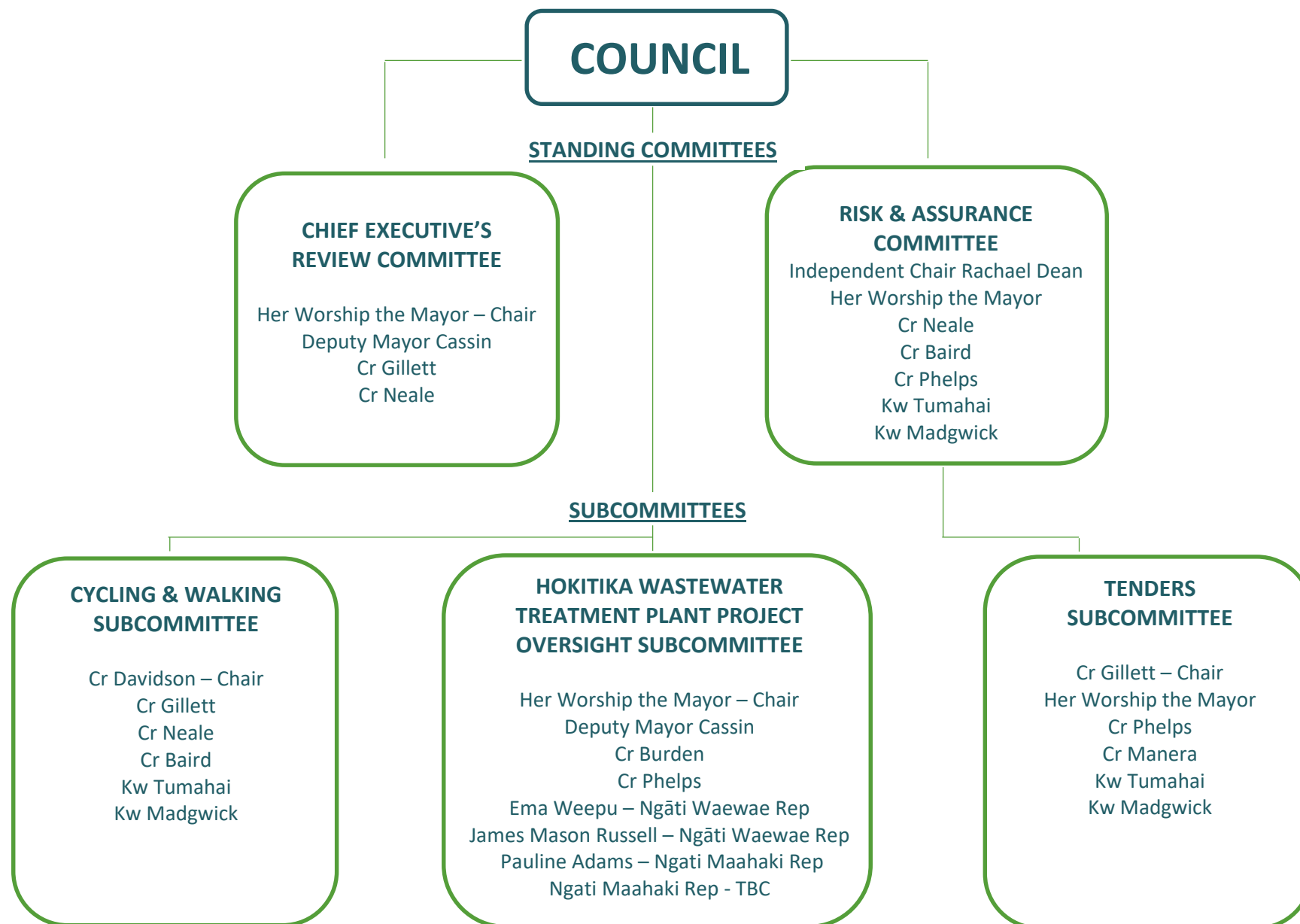
Group Manager, Corporate Services and Risk Assurance

Appendix 1: Structure of Committees

Appendix 2: Risk and Assurance Committee Terms of Reference

APPENDIX 1 – Structure of Committees

Proposed Committee Members of Council Committees 2022 – 25 Triennium



APPENDIX 2 – Risk and Assurance Committee Terms of Reference



TERMS OF REFERENCE FOR THE RISK & ASSURANCE COMMITTEE

Title	Risk and Assurance Committee
Authorising Body	Mayor/Council
Status	Standing Committee
Quorum	Chair plus 2 members (must include 1 Councillor)
Adopted by Council	24 November 2022
Administrative Support	Chief Executive Office

This document outlines the Terms of Reference for the Risk and Assurance Committee.

The Chief Executive (CE) will assign the Group Manager: Corporate Services (GMCS) to the Committee. The GMCS will be responsible for coordinating agendas and be the principal point of contact for committee members.

1. Purpose

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Westland District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- Provide a communication link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

2. Responsibilities

Risk Management

- Review the risk management framework, and associated manual to ensure they are current, comprehensive, and appropriate for effective identification and management of Council's risks.
- Assist Council with determining 'risk appetite'.
- Review the effectiveness of Council's risk management framework.
- Review the effectiveness of the risk assessment and management policies and processes.
- Review risk management reporting on a quarterly basis.

APPENDIX 2 – Risk and Assurance Committee Terms of Reference

Audit and External Accountability

- Engage with Council's external auditors regarding the external audit work programme and agree the terms and arrangements of the external audit
- Recommend to Council the terms and arrangements for the external audit programme
- Review of effectiveness of the annual audit and Long-Term Plan audit
- Oversee the preparation of and review key formal external accountability documents such as the Long-Term Plan and the Annual Report in order to provide advice and recommendation to Council in respect of the appropriateness of the documents and disclosures made.
- To review in depth the Council's annual report and recommend the adoption of the annual report to Council.
- Monitor the organisations response to the external audit reports and the extent to which recommendations are implemented.
- To engage with the external auditors on any one-off assignments.

Internal Control

- Review the existence and quality of cost-effective internal control systems and the proper application of procedures.
- Monitor the delivery of the internal audit work programme.
- Review the annual internal audit plans and assess whether resources available to internal audit are adequate to implement the plans, and
- Assess whether all significant recommendations of the internal audit have been properly implemented by management.
- Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable, or illegal activities. This also includes reviewing and monitoring of policies and procedures.
- Review the effectiveness of the control environment established by management including computerised information systems controls and security. This also includes reviewing and monitoring of the documentation of policies and procedures.
- Review the existence and quality of cost-effective health and safety management systems and the proper application of the health and safety management policy and processes.
- Review the Council's insurance policies on an annual basis.

Other Matters

- Review reports related to any protected disclosure, ethics, bribery, and fraud related incidents and assist in any investigations related to these matters.
- Review the process of the development of the financial strategy and infrastructure strategy as required by the Long-Term Plan.
- Monitor Council's treasury activities to ensure that it remains within policy limits, where there are good reasons to exceed policy, that this be recommended to Council.
- Review any other policies.
- Ensure compliance with applicable laws, regulations, standards, and best practice guidelines.
- The Risk and Assurance Committee will also periodically review its own effectiveness and report the results of that review to the Council.

APPENDIX 2 – Risk and Assurance Committee Terms of Reference

3. Delegated Authority

- The risk and assurance committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors, or external auditors, and where appropriate, recommend action (s) to Council.
- Subject to any expenditure having been approved in the Long-Term Plan or Annual Plan the Risk and Assurance Committee have delegated authority to approve:
 - Risk management and internal audit programmes.
 - The appointment of the internal auditor, risk management and internal audit programmes, audit engagement letters and letters of undertaking for audit functions, and additional services provided by the external auditor.
 - The proposal and scope of the internal audit.

The Risk and Assurance Committee can recommend to Council

- Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
- Accounting treatments, changes in generally accepted accounting practice (GAAP).
- New accounting and reporting requirements.

Power to delegate

The audit and risk committee may not delegate any of its responsibilities, duties, or powers.

4. Committee Meetings, records, and reporting structure

- The committee will meet at least quarterly in each financial year.
- One meeting must consider the draft annual report prior to adoption of the annual report by Council
- Minutes of the committee be presented to the Council for its consideration
- Report to the Council at least twice a year on the effectiveness of internal controls, risk management and financial reporting, noting any recommendations for improvement.
- The committee will be attended by a representative of External Audit for one meeting each year

Role of Chair

The role of Chair is key to achieving committee effectiveness, to achieve this;

- The chair should meet with the GMCS before each meeting to discuss and agree the business for the meeting.
- The Chair should take ownership of, and have final say in, the decisions about what business will be pursued at any particular meeting.
- The Chair should ensure that after each meeting appropriate reports (minutes) are prepared from the Risk and Assurance Committee to the Council.
- Encourage good, open relationships between the Risk and Assurance Committee, CE, GMCS and internal and external auditors.

APPENDIX 2 – Risk and Assurance Committee Terms of Reference

Committee Membership

- Independent Chair
- Her Worship the Mayor
- Councillor Phelps
- Councillor Baird
- Councillor Neale
- Kw Madgwick
- Kw Tumahai

The Committee Chair will usually be the spokesperson on matters of public interest within the committee's scope of work. Some issues may be of such public interest that it is more appropriate for the Mayor to be the spokesperson. On technical matters or where the status is still at the staff proposal level, senior staff may be the appropriate spokesperson. Where necessary and practical the Mayor, Committee Chair and senior staff will confer to determine the most appropriate course of action for advising the public.

The Committee shall record minutes of all its proceedings.

Adopted by Council – 24 November 2022