

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 27 April 2023** commencing at **1:00 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

Chairperson	Her Worship the Mayor
Deputy	TBC
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

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams.

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

(Pages 5-11)

6. ACTION LIST

(Page 12)

Simon Bastion, Chief Executive

7. NGĀ TĀPAETANGA PRESENTATIONS

(Presentations to be circulated separately)

- **Pounamu Pathway**
Kaitaki Francois Tumahai, Te Rūnanga o Ngāti Waewae - Iwi Representative
- **Joseph & Associates – Engagement Proposal for Hokitika**
Paul Zaanan, Joseph & Associates
- **Better Off Funding Update**
Scott Baxendale, Group Manager, District Assets
- **Westland District Council Transportation Update**
Karl Jackson, Transportation Manager

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Chief Executives Quarterly Report** (Pages 13-44)
Simon Bastion, Chief Executive
- **Financial Report** (Pages 45-65)
Cody Nabben, Financial Accountant
- **Appointment of New Deputy Mayor** (Pages 66-68)
Simon Bastion, Chief Executive
- **Confirmation of Appointments** (Pages 69-75)
Simon Bastion, Chief Executive
- **Elected Members Remuneration** (Pages 76-79)
Simon Bastion, Chief Executive
- **Harihari Cemetery Committee – Appointment of New Trustee** (Pages 80-82)
Simon Bastion, Chief Executive

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

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 23 March 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.	Heaney and Partners – Update on Legal Matters	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	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)

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

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 23 MARCH 2023 COMMENCING AT 12 NOON

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Cr Cassin.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai

Moved Cr Neale, seconded Cr Burden and **Resolved** that the apology from Kw Tumahai be received and accepted.

STAFF PRESENT

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

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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 KAUNIHĒRA MINUTES OF MEETINGS**

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

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

Moved Cr Neale, seconded Deputy Mayor Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 23 February 2023 be confirmed as a true and correct record of the meeting.

The Chair approved that their digital signature be added to the confirmed Council Meeting Minutes of 23 February 2023.

6. **ACTION LIST**

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

- **Pakiwaitara Building / Council Building Business Case**

This item is with the consultants working through the various vendors doing the framework for evaluating those buildings. There are some discussions with the Chief Executive of Heritage New Zealand Pouhere Taonga regarding Hokitika Government House, and options for assessment are being worked on.

There are some issues with water damage at 36 Weld Street and 41 Weld Street, Hokitika potentially affecting the integrity of the buildings and staff have been instructed to take a look at the options for waterproofing.

- **Hokitika Racecourse Development**

It was noted that there is a report on the Council's Confidential Agenda today regarding the Hokitika Racecourse Development.

- **Ōkārito Dark Sky Community**

The Chief Executive advised that he has been working with the Ōkārito Dark Sky Community and also with the planning team of the TTPP. A way forward has been identified which may potentially assist the zoning of the area. Council will write a letter of support to the Ōkārito Dark Sky Community to show their support for the proposed concept.

- **Responsible Camping Report**

The Chief Executive advised that there is a report in Microsoft Teams regarding responsible camping and a further update will be provided as part of the Chief Executive's Report to the 27 April Council meeting.

Moved Cr Cassin, seconded Cr Baird and **Resolved** that the updated Action List be received and the updates noted accordingly.

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

**8. PŪRONGO KAIMAHI
STAFF REPORTS**

- **Financial Performance Report – February 2023**

Finance Manager, Lynley Truman spoke to this report and advised the purpose of the report is to provide an indication of the Council's financial performance for the month ended to 28 February 2023.

Moved Deputy Mayor Gillett, seconded Cr Davidson and **Resolved** that the Financial Performance Report for the month ended 28 February 2023 be received.

- **Totaliser Building**

Operations Manager, Erle Bencich spoke to this report and advised the purpose of the report is to provide an update for Council on the Totaliser Building at the Hokitika Racecourse and to seek direction from Council as to the next steps on the future of the building.

Moved Cr Cassin, seconded Cr Phelps and **Resolved**:

1. That the report be received.
2. That the Council confirms that the demolition of the Totaliser Building is the preferred option and continues to liaise with Heritage Hokitika and the Westland Industrial Heritage Park on the removal of items of local interest within the building and remediate the site.

- **Hokitika Rating Group**

Chief Executive, Simon Bastion spoke to this report and advised that the purpose of the report is to endorse the proposed changes to the Hokitika Rating District Joint Committee Agreement as requested by the West Coast Regional Council.

Her Worship the Mayor thanked the previously appointed Council representatives on the Hokitika Seawall Joint Committee.

Moved Cr Baird, seconded Cr Manera and **Resolved**:

1. That the report be received.
2. That Council endorses the proposed Hokitika Rating District Joint Committee Agreement March 2023.
3. That Council appoints Mayor Lash, Cr Cassin, and Cr Phelps as the Westland District Council committee members.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Future of Replica Fox Moth Aircraft**

Mrs Ann Bradley spoke on behalf of Heritage Hokitika to support the proposal for the Fox Moth to be displayed at the Westland Industrial Heritage Park in a new display building.

An email had been provided by Rob Daniel, Vice Chair of Heritage Hokitika and also Treasurer of the Westland Industrial Heritage Park, which provided the background as to how the replica fox moth was constructed by Max Dowell, with assistance from Council staff, for the 1994 Air Show to celebrate the 60th anniversary of the establishment of Air Travel (NZ) Ltd. by Captain Bert Mercer, New Zealand's first licenced schedule services airline. The replica is of the Fox Moth ZK-ADI, the first aircraft used by the company. After the Air Show, it was displayed, with interpretation panels and background paintings, in a purpose-designed building near the Hokitika Airport Terminal.

In 2018 Hokitika Airport Ltd. decided to convert the building to office space for the Rental Car companies that operate out of the Airport. The replica was dismantled and removed to private storage. More recently it, together with the interpretation panels and paintings, has been relocated to storage and temporary display, with wings removed, at the Heritage Park.

Both Heritage Hokitika and the Westland Industrial Heritage Park have resolved that they want to see the replica put back on public display in a building at the Hokitika Airport, and their preference is for display in a building at the Heritage Park fronting Brian Waugh Lane with signage from Airport Drive. The replica, interpretation panels, and background paintings, would be visible from the street through glass windows.

The cost of a suitable building to house the Fox Moth and a Westland Aviation display is estimated at \$300,000. The cost of museum standard displays can be very high, however, \$100,000 would achieve a very attractive display.

Mr Ian Gilbertson on behalf of the Westland Industrial Heritage Park spoke in support of having the Fox Moth on public display and advised that the park is in the position of having land available if that is what the Council wishes to do, and asked if there may be opportunities for external funding to enable an expanded fox moth aviation centre display.

Mr Max Dowell provided information about the building of the fox moth replica and where it was located. Mr Dowell advised that the flying jacket previously reported on in the local newspaper, belonged to King Edward, the King of England, and Bert Mercer's daughter had subsequently purchased the jacket and then donated it. Mr Dowell offered to restore the fox moth back into the original building at the Hokitika Airport at no cost to the ratepayers.

Her Worship the Mayor thanked all the presenters for their verbal updates to Council.

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

1. That the verbal updates from Ann Bradley on behalf of Heritage Hokitika and Ian Gilbertson on behalf of the Westland Industrial Heritage Park be received with thanks.
2. A letter of support be written to Westland Industrial Heritage Park and Heritage Hokitika from Her Worship the Mayor in support of the pathway forward for funding.
3. Westland Industrial Heritage Park and Heritage Hokitika be invited to submit to Council's Annual Plan process.

**9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED – Part 1**
(to consider and adopt confidential items)

Moved Deputy Mayor Gillett, seconded Cr Burden 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 1.13 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 February 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.	Hokitika Racecourse – Part 1	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

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

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.15 pm to undertake the Citizenship Ceremony.

10. CITIZENSHIP CEREMONY

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

Given Name	Family Name	Ceremony Statement
Paula	Chand	Affirmation
Devsepu	Chand	Affirmation
Deboraprecious	Chand	Affirmation
Hana	Fairbrother	Affirmation
María Eugenia	Puntillo	Affirmation
Miriam	Purcell	Oath
Celine Bernadette	Stokowski	Oath

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

The meeting then adjourned at 2.30 pm to have afternoon tea with the new citizens, their families, and supporters and resumed in the Public Excluded Section of the meeting at 2.45 pm.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED – Part 2 (to consider and adopt confidential items)

Moved Cr Davidson, seconded Cr Manera and **Resolved** that Council move back to the Confidential Section of the meeting at 2.45 pm to continue discussions in Part 2.

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
2.	Hokitika Racecourse cont. – Part 2	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of

that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

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

Moved Cr Davidson, 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 5.40 pm.

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




MEETING CLOSED AT 5.40 PM

Confirmed by:

**Her Worship the Mayor
Chair**

Date:

27.04.23 - 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	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. NZ Heritage (CE Andrew Coleman) spoke at December Council meeting regarding Hokitika Government House & its on-going project. Councillors were invited to a walk-through of Government House 9 December 2022. Workshop held 27 th Feb to review the Business Case from O'Connor Partners. O'Connor Partners are working through a framework for evaluating building options. Issues with water damage at 36 and 41 Weld St potentially affecting integrity of the buildings. Staff instructed to look at waterproofing options.
2	24.03.22		Racecourse Development Submission Bid	Council to be kept abreast of the IAF Application	Sep 22	CE	IAF Application submitted – and confirmed successful (\$3.5million for infrastructure works). Council attended a workshop on the Racecourse project on the 26 th January which was supported by Josephs & Associates and O'Conner Partners. The workshop outcomes are based on the following: <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 • Detailed /as built for 'eligible' infrastructure. • Ascertain (post community engagement, master planning and updated cost estimates) the best way forward for the Council. Update on agenda today.
3.	27.04.23		Future of Replica Fox Moth aircraft	Letter of support from Mayor to WHIP & HH	Completed	Mayor	A letter of support has been written from the Mayor to the Westland Industrial Heritage Park & Heritage Hokitika.

Report to Council



DATE: 27 April 2023
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District, and update Council on any matters of significance and priority.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council receive the Chief Executive's Report dated 27 April 2023

2. Background

- 2.1. The reason the report has come before the Council is due to the need to keep Council informed of any matters of significance and priority.

3. Matters of significance and priority list

The current matters of Significance and Priority are as follows:

3.1 Three Waters Reform

As you will be aware, on Thursday the 13th April the Minister of Local Government Hon Kieran McNulty announced changes to the Government's water services reform programme. See **Appendix 1** in regard to the details on the changes.

Quote from the Department of Internal Affairs on the changes:

What are the key changes?

- *The previously planned four Water Services Entities will now become 10 WSEs. This evolution has been agreed to ensure stronger connections to local communities.*
- *These 10 new WSEs will be based around already existing regional council groupings. This will enable the WSEs to strengthen local representation and influence in ongoing decision making and reflects the Government's intention that no district be left behind.*

- *Changing the reform model means changes need to be made to the transition timeline. and the establishment date of the entities. Entities can be stood up from 2025 and a staggered approach will ensure all entities will be fully operational by 1 July 2026.*

What stays the same?

- *The WSEs will continue to be owned by local councils on behalf of the public and will remain operationally and financially independent. This balance sheet separation from local government is vital to allow the WSEs to borrow the required amount of funding to invest in water services into the future.*
- *Each of the ten new WSEs will have the same functions, powers and responsibilities as provided for under the already established Water Services Entities Act.*
- *Each WSE will continue to be governed by a professional board, with members appointed for their competencies and skills.*
- *The focus remains on ensuring the improved long-term affordability and quality of water services for consumers into the future.*
- *The reduction from the current 67 councils operating water services across the country to the now 10 WSEs, will still mean better operational efficiency of water services delivery models for local communities.*
- *The same or similar opportunities will still exist for staff in the new WSEs, and the process underway will still enable for the creation of skilled jobs in regional areas across the country, and greater opportunities for career progression.*

As a member of C4LD council has responded to the changes with a media release – see **Appendix 2**

There are some significant impacts of the changes:

The Better off Funding “Tranche 2” funding has been withdrawn.

- The Government has decided not to move ahead with the \$1.5 billion second phase/tranche of better off funding for councils to ensure the water services entities are able to operate sustainability.
- Whilst the first \$500 million of Crown-funded ‘better off’ funding for councils is unaffected by the decision and will continue as planned. WDC has completed this allocation of the \$2.79M of “Tranche 1”.
- Tranche 2 equated to \$8.36M of which no allocation has been made however requests for funding that were identified for Tranche 1 was to be reconsidered as part of Tranche 2

The extended timeframe for delivery out to July 2026

This has impact across a number of various components of council business including but not limited to the impact on staff, the Annual Plan and LTP process, the capital program, the transition work and time frame (additional costs);

The contracts we have in place across our 3 waters portfolio will need to be revisited as they were staged to ensure a smooth handover to the new entity post 1sy July 2024.

The change from 4 entities to 10

The councils on the West Coast will be aligned with Canterbury councils and form an Entity with 13 councils in total. The original 4 Entity model comprised of 20 councils. The proposed changes means that each council will be representative as a member of the Regional Representative Group (RRG) and have equal voting rights.

Note that the primary function of the RRG is to set the strategic and performance expectations for their entity, appoint the board, approve the strategic direction, and monitor their entity’s performance – in essence to hold the board to account. They do not have influence of the appointment of the Chief Executive.

The National Transition Unit (NTU) work program

Based on the announcement there will be a number of factors that will need to be recalibrated in regard to the NTU work program. We are hopeful that this does not require a lot of rework of work already completed.

It will require a reset however as the information provided to date all aligned with a handover of 1st July 2024. The change to a new date of 1 July 2026 means that any new activity within the water portfolio that is occurring over the next two years will change the final position of council in regard to finance, staffing, legal, assets etc.

The advantage for the NTU is that they now will have enough time to ensure council involvement post-handover should be minimised i.e., revenue collection.

The councils on the West Coast will be aligned with Canterbury councils and form an Entity with 13 councils in total. The original 4 Entity model comprised of 20 councils. The proposed changes means that each council will be representative as a member of the Regional Representative Group (RRG) and have equal voting rights.

Note that the primary function of the RRG is to set the strategic and performance expectations for their entity, appoint the board, approve the strategic direction, and monitor their entity's performance – in essence to hold the board to account. They do not have influence of the appointment of the Chief Executive.

Preliminary discussions have been had with the NTU Council relationship manager about how the new timetabling impacts on the NTU work streams. There is the potential that information already supplied to the NTU may become out of date now that the timeline has been extended and therefore have to be repeated in some form. The Group Manager District Assets is the co-Chair of the Local Transition Team for Entity D and is in discussion with the NTU on how this may evolve.

WDC is on target to complete all the NTU RFI's within the current prescribed timetables, most recently 31st March 2023 with legal RFI submission due at the end of April 2023.

Early discussion are also being held about the potential for the DIA to forward fund significant capital projects that now fall to Council to undertake as a result of the timing shift.

The CE's and senior staff are planning to work with the other West Coast District Councils on the likely impact to councils due to the proposed changes. A workshop is planned for the 10th of May.

3.2 The Hokitika Wastewater Treatment Plant (WWTP).

- 3.2.1 Council was updated in February in regard to the latest status of the WWTP project from our consultants Stantec.
- 3.2.2 WE have completed a full detail analysis of all the various options and are down to validating the following components to determine the best outcome:

Components that make up the 11 Short List Options

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

- 3.2.3 We have reopened discussion with Westland Milk Products (WMP) in regard to the potential utilisation of the Ocean Outfall infrastructure. A workshop on this will occur on the 28th April with WMP, council staff and our consultants;
- 3.2.4 Ongoing conversations are underway with Silver Fern Farms in regard to our current position and options plus reviewing their future requirements and expectations.

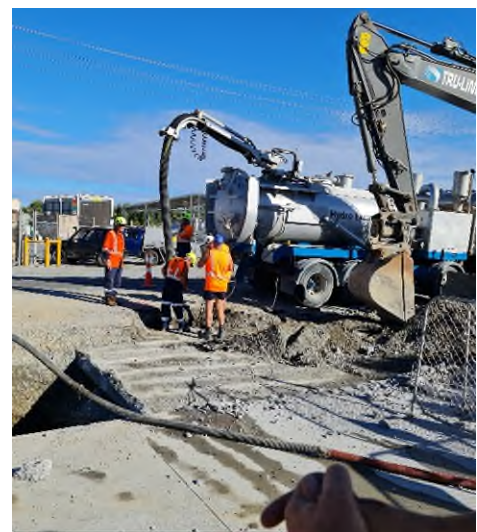
3.3 Fox Glacier Water Treatment Plant Upgrade

- 3.3.1 New water treatment plant is programmed to be operational in October 2023. The current budget for the project is \$1.09M. Included in this is Tourism Infrastructure Funding of \$468,000.



3.4 Town Belt East Stormwater

- 3.4.1 Tru-Line Line Civil were awarded the contract for installation of approximately 500m of free issue \varnothing 1200mm concrete pipeline and specialist manholes from the Hokitika River to the racecourse development area. Physical works commenced in May 2022 starting at the river end. The contract was paused in August while waiting for specialist manholes to be manufactured and delivered from Auckland. Work recommenced in January 2023 with progress going well. Full completion, including restoration is expected to be completed by the end of March.



3.5 Jollie St Stormwater Upgrade

Westroads were awarded the contract for supply and installation of approximately 70m ø375mm Stormboss pipe and associated fittings to replace and existing damaged stormwater pipeline through private properties from Davie St to Jollie St (within easement area). Work commenced in January with physical works and restoration completed late February.



3.6 Chlorination of Water Supplies

In conjunction with Council staff, Filtec Ltd and Westroads have been installing chlorination units throughout the district in those supplies that are not yet chlorinated. The implementation of chlorination is to meet compliance with the Drinking Water Quality Assurance Rules. Once all the units have been installed and commissioned (expected to be before end of May 2022) an implementation program will be established and publicized.

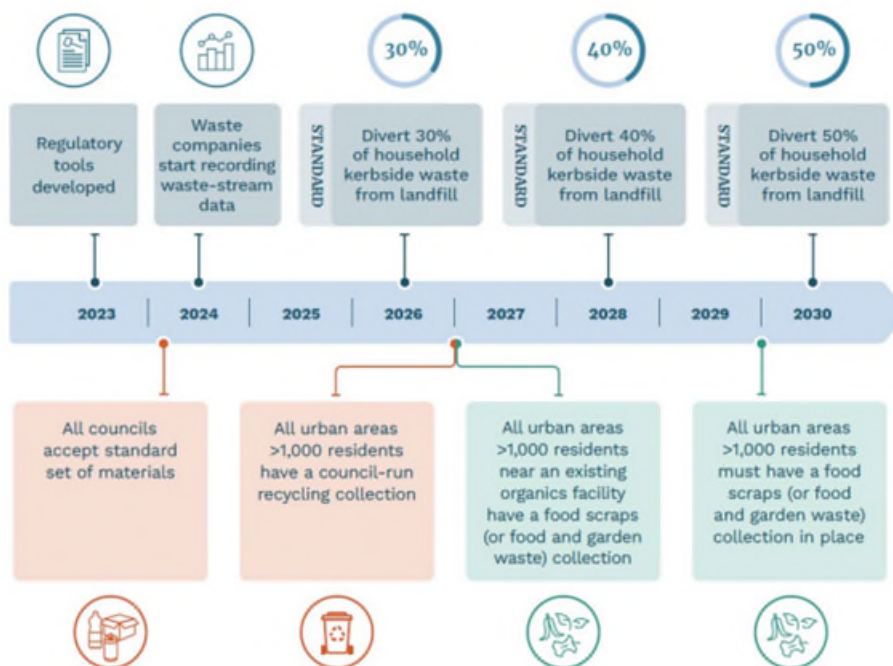
3.7 Solid Waste and Recycling Update

To support a low-emissions, low-waste circular economy, Government is introducing three big changes. Councils across Aotearoa will accept the same materials in their household collections. Recycling collections will be available to households in all urban areas. Food scraps collections will be available to households in all urban areas.

In 2024 only the following will be collected for kerb-side collection:

- Clean Glass Bottles and Jars
- Paper and Cardboard
- Plastic bottles and containers 1,2 and 5
- Aluminum and steel tins and cans

Figure 1: Timeline for implementing the changes to recycling and food scraps collections



3.8 West Coast Wilderness Trail

Trail Vandalism:

The Camp Creek shelter in Ross has been rebuilt and painted by Matt Fairmaid (Builder) and Chris Steele (Painter). Hokitika Colour Centre kindly donated the paint.




Storm Damage in Milltown:

The trail suffered moderate flooding damage in February which deteriorated with the rain in March. We are working with our contractor to price the repair work so we can apply for funding with MBIE. The trail is currently open and passable but not at its best standard.



3.9 Tourism Infrastructure Funding (TIF) applications

Project	Details	TIF Funded	Council contribution
Upgrade of Franz Josef Car Parking Area	Franz Josef Car parking area was completed in February 2023.  Total Budget: \$200,000 Total Expenditure: \$185,976	\$137,000	\$63,000

Project	Details	TIF Funded	Council contribution
Paringa Public Toilets	<p>Paringa toilets have been installed and the carpark chip sealed.</p> <p>The project completion is currently delayed due to the solar system requiring fine weather to be installed.</p> <p>Total Budget: \$282,000 Expenditure to date: \$291,163</p>	\$236,000	\$46,000
Cass Square Toilets	<p>Cass Square Toilets Building consent has been submitted. Toilets are currently being stored at Westroads yard awaiting installation.</p> <p>E bike charging stations currently being made by a local fabricator.</p> <p>Total Budget: \$617,000 Expenditure to date: \$453,818</p>	\$191,500	\$425,500

3.10 Carnegie Building

The Carnegie building is in the final stage of the earthquake strengthening. The remaining works to be undertaken are external finishes to the plasterwork at the top of the building. This includes recoating the columns on the roof. Some of the works are required to resecure mouldings that have become detached from the building and present a safety hazard.

Delays relating to the reprovision of the parapet meant that the plastering contractor moved on to another contract. The project is set to be completed by April 2023.

Works completed to date include:

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

Works to be completed include:

- Completion of parapet works
- Exterior Seal of building
- Exterior clean of building/Windows
- Removal of external scaffolding



3.11 Pakiwaitara Building/Council Headquarters/Seddon House

O'Connor and Partners have been commissioned by Council to evaluate options for the future of the Pakiwaitara building, Council Offices and Seddon House (Government Building). The feedback through the workshop held with council on the 27th Feb requires a number of details that need investigating and pricing that require revisiting.

Engagement with Heritage NZ is underway, and we are awaiting options in regard to the potential utilisation of Government House as a future council office complex.

3.12 Hokitika Swimming Pool

The program of work for the execution of Stage two of the Hokitika Swimming Pool has been finalised and the contract has been awarded to Evan Jones Ltd for the works.

The expected outcomes of the Stage two will be:

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

3.13 Parks and Reserves, playground repairs and renewals

Community playgrounds in Westland have been allocated funds in the Long-Term plan for upgrades and repairs. The following works have been completed or are underway:

Project Name	Details	Lottery Funding	Council Contribution
Cass Square	<p>Westland District Council has successfully applied to the Lottery grant board for funding that matched the Council contribution, creating a total of 1.2 million to upgrade the playground.</p> <p>A workshop was held in early 2023 with the community to understand their needs. A working group has now been formed and is working on different ways to reduce the overall cost of the project.</p>	\$510,000	Figures to be confirmed

3.14 Racecourse

At the last Council meeting of the previous triennium in September 2022, Council gave approval for the Chief Executive to conclude negotiations with Kainga Ora relating to the WDC's bid to the Infrastructure Acceleration Fund (IAF). This followed a detailed technical presentation from Joseph and Associates and a business case review, including stress testing, undertaken by O'Connor and Partners. Ministers have

approved the Infrastructure Acceleration Fund bid of \$3.5m for the provision of infrastructure on the Hokitika Racecourse.

A workshop was held with Councillors on the 26th January 2023. An options paper was subsequently presented to Council on the 23rd March 2023. Council instructed officers to develop an engagement proposal for Council to communicate with the local community and listen to local views prior to any further decisions being made regarding the project. An engagement proposal and presentation is being delivered at this Council meeting. Council also instructed officers to continue with the costing and infrastructure planning. Officers will report to June Council on the outcome of the engagement and present proposals following the further costs analysis.

WDC met with senior representatives from Kāinga Ora on 20th April. This included a site visit to the racecourse, a discussion about progress to date and to outline for Kāinga Ora the concerns raised by Council about the need to have a more engaged discussion with the community about the project.

It is intended for Council to meet either in person or virtually with Kāinga Ora at a future Council meeting.

3.15 Emergency Operations Centre (EOC)

Council have contracted a new project manager for this project. Work has commenced on the concept phase of the Westland Emergency Operations Centre & Emergency Coordination Centre (EOC/ECC) Project.

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

3.16 Hokitika Town Entrance Sign and Westland promotional Signage

The objective of this project is to promote Westlands gateways in advance to tourists travelling through the Westland District. As well as designing and installing a distinctive town entrance sign into Hokitika. Westland District Council has allocated \$75,000 through the Annual Plan for this project. The next step for this project is to establish a working group, representatives from Destination Hokitika and Council to be included. Council is in communication with Waka Kotahi NZTA regarding the billboards and town entrance sign locations.

4 Other Activities

4.1 Corporate Services

Finance:

Finance are spending most of the time at present on annual planning and budgeting. It is a difficult year for budgeting due to rising costs through supply chain issues while trying to maintain the levels of service set out in the Long-Term Plan and maintaining affordability of rates.

The team are now preparing for the consultation and hearings stage of this process.

Finance have also been heavily involved in the 3 waters financial information requests from DIA and the National Transition Unit.

The finance team have also been heavily involved with IT in the upgrade of the financial system from an on-premises version to cloud services. The involvement has included user testing to ensure the systems are working as they should before they go live. Training on the systems has also taken place over the last month.

With this upgrade to the cloud, WDC will be implementing e-invoicing which will provide for a much more efficient process of entering invoices into the systems and mitigate risks of issues caused by human error.

Information Technology:

A major project for the team this quarter has been the migration of our core financial system from an on-premises installation to a cloud hosted solution. A considerable amount of planning went in to this project to ensure data integrity was secured and linkage with other systems continued to operate. This has been a complex project however the long-term benefits in relation to system resilience and remote access are being realised already.

Livestreaming of Council Meetings was introduced quickly during the first wave of Covid lockdowns, and whilst usable, expectations are now much higher. New audio-visual equipment has been installed in the chambers and this is currently being configured to ensure that livestreams are run at the highest quality possible.

Finally, within the council offices we are planning the replacement of end-of life wireless access points with modern replacements. This allows our staff and visitors to securely connect to systems with the minimum of issues.

Information Management:

This quarter we have published yet more online forms and electronic processes. This has included an online job application form with automated links to our internal recruitment approval processes. We have also published what we hope will be the first of many Building Consent Authority related forms, which generate automated tasks for staff.

Most recently, with the wider IT team, we are working on migrating documents relating to Resource Consents, Building Consents, Licences, and other records to link in with our new Cloud hosted core financial system. This work will reap benefits for us all when we look to making documents publicly available in the future.

Each of the above is allowing us to push forward on the reduction of paper-based systems and move towards a digital first approach.

Finally, we have conducted targeted security reviews of elements of our document management system to ensure our systems remain fit for purpose and function as intended.

Strategy and Communications

Strategy

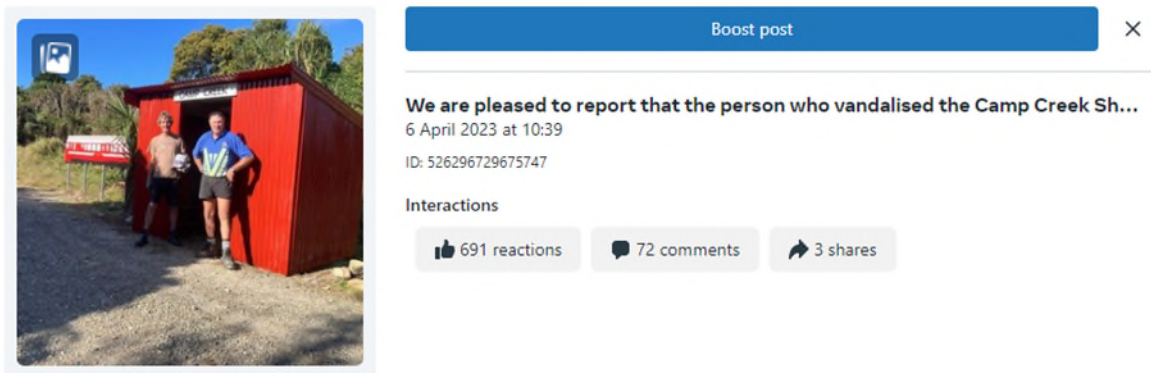
The focus of this quarter has been the Draft Annual Plan 2023/2024 and Draft Annual Plan Consultation Document. The Strategy and Communications Advisor (SCA) manages this project and drafts the document with the financial information managed by the Finance team.

Another major piece of work was the submission to the Review for Local Government, which was written on behalf of Council to provide input into the Draft Report He mata whāriki, he matawhānui.

Communications

There has been a concentrated effort to improve the information available on our website about Key projects being undertaken by the District Assets team. A link to the page is now available on the website landing page. With assistance from the District Assets team this should now be kept up to date.

FB posts that celebrate good news or provide information about our projects tend to have the best engagement. Our post about the rebuild of the Camp Creek shelter received the highest reach and reactions this quarter:



Performance



4.2 Hokitika Museum Report

Collection Readiness

Axiell Emu has been implemented where Museum staff have been reviewing migrated data. Once approved Axiell and Museum staff will progress with the online public interface. The online public interface will enable a greater experience for community and visitors to interact with the Museum online.

Exhibition Development - Ngā Whakatūrangā

The project timeline now confirms a two-phase gallery fit out. Scheduling can only be confirmed once the seismic strengthening project has been completed. To inform the concept design stage, public workshops with communities and schools will continue to run in 2023.

Funding

Full funding application for the Ngā Whakatūrangā project with the Ministry for Culture and Heritage Regeneration Fund has been submitted. Heritage Hokitika is the lead applicant for the application on behalf of the project.

4.3 Westland District Library Report

Library Spaces – providing safe, inclusive, and welcoming spaces for learning, social and recreational purposes

The return of visitors and the community to our spaces have seen footfall increase by 15% since last quarter. Library users are choosing to spend more time in the library reading, relaxing, browsing, socialising, learning, and working.

The Digital Learning Centre and Local History Room are increasingly in demand from both library programmes and external bookings, with income up 70% from the same time last year and bookings have had to be refused due to lack of availability. We are seeing an increasing demand from the community for both smaller meeting or study rooms and a larger meeting facility than the Digital Learning Centre provides. Library events and programmes have had to limit attendance as the only suitable spaces are at capacity.

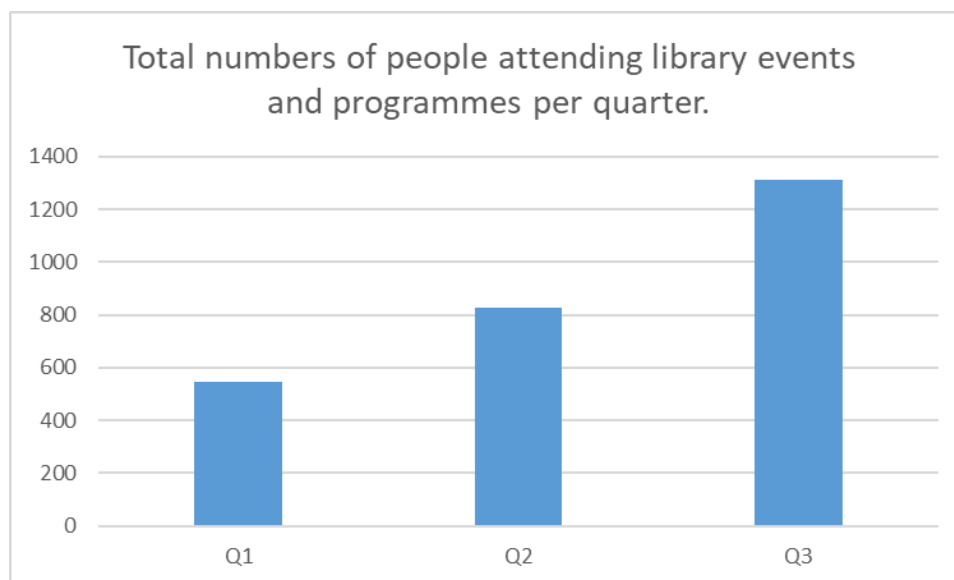
“Libraries support reading, yes. But they also support health and wellbeing, education, lifelong learning, creativity, economic development, the enhancement of training and skills and many other agendas. Delivery of these depends on those physical spaces. A library is not just a repository for books but a place where the community comes together.” Professor Peter Reid, Robert Gordon University’s School of Creative and Cultural Business ([Scotland 2023](#))

Programmes and Events – aiding literacy, learning, social cohesion, and active citizenship

In addition to our regular literacy, social programmes and outreach, the library hosted a workshop with Click Happy. This was an inclusive photography and wellbeing workshop for young people aged 11-15, an age group the library historically has difficulty engaging with. It was so popular that library staff have been able to run a longer programme, the Rainbow Challenge, supported remotely by Click Happy. The final images will be collated with work from all over NZ, curated and displayed in an exhibition for the Auckland Festival of Photography.

In response to an appeal for a suitable safe space and tutors to hold a Tai Chi class for seniors in Hokitika by the West Coast PHO, the library has offered a Tai Chi for Arthritis and Falls Prevention programme. Supported by the PHO, the Librarian for Programmes and Outreach Services has completed training to be an instructor and will teach in partnership with a PHO Health Coach. The first week was over-subscribed with twice as many as could fit safely in the space. This programme will support the health and well-being of our more vulnerable residents. It is a good example of how libraries do more than just books and work in partnership to achieve better well-being outcomes for their community.

Several organisations are successfully offering service desks or drop-in services at the library, JP’s, New Coasters, Workbridge, Ministry of Social Development & Connected NZ. By partnering and co-locating (even on a temporary pop-up basis) with other organisations and community groups the library supports access to services that would otherwise be difficult or impossible to access locally. This encourages wider public use by providing access to a range of services at one facility - the ‘one stop shop’ and creates a vibrant hub. It reduces the duplication of resources and encourages more coordinated service delivery. There is further scope in these partnerships that are limited by insufficient suitable spaces in the library.



“Today’s libraries are where people can feed their imaginations, rebuild their lives, find direction, upskill themselves, and put the theory of growth, understanding and tolerance into practice.” Hilary Beaton, Executive Director, [Public Libraries of New Zealand](#).

- **Collections – supporting literacy and providing access to culture, information, and life-long learning**

The library plays a key role in improving individual and community outcomes in literacy (language, numeracy, digital) and social cohesion. Reading underpins all the skills needed to enable New Zealanders to make better lives for themselves, their whanau, and their communities. Literate communities are more cohesive, stable and high-functioning, more resilient, tolerant, and better able to develop and participate

in enterprise and growth opportunities. The library provides the means for people of all ages to build their literacy by reading what they find interesting, enlightening, amusing and entertaining. Practice that is pleasurable is much more likely to be continued.

This quarter we have introduced a new phonics collection for children learning to read and an adult Dyslexia Friendly collection. Digital resources have seen a slight decrease in use this quarter compared to the last, but no change compared to the period before the first COVID-19 lockdown. There is no way to be sure, however, it is reasonable to suggest that this is reflection of the patrons' lives returning to 'normal.' Issues of physical books are not significantly different from last year. Issues and revenue from DVD's continue to decline but the film streaming service, Kanopy has shown a 46% increase in use since July 2022.

“A well-informed population is key to the effective functioning of democracy. When people have access to information, they are better able to make judgements at elections, as well as to ensure that their representatives are indeed representing them between-times.” ([International Federation of Library Associations](#)).

Stage 1 RFID Project – improving customer experience and service

Staff and volunteers have completed the tagging process and the RFID Pads have been installed, this completes stage 1, resulting in quicker, more accurate processing of issues and returns at the front desk, improving customer service for patrons. This technology has been in use in libraries for 20 years and is considered standard equipment and is particularly useful for libraries in more remote or rural areas, like Westland, where staff resources are limited, and RFID can help streamline operations. Stage 2 is on hold pending decisions on the Pakiwaitara building, it includes a self-issue and self-return unit that would provide an optional convenience for patrons and release staff from transactional interactions to focus on higher level interactions with patrons.

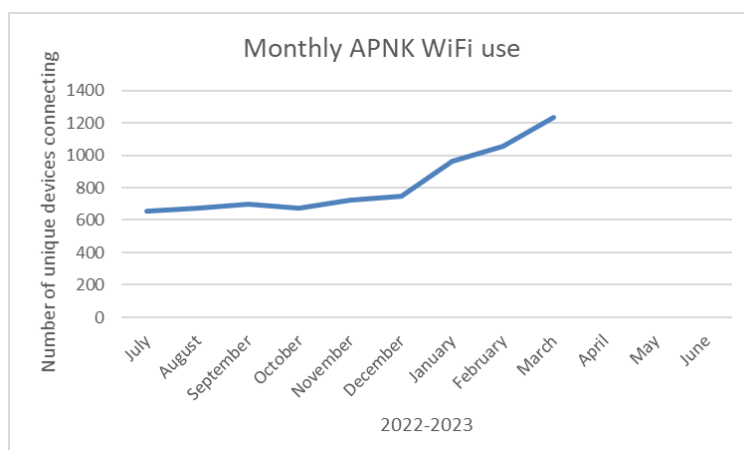
APNK Internet Access - providing equitable access to information and enabling digital inclusion

Public libraries are at the forefront of digital inclusion, by developing digital literacy skills programmes, providing trusted accessible locations with free Wi-Fi, computers, and the support of skilled staff to help people get more from the internet.

“Digital inclusion is all about people, whānau and communities having what they need to be functioning members of digital societies. These needs include more than just access to the internet and digital devices at suitable times and places. Digital inclusion is also about having the necessary motivation, skills and trust to meaningfully engage, both socially and economically, in a digital society.” [Dr Maggie Hartnett](#), Institute of Education at Massey University.

Westland subscribe to the Aotearoa People’s Network Kaharoa’s (APNK), whose purpose is to ensure that all New Zealanders can access the online world using a good quality internet connection. In collaboration with public libraries, APNK works to make this a reality by providing free and facilitated access to the internet and computer technology for all. It operates on a sustainable cost-sharing model between the National Library and local councils, with the National Library covering most costs.

The APNK’s new print management solution has facilitated printing from non-APNK devices and smart phones. This has been appreciated by both residents and visitors to Westland and is reflected by the increase in use of the Wi-Fi in the graph below.



Over the Census collection period, library staff assisted over 30 residents and visitors to access and complete their Census forms online and answered countless other Census related enquiries. Book-A-Librarian Sessions continue to support participation in the digital world and remain popular with patrons setting up new phones and devices, accessing library apps or other (non-library) online services.

"A good service and very handy for more senior citizens." Library Patron using a Book-A-Librarian session to complete a vehicle registration online.

Community Libraries – providing access to library collections to remote communities

Over the pandemic period many of the volunteer run Community Libraries have undergone changes in access, location, or volunteers and have been unable to support local access to library books. Staff visited Community Libraries across Westland, meeting with the volunteers that run them and members of the communities, to better understand the challenges volunteers are facing. Initially, several small improvements were identified, and library staff are working with volunteers and communities to achieve them.

The results of a survey indicate that many South Westland residents are unaware of our digital resources. While many prefer to read a physical book, the digital collections offer a significantly wider choice than the pocket collections in the Community Libraries and are available 24/7. With internet access increasing in South Westland, more people can access these and a campaign to raise awareness of and promote digital resources is planned for 2023.

Staff Development - aiding continuous improvement of library services and encouraging innovation

The Librarian for Systems and Digital Services has been accepted onto the Aotearoa People's Network Kaharoa (APNK) Advisory Group, representing Westland and small rural library services across NZ. The Group's purpose is to oversee the collaborative work between the National Library and APNK member libraries throughout NZ, providing guidance and direction to ensure agreed objectives and outcomes are achieved. One of the Library Assistant's has commenced a leadership development programme, Tuia. This is an initiative started by the Mayor's Taskforce for Jobs to develop the leadership capacity of young Māori in communities throughout New Zealand. These are both significant professional development opportunities and the skills and experience gained will be utilised in their work at the library to the benefit of the community.

Westland District Library hosted, and Westland and Grey District staff attended, a Public Libraries of New Zealand (PLNZ) Brilliant Data Workshop. The workshops are being held across NZ to improve the national data collection and utilisation of the data to support evidence-based decision-making in public libraries.

The team attended training sessions with CensusNZ to prepare to support the community to complete their forms. Over 30 people were assisted to complete their census on paper and online and countless brief enquiries related to census were answered or assisted to contact CensusNZ directly.

All library staff have now completed a free online course on becoming a Dementia Friend. This training is part of our commitment to working towards attaining the Alzheimer's NZ Dementia Friendly Award, to make the library a kinder, more supportive, inclusive, and understanding place for people living with dementia.

- **Customer Satisfaction – responsive to changing community needs**

Comment from a library patron. *"I love my library and my library team because you offer so much to so many of our community, great books, great activities, great talks, great environment, you listen, you're responsive, your sustainable – thank you!"*

4.4 Westland Mayors Task Force For Jobs (MTFJ):

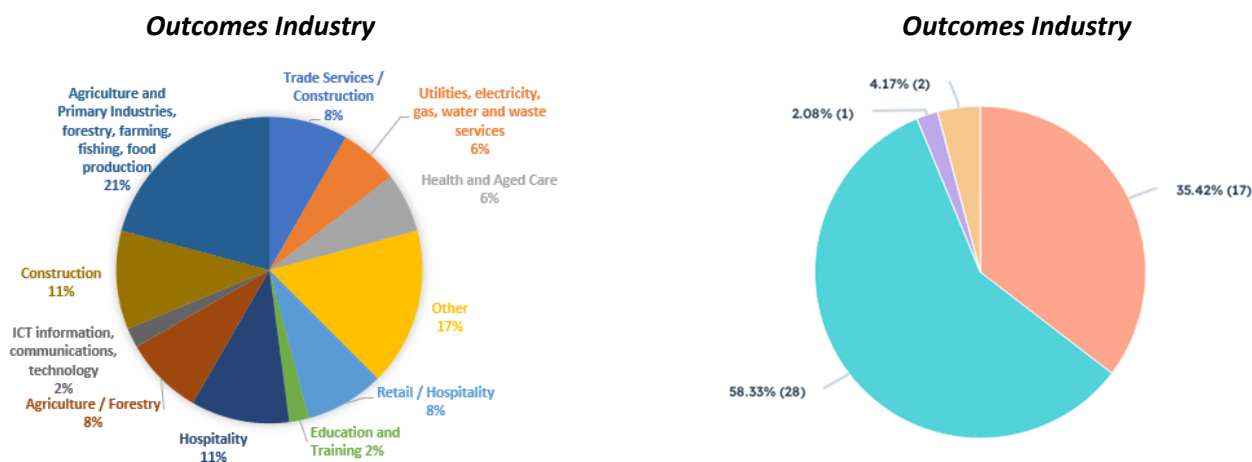
MTFJ Programme Outcomes

The team is on track to reaching the goal of supporting 50 people in employment with 48 placements secured to date. An additional 21 youth not in education, employment, or training (NEET) continue to engage with the Westland MTFJ, seven are currently undertaking the 10-week Youth Employability Programme which commenced on April 12, 2023. Others are additionally supported by local agencies such

as Work Bridge, Te Hono o ngā Waka and WestREAP. The primary challenges youth are facing include; Communication, Critical thinking, and Work expectations.

The use of the Pakiwaitara Building has had a huge impact on the delivery of the MTFJ. It has ensured the team are more accessible to youth and the number of youth engaging with the programme has doubled in comparison to 2022 and 2021.

The team expect to exceed the goal of 50 youth in employment before the financial year end. The full amount of \$445,000.00 +GST is expected to be exhausted by June 2023



Inspire to Aspire 2023

Inspire to Aspire 2023 was delivered successfully in February with 700 students in attendance from Greymouth and throughout Westland as well as Community members. 70 exhibitors showcased all vocational pathways at the event.



Youth Employability Programme

The Youth Employability Programme is facilitated by the MTFJ Youth Facilitator Pascale Geoffrion and based at the Pakiwaitara Building on the Ground Floor. Vation Ltd, Development West Coast and Papa Taiao Earthcare will also offer support and modules throughout the duration of the programme. Seven youth are enrolled on the programme which moves away from the traditional classroom environment and introduces participants to health and wellbeing as a core function of work readiness. The aim of the YEP is to offer all participants to opportunity to gain soft skills, work experience and to broaden their understanding of full time meaningful employment.



4.5 Freedom Camping:

Refer to Appendix 3

5. Staffing Update

Incoming and Outgoing Staff (December 2022 – April 2023)

Arrivals

Kate Campbell – HR Advisor



Leon Hume – Senior Building Control Officer



Logan Ogilvie - Compliance and Health and Safety Officer



Deborah Patterson -Senior Planner



Kaira Lourie – Office Assistant



Internal Promotions:

- Rachel Evans will move from the role of Customer Service Officer to Business Support Officer – District Assets on 1 May
- Vicki Price will move from the role of Waste, Recycling and Trail Supervisor to Contract Supervisor within the District Assets team on 1 May

Departures

- Hamish Webster (Projects Manager-District Assets) – left 3 February
- Jo Paterson (Assets Special Projects Manager) – left 10 February
- Becca Noble (Business Support Officer – District Assets) – left 21 February
- Alex Morris (Office Assistant) – left 12 February 2023 to attend university but has been re-employed as Casual Library Assistant for holiday work.

Long Service

- Diane Maitland achieved 40 years of service for Westland District Council on 11 April

Employee Overview



6. Options

- 6.1 Option 1: To receive the report.
- 6.2 Option 2: To not receive the report.

7. Risk Analysis

- 7.1 Risk has been considered and no risks have been identified.

8. Health and Safety

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

9. Significance and Engagement

- 9.1 No public consultation is considered necessary.

10. Assessment of Options (including Financial Considerations)

- 10.1 Option 1 is the preferred option.
- 10.2 There are no financial implications to this option
- 10.3 Option 2 is not the preferred option
- 10.4 There are no financial implications to this option

11. Preferred Option(s) and Reasons

11.1 The preferred option is Option 1.

11.2 The reason that Option 1 has been identified as the preferred option is that the report enables Council to be kept fully informed of projects and matters of significance that are underway in the Westland District.

12 Recommendation(s)

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

Simon Bastion
Chief Executive

Appendix 1 – Information for Councils – Water Services Reform

Appendix 2 – C4LD Reset Announcement Reaction

Appendix 3 – Freedom Camping Report March 23

FACTSHEET

Information for councils: Water Services Reform



What's changing and why

There will be 10 water services entities closely based around existing regions.

This will enable the entities to have a closer relationship to the communities they serve, thereby strengthening local representation and influence over the entities' high-level decision making.

Every territorial authority owner, and therefore every community, will be represented on the entities' regional representative groups.

The 10 entities will still have the size necessary to improve access to funding to invest in water services, while continuing to ensure improved affordability of water services.

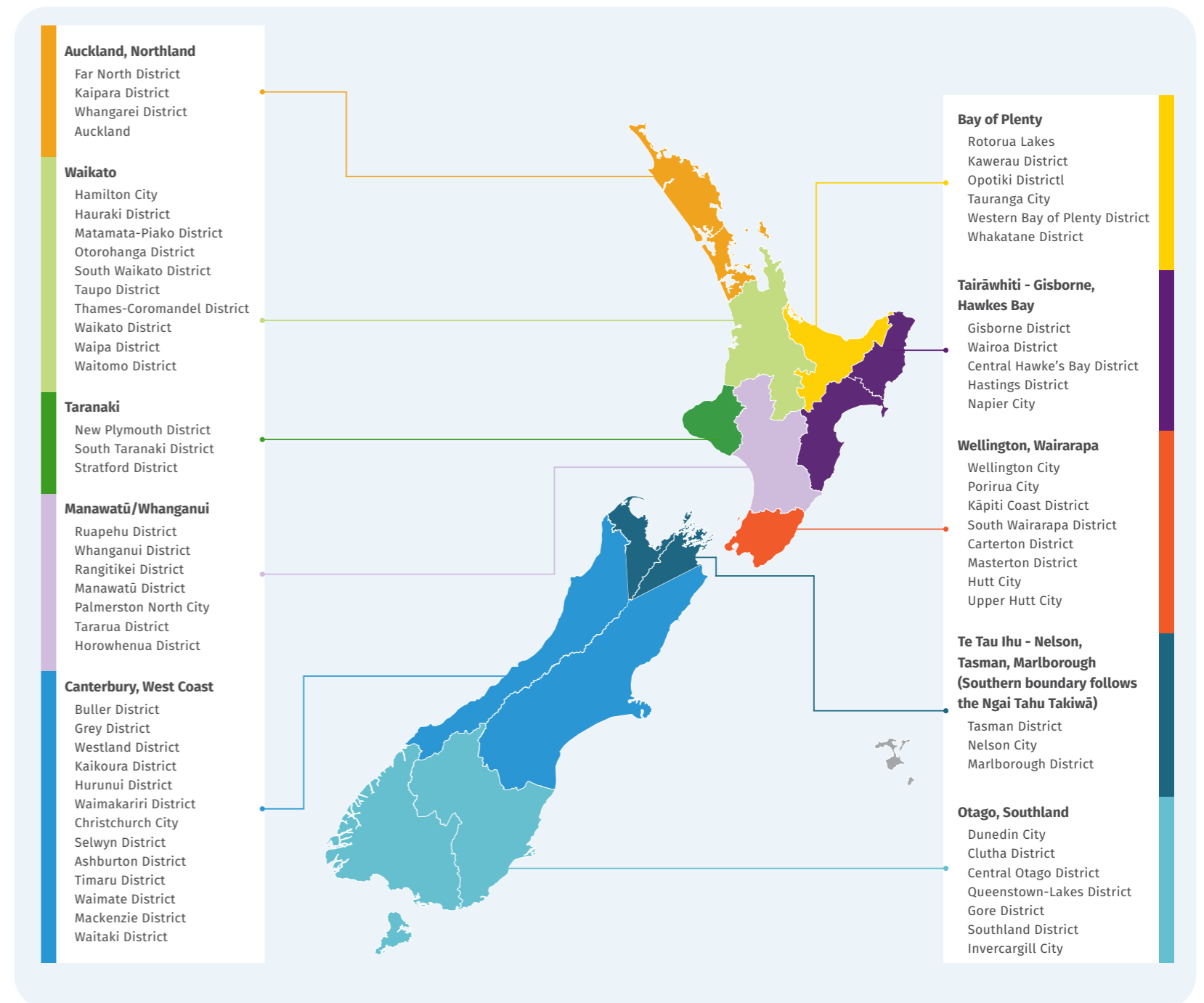
Changing the reform model means changes need to be made to the transition timeline.

It is necessary to change the establishment date of the entities, and when the new system comes into effect.

The establishment date for water services entities will be staggered, from early 2025 to 1 July 2026, rather than the original start date of 1 July 2024 for all entities.

The National Transition Unit will work with councils to determine 'go live' dates in light of the Government's changes to the reform model.

The change in establishment date means councils will continue to be responsible for delivering water services until the new 'go live' date for their entity – and into the early years of their 2024-34 long-term plan.



Stormwater continues to be included in the reforms.

Recent extreme weather events have further highlighted the importance – and fragility – of this critical infrastructure.

A significant amount of investment will be required in stormwater infrastructure into the future, and we will need entities of sufficient scale to make this happen.

Strengthened local voice and influence

Ownership

The entities will be owned by local councils on behalf of the public, but will be operationally and financially independent from councils.

This enables the entities to fund the significant long-term investment required. The entities will be of sufficient size – both in terms of assets and customers – to enable them to be financially sustainable and operate efficiently.

For consumers, this means an improved quality of service and improved affordability of water services, compared with the increase in water charges likely under a continuation of the current water service delivery model.

Governance

Each water services entity will be governed by a professional board. Members will be appointed for their competencies and experience. These will be merit-based appointments based on a defined and diverse skill set.

There is no requirement for ‘co-governance’ at the board level.

Strengthening local voice and influence through regional partnership

Local voice and representation has been strengthened through regional partnership via the regional representative group.

Regional representative groups provide regional and local-level direction and oversight. They set the strategic and performance expectations for their entity, appoint the board, approve the strategic direction, and monitor their entity’s performance.

Local voice has been strengthened. Under the 10-entity model, every territorial authority owner – and therefore every community – will be represented on the entity’s regional representative group.

Under te Tiriti o Waitangi/the Treaty of Waitangi, mana whenua have the right to participate in decisions that relate to water services. Iwi/Māori also have responsibilities as kaitiaki to protect Te Mana o te Wai, the health and mauri of our water.

Mana whenua will have equal representation on the regional representative groups alongside territorial authorities in each entity area. Communities will continue to have influence over the water services entities through regional representative groups.

Listening and accountable to their community

Water services entities will be required to consult with their customers, businesses, and residents on their strategic direction, investment priorities, and their prices and charges, and work closely with local authorities to ensure water infrastructure provides for growth and development in spatial plans.

Each entity will be required to engage with communities in a meaningful and effective manner on all key accountability documents, such as asset management plans and funding and pricing plans.

The entities will have to report on how consumer and community feedback was incorporated into their decision making and prepare an annual consumer engagement stocktake that captures satisfaction with performance and explains how the entity will respond to community needs and address concerns. Each entity will also set up a consumer forum.

Legislative changes will be needed

Legislation will be required to give effect to the Government’s changes to water services reform.

The Government intends to introduce and pass legislation to allow for these changes before this year’s election. This will be subject to the Parliamentary timetable and processes, including the opportunity for public feedback.

We recognise legislative certainty is needed for council and water sector planning and employment, and to provide clarity for ongoing transition and implementation activities.

- Councils are already preparing their 2024-34 long-term plans, and without legislative changes these cannot make provision for water services – until the new ‘go live’ date for each entity.
- Staff who work in the water sector want certainty of job guarantees in the future entities.
- The broader industry and supply chain need certainty to ensure continuity of much-needed investment.

Water services legislation currently before Parliament

The water services reform changes do not have any significant impacts on the water services legislation that is currently before Parliament.

The Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill will continue on their current timetable.

Feedback provided on these Bills is being considered by the Finance and Expenditure Committee and any changes in response to feedback will be progressed through the select committee process.

This will include consideration of matters such as transfer provisions for CCOs and CCTOs, where there has been significant feedback. The Finance and Expenditure Committee is due to report back on 8 June 2023.

To give effect to the water services reform changes and to provide certainty for planning, there will be legislative and transitional changes over the months ahead.

i) Long-term planning and provision of water services

To recognise the extended establishment period, councils will continue to be responsible for water services until the handover date for their entity.

Council planning and reporting documents will need to reflect the continued service delivery obligations during the longer establishment period – which will include up to the first two years of the 2024-34 long-term planning cycle.

Legislative changes will be made to:

- Give councils the legal ability to include information relating to water services in their 2024-34 long-term plans.
- Ensure the appropriate planning and reporting provisions are in place to support a longer establishment period, and a staged approach to when each entity will 'go live'.

The National Transition Unit will work with sector representatives and the Office of the Auditor-General to prepare guidance material, and to support councils throughout the transition period.

ii) Funding support for councils

'Better off' funding

The first \$500 million of Crown-funded 'better off' funding for councils is unaffected by the decision and will continue as planned.

The second tranche of \$1.5 billion better off funding has been discontinued to ensure the water services entities are able to operate sustainably.

There have been mixed views on the proposed better off funding package, including strong views from some local authorities that this funding should be made available for investment into water infrastructure rather than for council investment more generally.

With smaller entities, it is important to ensure their balance sheets are not over-burdened by avoiding placing any more debt on them than is necessary.

Increasing the number of entities will have increased establishment costs for the entities. If water services entities are required to bear these increased costs, they will find it more challenging to raise borrowing to increase rates of investment in water infrastructure.

Given the above, the second \$1.5 billion tranche of better off funding can no longer be justified.

The \$500 million 'no worse off' funding package for councils will remain in place.

Water services entities will continue to be responsible for making these payments to local authorities upon entity establishment.

The provision of 'no worse off' funding acknowledges that the transition process gives rise to costs and financial impacts for councils.

This funding will ensure no council is left worse off as a result of bearing stranded costs, or because of the net impacts that the combination of losing revenue and debt could have on their credit ratings.

iii) Water services staff and collective bargaining

The transition timeframe for water services staff will change.

The National Transition Unit will be revising its timelines for affected staff in light of changes to water services reform, and this will be communicated as soon as possible.

We recognise the need to provide certainty to water services staff about their future place of employment and timing of when they will transfer to the new water services entities.

The current Position Review and Pathway consultation will continue.

This information will still be needed under the 10-entity model. We are aiming to notify staff of the outcome of the review with as little delay as possible.

The legislated job guarantee will continue.

The vast majority of local government employees who are primarily involved in the delivery of water services today will be covered by the Legislated Job Guarantee under the Water Services Entities Act 2022.

This guarantee is not expected to be impacted by a change to the number of entities, or the implementation timeframes.

Collective bargaining

The National Transition Unit will meet with unions at the earliest opportunity to assess the implications of the timeframe and larger number of entities for the collective bargaining approach.

The National Transition Unit will continue to work closely with unions, professional organisations, and water services staff in councils and council-controlled organisations to support the transition.

iv) Other transitional matters

Changes will also be made to transitional arrangements, to provide flexibility and to minimise any potential issues during the establishment period.

- The timeline for establishment board appointments will be revised in light of the new establishment timeframe.
- The Department of Internal Affairs | Te Tari Taiwhenua will retain its oversight powers relating to council decision making.

This will support the longer establishment period and ensure oversight of significant decisions.

- The constitution development process will also be revised in light of the new establishment timeframe and 10-entity model.

What happens next

Next steps

We recognise the need to provide certainty for councils, water services staff, and those you work with, about the path ahead.

We are reviewing our transition work programme to put the required changes in place. We will share this as soon as possible.



Embargoed until 11.00am 13/4/23

Media release Kōrero Pānui

Government plays political football with Three Waters

Mayors have expressed their disappointment that the Government's refusal to make meaningful changes to Three Waters Reform, and has turned it into an election issue, rather than seeking consensus.

The government's 'reset' announcement has seen only minor tweaks to the entity model, while doing nothing to answer concerns around community property rights and meaningful local voice.

While the Government has increased the number of entities, the governance structure remains unchanged, leaving communities two steps away from any real influence.

Communities 4 Local Democracy He hapori mō te Manapori Co-Chairs, Mayors Helen Worboys and Dan Gordon, said that Mayors were disappointed the Government had once again rejected the opportunity to seek a consensus approach to Three Waters Reform.

"We think New Zealanders will see through this, it's the same plan with a different name.

"Simply adding more entities and changing the name is a desperate attempt to save this plan and attempt to show they've done something with the \$100 million they've sunk into this process so far.

"We've been calling for a reset for this policy for some time, and were genuinely excited about having an opportunity to re-engage with the Minister to map a great path forward for water reform.

"Sadly, in a repeat of what happened when it was mandated, the Government continues to shelve local democracy and ignore an overwhelming majority of the community to press on with its plan virtually unaltered.

"Unfortunately, instead of listening to what communities are asking for, the Government once again thinks it knows better and is serving up a reheated version of the same unpalatable, unpopular plan.

"These are assets that local communities have paid for over many generations. They do not belong to central government, and they are not there to play with as they please, like the health and polytech reforms.

“The plan still sees billions of dollars of assets confiscated without compensation from communities throughout the nation and greatly diminishes their say on the infrastructure they own and have built.

“These are long-term, multi-generational assets and it’s really disappointing that they are now being treated as a political football by Wellington, causing a massive amount of disruption and unnecessary stress to everyone in the sector.”

C4LD is calling for a real reset to the policy, taking the reform out of the hands of central government and allowing for communities to steer reforms that make local sense.

C4LD’s plan meets and improves on many of the Government’s stated bottom lines including scale and balance sheet separation.

“We’re facing unprecedented challenges from climate change to demographic shifts, but our communities’ feedback has been clear all along this process.

“They want locally led, locally informed and locally accountable solutions to these issues, not another one-size-fits-none approach dictated from Wellington,” they said.

“While there may be a fresh new minister presenting the ideas, there’s nothing fresh about the ideas themselves, it’s just the same old meal with the same old ‘like it or lump it’ approach.

“It now appears this matter will be once and for all settled at the upcoming General Election as there are clear choices for voters on this matter.”

For more information about the Communities 4 Local Democracy He hāpori mō te Manapori visit communities4localdemocracy.co.nz/ideas

Media Enquiries: Stephen Doran 027 202 7784 / stephen.doran@timdc.govt.nz

Responsible Camping Report

March 2023

Background

The legislation related to Freedom Camping was enacted in 2011, and it would be fair to say that it has caused considerable consternation for Councils in terms of balancing the legislative rights of individuals to freedom camp, against known environmental concerns. This has led to a ground swell of public debate on how Council land should be managed and what restrictions should be placed on public use.

The council previously enacted to ban all freedom camping within the district, which was met with legal challenges under the Bill of Rights Act from the NZMCA and other interest groups. This forced the Council to abandon the total ban in favour of prohibiting and restricting certain areas for self and non-self-contained vehicles. This left the Council in an untenable position, being limited in their response to effectively manage loopholes in the legislation and how to deal with low-budget campers, those having limited, or no ablution facilities installed.

Proposed legislation changes.

Currently there is no national enforcement standard for camper self-containment, with the current standard NZS-5465:2001, being adopted within Councils bylaw as a default. This has driven the impetus for new legislation before parliament, the Self-containment Act which requires all campervans to have a separate and fully accessible toilet. Further to this amendment the Freedom Camping Act will be changed, which will restrict all non-self-contained vehicles from camping, on Council, LINZ and Waka Kotahi land respectively. The question will remain, to what level of commitment WDC will need to provide around non-self-contained vehicles, as a blanket ban under a bylaw remains prohibited. The question will be, are Councils still required to provide areas for non-self-contained vehicles to camp if a total ban is prohibited under legislation and if so, who pays for the associated costs.

Legislative detail.

On the 25 August 2022, the Self-Contained Motor Vehicles Legislation Bill (the Bill) was introduced to Parliament. The Bill is an omnibus bill, which amends the Freedom Camping Act 2011 and the Plumbers, Gasfitters and Drainlayers Act 2006 to reduce the negative impacts of freedom camping.

The major changes the Bill makes are:

1. Require vehicle-based freedom campers to use a certified self-contained vehicle when they stay on council land. This is unless the council designates the site as suitable for non-self-contained vehicles.
2. Establish a regulated system for the certification and registration of self-contained vehicles.
3. Require vehicles to have a fixed toilet to be certified self-contained.
4. Strengthen the infringement system.
5. Extend the Freedom Camping Act to include land managed by Waka Kotahi New Zealand Transport Agency and Toitū Te Whenua Land Information New Zealand.

It needs to be noted that this will be a phased in process, over a two-year period.

Funding

The Government has provided \$10 million (\$5 million each year) through the Freedom Camping Transition Fund to support local authorities to undertake activities relating to the transition to the new freedom camping rules during 2022/23 and 2023/24. This funding is contestable.

Applications for the first round of funding was open 4 September to 4 October 2022, with the Westland District Council receiving \$345,000 for review and redraft of the current freedom camping bylaw, compliance and signage. Westland received the second highest amount of funding after Queenstown who will receive \$450,000.

The funding was based on the following criteria.

- 1- Describe how your area/community is impacted by freedom camping.
- 2- Requirement to develop or renew an existing bylaw.
- 3- Required support in addition to current resources.
- 4- Amount of co-funding (Reported was \$105k now reduced to 68K for this season from residual funding)

Breakdown of the funding as allocated for the 2022-23 season.

Initiative	Funding (Requested)	Funding (approved)
Ambassadors/Compliance	245k	245k
Mileage/ Vehicles costs	50k	50k
Signage	5k	5k
Review and redraft of bylaw	65k	40k
Public information app based	11k	Determined out of scope
Totals	376k (Previous funding 565k)	345k

As stipulated within the funding application, no funding would be provided for the running of existing campsites (OPEX costs). These sites are required under our current bylaw as all non-self-contained vehicles are prohibited from camping on Council land within the Westland District. Any request to support ongoing costs was determined as “out of scope” with the expectation that Council co fund these costs as part of the application. In response all Council camp sites have been closed, apart from two strategically located sites. The Paringa Salmon Farm and the Treetop Walkway & Café. Both provide off-street camping and are supported by local businesses. All costs associated to these sites have been capped to 68k, with cost being drawn from residual MBIE funding for maintenance, cleaning and waste management. The closure of these sites has caused considerable confusion with misinformation still circulating on freedom camping apps.

Reporting requirements.

As a requirement of the funding agreement WDC must submit a final report not limited to:

- Details of progress of Initiatives and expenditure to date including variances in funding including other sources of contributions.
- Problems and Risks (including Health & Safety)
- Work required to complete the Initiatives.
- Overall success/failure of the Initiatives

- Additional information requested by the Ministry.

Contract for services

The contract for services and enforcement has been awarded to Mark Dixon who has extensive knowledge of law enforcement, having served 16 years as a police officer and has over four years' experience as a compliance manager in local government. Mark was instrumental in preparing the current bylaw subsequent to it being legally challenged by the NZMCA. He has also provided legal submissions to central government on enforcement issues related to freedom camping. Mark was also responsible for obtaining external funding to run the program for this year. I see Mark as the best person to guide this process through this transitional period. Beyond this point, MBIE funding has not been guaranteed past the 2023-24 season.

Currently nine warranted officers are employed throughout Westland for a six-month period ending in June of this year. The use of Contractors represents a significant cost saving compared to staff being directly employed by Council. Additionally, having fixed running costs is beneficial, considering the significant increase in fuel costs and kilometers covered. The current contract payment is limited to enforcement and running of the campsites.

Approved warranted officers and areas of responsibilities.

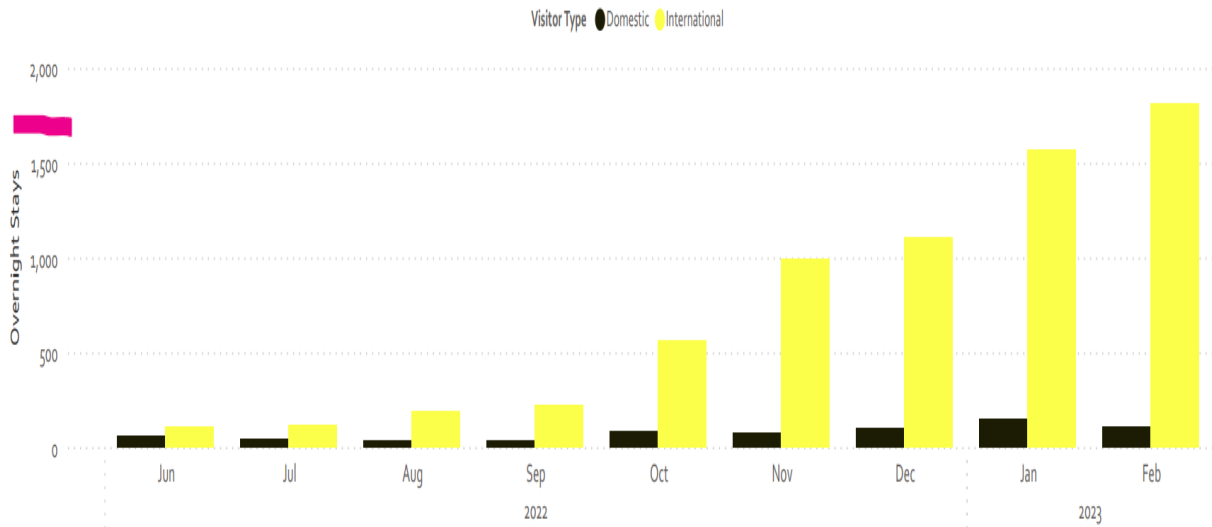
Haast - Jackson Bay Area	Hailey Millar	
Paringa- Bruce Bay Area	Ben Monk	
Franz and Fox- Area- Whataroa	Lorraine and Richard Molloy	Jan Goodall
Ross – Hari Hari - Kakapotahi	Tayla Hodges	Tony Lomax
Hokitika- Kumara- -Lake Kaniere	Mark Dixon	Hayley Dixon

The Responsible Camping contract is supported by a comprehensive MOU which ensures that all functions and responsibilities are met. This includes:

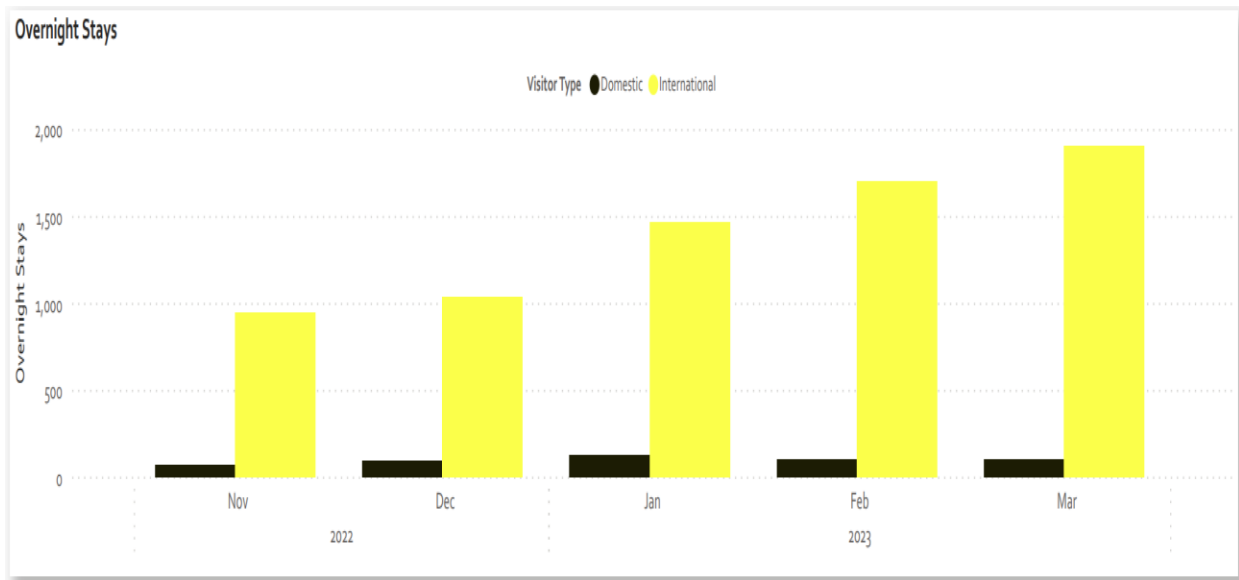
- Preparing for approval by the CEO, all documents related to the funding agreement. This includes all MBIE requested reports and those requested by WDC.
- Management of private responsible camping sites. Under the current bylaw, WDC is legally required to provide free camping for non-compliant vehicles. Those vehicles that do not comply with the self-containment standard NZS 5465:2001.
- Undertake all responsible camping ambassadorial and enforcement requirements throughout Westland. This includes employment, training of staff and issuing of infringements.
- Undertaking proactive patrols to provide public reassurance that freedom camping enforcement is being undertaken.
- Actioning of all service requests and public enquiries related to freedom camping.
- Complaint resolution, including engagement with interested parties and service providers.
- Providing statistical reporting as required.
- Provide out of season services subject to available residual funding.

Statistical data

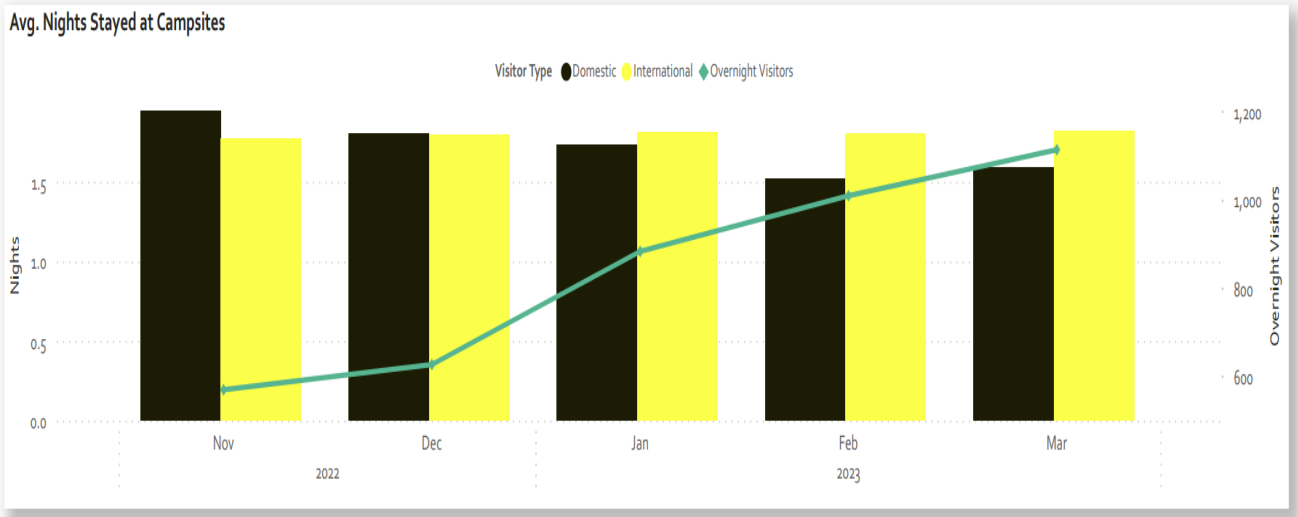
Overnight Stays



Using app-based information, key statistical data provides information to support both reporting and targeted response. From analysis it can be determined that the average number of “nights” stayed by visitors wishing to camp has steadily increased from October 2022, with numbers peaking at over 2000 for March.



Most visitors visiting Westland continue to be overseas tourists though domestic visitors stayed the longest with an average stay of two nights per person. Internationals throughout the season remain steady. There has been no change for the average overnight stays for March at 1.78 nights.



It can also be determined that during March, from the 2,039 reported visiting campers that about 10% chose to freedom camp. This was an increase from February with the highest recorded number being 353 campers staying at the Paringa Salmon Farm. Kakapotahi also proved popular along with private sites at Kumara which cater for self-contained vehicles only. These increases should be balanced against the increase in occupancy rates for holiday parks and campgrounds. MBIE data shows that the current occupancy rate is 42.4% against 15% for the same period last year. The current national comparable average is 40.3%

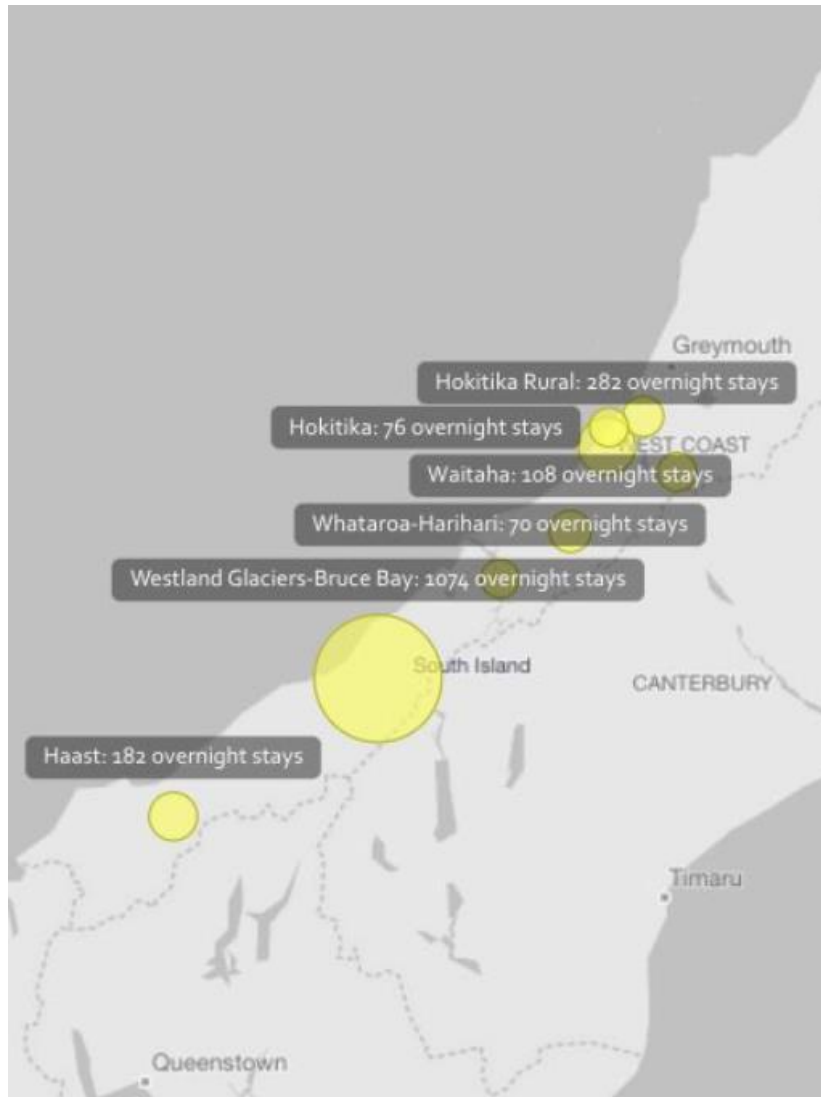
March data provides that the Paringa Salmon Farm camping site continues to be one of the most popular freedom camping sites in New Zealand, with 4168 app views for the month. Additionally, 225 campers stayed at the Council Treetop walkway site with increased numbers of self-contained vehicles staying at Beach Road Kakapotahi. The Acre Creek roadside layby has again been blocked by Waka Kotahi (NZTA) Only four occupants of self-contained campers were spoken to at this location during the season.



Treetop Walkway and Café responsible campsite

Searches for public toilets and dump stations remained at about 3000 for the month with Haast naturally having the greatest searches followed by the South Westland area.

The below illustration provides a typical spread of all campers in the area. This information allows us to focus resources accordingly and target known hot spots for freedom camping.



Infringements

Since January, 192 infringement notices have been issued, with only 44 of those notices being paid. In part this is due to the infringement process which affords international tourists to leave the country without paying. This issue forms part of the proposed legislative changes including rental companies using statutory declarations to avoid their responsibilities under the Act. It is expected that at the end of the season only 40- 50% of the fines will be paid. All fines are returned to Council.

Most of the infringement notices have been issued for camping in a prohibited area and camping in a non- self-contained vehicle. Four notices were issued for failing to give information.

Public Complaints.

The contractor is responsible for fielding all reviews related to infringement notices issued, with any complaints related to professional standards referred to the Council for further review. To date Council has received three complaints, two were dismissed after viewing bodycam information. The third is currently being reviewed. Only one service request has been received to date and actioned by the contractor at the time.



Beach access prohibited from freedom camping.

As part of the appeal process 56 infringement submissions were received in March. On review 52 were upheld with five infringements being cancelled after confirmation of self-containment certification.

Ambassadorial functions

As part of the contract, fortnightly meetings are held with the contractor with any community concerns raised. One concern relating to the Ross public domain was followed up by the attendance at the recent Ross community meeting, also questions were raised about freedom camping officers undertaking parking duties in Franz Josef. Communications are ongoing with the Department of Conservation, regarding enforcement and ambassadorial services.

General comment.

To date, I am satisfied with the quality of service provided by the contractor, there has been a noticeable drop in the number of public complaints about freedom campers. In addition, I believe that the current program is cost effective and is working well. Going forward there are still a number of challenges ahead, both in terms of legislative debate and implementation of the proposed changes. Once there is a clear direction provided by central government, a review of our bylaw can commence.

Central government has indicated a commitment to fund freedom camping initiatives for next season, subject to a successful application and meeting the terms of the agreement. It is for this reason, I have awarded the contract for the two-year transitional phase, beyond this point, if further funding was provided the contract will be subject to further review and tender.

Mark Dixon

Freedom Camping Contractor

Report to Council



DATE: 27 April 2023
TO: Mayor and Councillors
FROM: Financial Accountant

FINANCIAL PERFORMANCE: March 2023

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 March 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 31 March 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 31 March 2023 is attached as **Appendix 1** and contains the following elements;

- 3.3.1. Sustainability report
- 3.3.2. Statement of Comprehensive Revenue and Expense
- 3.3.3. Notes to the Statement of Comprehensive Revenue and Expense
- 3.3.4. Revenue and Expenditure Graphs
- 3.3.5. Debtors
- 3.3.6. Debt position
- 3.3.7. Capital Report

4. Options

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

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

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

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

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

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

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

8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

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

Cody Nabben
Financial Accountant

Appendix 1: Finance Performance Report for 31 March 2023.

Appendix 1



Financial Performance

Year to 31 March 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.
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Whole of Council Financial Summary
Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$24.26M	\$23.7M	\$0.56M
Is -4.1% less than the total budget of \$25.3M	Is 8.42% more than the total budget of \$21.86M	Against a budget of \$3.44M

SUSTAINABILITY

Rates to operating revenue **59.23%**

Rates Revenue	\$14.37M
.....	
Operating Revenue	\$24.26M
.....	

59.23% 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 **102.36%**

Operating revenue	\$24.26M
.....	
Operating expenditure	\$23.7M
.....	

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 102.36% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **3.14%**

Net interest and finance costs	\$0.45M
.....	
Rates Revenue	\$14.37M
.....	

3.14% 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	1.86%
Net Interest and finance costs	\$0.45M
Operating revenue	\$24.26M

1.86% 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.) **169%**

Gross debt	\$29.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$14.5M

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 169%. Gross debt includes pre-funding of \$3m invested in term deposit.

Essential services ratio **95.31%**

Capital expenditure	\$5.01M
Depreciation	\$5.25M

Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 95.31% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Rooding. Adverse ratio in March continues to be a result of the lag in processing capital works invoices. The ratio continues to improve. Forecast depreciation is \$6.9M and forecast essential services capital spend (excluding Hokitika WWTP) is \$13.2M.

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	19,183	19,200	14,386	14,369	(17)	(0.12%)
Grants and subsidies	02	10,679	11,291	8,468	5,673	(2,795)	(33.01%)
Interest Revenue	03	491	7	6	489	483	8,719.42%
Fees and Charges	04	2,177	2,177	1,633	1,653	20	1.22%
Other revenue	05	2,371	1,179	806	2,078	1,271	157.65%
Total operating revenue		34,901	33,856	25,299	24,261	(1,038)	(4.10%)
Expenditure							
Employee Benefit expenses	06	5,713	6,079	4,545	4,144	(402)	(8.83%)
Finance Costs	07	1,171	987	740	940	200	27.06%
Depreciation	08	8,648	8,475	6,357	6,524	167	2.63%
Other expenses	09	15,231	13,871	10,217	12,093	1,875	18.35%
Total operating expenditure		30,763	29,412	21,859	23,700	1,841	8.42%
Operating Surplus/(Deficit)		4,137	4,444	3,440	560	(2,880)	(83.71%)

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 \$483k more than offsets the adverse increase of \$200k in finance costs against budget.

04 Fees and charges

The Building department continues to be busy with processing, compliance & inspection fees exceeding budget by \$75k. Refuse fees at 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 \$46k down on budget.

05 Other Revenue

The dividend received from WHL was \$50k above budget. Recreation Contributions exceed budget by \$147k with 16 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 \$750k 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 \$200k 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

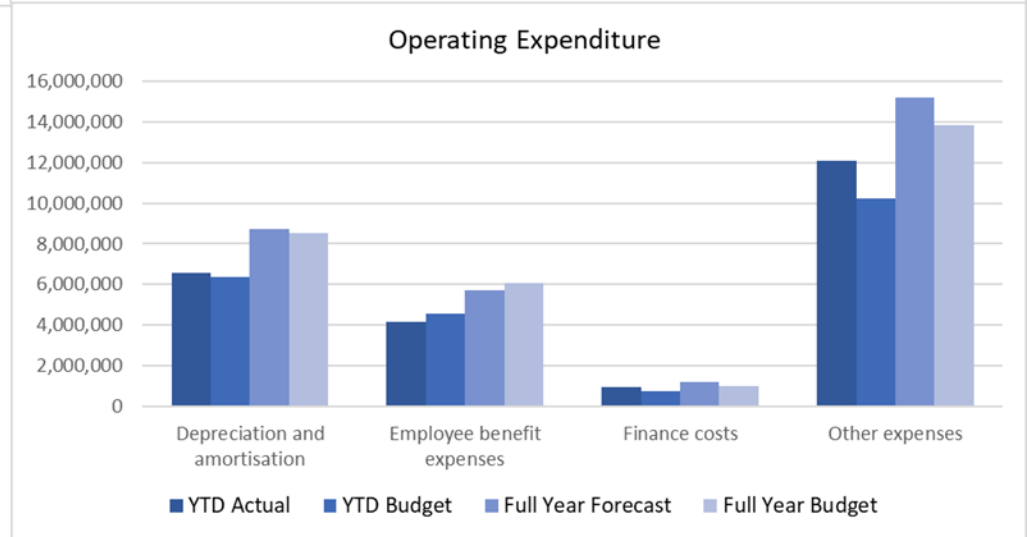
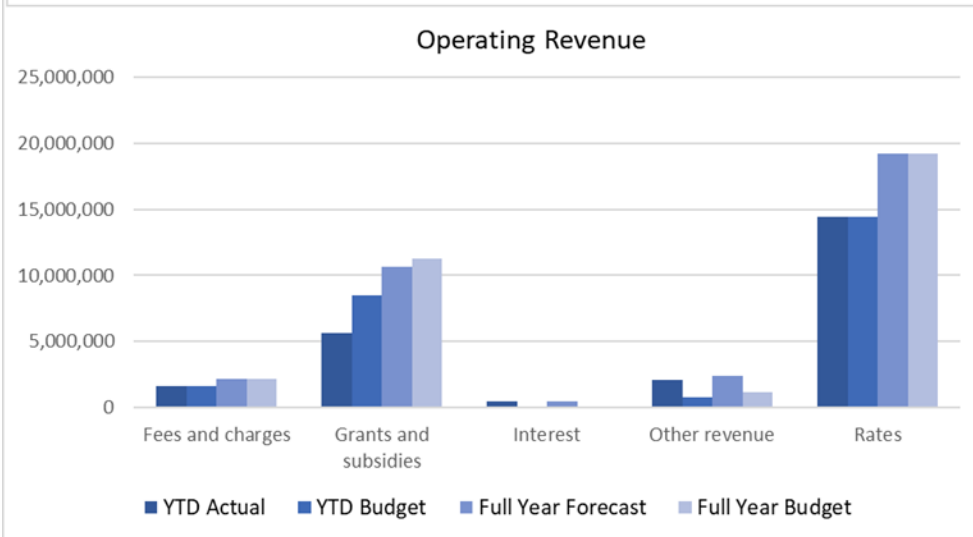
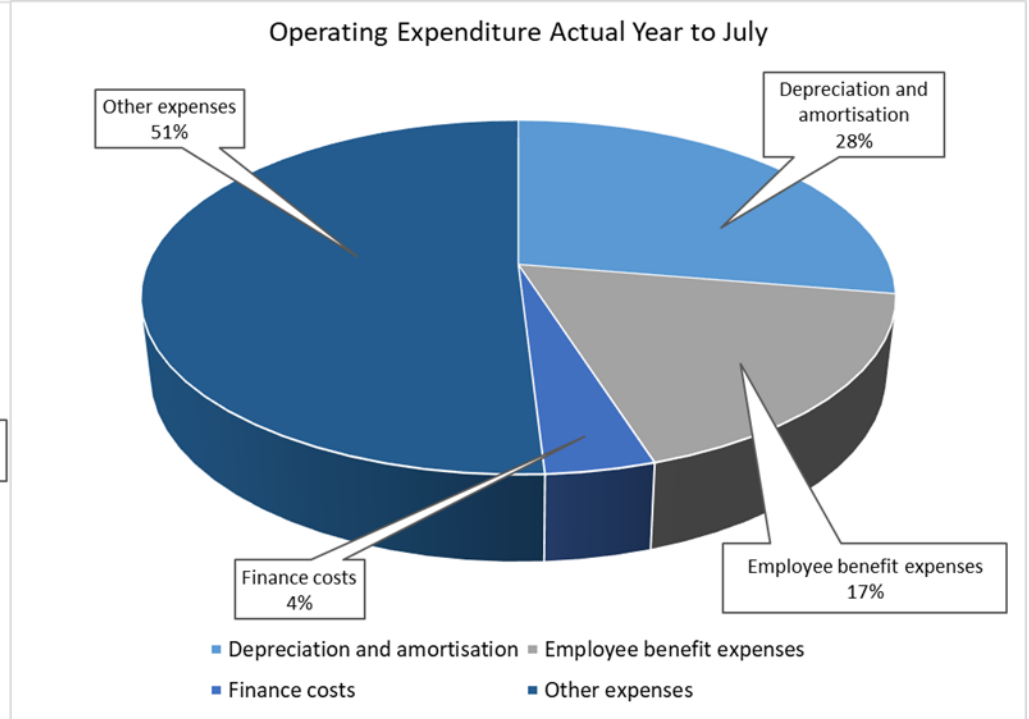
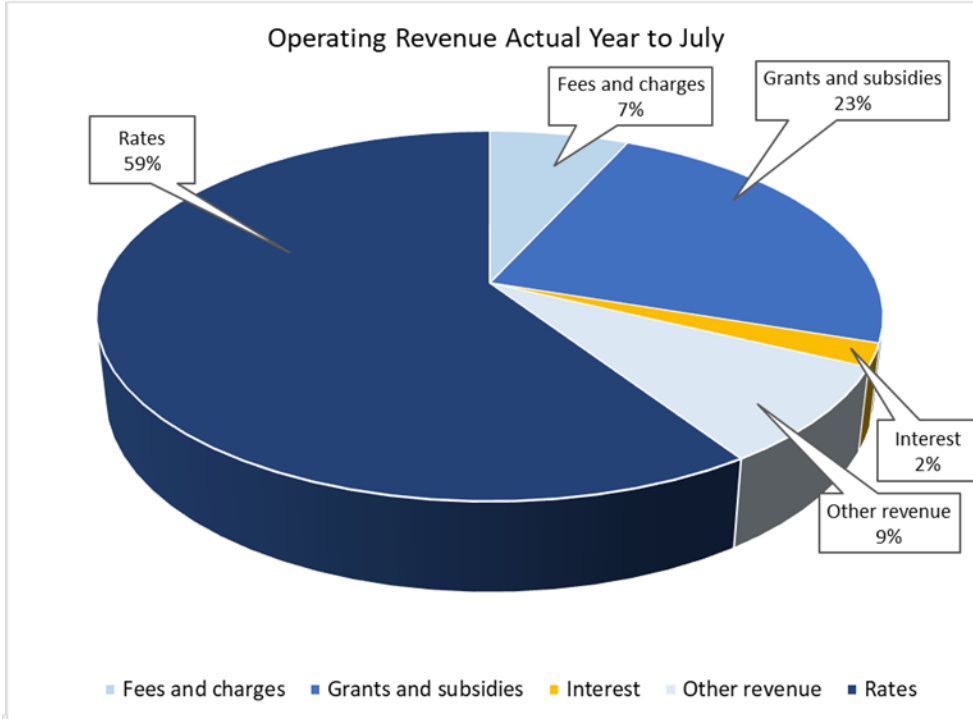
The major over budget cost is non-cash loss on Swaps \$747k (there is an offsetting gain of \$750k noted above). Land Transport expenses are over budget by \$324k (timing which is partially offset by funding). Contractor costs in Planning and Building are over budget by \$235k due to staff shortages. Unbudgeted Responsible camping costs are \$182k but there is grant funding to offset this. Also included in Other Expenses are the MTFJ funded programme costs of \$213k, 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 31 March 2023 \$000	Annual Plan 2022/23 \$000	Actual 2021/2022 \$000
Assets			
Current assets			
Cash & cash equivalents	11,564	2,436	9,389
Debtors & other receivables	2,133	2,819	5,029
Tax receivable	10	-	10
Derivative financial instruments	15	-	12
Other financial assets	3,048	-	3,048
Total Current Assets	16,770	5,255	17,487
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	137	-	137
Intangible assets	120	392	136
Assets Under Construction	17,123	737	11,675
Derivative financial instruments	982	235	869
Other Financial Assets	613	825	617
Property, Plant and Equipment	488,428	460,329	493,213
Term Inventory	-	-	-
Total Non-current assets	520,098	475,213	519,341
Total Assets	536,867	480,468	536,828
Liabilities			
Current liabilities			
Creditors & other payables	2,194	2,596	2,755
Employee benefit liabilities	603	384	489
Borrowings	3,000	-	3,000
Derivative financial instruments	-	94	-
Other	1,381	1,160	1,450
Total Current Liabilities	7,178	4,235	7,693
Non-current liabilities			
Deferred Tax	-	10	-
Employee benefit liabilities	31	42	35
Provisions	2,821	1,846	2,821
Borrowings	26,818	35,759	26,818
Derivative financial instruments	-	272	-
Total Non-Current Liabilities	29,670	37,928	29,674
Total Liabilities	36,848	42,162	37,367
Net Assets	500,019	438,305	499,461

	At 31 March 2023 \$000	Annual Plan 2022/23 \$000	Actual 2021/2022 \$000
Equity			
Retained Earnings	171,143	182,545	170,583
Restricted Reserves	12,968	6,747	12,968
Revaluation reserves	315,732	248,926	315,733
Other comprehensive revenue and expense reserve	177	87	177
Total Equity	500,019	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 31 March 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	6,735
Targeted Rates	9,179	9,266	10,245	7,668
Subsidies and grants for operating purposes	2,640	3,208	2,135	3,064
Fees and charges	1,801	2,141	2,177	1,653
Interest and dividends from investments	8	115	257	789
Local authorities fuel tax, fines, infringement fees, and other receipts	1,009	2,621	944	1,773
Total Operating Funding (A)	23,488	26,172	24,740	21,682
Applications of Operating Funding				
Payments to staff and suppliers	18,285	19,660	19,950	16,230
Finance Costs	904	640	986	940
Total Applications of Operating Funding (B)	19,189	20,300	20,936	17,170
Surplus/(Deficit) of Operating Funding (A - B)	4,298	5,872	3,804	4,513
(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	678
-to improve the level of service	6,937	2,561	14,250	2,566
-to replace existing assets	10,471	3,848	12,537	3,848
Increase (decrease) in reserves	425	9,023	(9,770)	12,042
Increase (decrease) of investments	-	4,000	149	-
Total Applications of Capital Funding (D)	18,801	20,110	18,901	19,134
Surplus/(Deficit) of Capital Funding (C - D)	(4,298)	5,116	(3,804)	(4,513)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Debtors 31 March 2023

31/03/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building consents	25,114	-	10,822	20,349	56,286
Building Warrants	-	-	-	(257)	(257)
Resource consents	4,125	-	275	6,315	10,715
Sundry debtors	10,372	13,580	122,420	216,279	362,651
Grand Total	39,612	13,580	133,517	242,686	429,395
31/03/2022					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	21,816	44	3,973	35,144	60,977
Building Warrants	556	-	-	(140)	416
Resource Consents	2,731	-	2,411	9,256	14,399
Sundry Debtors	18,584	153,952	460,505	29,040	662,081
Grand Total	43,687	153,996	466,889	73,300	737,872

Rates Debtors 31 March 2023

Rates Debtors at 28 February 2023	821,660
Rates instalment	
Less payments received	(577,669.41)
Paid in advance change	172,895.28
Previous years write off's	(1,282.81)
Write off's	(2,046.42)
Penalties	20,120.04
Discounts	(39.19)
Court Cost	-
	-388,023
Total Rates Debtors at 31 March 2023	433,637.07
Arrears included above at 28 Febr	433,637
Arrears at 31 March 2022	625,146
Increase/(decrease) in arrears	(191,509)

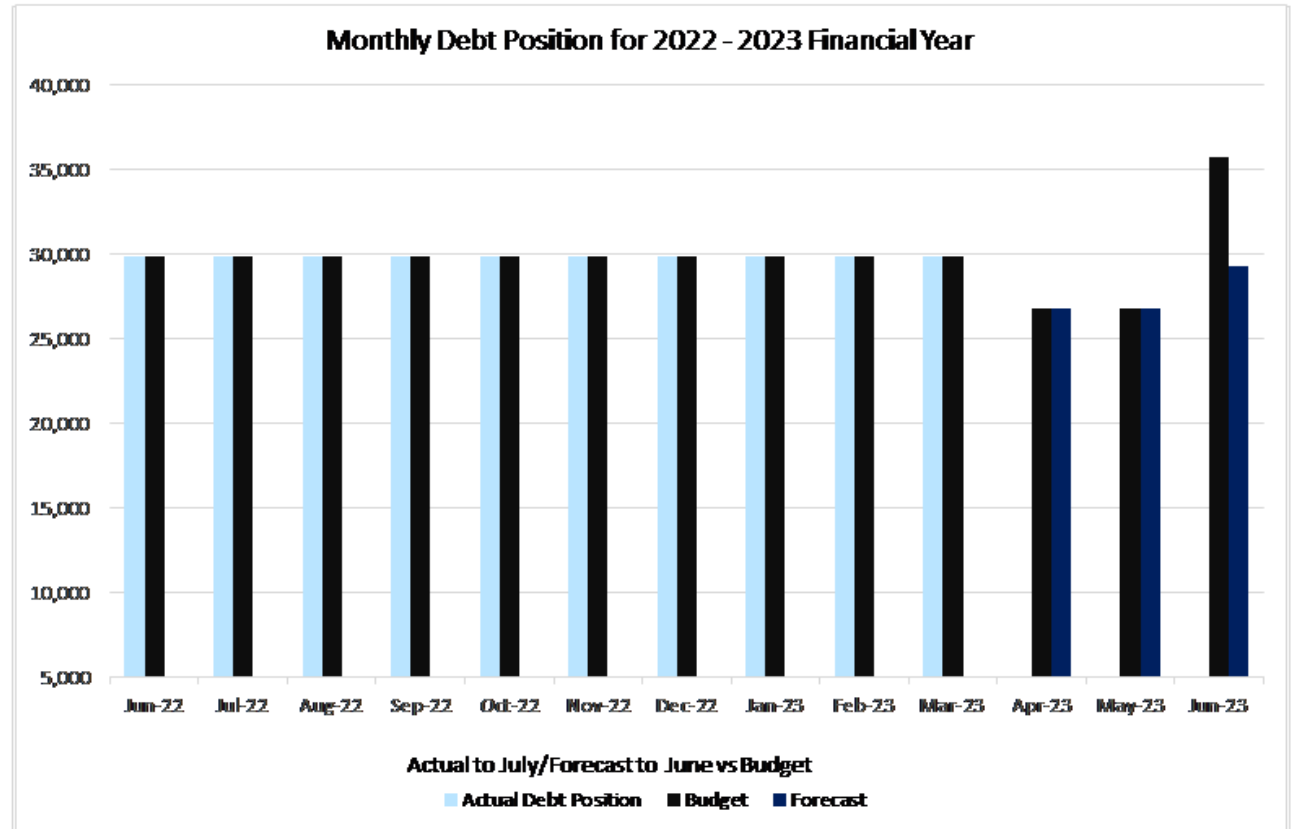
Debt Position

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			
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	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



Capital Expenditure

Capital Projects 2022/23 As at 31/03/2023				Under/over budget	Status	Legend - Key
				Forecast on Budget		Stopped
				Forecast over Budget		Deferred
						On track
Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
LEADERSHIP						
Furniture Renewals	2,721	5,120	5,120			
Council HQ Earthquake strengthening & upgrade	0	250,000	0			Funding Deferred to 2023-24
Council HQ - I-SITE room fitouts	0	60,920	0			Project Obsolete, expenses moved to LDHQ Strengthen
IT Equipment - Disaster Recovery Servers	23,816	32,768	28,261			Switches on site and to be configured short. Expected completion date end of June 2023
Hannahs Clearing Fire Station upgrade	0	71,680	0			Funding Deferred to 2023-24
IT equipment Renewals	6,974	15,360	15,360			
IT Offsite Replication	0	40,960	0			Deferred to 2023/24
Replacement of vehicles	(4,348)	81,920	84,911			Rebate for the new vehicle has been received March 2023
	29,163	558,728	133,652			
Planning & Regulatory Services						
Civil Defence - Satellite Data & Voice	0	4,500	4,500			
Civil Defence - Emergency Operations Centre	389	1,396,398	0			Funding Deferred to 2023-24
Civil Defence – Emergency containers	0	8,357	8,357			
Civil Defence – Emergency communications equipment	0	20,539	0			Funding Deferred to 2023-24
Hannahs Clearing Fire Station upgrade	0	71,680	0			Funding Deferred to 2023-24
	389	1,501,474	12,857			
LIBRARY & Museum						
Library - Resources	48,313	70,836	66,162			9k of funding deferred to 2023-24
Library Furniture & Equipment	9,640	9,508	10,300			
Museum – Museum archives	29,710	533,676	248,152			To complete full transferral between collection databases, concept design and 1/3 funding requirement for RCHF and Lotteries
Museum – Museum complex roller doors – H&S	0	2,000	0			Funding Deferred to 2023-24
Museum – Packaging material	0	7,600	7,600			
Museum – Scissor lift H&S upgrades	0	8,200	0			Funding Deferred to 2023-24
Collection Database-Axiell EMU	50,473	38,828	50,473			Museum Data Base is underway
Digital Interactive Package (pt of Museum fitout)	29,133	505,010	250,000			To be used for Ngā Whakatūrangā Project. Particularly the PIW, concept and detail design.
	167,269	1,175,658	632,687			

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	105,900	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	59,435	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	369,818	309,724	369,818	🔴	🟢	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	29,263	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	167,915	125,000	167,915	🔴	🟢	Deplox units with Filtec. Installation & commissioning early 2023.
	1,367,618	3,203,996	2,447,073			

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	955	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	14,719	6,110,487	6,110,487	●	●	Next working group meeting in the new year.
Hokitika - Z-line section replacement	413,796	302,381	413,796	●	●	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.
	613,835	6,806,982	6,918,397			
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 Waste Management	79,447	217,383	88,756	●	●	128K of funding deferred to 2023-24
Emmissions Trading - Carbon Credits	0	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	19,035	12,656	20,478	●	●	
Hokitika Refuse Shed 2	23,731	10,000	23,731	●	●	
Hokitika - Waste minimisation equipment	25,808	81,048	81,048	●	●	
	164,451	854,543	647,468			
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	1,165,826	1,375,622	1,375,622	●	●	Completed. Final invoices to come in.
Beach St SW realignment	61,222	370,631	370,631	●	●	Completed.
Jollie St Extension	55,061	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	●	●	
	1,395,060	2,480,533	2,500,443			

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	198,574	1,614,716	198,574	🟢	🟡	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
	198,574	1,629,499	198,574			
FACILITIES & LEISURE SERVICES - OTHER						
Strengthening Carnegie Building	263,430	0	274,730	🟢	🟢	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	1,881	3,450	3,881	🟢	🟢	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	11,804	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	17,327	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 - (Site equipment replacements	0	6,072	6,072	🟢	🟡	
Paringa Conveniences (70% funded)	290,613	239,561	340,517	🟢	🟢	Toilets are in Christchurch. Installation expected end of May 2023
WCWT Northbank route	0	73,564	73,564	🟢	🟢	Project transferred to Operational. Not proceeding
Website Development & Upgrades	0	0	0	🟢	🟢	
Westland Tourism Marketing Infrastructure	0	75,000	0	🟢	🟢	Pablo has been contracted to prepare the Hokitika entrance signs
	776,329	2,590,155	1,355,371			

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	53,071	23,697	53,071	🔴	🟢	\$191,500 TIF (MBIE) Grant received. \$126,000 claimed to date.
Cass Square - Upgrade of Playground equipment	2,854	1,056,788	2,854	🔴	🟡	992K funding deferred to 2023-24
Cass Square - new developments	0	166,968	0	🟢	🟢	
Cass Square - new pavilion	0	76,800	0	🟢	🟢	
Cass Square - Turf Improvements	0	0	0	🟢	🟢	After Wild foods.
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 Poll 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;	282,791	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	15,507	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	68,817	🔴	🟢	
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	33,489	0	33,489	🔴	🟢	Completed. To be Capitalized
Racecourse Dev-Master Plan-Residential	186,338	1,339,012	443,012	🟢	🟡	896K funding deferred to 2023-24
Racecourse Dev-Stormwater	0	0	0	🟢	🟡	
Racecourse Dev-Event Zone	0	0	0	🟢	🟢	
	728,948	4,295,697	1,874,707			

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	67,486	193,241	193,241			
212 Sealed Road Resurfacing	780,019	1,108,910	1,108,910			
213 Drainage Renewals	133,747	182,744	182,744			
214 Sealed Road Pavement Rehabilitation	10,753	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	22,951	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	40,563	229,393	229,393			
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	8,134	6,511	8,742			
Low Cost Low Risk - Local	280,527	295,000	295,000			
Low Cost Low Risk - SPR	70,200	2,084,475	2,084,475			Underway, resilience project being investigated
Footpath upgrades	120,630.16	0	120,630.16			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
	1,629,739	6,189,216	6,388,896			
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	7,097,630	31,370,731	23,486,406			

Report to Council



DATE: 27 April 2023
TO: Mayor and Councillors
FROM: Chief Executive

APPOINTMENT OF NEW DEPUTY MAYOR

1. Summary

- 1.1. 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.
- 1.2. The mayor has the following powers:
 - (a) to appoint the deputy mayor:
 - (b) to establish committees of the territorial authority:
 - (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.
- 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 receives the report and notes that the Mayor has appointed a new Deputy Mayor.

2. Background

- 2.1. The reason the report has come before the Council is due to [Section 41A of the Local Government Act 2002](#) the Role and powers of mayors which empowers the Mayor to appoint the Deputy Mayor.
- 2.2. It is the Mayor's prerogative as to whether they exercise this right of appointment. Should the Mayor decline to exercise that option, then System A or System B of Schedule 7, Part 1, Cl 25 'Voting systems for certain appointments' would be utilised as the voting system for the election or appointment of a Deputy Mayor.
- 2.3. The following extracts from Schedule 7, Cl 17 of the Act relate to the election and functions of the Deputy Mayor.
 - (1) A territorial authority must elect 1 of its members to be its deputy mayor in accordance with [clause 25](#).

- (2) A regional council must elect 1 of its members to be its deputy chairperson in accordance with [clause 25](#).
- (3) The deputy mayor or deputy chairperson must perform all the responsibilities and duties, and may exercise all the powers, of the mayor or chairperson, —
- (a) with the consent of the mayor or chairperson, at any time during the temporary absence of the mayor or chairperson:
 - (b) without that consent, at any time while the mayor or chairperson is prevented by illness or other cause from performing the responsibilities and duties, or exercising the powers, of his or her office:
 - (c) while there is a vacancy in the office of the mayor or chairperson.
- (4) In the absence of proof to the contrary, a deputy mayor or deputy chairperson acting as mayor or chairperson is presumed to have the authority to do so.
- (5) A deputy mayor or deputy chairperson continues to hold his or her office as deputy mayor or deputy chairperson, so long as he or she continues to be a member of the territorial authority or regional council, until the election of his or her successor.

3. Current Situation

- 3.1. The current situation is that the Mayor is empowered to appoint the Deputy Mayor under [Section 41A Role and powers of Mayors of the Local Government Act 2002](#) and exercised this right after the Triennial Elections in October 2022. The Deputy Mayor appointed in October 2022 has subsequently resigned as Deputy Mayor and accordingly the Mayor has appointed a new Deputy Mayor.

4. Options

- 4.1. Option 1: To receive the report.
- 4.2. Option 2: To not receive the 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 low and administrative in nature.
- 7.1.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – To receive the report to Council – Appointment of Deputy Mayor.
This demonstrates that elected members understand the legal obligations of Council, the way a Deputy Mayor is appointed or elected, and the duties of a Deputy Mayor.
- 8.1.1. There are no financial implications to this option.
- 8.2. Option 2 – To not receive the report to Council – Appointment of Deputy Mayor.

The public may perceive that elected members are not fulfilling their legal obligations.

8.2.1. There are no financial implications to this option.

9. Preferred Option 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 under [Section 41A Role and powers of mayors under the Local Government Act 2002](#), the Mayor has exercised the right to appoint Councillor Ashley Cassin as Deputy Mayor of Westland District Council effective immediately.

10. Recommendations

10.1. That the Report to Council – Appointment of Deputy Mayor be received.

Simon Bastion
Chief Executive

Report to Council



DATE: 27 April 2023
TO: Mayor and Councillors
FROM: Chief Executive

CONFIRMATION OF APPOINTMENTS

1. Summary

- 1.1. 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.
- 1.2. This issue arises from requests from community organisations to have a Council representative liaise with their group. This has been working well; however, it has been agreed that the workload of each Councillor be revisited to ensure that it 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 appointments to committees, community organisations, liaison roles, and other appointments for the remainder of the 2022-2025 Triennium.

2. Background

- 2.1. The report has come before the Council due to a number of external organisations that the Council makes an appointment to or has a liaison role with. These are not legislatively driven, and it is at the sole discretion of the Council as to whether a representative is appointed. At the 24 November 2022 meeting, Council appointed representatives to committees, community organisations, liaison roles and other appointments.

3. Current Situation

- 3.1. The current situation is that Her Worship the Mayor, after discussion with elected members has decided to review the appointments to committees, community organisations, liaison roles and other appointments which is attached as Appendix 1 to this report.
- 3.2. It is important to understand the difference between “making an appointment to” and “having a liaison role”. Appointments are usually legislatively or constitutionally driven. In the past Council has “made appointments to outside organisations”, such as community organisations. There is nothing in these organisations constitutions that requires Council to do this and for this reason, officers are recommending that the term used is “has a liaison role with...”.

4. Options

4.1. Option 1: To confirm the amendment to the elected member representation on community organisations, communities and other appointments as attached as **Appendix 1**.

4.2. Option 2: Amend the listing 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 listing in **Appendix 1** is a reflection of a discussion that the Council has already had. Confirming this list means that the outside organisations can be notified as to who their Council liaison person is.

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 list of appointments further at the meeting will have little impact. However, if Council wishes to do some further significant work on the list, it may mean parts of this report are deferred to a future meeting, which will 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 will enable elected members to develop a good working relationship within the communities that they represent.

10. Recommendation

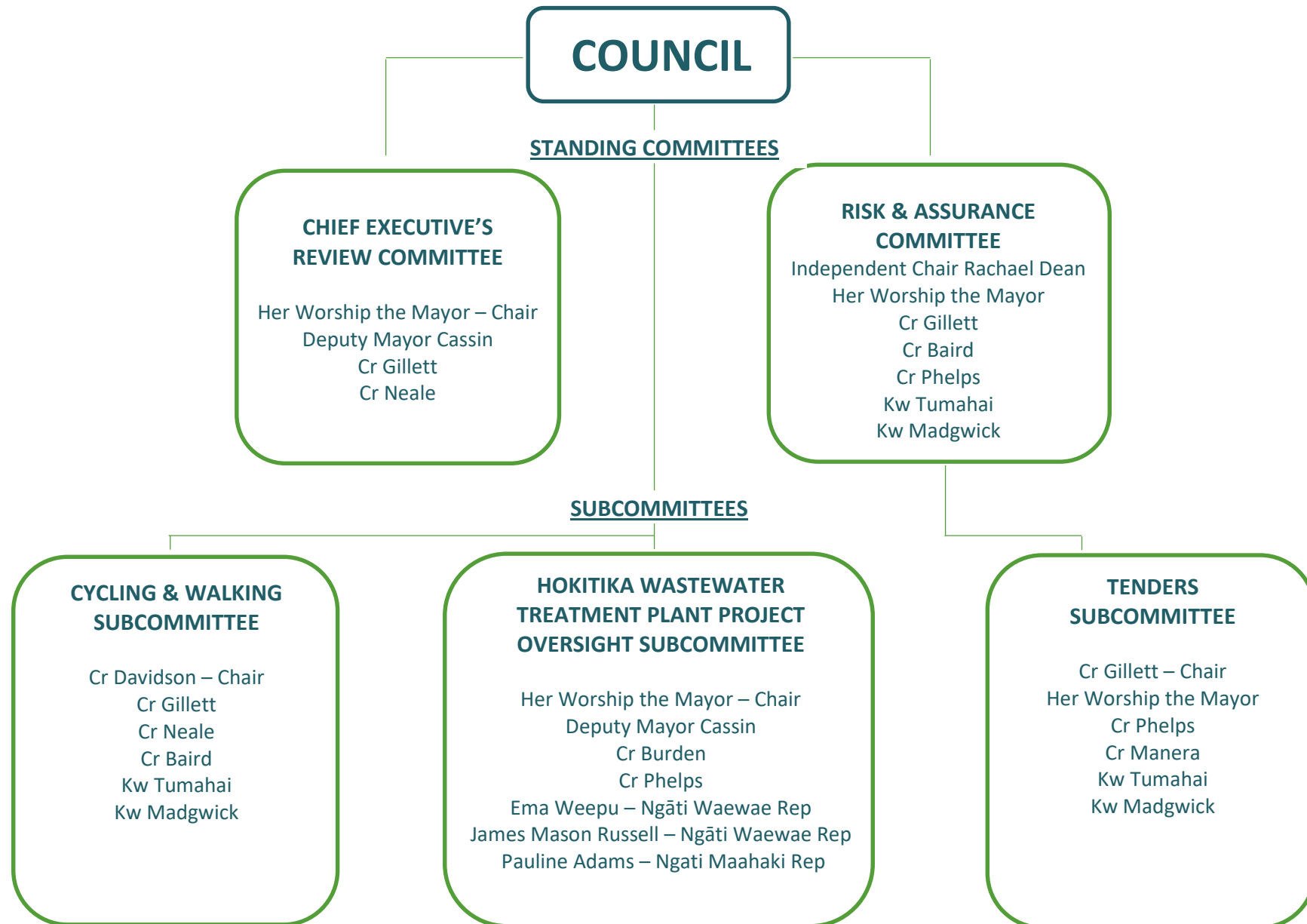
10.1. That the report be received.

10.2. That Council confirms the amended appointments to committees, community organisations and other appointments for the remainder of the 2022-2025 Triennium.

Appendix 1: Structure of Council Committees Chair & Membership

Appendix 2: Confirmation of Appointments to Outside Organisations

Proposed Committee Members of Council Committees 2022 – 25 Triennium



APPOINTMENTS TO COMMITTEES

Organisation	Recommendation
Franz Josef/Waiarau Rating District Joint Committee	Recommendation: Her Worship the Mayor Deputy Mayor Cassin Cr Manera
Hokitika Seawall Joint Committee <i>This Joint Committee with the West Coast Regional Council is established to oversee the management of the Hokitika Seawall. Three elected members are required.</i>	Recommendation: Her Worship the Mayor Deputy Mayor Cassin Cr Phelps
Road Safety Committee	Recommendation: Cr Davidson, Cr Neale

LIAISON ROLES WITH COMMUNITY ORGANISATIONS

Organisation	Recommendation
Otira Community Association	Recommendation: Cr Burden, Cr Neale, Cr Phelps
Kumara Residents Association	Recommendation: Cr Burden, Cr Neale, Cr Phelps
Destination Hokitika	Recommendation: Her Worship the Mayor, Cr Burden
Heritage Hokitika	Recommendation: Her Worship the Mayor, Cr Gillett
Heritage West Coast	Recommendation: Her Worship the Mayor, Cr Gillett
Safe Community Coalition <i>(The Safe Community Coalition terms of reference do not stipulate membership; however elected members have attended meetings in the past.)</i>	Recommendation: Cr Davidson, Cr Neale
Kokatahi/Kowhitirangi Community Association	Recommendation: Cr Burden, Cr Neale, Cr Phelps

APPENDIX 2

Organisation	Recommendation
Ross Community Society	Recommendation: Cr Burden, Cr Neale, Cr Phelps
Hari Hari Community Association	Recommendation: Deputy Mayor Cassin, Cr Manera
Whataroa Community Association	Recommendation: Deputy Mayor Cassin, Cr Manera
Ōkārito Community Association	Recommendation: Deputy Mayor Cassin, Cr Manera
Franz Inc.	Recommendation: Deputy Mayor Cassin, Her Worship the Mayor
Franz Josef/Waiiau Community Forum	Recommendation: Deputy Mayor Cassin, Cr Manera
Glacier Country Tourism Group	Recommendation: Deputy Mayor Cassin
Fox Glacier Community Association	Recommendation: Deputy Mayor Cassin, Cr Manera
Haast Community	Recommendation: Deputy Mayor Cassin, Cr Manera

OTHER APPOINTMENTS

Group	Name
Creative Communities Local Assessment Committee	Recommendation: Cr Burden Cr Neale
Development West Coast – Appointment Panel	Recommendation: Her Worship the Mayor
Sport NZ Rural Travel Fund – Allocation Committee	Recommendation: Deputy Mayor Cassin
West Coast Regional Transport Committee <i>This Joint Committee is a Committee of Council that is required under section 105 of the Land Transport Management Act. Council is required to appoint one elected member as representative on this Committee.</i>	Recommendation: Cr Davidson, Cr Burden

APPENDIX 2

<p>Membership of Civil Defence Emergency Management Groups - West Coast Emergency Management Group <i>Section 13 of the Civil Defence and Emergency Management Act 2002 states that “Each local authority that is a member of a Group with other local authorities must be represented on the Group by 1, and only 1, person, being the mayor or chairperson of that local authority or an elected person from that local authority who has delegated authority to act for the mayor or chairperson.”</i></p>	<p>Recommendation: Her Worship the Mayor</p>
<p>Future Franz <i>The purpose of the Working Group is to work in a collaborative manner to plan for the future of the Franz Josef/Waiau area in regard to the challenges it faces.</i></p>	<p>Recommendation: Her Worship the Mayor (Chair) Deputy Mayor Cassin</p>
<p>TTPP (One District Plan)</p>	<p>Recommendation: Her Worship the Mayor Deputy Mayor Cassin</p>

Report to Council



DATE: 27 April 2023
TO: Mayor and Councillors
FROM: Chief Executive

ELECTED MEMBERS REMUNERATION

1. Summary

- 1.1 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.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.3 This report concludes by recommending that Council receive this report, resolve the Councillor Remuneration as set out by the remuneration authority, and request staff to inform the Remuneration Authority of the resolution.

2. Background

- 2.1 The reason the report has come before the Council is that the level of remuneration for the Mayor, Councillors, and Chairpersons of Council Committees is set by the Remuneration Authority.
- 2.2 Since 2019, the Remuneration Authority has used a group of size indices that it has put together covering territorial, regional, and unitary authorities, and Auckland local boards. The relevant workload and responsibilities of each council are assessed using a number of criteria, and each council is placed within the relevant index.
- 2.3 The governance pool provides the total amount that can be paid in remuneration to Councillors which includes a minimum allowable remuneration that must be paid to each councillor. The Mayor's salary is not a component of the governance pool.
- 2.4 Council is required to provide the Remuneration Authority with a proposal, or recommendation on how the remuneration should be distributed among the Councillors.
- 2.5 For the Westland District Council, the current remuneration set by the Authority is set out below following the appointments in Oct 22:

Office	Annual Rem	Base Rem	Additional	Total Pool
Mayor	\$ 105,174	\$ -	\$ -	\$ -
Deputy Mayor	\$ 60,349	\$ 26,522	\$ 33,827	\$ 60,349
Councillor (no additional responsibility) x 7	\$ 26,522	\$ 26,522	\$ -	\$ 185,651
Councillor (minimum remuneration)	\$ 20,907	\$ -	\$ -	\$ -
Total pool (not including mayor)				\$ 246,000

2.6 The remuneration set out in the table above reflects the committee structure for the previous term of the Council. Any modification to that structure requires Council to make a proposal or recommendation to the Remuneration Authority, within the authority's guidelines, to reflect the new structure.

3 Current Situation

3.1 This agenda includes a report recommending a revised committee structure for the remainder of the 2022-2025 triennium.

3.2 The total remuneration pool available advised by the Remuneration Authority after the election is \$246,000. This pool excludes the Mayor's salary of \$105,174 which has been established separately by the Remuneration Authority.

3.3 Council is required to make a recommendation to the Remuneration Authority on how the pool should be applied. This requires establishing a base salary for Councillors without greater responsibility, and the salary payable to the Deputy Mayor and Chairpersons of a Council Committee.

3.4 In determining the allocation of the remuneration pool there are four requirements that Council must adhere to:

- The whole pool must be utilised.
- The council will need to determine a "base remuneration" for Councillors who have no additional responsibilities.
- For any roles which attract additional remuneration above the base rate, the council will be required to have a formal vote which must include the following:
 - Title of the proposed position
 - Number of members per proposed position
 - Proposed remuneration.
- Following its formal decision-making, the council must forward its adopted resolutions to the Authority for consideration for inclusion in the determination.

3.5 Due to a change in the Committee representations, it is proposed that the level of remuneration to the Deputy Mayor be decreased, and the Councillor remuneration be increased. This will come into effect from the 27th April 2023 following the appointment of Deputy Mayor – (note the report to council on the appointment of Deputy Mayor April 2023).

3.6 The proposal is assuming that the Risk and Assurance Committee will continue to have an independent chair and that the Mayor will continue to Chair the CE's Review Committee.

3.7 The following proposal in the table below reflects how the pool could be applied under the proposed committee structure and with an Independent Chair for the Risk and Assurance Committee:

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

4 Options

4.1 Option 1 – Approve the proposed remuneration as set out in 3.7.

The options available to Council are limited. The final discretion in this matter lies with the Remuneration Authority.

4.2 Option 2 - Elected members could propose an alternate arrangement to that set out in 3.7 but may only do so within the confines of the Authority Guidelines.

5 Risk Analysis

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

6 Health and Safety

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

7 Significance and Engagement

7.1 The making of a recommendation or proposal to the Remuneration Authority is an administrative function, therefore of low significance.

7.2 No public engagement or consultation is necessary.

8 Assessment of Options (including Financial Considerations)

8.1 Option 1 - This is an administrative process which requires Council to forward a recommendation or proposal to the Remuneration Authority for their consideration. Any proposal or recommendation made must be approved by the Remuneration Authority before it can take effect.

Councillor remuneration is a budgeted item and is funded through the General Rate.

8.2 Option 2 – An alternative proposal must be agreed by all elected members within the confines of the Authority Guidelines. Any proposal or recommendation made must be approved by the Remuneration Authority before it can take effect.

9 Preferred Option(s) and Reasons

9.1 The Council is required to make decisions regarding positions of responsibility and consequent remuneration, including the base remuneration for councillors with no positions of responsibility.

9.2 The preferred option is that Council makes a recommendation to the Remuneration Authority, for the allocation of the pool as proposed in 3.7 in this report.

10 Recommendation(s)

10.1 That Council receives the report.

10.2 Resolve the remuneration as set out in the table under point 3.7.

10.3 That Council request staff to advise the Remuneration Authority of the changes to the Committee Structure, and the proposed allocation of the remuneration pool.

Simon Bastion
Chief Executive

Report to Council



DATE: 27 April 2023
TO: Mayor and Councillors
FROM: Chief Executive

HARIHARI CEMETERY COMMITTEE – APPOINTMENT OF NEW TRUSTEE

1. Summary

- 1.1. The purpose of this report is to seek Council approval for a new Trustee to be appointed to the Harihari Cemetery Committee.
- 1.2. This issue arises from a requirement in [Section 24 of the Burial and Cremations Act \(BCA\)](#) regarding the appointment of trustees for Cemetery Committees.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approves the Trustees listed in Appendix 1 to the Harihari Cemetery Committee.

2. Background

- 2.1. The reason the report has come before the Council is due to receipt of a letter from the Harihari Cemetery Committee advising of a change of trustees.
- 2.2. The Harihari Cemetery Committee met on the 10 March 2023 to confirm the result of election of officers and changes to trustees. A change of trustees is required as two previous trustees have passed away.

3. Current Situation

- 3.1. The current situation is that the Harihari Cemetery Committee request Council approval of the change in office holders and seeking approval to replace a trustee on the Cemetery Committee.
- 3.2. Under s 24 of the BCA appointment of new trustees must be publicly notified in the district where the cemetery is located.

4. Options

- 4.1. Option 1: To approve the appointment of a new Trustee.
- 4.2. Option 2: To not approve the appointment of a new Trustee.

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 minor significance as the issue is administrative in nature.

7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – To approve the appointment of a new Trustee.

8.2. Council has delegated management of the Harihari Cemetery to the Harihari Cemetery Committee and therefore must approve trustee appointments.

8.2.1.There is no financial implication to this option.

8.3. Option 2 – To not approve the appointment of a new Trustee.

8.2.1 There is no financial implication to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the Harihari Cemetery is run independently of Council and the members are elected by the Harihari Cemetery Committee.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approve the addition of Mr Paul Mackie of La Fontaine, Harihari as a Trustee on the Harihari Cemetery Committee.

Simon Bastion
Chief Executive

Appendix 1: Letter from the Harihari Cemetery Committee

File Ref: HHCemeteryWDCLetter14/3/2023

14 March 2023

PO Box 29
HARIHARI 7863

L. Haworth
Customer Services Officer
Westland District Council
36 Weld Street
HOKITIKA 7810

Dear Loraine

HARIHARI CEMETERY COMMITTEE ADMINISTRATION

1. The Harihari Cemetery Committee met on 10/3/23 and wish to advise the result of election of Officers as:

Chairperson	T. Arnold
Secretary	J. Derks

2. It is with regret that we also advise the following changes to the Trustees:

N. Adamson (deceased)
C. Glass (deceased)

3. In regard changes to Trustees, the Committee seeks approval from Westland District Council to have Paul Mackie of La Fontaine, Harihari included as a Trustee.

Can Westland District Council please take necessary steps to include the changes advised in Points 1./ and 2./ in its Harihari Cemetery administration records, and provide its decision in respect of Point 3./ in writing to the Harihari Cemetery Committee?

Thank you for your assistance.

Yours sincerely



Jan Derks
Secretary,
Harihari Cemetery Committee