



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 25 August 2022** commencing at **1:00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

Chairperson:	Acting Mayor Cr Carruthers	
Members:	His Worship the Mayor	Cr Davidson
	Cr Hart	Cr Hartshorne
	Cr Keogan	Cr Martin
	Cr Neale	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

His Worship the Mayor

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 - 28 July 2022

COMMITTEE MINUTES TO BE RECEIVED:

- Audit & Risk Committee Meeting – 12 May 2022
- Cycling & Walking Sub-Committee Meeting – 19 May 2022
- CE’s Review Committee Meeting – 23 June 2022

Committee Minutes to be confirmed due to the Committee not meeting again before the end of the Triennium

- Extraordinary Capital & Projects Tenders Committee Meeting – 14 June 2022
- Audit & Risk Committee Meeting – 11 August 2022
- CE’s Review Committee Meeting – 15 August 2022
- Cycling & Walking Sub-Committee Meeting – 18 August 2022

6. **ACTION LIST**

(Pages 7-10)

Group Manager, District Assets, Scott Baxendale

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

Nil Presentations

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

- **Financial Report** (Pages 11-24)
Finance Manager, Lynley Truman
- **Community Funding** (Pages 25-33)
Acting Chief Executive, Lesley Crichton
- **Otira Community – Request for a Community Board** (Pages 34-36)
Acting Chief Executive, Lesley Crichton
- **Social Impact Assessment – Class 4 and TAB Venue Gambling** (Pages 37-71)
Acting Chief Executive, Lesley Crichton

- **Berm Mowing Policy Review** (Pages 72-77)
Group Manager District Assets, Scott Baxendale
- **Hokitika Beachfront Access Project Report** (Pages 78-108)
Group Manager District Assets, Scott Baxendale
- **Road Naming – Norwest Estate and Boundary Road** (Pages 109-116)
Group Manager District Assets, Scott Baxendale

9. ADMINISTRATIVE RESOLUTION

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

Deed of Variation of Lease between Westland District Council (Lessor) and Destination Westland Limited (Lessee). Local purpose reserve for aerodrome and associated purposes subject to the Reserves Act 1977.

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

(to consider and adopt confidential items)

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Council meeting 28 July 2022	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Committee Minutes to be Received 12 May 2022 Audit & Risk Committee Minutes 19 May 2022 Cycling & Walking Sub-Committee Minutes	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)

23 June 2022 CE's Review Committee Minutes		
3.	Confidential Minutes to be confirmed due to the Committee not meeting again before the end of the Triennium	<p>Good reason to withhold exist under Section 7</p> <p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</p> <p>Section 48(1)(a)</p> <p>14 June 2022 Extraordinary Capital Projects & Tenders Committee Minutes</p> <p>11 August 2022 Audit & Risk Committee Minutes</p> <p>15 August 2022 CE's Review Committee Minutes</p> <p>18 August 2022 Cycling & Walking Sub-Committee Minutes</p>
4.	Risk Report Independent Chair, Audit & Risk Committee, Rachael Dean	<p>Good reason to withhold exist under Section 7</p> <p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</p> <p>Section 48(1)(a)</p>



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


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





4	The withholding of the information is necessary to maintain legal professional privilege. (Schedule 7(2)(g))
4	The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (Schedule 7(2)(h)).







**DATE OF NEXT ORDINARY COUNCIL MEETING – 22 SEPTEMBER 2022
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

25.08.22 - Council Meeting - Action List

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	10.12.20		Speed Limit Register Review – Stage 2	<p>Review of the speed limits on the below roads/areas:</p> <ul style="list-style-type: none"> • Kokatahi/Kowhitirangi Area • Old Christchurch Road • Kaniere Road • Lake Kaniere Road and surrounding areas (Hans Bay, Sunny Bight, Lake Kaniere) 	Sep 2022	GMDA, Transportation Manager & CE	<p>This item is on hold awaiting Waka Kotahi NZ Transport Agency speed limit review.</p> <p>A review was presented to Council on the 30/09/21. Stage 2 to be reviewed & presented to Council in Feb 22 to begin public consultation with the intended implementation scheduled for April/May. This is in line with Waka Kotahi’s review period.</p> <p>Waka Kotahi has advised okay to start having conversations and consulting with public in the lead-up to rule changes being finalized toward mid-2022. Changes should not be made until new rules set.</p> <p>Council resolved in Feb to request feedback on other roads within WDC that wish the speed limits reviewed.</p> <p>This process has been deferred to after Annual Plan consultation. In the meantime, CE is happy to take any requests directly (email) and can be part of the submissions gathered.</p> <p>Some of this is covered in the Transportation Update being provided by the Transportation Manager in the July Meeting. Additionally, the consultation pack is being revised to reflect August Dates for the Consultation Period.</p> <p>We are halfway through the consultation process on this, feedback to date has been mixed and slow. Large support however for speed reduction around schools which is being planned as part of the latest Waka Kotahi Rule changes.</p>
2	10.12.20		Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	<p>Lake level management – a meeting has been held, an engineering design will be completed, and an application for a resource consent has been submitted to the WRCR.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							<p>Lake Level Project – onsite meeting with DoC was held. The engineering design will be completed and application for resource consent will be submitted to the WCRC, with an endeavour to have this completed through the summer period.</p> <p>WDC resource consent application completed and approved. WDC staff working with the community group to complete the diversion.</p> <p>WDC to liaise with Ross Chinese Gardens Community Group to try put a program of works together and get a firm answer regarding timeline / ETA on completion.</p> <p>CE and Project Manager meet with community group on the progress – happy with progress to date and have agreed a completion date of 1 Sep 2022 as they are sourcing materials at no cost to ratepayers.</p> <p>The work at the lake at Ross is near completion and the outlet is now in place.</p>
3	26.08.21		Investigate costs to bring the WDC HQ & Pakiwaitara buildings up to 100% National Building standards	CE to discuss with Group Manager: District Assets	In progress	CE & GMDA	<p>Following preliminary structural surveys conducted by Simco, Josephs and Associates have been commissioned to arrange for the production of outline architectural drawings which will lead to the development of accurate costings.</p> <p>Council has requested a review of the strategic direction for both Council HQ & Pakiwaitara buildings to ensure the best-case scenario if progressed. CE expectations is that the options review will be presented back to council in the future as an options report.</p> <p>Concept plans shared and viewed at Council Workshop 29/3/22.</p> <p>Discussion to occur in a June workshop regarding the future of this project.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							At the determination of the Annual Plan in June, Council decided to defer proposals for the Pakiwaitara building. Further work on the Council HQ has also been postponed.
4	26.08.21		Pakiwaitara Building Business Case Timeline	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.	May 22	CE	<p>As above.</p> <p>Concept plans shared and viewed at Council Workshop 29/3/22.Refer to report in May confidential meeting.</p> <p>Discussion to occur in a June workshop regarding the future of this project.</p> <p>At the determination of the Annual Plan in June, Council decided to defer proposals for the Pakiwaitara building. Further work on the Council HQ has also been postponed.</p>
5	24.03.22		Racecourse Development Submission Bid	Council to be made aware of the outcome of the bid by end of April 2022	April Council Meeting	CE	<p>Confirmed WDC application to the Infrastructure Acceleration Fund (IAF) has been accepted conditional of negotiations. 11 June workshop with IAF to discuss negotiation points.</p> <p>Negotiations still underway. RSL workshop with key stakeholders held on the 21 June 2022.</p> <p>There is a report and presentation in the confidential section of the Council Agenda</p>
6	24.03.22		Gambling Policy	Council staff undertake social impact assessment and bring a report back to Council.	August Council Meeting	GMRCs	New impact assessment to be commissioned. Have moved the report to August council meeting as consultant has extended their timeline due to commitments.
7	28.04.22		Hokitika Beach sign	Investigate the Hokitika Beach sign as a permanent feature when installing the beach Access Ramps	Jul 2022	Scott	<p>Stakeholder has been engaged and will be tied into beach access.</p> <p>Councilors would like a full report of where the Beach Access project is at, including resource consent, commencement date, a clear timeline and communications. Engage with WCRC.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
8	28.07.22		Otira Toilets	Temporary toilets to be re-installed & further discussion required re: Permanent solution		Scott	Temporary toilets reinstalled as of week commencing 1 st August 2022. Further discussion needs to be had to come up with a permanent solution
9	28.07.22		Reseals 2022/2023	Breakdown of the bitumen component of the reseal cost to understand how price increases of bitumen affect sealing rates		Karl	Bitumen makes up approximately 50% of the total reseal cost. In October 2021 bitumen was \$990/tonne, March 2022 \$1165/tonne and August 2022 it is presently \$1355/tonne. This equates to a 37% increase since October 2021 for Bitumen only.
10	28.07.22		Bollards at Kaniere Crossing	Can the bollards be removed	Feb 2023	Karl	Staff to produce a report to a later Council meeting outlining the approach to road safety design & road safety parameters Council operate within.
11.	28.07.22		Old Christchurch Road Culvert Replacement	Report on costings, budget, and approximate time frame for this		Karl	Transportation manager to advise Councillors of the costings, budget, and approximate time frame for this replacement. The Fox Creek Culvert was submitted for Replacement or relining in 2021 as part of the present NLTP funding submission. The estimated value of this work was \$250,000. Funding however was declined by the Waka Kotahi. Staff will include this project within the next NLTP submission in 2023 for funding within the 2024/27 National Land Transport Fund. In the interim the maintenance/repair strategy has been modified to reduce the instances of road scour in this area.
12.	28.07.22		Berm Mowing	Check policy for the agreed frequency of mowing		Karl	Transportation manager to check the adopted policy to confirm frequency of berm mowing. To email Councillors. The Policy Was forwarded to Councilors hence the request for review.
13.	28.07.22		Better off Package Funding	Allocation of funding based on Appendix one of the Better off Package Funding Report		CE	CE Reports back to council through a workshop of the 15th of August to allocate the funding towards individual projects

Report to Council



DATE: 25 August 2022
TO: Mayor and Councillors
FROM: Finance Manager, Lynley Truman

FINANCIAL PERFORMANCE: JULY 2022

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 July 2022.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021-31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 July 2022.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Audit and Risk Committee on a quarterly basis which includes non-financial information against KPI's adopted through the Long-Term Plan.
- 2.2. The Audit and Risk Committee received a report to the end of March 2022 and expressed concern about the number Activities for which Statement of Service and Performance Reports were not provided. Due to year end processes no further quarterly report has been provided to the A&R Committee at this point.

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 July 2022 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: The Council receives the Financial Performance Report to 31 July 2022
- 4.2. Option 2: The Council does not receive the Financial Performance Report to 31 July 2022

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. There are no financial implications to this option.
- 8.3. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.
- 8.4. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that the report is administrative in nature and to do nothing 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 July 2022 be received.

Lynley Truman
Finance Manager

Appendix 1: Financial Performance to 31 July 2022

Appendix 1



Financial Performance

Year to 31 July 2022

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$1.81M	\$2.55M	\$(0.74)M
Is 33.21% less than the total budget of \$2.71M	Is 0.002% less than the total budget of \$2.54M	Against a budget of \$0.16M

SUSTAINABILITY

Rates to operating revenue **78.17%**

Rates Revenue	\$1.41M
Operating Revenue	\$1.81M

78.17% 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 **71.01%**

Operating revenue	\$1.81M
Operating expenditure	\$2.55M

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 71.01% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **3.35%**

Net interest and finance costs	\$0.05M
Rates Revenue	\$1.41M

3.35% 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 **2.62%**

Net Interest and finance costs	\$0.05M
Operating revenue	\$1.81M

2.62% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.

Liquidity Risk (LGFA Cov.) **162%**

Gross debt	\$29.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$12.5M

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 162%. Gross debt includes pre-funding of \$3m invested in term deposit.

Essential services ratio **3.49%**

Capital expenditure	\$0.02M
Depreciation	\$0.56M

Capital expenditure should be equal or more than depreciation for essential services. Year to date capex is 3.49% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Roading. Adverse ratio in July is a result of the lag in processing capital works invoices plus initial delays in starting new projects approved by Council on 30 June.

Statement of Comprehensive Revenue and Expense

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	19,206	19,227	1,436	1,415	(21)	-1.47%
Grants and subsidies	02	10,395	11,291	941	45	(896)	-95.22%
Interest Revenue	03	34	7	-	27	27	
Fees and Charges	04	2,170	2,177	198	190	(8)	-3.91%
Other revenue	05	1,192	1,193	131	130	(1)	-0.45%
Total operating revenue		32,997	33,896	2,706	1,807	(898)	-33.21%
Expenditure							
Employee Benefit expenses	06	6,037	6,079	505	462	(43)	-8.46%
Finance Costs	07	988	987	82	84	2	2.27%
Depreciation	08	8,515	8,515	710	710	-	0.00%
Other expenses	09	13,912	13,871	1,248	1,289	41	3.28%
Total operating expenditure		29,452	29,452	2,545	2,545		0.00%
Operating Surplus/(Deficit)		3,545	4,444	161	(738)	(898)	-559.46%

Notes to the Statement of Comprehensive Revenue and Expense

Notes to the Statement of Comprehensive Revenue and Expense

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

01 Rates

Rates income continues to be lower than planned mainly due to lower metered water usage as a result of lower tourism. As tourism numbers increase, there is expected to be a complementary increase in metered water rates.

02 Grants and subsidies

This is due to the timing of Grants. In July the \$45k operational grant for the Cycle Trail was applied for.

03 Interest Revenue

Unbudgeted interest received from term deposits, mainly from past grant funding receipts and prefunding.

04 Fees and charges

Fees and charges are down on budget across all activities but demand for Resource Consents and Building Compliance Schedule Fees continues to be strong with these fees being \$8k and \$11k above budget respectively.

05 Other Revenue

Other income is overall on budget but swap gains are \$12k under budget (refer also losses noted in "Other Expenses") whereas Recreation Contributions are over budget by \$9k.

06 Employee benefit expenses

Actual salary cost is lower than planned due to unfilled roles.

07 Finance Costs

Finance costs are reasonably on budget

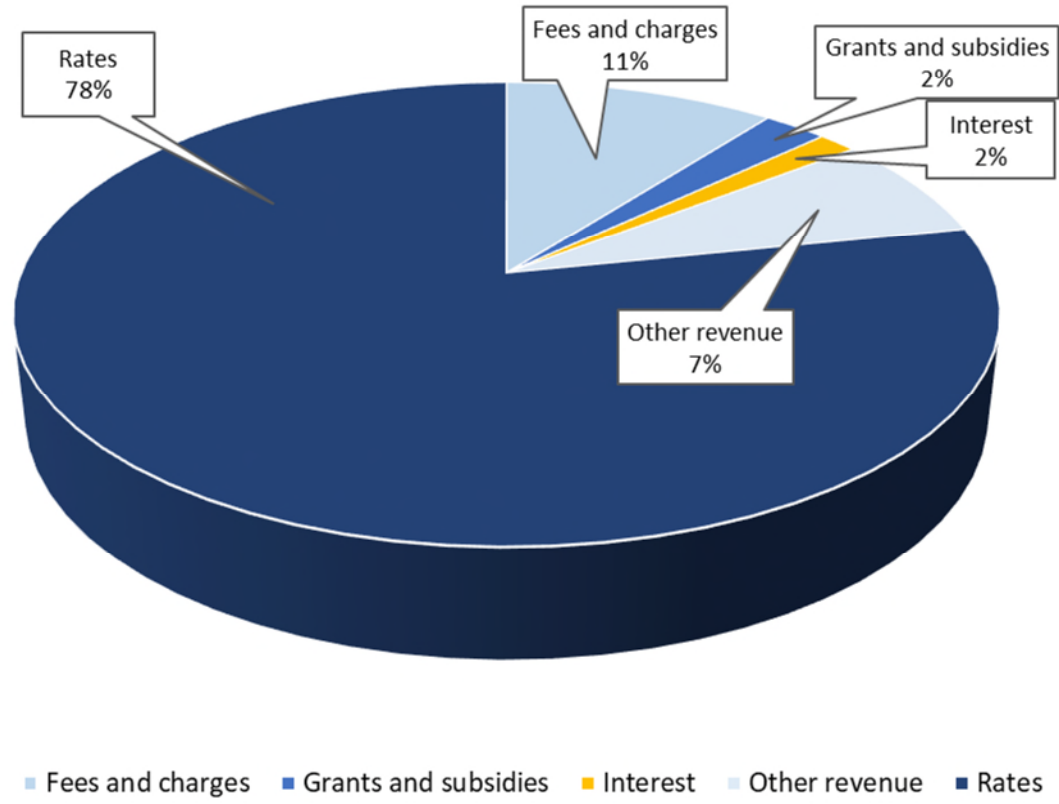
08 Depreciation

Depreciation has been accrued to budget pending completion of 2021/22 asset revaluations.

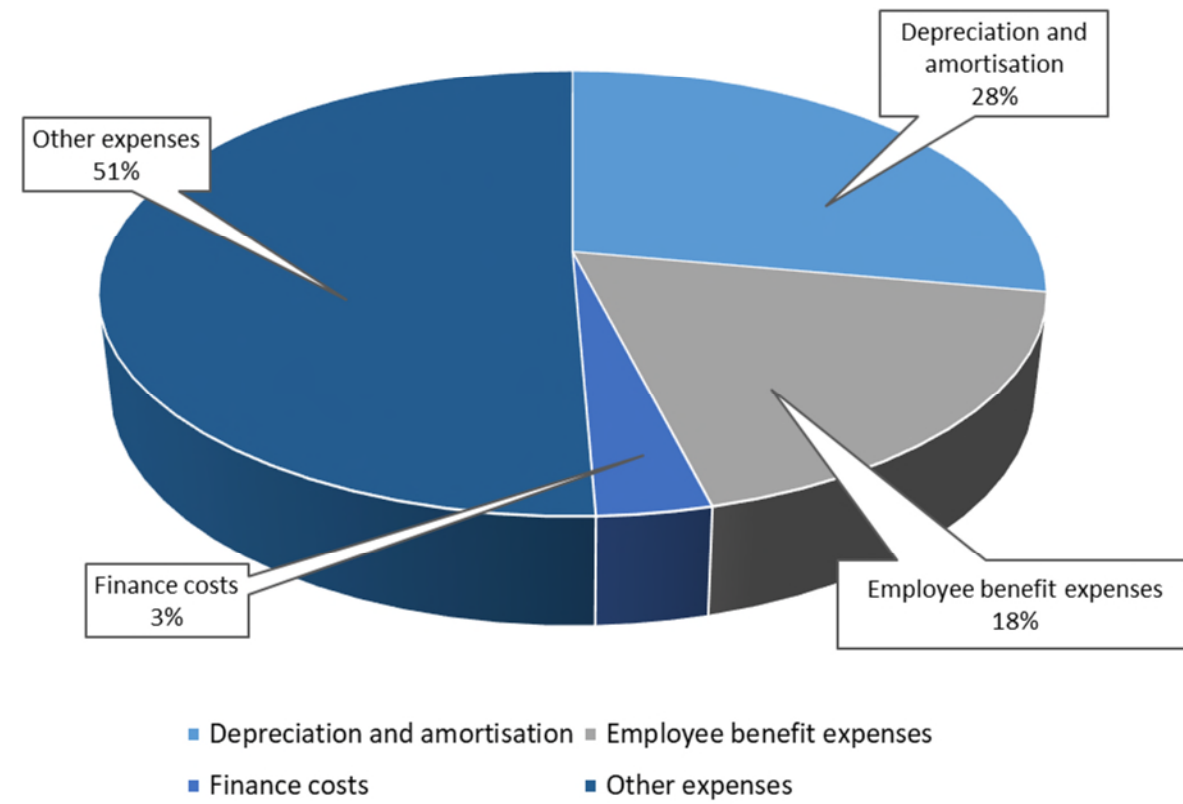
09 Other expenses

The major variance is an unbudgeted loss on Swaps \$240k, offset by timing differences mostly under \$10k for various expenses but also includes Consultant and Contractor fees under by \$37k and claims for Council Grants under by \$60k

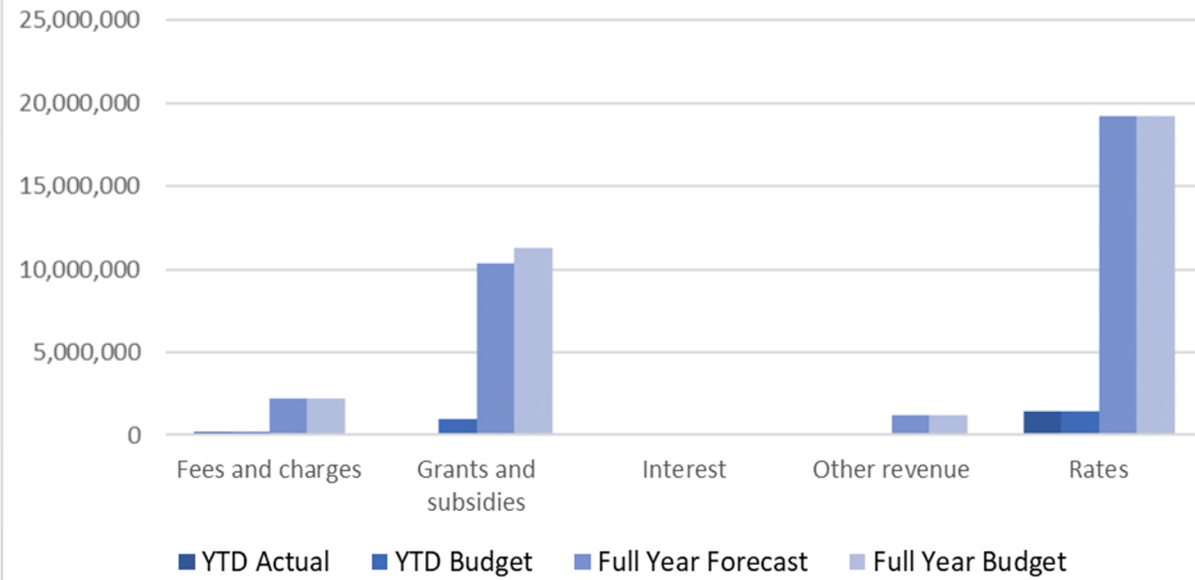
Operating Revenue Actual Year to July



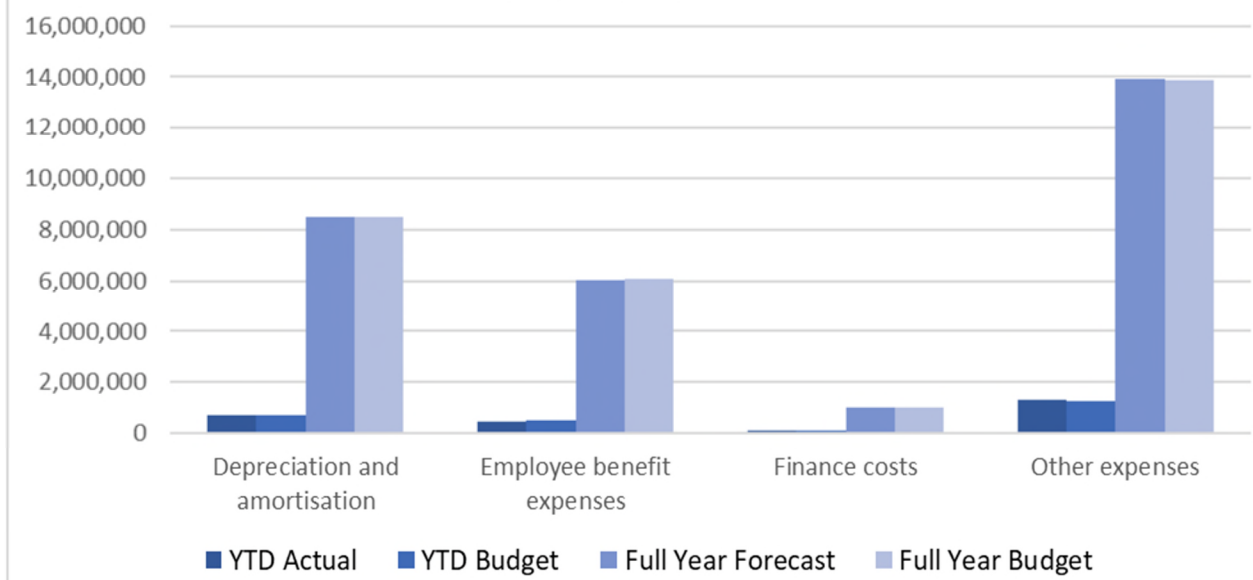
Operating Expenditure Actual Year to July



Operating Revenue



Operating Expenditure



Debtors as at 31 July 2022

31/07/2022

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	20,960	879	7,543	27,618	57,000
Building Warrants	256	-	3,542	10,032	13,830
Resource Consents	562	51	91	32,986	33,691
Sundry Debtors	58,792	745,834	89,490	202,170	1,096,286
Grand Total	80,570	746,764	100,667	272,806	1,200,807

31/07/2021

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	30,857	3,689	8,112	26,638	69,295
Building Warrants	-	300	2,922	6,550	9,772
Resource Consents	1,026	173	426	30,602	32,227
Sundry Debtors	44,766	11,453	2,285,197	132,858	2,474,274
Grand Total	76,648	15,614	2,296,657	196,649	2,585,568

Rates Debtors as at 31 July 2022

Rates Debtors at 30 June 2022		405,473
Rates instalment	4,950,137	
Less payments received	-828,347	
Paid in advance change	-39,512	
Previous years write off's	-31,325	
Write off's	-127,989	
Penalties	34,842	
Discounts	-11,013	
Court Cost	31,993	
		3,978,786
Total Rates Debtors at 31 July 2022		4,384,259
Arrears included above at 31 July 2022	4,384,259	
Arrears at 31 July 2021	4,052,644	
Increase/(decrease) in arrears		331,615

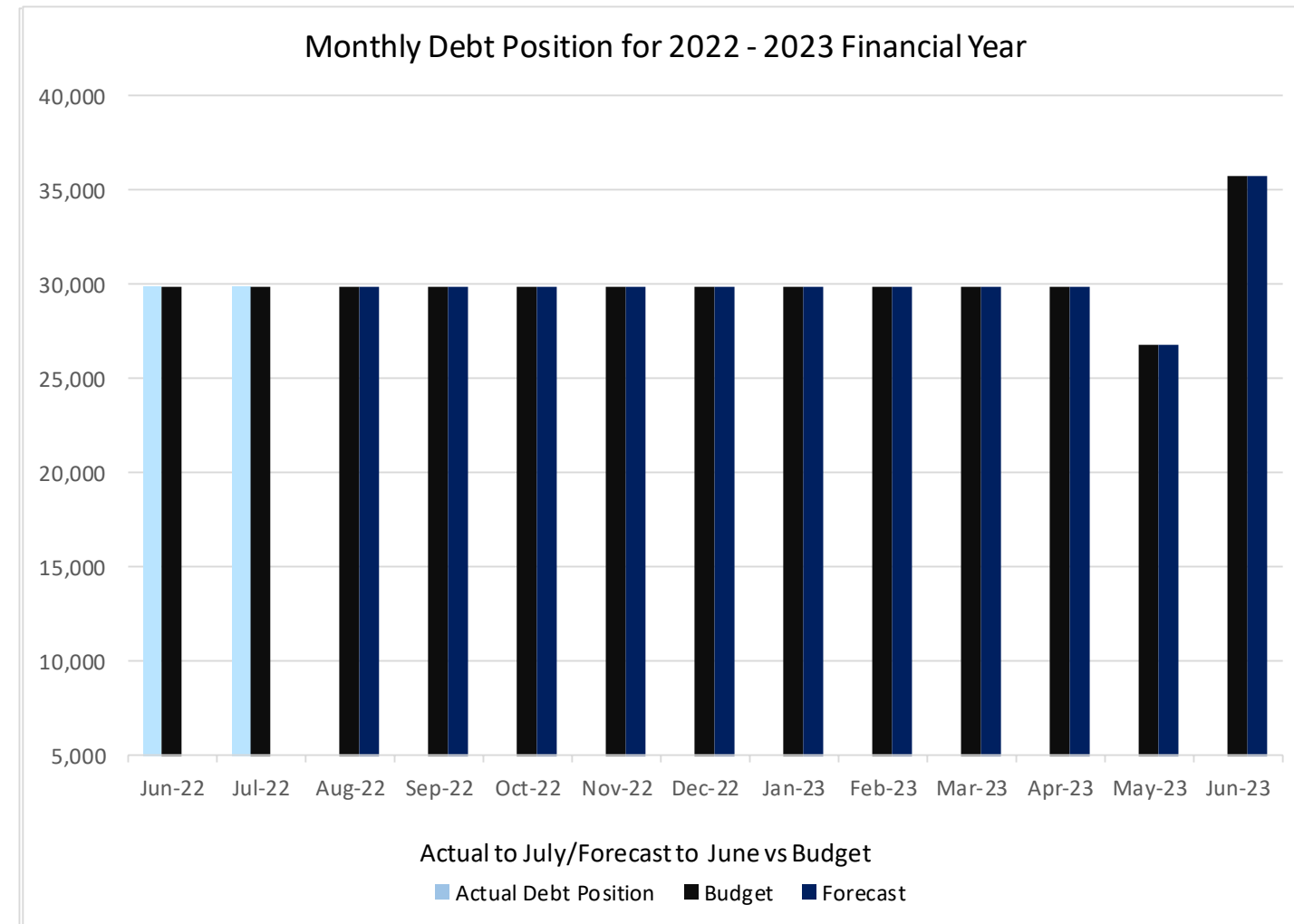
Debt Position

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											
Budget	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	26,818	35,759
Forecast			29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	26,818	35,759

Forecast Debt Position for 2021-2022 Financial Year

	Jun-23
Forecast as at	29,818
Opening Balance	29,818
Loan funded capex forecast	7,092
Forecast repayments 2021-22	-1,150
Forecast balance June 2023 per AP	35,759



CAPITAL EXPENDITURE 2022-2023

	Budgets		Expenditure			Notes	Commitments / projected carry overs		
	Carried Forward from 2021-2022	Full Year Annual Plan	YTD Actual Expenditure	Budget Remaining	YTD Spent %		Open Purchase Orders	Commitment as a % of Original Budget Remaining	CY Budget Remaining after Commitments
Leadership	\$60,920	\$497,808	\$0	\$558,728	0%	The main projects are Council Headquarters works, replacement of vehicles; and Hannahs Clearing Fire Station Upgrade	\$3,402	1%	\$555,326
Planning & Regulatory Services	\$815,394	\$614,400	\$0	\$1,429,794	0%	These are all Civil Defence related projects with the core project being the Emergency Operations Centre	\$0	0%	\$1,429,794
Facilities, and Leisure Services - Park & Reserves	\$1,816,696	\$1,791,184	\$0	\$3,607,880	0%	The main projects included in this section are Cass Square development projects (completion of Toilet facilities, upgrade of playground equipment etc.); Westland Racing Club Reserve; WCWT Trail projects; Waterfront Development (beach access, landscaping & structures, relocation of FENZ practice eqpmt). Other projects are the Whataroa, Haast and Kumara playground equipment upgrades. The Ross playground equipment upgrade is on hold following Community discussions.	\$310,294	9%	\$3,297,586
Facilities, and Leisure Services - Other	\$3,850,792	\$1,722,348	\$1,158	\$5,556,622	0%	The major projects included in this section are the Carnegie building fit out; Hokitika and Franz Josef revitalization plan projects; lighting and banners for Hokitika; Pakiwaitara earthquake strengthening; Hokitika swimming pool redevelopment; Paringa conveniences; Jackson Bay Trailer and Boat Park; Heritage Park Infrastructure work; Franz Josef Heliport and Carpark; and the Museum archives work.	\$381,129	7%	\$5,175,492

Solid Waste	\$592,852	\$261,200	\$12,050	\$842,002	1%	Waste minimisation; Butlers intermediate capping project and the new cell carry over budgets; Haast Transfer station development and the main projects this year. The cost of Carbon credits is included.	\$32,335	4%	\$809,667
Transportation	\$2,521,163	\$3,770,677	\$0	\$6,311,688	0%	Major projects included here are SPR Low Cost Low Risk resilience; Sealed Road resurfacing; Structures Component Replacement (incl. bridges); Sealed Road Resurfacing; Unsealed Road Metalling; Drainage Renewals; and Traffic Services Renewals.	\$25,681	0%	\$6,286,007
Stormwater	\$2,165,755	\$314,778	\$0	\$2,480,533	0%	Livingstone St Pump upgrade is the core project this year. Other projects include mains replacements; Sewell St pump upgrade; Kaniere Rd network; and the Jollie St extension and Beach St re-alignment.	\$1,400,566	56%	\$1,079,967
Wastewater	\$3,484,262	\$3,322,720	\$19,444	\$6,787,538	0%	The main projects relate to the Hokitika waste water management and the Hokitika Z-Line replacement.	\$311,071	5%	\$6,476,468
Water Supply	\$2,015,156	\$1,188,840	\$239	\$3,203,757	0%	Projects included are the monitoring equipment at all Treatment Plants (for compliance); works at Kumara WTP; Kumara and Hari Hari mains replacements; final works in relation to Arahura WTP; and WTP Chlorination.	\$516,128	16%	\$2,687,629
Total Capital Expenditure	\$17,322,990	\$13,483,955	\$32,891	\$30,778,542	0%		\$3,050,231	10%	\$27,797,936

Report to Council



DATE: 25 August 2022

TO: Mayor and Councillors

FROM: Acting Chief Executive, Group Manager Corporate Services, Lesley Crichton

COMMUNITY FUNDING POLICY

1. Summary

- 1.1. The purpose of this report is to provide Council with a Draft Community Funding policy for consideration and adoption.
- 1.2. This issue arises from an absence of a Community Funding Policy to support the effective delivery of internal and external funding grants managed by Council via a formal allocation process.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receives the report and approves the Westland District Council Community Funding Policy attached as **Appendix 1**.

2. Background

- 2.1. The reason the report has come before the Council is due to the absence of a Community Funding Policy.
- 2.2. A Community Funding Policy would provide those delegated with administering funds managed by Council a formalised process for allocation, while also providing clarity, transparency, and consistency to applicants and funding bodies.

3. Current Situation

- 3.1. The current situation is that in the absence of a Community Funding Policy, those delegated with allocating internal and / or external funds to community groups, organisations, or where applicable, individuals, have no consistent framework to consider in relation to an application, assessment, and approval / refusal process.
- 3.2. In addition, there is no defined criteria for recipients of funding in relation to use of funds received, reporting, and seeking of amendments for use of funds, where the original intent of approved expenditure has changed.

4. Options

- 4.1. Option 1: Approve the Community Funding Policy
- 4.2. Option 2: Retain the status quo

5. Risk Analysis

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

- 5.2. The absence of a Community Funding Policy presents a risk to Council where successful and / or unsuccessful candidates may contest the outcome of grant / fund allocations. In the absence of a defined Policy framework, there is also the risk of failure to manage perceived and/or actual conflicts of interest where those delegated with the authority to determine funding applications, may have a direct / indirect vested interest.
- 5.3. The adoption and implementation of a Community Funding Policy would enable management of these and other risks.

6. Health and Safety

- 6.1. Health and Safety has been considered and no items have been identified as this report relates to a governance policy.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being low. Public consultation is not required for consideration and or approval of an internal governance policy.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Approve the Community Funding Policy
 - 8.1.1.A Community Funding Policy would provide those delegated with administering funds managed by Council a formalised process for allocation, while also providing clarity, transparency, and consistency to applicants and funding bodies.
 - 8.1.2. There are no financial implications to this option.
- 8.2. Option 2 – Retain the status quo
 - 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 – Approve the Community Funding Policy
- 9.2. The reason that Option 1 has been identified as the preferred option is that it provides a framework for decision-making when considering applications received, and the allocation of grants or funds managed by Council.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council approve the Westland District Council Community Funding Policy.

Lesley Crichton
Acting Chief Executive, Group Manager Corporate Services

Appendix 1: Community Funding Policy

Community Funding Policy



1. Purpose

The purpose of the Community Funding Policy is to guide the allocation and management of Council's contestable community grants. This policy supports Council's intent to walk alongside the community to achieve its aspirations. It provides clear guidance about Council's intentions and priorities for funding, fair and equitable grants processes, and upfront information about the obligations of groups and organisations if they receive a grant.

The overall objective of the Community Funding Policy is to support effective delivery of the community funding programme to meet the needs of four groups of stakeholders being:

- **Groups and organisations seeking financial support**, who require clear guidance about Council's intentions and priorities for funding, fair and equitable grants processes, and upfront information about their obligations if they receive a grant.
- **Elected members**, who are responsible for deciding on the allocation of grants in a way that best meets the needs of the community, addresses the priorities they have collectively set, and delivers good value to ratepayers.
- **Council staff**, who need a clear framework within which to work to provide high quality service and advice, stewardship of grant funds, evaluation of their impact and benefit, and effectively deliver the community funding programme.
- **Westland residents**, who fund through rates the community support the council provides, and who receive the benefit of the activities Council fund on their behalf.

1.1 Scope

This policy relates to Council's contestable community funding programme managed by the Community Services Department, which includes all contestable grants.

1.1.1 Other support

Support provided through other council functions is not within the scope of this policy. This includes but is not limited to:

- Rates, rebates, remissions, and postponements.
- Koha given in specific cultural situations and settings.
- Township Development Fund.
- Alternative funding programmes such as the Small Events Fund, and the Waste Minimisation Fund to support objectives in line with the Westland District Waste Management and Minimisation Plan.
- Community service grants and contributions to community groups undertaking activities such as mowing of grounds, roadside rubbish removal, and cleaning of public toilets.
- Third party support such as the Creative Communities Scheme that Council administers on behalf of Creative New Zealand, and the Rural Travel Fund administered on behalf of Sport New Zealand.
- Large, one-off grants towards the purchase, development or maintenance of key district infrastructure, usually approved through Annual Plan or Long Term Plan.
- Support provided to Council Controlled Organisations or other community organisations with which Council has a strategic relationship.
- Incentives and concessions relating to the lease of council-owned property.

1.2 Valuing Te Ao Māori and enabling Māori outcomes

Council is committed to upholding the Mana o Te Tiriti o Waitangi and to developing stronger relationships with tangata whenua.

In the context of this policy, this commitment means that:

- Council acknowledges the special role and significance of Māori as tangata whenua;
- Council recognises that support to eligible kaupapa Māori organisations is an important way to realise Māori aspirations;
- Council will engage effectively with Māori to promote funding opportunities available through council;
- Council will obtain a Te Ao Māori perspective from Council’s Iwi Representatives;
- Council’s support is appropriately recognised in funding decisions which demonstrate equitable funding support for tangata whenua.

1.3 Commencement

This policy comes into force on 25 August 2022.

1.4 Definitions

Contestable	Where a fixed amount of money is available that applicants can apply to receive a portion.
Grants	Financial support for specific community endeavours, made following a contestable process
Not for profit	Any society, association or organisation that is not carried on for the profit or gain of any individual member/s, and whose rules or objects state that any money earned or donated is used in pursuing the organisation’s objectives for community good.

2. Community Funding Policy

The Westland District Council recognises that the local community, through their diverse range of activities, make a major contribution to the social, environmental, cultural and economic well-being of the Westland District.

To better enable community groups, and organisations to contribute to the well-being of the Westland District Council provides a number of support mechanisms as outlined under this policy.

This policy provides the Westland District Council with a formalised process for the allocation of community funding. It also provides clarity, transparency and consistency in the Council’s community funding approach.

2.1 Approach

Community funding is delivered in accordance with Council’s Vision and detailed funding principles employing the concepts of:

- whanaungatanga (fostering relationships)
- manaakitanga (showing respect and care for others)
- kotahitanga (togetherness and collective action, and
- atawhaitanga (stewardship and trust)

Community funding principles

Council endeavours to apply these community funding principles in policy and in practice when delivering its community funding.

The principles are:

Effective	<p>Council is effective and responsive, providing support in a timely, effective and responsible manner enabling our communities to deliver their projects successfully for the benefit of the District.</p> <p>There are robust processes appropriate to the level of funding, and funding provides assistance and does not fund dependency.</p> <p>Council remains responsible for key district amenities and will support communities to maintain and enhance these where possible.</p>
Equitable	<p>Council will provide an equitable division of support across our diverse communities of people, place and interest.</p>
Consistent	<p>Delivery of funding opportunities will be consistent and fair, including ensuring all eligible organisations can compete for the same support.</p>
Transparent	<p>Our approach, criteria, processes, consideration and decision-making is clear, open, and publicly available and can stand up to scrutiny.</p>
Flexible	<p>Council will be flexible, adaptable and able to be agile in order to support the community when, how and where it seeks our support.</p>
Inclusive	<p>Council supports programmes, services, facilities and activities that are inclusive for all its communities of place, people and attribute, including, but not limited to:</p> <ul style="list-style-type: none"> • Māori, hapū and iwi • Pacific people and all our ethnic communities • Older people, youth and people with disabilities • The rainbow community

2.2 Priorities

Council aims to support a balanced mix of social amenities and services that meet the needs of all our diverse communities that make up the Westland District.

Council supports activities coming from outside of the district that will enrich the experience of the people of Westland and address local needs.

An open, transparent and equitable process ensures Council puts available funds to good use in serving the Westland District.

Funding priorities

To support the four well-beings in the Local Government Act, and Council’s vision and community outcomes, community funding has four priority areas for funding.

Mana tangata whenua	Recognising iwi kāinga as a treaty partner and the important role they play in achieving Council’s Vision, community outcomes, and the goals of the four well-beings.
Arts, Culture and Heritage	Celebrate the history, language, culture and art of mana whenua and all of our diverse communities.
Recreation and Sport	Deliver a variety of recreation and sporting opportunities for all ages, abilities and life stages.
Environment	<p>Celebrate and protect our flora, our fauna and our special places for current and future generations to enjoy, with a focus on national environmental policies. We particularly want to see applications that align with:</p> <ul style="list-style-type: none"> • Waste minimisation objectives. • Climate change adaption or mitigation objectives. • National objectives such as Predator Free 2050. • Enabling kaitiakitanga of the district’s taiao (natural environment).
Community Well-being	<p>Celebrate happy, healthy, connected communities and individuals. We particularly want to see applications that</p> <ul style="list-style-type: none"> • Support communities to help themselves. • Promote community well-being and address disadvantage. <p>Promote and celebrate community participation and identity</p>

2.3 Eligibility

Generally, eligible applicants for Council’s support are community organisations that are not-for-profit/charitable with a formal legal structure and founding documents, whose primary aim is to provide services and benefits to the community at large. Applications from individuals will be considered where a specific grant or fund may make provision for this, such as a Mayoral Relief Fund associated with impacts from Civil Defence events.

These organisations will have appropriate financial management practices for their size, and a bank account in the organisation’s name.

Community organisations that do not have a formal legal structure would need to nominate an ‘umbrella’ organisation that agrees to receive and administer the grant on their behalf and to be accountable to Council for the value of the grant should any issues with its use arises.

2.3.1 Ineligible applications

Community funding will not support:

- Debt servicing, gambling or prize money, travel costs, conference fees, costs related to fines or disputes
- Retrospective expenses incurred

- Activities or projects:
 - Where the primary purpose is to promote religious, political, or commercial activity
 - It considers are the core business of another organisation or service provider
 - It considers the responsibility of central government or other agencies
 - that start before funding decisions are made
 - that are self-funding or for fundraising purposes
- applicants it has significant concerns with, financial or otherwise
- who have not completed their obligations for prior funding received
- applicants that can fund the initiative themselves

Council reserves the right to support applications and organisations outside of these criteria where there is clear community benefit, while continuing to use ratepayer funds responsibly.

2.4 Funds available

Council's current Community funding is available on Council's website under community support and resources.

Applicants' contact details may be added to a mailing list for the purposes of advising of upcoming funding opportunities.

2.5 Application, assessment and approval process

Support for applicants

Council staff will provide advice and support for applicants with language, literacy or other access needs to ensure equitable access to Council's support, whenever possible.

Council aims to balance 'funding for success' (supporting an application in full to enable the initiative to be a success) with the need to support a variety of initiatives within a limited budget.

Applying for funding

All requests for support from Council must be made on the appropriate application form or as otherwise stated for each Fund.

Supporting documents are required for most Funds. Applicants who have previously applied for Council's support, do not need to submit supporting documents that Council already has on record, unless otherwise stated.

Multiple or recurring grants

A project, activity or initiative can generally only receive funding once from community funding each financial year (1 July – 30 June). Applicants can seek funding for multiple projects, activities and initiatives in a financial year, however any funding already received will be considered and preference may be given to other applicants.

Any support Council provides is not an indication or guarantee of future support.

Community funding does not provide multi-year support, and a new application in full must be made for each request.

Assessment

Staff assess each application based on:

- eligibility and alignment with this policy;
- alignment with Council's vision, community outcomes, four well beings, and funding priorities;
- community impact and need;

- readiness of the applicant, risk, and ability to deliver;
- available budget and funding priority weightings;
- previous or practiced levels of support for the type of activity that funding is sought for; and
- professional insight.

As demand for Council's support typically exceeds the available budget, Council may apply further prioritisation to deliver consistent, fair and equitable outcomes. When required, preference may be given to:

- local applications and applicants.
- volunteer-run organisations.
- new applicants.
- essential needs such as health and safety and protection of community assets.

Decision-making

Decisions on funding allocations will be made by an appointed Committee of Council. The Council may delegate some functions to staff from time to time.

Funding decisions are final and cannot be contested, however applicants may apply again in a future funding round.

Funding decisions are generally advised within eight (8) weeks of a funding round closing.

Council may withhold the payment of grants allocated until evidence of meeting grant conditions is provided.

Declaring potential conflicts of interest

A conflict of interest may exist where any elected member, or council staff member, has any interest or involvement in the project or activity proposed for Council's support.

Any perceived conflict of interest must be declared by applicants on their application form, and by staff and elected members appointed to a committee where the request for funding will be discussed.

Council's Standing Orders (procedures for the conduct of meetings) outline how potential conflicts of interest will be managed.

2.6 Recipient responsibilities

Receiving funding

Recipients of funding must:

- use the funding as intended within 12 months of receiving the funding
- return any unspent funds
- seek approval for any changes that may affect the use of the funds as they were granted
- publically acknowledge Council's support in any marketing material, advertising and/or on social media
- provide a brief report on the use of the grant as specified for the Fund.

Grant reports

Reporting on the use and impact of funding received is required for most funding allocated.

Reports are required within two months of the funded activity being completed, or as otherwise indicated for each Fund.

Council may withhold future funding or request funding to be returned if reports are overdue, incomplete or indicate funds received were not used as intended.

In some instances, staff may waive the need for a full report, such as if the activity or event was attended by or sighted by Community Services Staff, or is of low financial value, or is otherwise not deemed necessary.

Reporting requirements will be outlined with each Fund and can include:

- Grant Report Form
- Receipts and photos of work or activity
- Progress reports and a full report when project completed
- Presentation to Council Committee

Terms and conditions

This policy outlines the terms in which Council will provide support through community funding and the obligations of those receiving that support. Council may impose additional terms and conditions if required.

The terms and conditions of receiving support from Council are deemed acceptable when a recipient presents and invoice to Council or otherwise accepts any payment made.

3. Reporting

The Community Development Advisor will provide a report to the Community Development Committee or other nominated committee.

Council’s Annual Report also includes performance measures for grant funding that must be reported on.

4. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Staff Handbook
- Community Funding Procedure
- Long Term Plan 2021 - 2031

The following Legislation relates to this policy:

- Local Government Act 2002

Note: Any legislation referred to should be interpreted as meaning the Act and its amendments

5. Policy Review

A review of this policy will take place in July 2025.

Created:	July 2022	Date for review:	August 2025
Author:	Sarah Brown	Authorised by:	
Consulted on:	Group Manager: Planning, Regulatory and Community Service Strategy and Communications Advisor	Version	V2

Report to Council



DATE: 25 August 2022
TO: Mayor and Councillors
FROM: Acting Chief Executive & Group Manager Corporate Services, Lesley Crichton

OTIRA COMMUNITY – REQUEST FOR A COMMUNITY BOARD

1. Summary

- 1.1. The purpose of this report is to respond to the Otira community regarding their request to formalise an Otira Community Board.
- 1.2. This issue arises due to receipt of an email from Otira community representatives seeking Council's assistance to gain formal recognition of the Otira Board as a formal Community Board under Local Government legislation by providing a positive working model of village/township democracy.
- 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 adopts the report and advises the Otira community of Council's preferred option which is that the Otira community form an Incorporated Society called the "Otira Community Association".

2. Background

- 2.1. The reason the report has come before the Council is that members of the Otira community have emailed Council and are seeking a response.
- 2.2. Community boards were created by the local government reforms in 1989. The following Councils in Zone 5 have community boards: Ashburton District Council, Buller District Council, Christchurch City Council, Hurunui District Council, Mackenzie District Council, Selwyn District Council, Tasman District Council, Timaru District Council and Waimakariri District Council.
- 2.3. There were no community boards formed in the Westland District at the time of the amalgamation of Hokitika Borough Council and Westland County Council (1 November 1989).

3. Current Situation

- 3.1. The current situation is that members of the Otira community are asking Council to seek formal recognition of an Otira Community Board.
- 3.2. The purpose of a community board is to:

- Represent and act as an advocate for the interests of the community;
- Consider and report on any matter referred to it by their council, and any issues of interest to the community board;
- Make an annual submission to their council on expenditure;
- Maintain an overview of services provided by their council within the community; and
- Communicate with community organisations and special interest groups in the community; and undertake any other responsibilities delegated by their council.

3.4 As per the Electoral Act 2001 s19F and s19G, every community board must consist of at least four members, but not more than 12 members. It must include at least four elected members and may include appointed members. The number of appointed members is to be less than half the total number of members.

3.5 As per the Electoral Act 2001 s16, every election of a community board must be conducted by an electoral officer.

3.6 Community boards are determined at the time of a representation review every 6 years. The next representation for Westland District Council is due in 2024. There are further provisions where a Community board may be established, however that must be made before the September 2 years before the next triennium.

3.7 Community boards are part of the local authority and must work within the framework of the powers and functions set out in statute and delegated by the Council.

3.8 A community board is required to operate in accordance with standing orders for the conduct of its meeting and the meetings of its committees and subcommittees in accordance with the Local Government Act 2002.

3.9 Members of community boards receive remuneration which is set by the Remuneration Authority.

3.10 There are already a number Community Associations in Westland who support and advocate for residents in their local communities.

4. Options

4.1. Option 1: That Council establish an Otira Community Board.

4.2. Option 2: That Council do not establish an Otira Community Board.

5. Risk Analysis

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

- Process risk - Servicing a Community Board will add another layer of administration to the organisation.
- Financial risk - as Community Board members will need to be remunerated and further administrative costs will also be incurred.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being minor as it is administrative in nature.

7.1.1.No public consultation is considered necessary as the report is for administrative purposes.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Establishing the Otira Community Board would enable the Otira community to carry out its purpose as per Electoral Act 2001, however this would be at cost that would create increase rating requirements.

8.1.1. The following financial implications have been identified:

- Remuneration for members as set by the Remuneration Authority.
- Meeting and administrative costs.
- Increased rates.

8.2. Option 2 – Not establishing an Otira Community Board and having the Otira Community Association become an Incorporated Society would mean that the association will be able to leverage funding opportunities as they arise. The Community Development Advisor could work with the Otira Community Association on identifying projects and is able to assist in any funding applications.

The cost of a Community board would outweigh the benefits of the board. The ward system has worked well for WDC with the Mayor at large while keeping the remuneration cost of governance at an acceptable level.

8.2.1. The following financial implications have been identified:

- To incorporate a society there must be an application form, along with required documents and a small registration fee must be paid.

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 becoming an incorporated society will provide a clear and transparent process for the Community Association to represent and act as advocate for the interests of its community.

Incorporated society community groups have worked well with Council for many years. This model has provided accountability and assurance for the Community.

10. Recommendation(s)

10.1 That the report be received.

10.2 That Council encourage the Otira community group to become a legal entity by applying to become an Incorporated Society.

Lesley Crichton
Acting Chief Executive & Group Manager Corporate Services

Report to Council



DATE: 25 August 2022

TO: Mayor and Councillors

FROM: Acting Chief Executive and Group Manager Corporate Services, Lesley Crichton

SOCIAL IMPACT ASSESSMENT – CLASS 4 and TAB VENUE GAMBLING

1. Summary

- 1.1. The purpose of this report is to provide Council a Social Impact Assessment of Class 4 and TAB Venue Gambling in the Westland District: Social Harms and Benefits.
- 1.2. This issue arises from a resolution of Council on 24 March 2022, where Council adopted the Westland District Council Class 4 Gambling Venue Policy without amendment and requested that a Social Impact Assessment was brought back to Council.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive, the report, and receives the Social Impact Assessment of Class 4 and TAB Venue Gambling in the Westland District: Social Harms and Benefits report as prepared by Social Research and Evaluation

2. Background

- 2.1. Westland District Council recently undertook a review of the 2018 Gambling Venue Policy as required under the Gambling Act 2003 and the Racing Industry Act 2020 and resolved to adopt the Policy with no amendments.
- 2.2. During deliberations of the Policy, a desire was expressed by Council to determine the percentage of Gambling funds expended on gaming machines, which actually went back into the Westland Community. As part of the resolution to adopt the reviewed policy without amendment, Council requested that a Social Impact Assessment of social harms and benefits was undertaken, and a report bought back to Council.
- 2.3. A Social Impact Assessment of Class 4 and TAB venue gambling evaluates the impacts of gambling on a community: the groups and organisations which benefit from Class 4 gambling through grants from gaming societies, the economic and entertainment benefits arising from class 4 gambling within a district, and those populations disproportionately harmed by gambling.

3. Current Situation

- 3.1. A Social Impact Assessment was undertaken by Sarah Wylie, a social researcher with extensive experience undertaking community-focused needs analysis and impact assessments for local authorities and is attached as **Appendix 1** for Council's review.
- 3.2. The scope of the assessment was as follows:

- A comprehensive description of the relevant legislative context – the Gaming Act (2003), Racing Industry Act (2020)¹ and relevant sections of the Local Government Act (2002) Amendment Act 2014²
- Development and presentation of a relevant Community Profile of the Westland District
- Development and presentation of a gambling and Class 4 gambling profile of Westland District in relation to New Zealand and comparable districts (Grey and Buller Districts), including community expenditure on Class 4 gambling, gaming machine profits, numbers of approved venues, number of gaming machines licensed to operate for the most recent quarter, 2022
- Profiling of funds returned to Westland district community from Class 4 gambling in the form of grants, and groups and type of activities receiving these grants – the extent to which those people most commonly gambling are likely to be benefitting from the associated grants
- A review of Gambling Venue Policy trends of comparable districts
- Literature summary regarding community harm and social impacts experienced from Class 4 and Board venue gambling, and impact on different socioeconomic groups, especially high deprivation communities and within a New Zealand context
- Limited qualitative research exploring levels and nature of harm being experienced in different areas of the community (both geographically and socioeconomically/by NZDEP / socio-culturally)
- Investigation of economic benefits of Class 4 gambling venues in the community, including employment
- Investigation of entertainment benefits of Class 4 gambling venues
- Literature summary regarding gambling harm minimisation best practice, and
- Literature summary regarding online gambling and its impact

4. Options

4.1. Option 1: To receive the attached Social Impact Assessment.

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. Council met its legislative requirements to review the Gambling Venue Policy with prescribed timeframes. Following review of the attached Social Impact Assessment, Council may determine a further review of the Policy. Appropriate consultation procedures will be initiated if required.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – The purpose of this report is to table the completed Social Impact Assessment on the social harms and benefits of gambling in Westland District, as requested under previous resolution

8.2. There are no financial implications to this option

¹ <https://www.legislation.govt.nz/act/public/2020/0028/latest/whole.html#LMS292162>

² <https://www.legislation.govt.nz/act/public/2014/0055/latest/DLM5706897.html>

9. Preferred Option(s) and Reasons

9.1 The preferred option is Option 1 to receive the Social Impact Assessment of Class 4 and TAB Venue Gambling in the Westland District: Social Harms and Benefits.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the Social Impact Assessment of Class 4 and TAB Venue Gambling in the Westland District: Social Harms and Benefits report as prepared by Social Research and Evaluation be received.

Lesley Crichton

Acting Chief Executive and Group Manager Corporate Services

Appendix 1: Social Impact Assessment of Class 4 and TAB Venue Gambling in the Westland District: Social Harms and Benefits

Social Impact Assessment of Class 4 and TAB Venue Gambling in the Westland District: Social Harms and Benefits

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Key findings

- Compared to neighbouring territorial local authorities, Westland District Council's policy around Class 4 venues is already more conservative, applying both sinking lid and absolute cap policies to some degree. Both measures are evidenced as effective (Erwin et al., 2020) in reducing Class 4 venues and EGM numbers. Westland has less venues and less EGMs than either district, and a lower quarterly GMP in total and per machine than either neighbouring district.
- At present, the door remains open for additional venues to establish outside Hokitika and particularly in the glacier towns: the argument has been made that these contribute to the tourism market and are in demand from tourists. However, gaming expenditure in existing venues since Covid-19 travel restrictions came into place indicate that international tourists comprise only a small part of the gambling market. Introduction of Class 4 gaming to areas of Westland outside Hokitika will make this gambling more accessible to local residents. Fortunately, the residents of the glacier towns, at NZDEP 6, are on average less socioeconomically at risk of problem gambling than are residents of Hokitika. New Zealand Health and Lifestyles Survey data indicates that gambling harm is disproportionately experienced by those living in high socioeconomic deprivation communities, scoring 8, 9 or 10 on the NZDEP scale. All Westland's EGMs are located within such areas in Hokitika. Considering NZDEP data for Harihari, which had a Class 4 venue until recently, this community, like Hokitika, has high levels of socioeconomic deprivation, and the departure of EGMs from the community should be viewed positively in terms of gambling harm reduction.
- Official statistics show extremely low levels of help-seeking behaviour for problem gambling for people in Westland District, but informal feedback gathered through the SIA suggests that the issue is becoming more visible, and more people are engaging to discuss their gambling via less formal means. That said, there remains a stigma around problem gambling, and it seems that some people are moving between venues across the West Coast to mask the extent of their gambling from others, including hosts and people they know. This makes it harder for problem behaviours to be noticed by responsible hosts and addressed. Maintaining an open dialogue between Councils on the West Coast regarding gambling makes good sense.
- The presence of Class 4 venues in Westland brings only very limited social and economic benefit to the district, with minimal impact on employment and social interaction outcomes.
- A very small proportion of the total national Class 4 gaming monies are returned to the West Coast¹, with the proportion of net proceeds returned from EGMs as grants to recipients on the West Coast the lowest in the country. While some of the grants to national and Canterbury-based organisations benefit people in Westland, it is evident that a sizeable amount of money lost by gamblers in Westland goes on to benefit organisations serving other parts of the country, and uptake of Class 4 gaming grants funding by Westland-based groups and organisations is perhaps lower than it could be. It would be useful to see more promotion

¹ Data is reported regionally and not by TLA.

of the grants offered by Pub Charity Ltd, Lion Foundation, Air Rescue Services Ltd, Hokitika Chartered Club and TAB to local schools, sports and arts clubs and community groups across Westland, and assistance in writing grants applications provided via workshops or other resources, to try and increase the return of gambling spend to the local community for its benefit. The proportion of local Class 4 gaming profits from the region coming back to the West Coast is nearly half that of Auckland.

- Clause 3.6 of the policy, reviewed and accepted without change in 2022, *New venues must provide an open area for Class 4 Gambling*, does not align with Department of Internal Affairs Requirements specified in its 2021 guidelines for hosts, requiring AGMs to be in an area where only those aged over 18 have access to the machines (ie. a restricted area). It seems from the information available regarding the 2018 review that this is most likely an error. When next reviewed, it would be good to see the amendment proposed from the 2018 Social Impact Assessment workshop carried out, and Clause 3.6 reworded to “All venues must provide a restricted area for Class 4 Gambling.” The present policy wording does not over-ride DIA requirements of Class 4 venue hosts, but it is confusing.

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Background

Westland District Council recently undertook a review of their Gambling Venue Policy 2018² as required by the Gambling Act 2003³ and the Racing Industry Act 2020, and resolved to adopt the Policy with no changes. However a desire was expressed by the Council to determine the percentage of gambling funds expended on gaming machines which actually went back into the Westland Community, and it was determined that a complete Social Impact Assessment in this area would be of value. A Social Impact Assessment ('SIA') of Class 4 and TAB venue gambling evaluates the impacts of gambling on a community: the groups and organisations which benefit from class 4 gambling through grants from gaming societies, the economic and entertainment benefits arising from class 4 gambling within the district, and those populations disproportionately harmed by gambling.

The SIA was undertaken by Sarah Wylie, a social researcher with extensive experience undertaking community-focused needs analyses and impact assessments (particularly applying this approach in the contexts of Covid-19 and the Canterbury earthquakes) for local authorities. The research took place in mid 2022.

Scope of the social impact assessment

The scope of the assessment was as follows:

- A comprehensive description of the relevant legislative context – the Gaming Act (2003), Racing Industry Act (2020)⁴ and relevant sections of the Local Government Act (2002) Amendment Act 2014⁵
- Development and presentation of a relevant Community Profile of the Westland District
- Development and presentation of a gambling and Class 4 gambling profile of Westland District in relation to New Zealand and comparable districts (Grey and Buller Districts), including community expenditure on Class 4 gambling, gaming machine profits, numbers of approved venues, number of gaming machines licensed to operate for the most recent quarter, 2022
- Profiling of funds returned to Westland district community from Class 4 gambling in the form of grants, and groups and type of activities receiving these grants – the extent to which those people most commonly gambling are likely to be benefitting from the associated grants
- A review of Gambling Venue Policy trends of comparable districts
- Literature summary regarding community harm and social impacts experienced from Class 4 and Board venue gambling, and impact on different socioeconomic groups, especially high deprivation communities and within a New Zealand context
- Limited qualitative research exploring levels and nature of harm being experienced in different areas of the community (both geographically and socioeconomically/by NZDEP / socio-culturally)

² <https://www.westlanddc.govt.nz/media/3q2f4avm/class-4-gambling-venue-policy-2018-updated-for-new-website.pdf>

³ <https://www.legislation.govt.nz/act/public/2003/0051/latest/DLM208660.html>

⁴ <https://www.legislation.govt.nz/act/public/2020/0028/latest/whole.html#LMS292162>

⁵ <https://www.legislation.govt.nz/act/public/2014/0055/latest/DLM5706897.html>

- Investigation of economic benefits of Class 4 gambling venues in the community, including employment
- Investigation of entertainment benefits of Class 4 gambling venues
- Literature summary regarding gambling harm minimisation best practice, and
- Literature summary regarding online gambling and its impact

This assessment sets out the facts based on quantitative data and survey responses collated and analysed by the Ministry of Health (MoH), Department of Internal Affairs (DIA), Health Promotion Agency (HPA) the Problem Gambling Foundation (PGF) and others, and undertaken as part of the present SIA. While the author made every effort to ensure accuracy using the most up-to-date information available at the time of writing this report, no guarantee can be made due to the information being sourced from numerous third parties. It is recommended that this document is used to provide general guidance as to the benefits and risks of the provision of class 4 gambling in our community.

Legislative context

The purpose of the Gambling Act 2003 is to control the growth of gambling, prevent and minimise harm arising from it, including from problem gambling, authorise some forms of gambling and prohibit others, facilitate responsible gambling, ensure the integrity and fairness of games, limit opportunities for crime and dishonesty associated with gaming, ensure that the money from gambling benefits the community and facilitate community involvement in decisions about the provision of gambling. Under the Act, there are provisions for councils to manage the impacts and limit the opportunities for gambling in their communities.

Under the Gambling Act 2003 ('the Act'), the following are considered legal forms of gambling:

- Lotteries Commission products – Lotto, Instant Kiwi
- Keno
- Scratch tickets
- Housie
- Electronic Gaming Machines in pubs, clubs, and casinos
- Track betting with the TAB
- Sports betting with the TAB
- Casino table games
- Card games – e.g. poker
- Raffles
- Casino/gaming evenings

The Gambling Act 2003 classifies gambling based on the amount of money spent and the risk of problem gambling associated with an activity. Classes of gambling range from Class 1, representing low-stake, low-risk gambling, to Class 4, which represents high-risk, high-turnover gambling. Class 4 venues operate gambling machines, commonly referred to as 'pokies'.

Given the high-risk, high-turnover nature, the Act allocates responsibility for the administration of Class 4 gambling to the Department of Internal Affairs, with both the Ministry of Health and Territorial Authorities also having specified roles.

- The Department of Internal Affairs is responsible for administering and regulating gambling in New Zealand.
- The Ministry of Health plays an important role through monitoring and funding of the problem-gambling Foundation.

Section 30 of the Act relates to Class 4 Gambling, and states that Class 4 gambling may only be conducted by a corporate society that must have measures in place to mitigate problem-gambling harm. The Act advises that Territorial Authorities may choose to develop policies that are restrictive or permissive depending on the local area. The role played by local government is limited to the powers provided under Section 101 of the Act: Territorial Authorities must adopt a Class 4 venue policy, and in adopting the initial policy, they are required to have regard to the social impact of gambling within the territorial authority district.

The policy:

- (a) Must specify whether or not Class 4 venues may be established in the territorial authority district and, if so, where they may be located; and
- (b) May specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 venue; and
- (c) May include a relocation policy. A relocation policy is a policy that sets out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a Class 4 venue licence applies (in which case section 97A applies).

Policies are required to be reviewed at least every three years. Where the policy is to be changed or replaced, a special consultative process, as set out in Section 25, Local Government Act 2002 Amendment Act 2014, must be followed.

In determining its policy on whether Class 4 venues may be established in the territorial authority district, where any venue(s) may be located, and any restrictions on the maximum number of gaming machines that may be operated at venues, the territorial authority may have regard to any relevant matters, including:

- (a) The characteristics of the district and parts of the district
- (b) The location of kindergartens, early childhood centres, schools, places of worship, and other community facilities
- (c) The number of gaming machines that should be permitted to operate at any venue or class of venue
- (d) The cumulative effects of additional opportunities for gambling in the district
- (e) How close any venue should be permitted to be to any other venue
- (f) What the primary activity at any venue should be.

Territorial authority consent must be granted before a venue licence for non-casino gaming machines can be acquired from the Department of Internal Affairs. The Act makes provisions for the proportion of monies gambled or 'played' which must be returned to the player, the proportion of proceeds that are distributed to the venue, operator and community organisations.

Payments to venues for machines are controlled and limited, with a limited proportion of the proceeds being returned to corporate societies, and certain amounts being distributed for authorised purposes. There are two types of corporate society: those that apply funds to their own purposes (e.g. clubs), and those that make grants to other bodies for community purposes.

Up until 2020, The Gambling Act also provided for councils to give consent for the New Zealand Racing Board to establish Board Venues (places where off-site sports and track bets could be placed), under the Racing Act 2003. This was replaced in August 2020 with the Racing Industry Act 2020, following a comprehensive review of the racing industry. The Racing Industry Act subpart 2 – TAB Venues states that a territorial authority consent is required if TAB NZ proposes to establish a TAB venue, with applications made to the TLA for the district the venue will be located within. Section 96 of this Act states that local authorities considering consent applications must consider these in accordance with their TAB Venue Policy.

The legislation regarding these is as follows:

- A territorial authority must adopt a policy on TAB venues.
- In adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.
- The policy must specify whether or not new TAB venues may be established in the territorial authority district and, if so, where they may be located.
- In determining its policy on whether TAB venues may be established in the territorial district and where any TAB venues may be located, the territorial authority may have regard to any relevant matters, including the characteristics of the district and parts of the district: the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities, and the cumulative effects of additional opportunities for gambling in the district.

Section 97 states that a policy on TAB venues must be adopted in accordance with the special consultative procedure set out in Section 25 of the Local Government Act 2002 Amendment Act 2014, and that a policy may be amended or replaced only in accordance with the special consultative procedure. A territorial authority must, as soon as practicable after adopting, amending, or replacing a policy on TAB venues, provide a copy of the policy to TAB NZ and the chief executive. A territorial authority must complete a review of a policy within 3 years after the policy is adopted and then within 3 years after that review and each subsequent review is completed. A policy does not cease to have effect because it is due for review or is being reviewed.

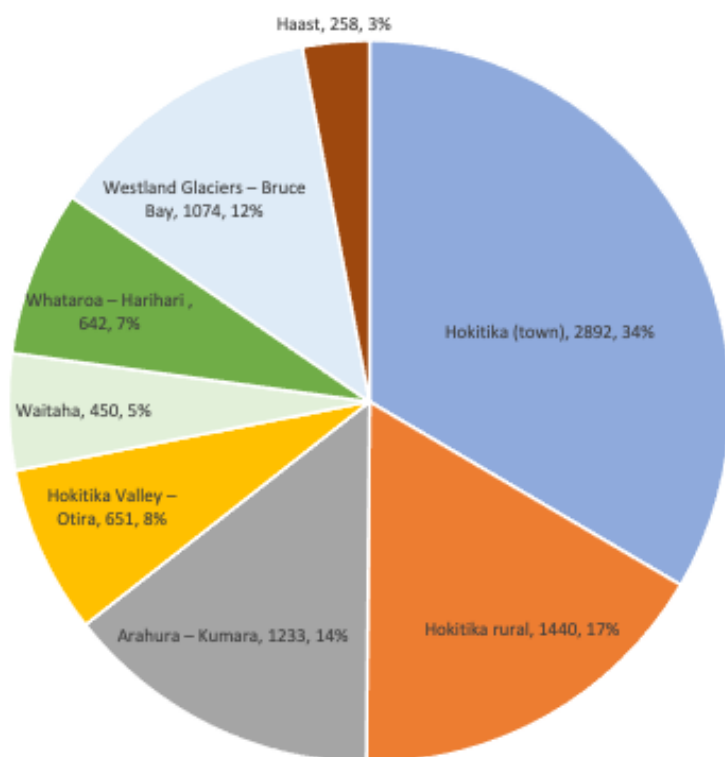
Section 25 of the Local Government Act 2002 Amendment Act 2014

- “(1) Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must—
- “(a) prepare and adopt—
 - “(i) a statement of proposal; and
 - “(ii) if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA); and
 - “(b) ensure that the following is publicly available:
 - “(i) the statement of proposal; and
 - “(ii) a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
 - “(iii) a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
 - “(c) make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
 - “(d) provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
 - “(e) ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)—
 - “(i) is given a reasonable opportunity to do so; and
 - “(ii) is informed about how and when he or she may take up that opportunity.
- “(2) For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audiovisual link.
- “(3) This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both.

Council policies regarding Class 4 venues and TAB venues typically address both issues within the same gambling venue policy.

The Westland Community

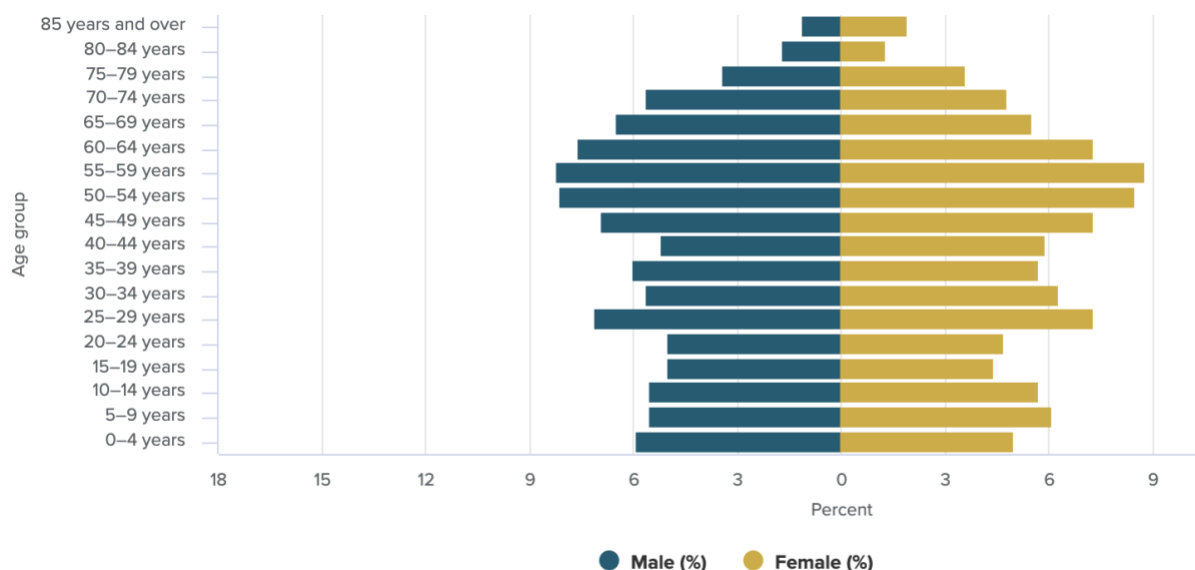
Figure 1. Population of SA1s within Westland district



At the time of the 2018 Census, Westland district had a total population of 8,640, up 4% from the 2013 population of the district. Population is distributed across 8 Statistical Areas (SA1s) within Westland as shown in Figure 1. Over two-thirds of Westland's population (populations of Hokitika, Hokitika rural, and most of Arahura-Kumara and Hokitika Valley-Otira) is located within 60km of its Class 4 venues, located in Hokitika, and just over half the population are in Hokitika itself or the immediate rural surrounds, Hokitika Rural SA1.

Westland has a relatively old population structure when compared with New Zealand as a whole, with the median age for Westland's population being 44.4 years, compared to 37.4 years for New Zealand as a whole. Age and sex structure is shown in Figure 2.

Figure 2. Age and sex of people in Westland district, 2018 Census



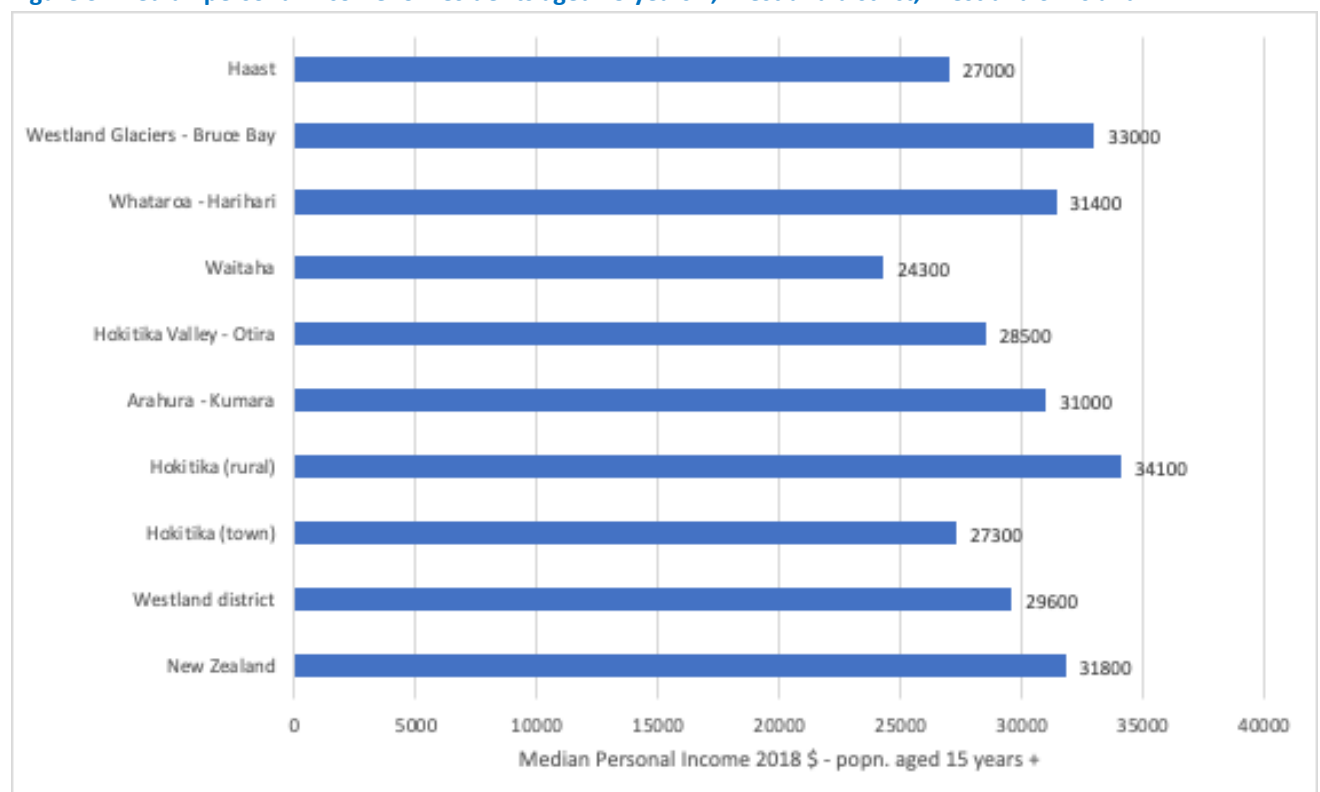
Stats NZ

Of the different SA1 areas across Westland, Westland Glaciers – Bruce Bay has the youngest population structure, with a median age of 31.3 years at the time of the last census, most likely reflecting the pre-pandemic tourism and hospitality workforce, followed by Hokitika Valley – Otira (36.6 years) and Whataroa – Harihari (taking in Harihari), with 40.7 years the median age of its residents in 2018. The town area of Hokitika had a median resident age of 47.5 years, with the rural Hokitika SA1 not much younger, at 46.2 years. The oldest median age of Westland’s SA1 areas is Haast (52.6 years), followed by Waitaha (51.7 years) and Arahura – Kumara (49.8 years).

Māori comprise 14.4% of the 2018 population of Westland, compared to 16.5% nationally. Māori comprise just over one-fifth of the population of Hokitika itself (20.1%), 11.2% of the population of rural Hokitika, 13.6% for Arahura-Kumara, 11.5% of the population of Hokitika Valley – Otira and 14.7% for Waitaha. Māori comprised 13.1% of the population of Whataroa-Harihari at the time of the last census, 7.5% of the population of Westland Glaciers – Bruce Bay and 11.6% for Haast.

Median personal income for the SA1 areas of Westland, for the district and New Zealand as a whole are shown in Figure 3. Lowest median incomes sit with the two SA1 areas with highest median age: Haast and Waitaha. Hokitika town SA1 area has the third lowest median personal income.

Figure 3. Median personal income for residents aged 15 years +, Westland district, Westland SA1s and NZ



Literature summary: Community harm and social impacts experienced from Class 4 and Board venue gambling

In considering the issue of problem gambling and gambling harm created by different types of gambling, it is important to note that Council only has the power under the Act to regulate and administer Class 4 gambling – venues for pokie machines in pubs and clubs and standalone TAB venues.

In New Zealand, the most complete set of information about the incidence and prevalence of gambling-related harm across the total New Zealand population, and people's gambling knowledge and behaviours, remains captured by the Te Hiringa Hauora / Health Promotion Agency's representative, face-to-face Health and Lifestyles Survey, which was conducted every two years up until 2016 (Thimasarn-Anwar, T., Squire, H., Trowland, H. & Martin, G., 2017)⁶, and then again in 2020. Interviewing for the 2020⁷ Health and Lifestyles Survey was delayed for five months due to the COVID-19 lockdown, with interviewing subsequently suspended on two occasions in the Auckland region in response to the alert level being raised to level 3. At all other times, interviewing took place at alert levels 1 and 2 with additional COVID-19 precautions in place, but the Health Promotion Agency report that it is unclear what impact the delays to the survey and the pandemic response have had on the data. No adjustments were made to account for the impacts of these delays and the pandemic response. Findings from the 2018 and 2020 surveys are available via HPA's website and an online tool, Kupe.

The 2016 survey findings suggest that the majority of those who choose to gamble do so occasionally and responsibly. Gambling is quite common: 70% of New Zealanders participate in some form of legal gambling activity on an occasional basis, while 20% do not gamble at all.

The Health and Lifestyles survey identifies the different levels of gambling participation in New Zealand. The most common gambling in New Zealand is playing Lotto: the 2016 survey findings suggested that 55% of adult purchased a Lotto ticket at least once per year. One on ten adults bet on horse or dog races in the past year and just under 5% had bet on a sports event.

What do we mean by problem gambling?

According to the Gambling Act 2003, a problem gambler is *a person whose gambling causes harm or may cause harm*. Harm is further defined within the Act as follows:

harm or distress of any kind arising from, or caused or exacerbated by, a person's gambling; and includes personal, social, or economic harm suffered—

- i. by the person; or*

⁶ 2016 (Thimasarn-Anwar, T., Squire, H., Trowland, H. & Martin, G., 2017). *Gambling report: Results from the 2016 Health and Lifestyles Survey*. Wellington: Health Promotion Agency Research and Evaluation Unit. February 2018: HPA

<https://www.hpa.org.nz/research-library/research-publications/new-zealanders-participation-in-gambling-results-from-the-2016-health-and-lifestyles-survey>

⁷ <https://kupe.hpa.org.nz/#!/gambling>

- ii. *by the person's spouse, civil union partner, de facto partner, family, whānau, or wider community; or*
- iii. *in the workplace; or*
- iv. *by society at large.*

Problem gambling is a significant public health concern in New Zealand, estimated, based on 2018 Census data, to affect approximately 11 percent of New Zealanders each year either directly or indirectly.⁸ In research exploring the effectiveness of local government policy in capping gambling in New Zealand, Erwin, Lees, Pacheco & Turcu (2020) Class 4 gambling was identified as contributing the most harm to NZ compared to other types of gambling (Ministry of Health, 2019⁹). According to the National Gambling Study of 2014, over half of the total Class 4 gambling expenditure comes from individuals considered to be high risk or problem gamblers (Abbott et al., 2016)¹⁰.

The Health and Lifestyles Surveys employ the Problem Gambling Severity Index (PGSI; Ferris & Wynne, 2001)¹¹, a 9-item scale used to assess people's experiences of gambling-related harm in the last 12 months. Four risk categories are applied to respondents based on their responses: non-problem gambler, low risk, moderate risk and problem gambler. Key indicator data on HPA's Kupe Data Explorer online tool suggests that moderate risk and problem gamblers are more likely than non-problem gamblers to bet on horses, dogs and sports events and to participate in gaming machines in pubs or clubs. In the Ministry of Health report on gambling published in 2019, they cited data from the Problem Gambling Foundation showing that of those who sought professional help for their gambling issues, almost half (48%) were Class 4 gamblers, using non-casino gaming machines.

2016 Health and Lifestyles survey findings indicate that 0.1% of gamblers are classified as problem gamblers. 2020 survey findings show that 1.6% of gamblers (65,000 adults) fall into the problem and moderate risk categories combined, with this proportion growing to 3.7% for Māori (the highest proportion of any ethnic group) and 4.8% for Māori males. A further 119,000 adults were low risk gamblers, and 180,000 adults had an occasion where they spent more time or money gambling than they intended to in the past 12 months.

Repeated studies have shown that problem gambling disproportionately affects Māori, and to a lesser extent Pasifika, and some Asian communities more than others (Ministry of Health, 2019). Males are more than twice as likely as females to meet the criteria for the category of problem gambler. The 2016 survey found that gambling harm is experienced disproportionately by those living in areas with a high social deprivation index score (8/10 or higher), yet the most recent data¹² shows that 63% of

⁸ Erwin, C., Lees, K., Pacheco, G. & Turcu, A. (2020) *Capping gambling in NZ: The effectiveness of local government policy intervention*. Auckland.

⁹ Ministry of Health (2019) *Strategy to Prevent and Minimise Gambling harm 2019/20 to 2021/22*. Wellington: Ministry of Health

¹⁰ Abbott, M., Bellringer, M., Garrett, N., & Mundy-McPherson, S. (2016). *New Zealand National Gambling Study: Wave 3 (2014). Report number 5*. Auckland: Auckland University of Technology, Gambling and Addictions Research Centre.

¹¹ Ferris, J., & Wynne, H. (2001). *The Canadian Problem Gambling Index: Final report*. Ottawa, ON: Canadian Centre on Substance Abuse.

¹² Malatest International (2021) *Gambling harm needs assessment 2021*.

pokie machines are located within medium high or very high deprivation areas. People in these areas were 4.5 times as likely to experience gambling-related arguments or money problems related to gambling as those in the general population.

Although the incidence of problem gambling is low in this country, it is widely spread across society and can look very different from individual to individual.

A report jointly published by the Central Queensland University and the Auckland University of Technology in 2017, *Measuring the Burden of Gambling in New Zealand*¹³, outlines six main kinds of harm associated with gambling in New Zealand, all manifesting in different ways as follows:

- Decrements to the person's health, both morbidity and mortality
- Emotional or physiological distress
- Financial difficulties, diverted financial resources, bankruptcy or reduction of financial situation
- Reduced performance/loss of role at employment or study
- Relationship conflict or breakdown
- Criminal activity and neglect of responsibilities, including the consequences of such action.

Browne et al. (2017) concluded that although harm is associated with problematic gambling, it is not synonymous with clinical addiction and some harms may occur well before diagnostic criteria are met. They cautioned that standard instruments for measuring prevalence of gambling problems, such as the Problem Gambling Severity Index (PGSI) used in the Health and Lifestyles Survey are designed to screen for the likelihood of experiencing problems, rather than describe the extent of harm being experienced.

Many of the impacts of gambling affect people other than the person laying the bet or playing the game. HPA advise that local authorities need to be mindful of this when considering Gambling Venues Policies: it is about more than just personal responsibility, and therefore requires a public health approach, considering how gambling impacts families and communities, and not just individuals.

<https://www.health.govt.nz/system/files/documents/publications/gambling-harm-needs-assessment-2021.pdf>

¹³ Browne, M., Bellringer, M., Greer, N., Kolandai-Matchett, K., Rawat, V., Langham, E., Rockloff, M., Palmer Du Preez, K. & Abbott, M. (2017) *Measuring the Burden of Gambling Harm in New Zealand*. Central Queensland University and Auckland University of Technology, May 2017

Entertainment benefits of Class 4 gambling venues

As outlined earlier, it is more common than not for adults to engage in gambling activity at some time or other, and this can be a harmless activity that presents opportunities for socialisation, relaxation, entertainment and connection (Melatest 2021). The existence of Class 4 gambling and race and sports betting also results in some employment opportunities and contributes to economic development. The Gambling Act 2003 requires gaming societies to return at least 40 percent of the net proceeds from gambling to the community (in accordance with their authorised purposes) in the form of grants. It should be noted that due to COVID-19, in 2020, legislation was temporarily amended to state that societies unable to meet the minimum rate of return to the community, would not be penalised for the 2020 and 2021 financial years, but this did not remove the obligation to minimise costs and maximise community returns.¹⁴ The Racing Industry Act 2020 also requires TABs to ensure profits benefit New Zealand racing long-term and to return funds to New Zealand national sporting organisations. In 2019, the Class 4 sector returned about \$241 million to 13,000 community groups in the form of grants funding across New Zealand, in addition to tax and duty payments to the government.¹⁵

In their assessment of gambling harm undertaken in 2021 for the Ministry of Health, Malatest International noted that the overall distribution of funds had shifted away from communities over time, and that while Class 4 gambling provides more local funding than some other forms of gambling,



it also comes with higher risk of harm from problem gambling. The authors referred to reports by BERL and NZIER in 2020 that showed inequitable distribution of community grants back to the most socioeconomically deprived communities, where the majority of Class 4 venues are located and expenditure on electronic gaming machines, 'pokies' is high.¹⁶

Figure 4. Origin of Gaming Machine Profit and destination of community and sports grants by deprivation – PGF et al. (2020) in Melatest (2021)

¹⁴ <https://www.legislation.govt.nz/regulation/public/2020/0136/18.0/LMS360280.html>

¹⁵ PGF Group, Hāpai Te Hauora, & The Salvation Army. (2020). Ending community sector dependence on pokie funding. White paper. Wellington: Discussion Document: Review of Class 4 gambling. <http://hapai.co.nz/sites/default/files/White%20Paper%20Ending%20community%20sector%20dependence%20on%20pokie%20funding.pdf>

¹⁶ PGF Group, Hāpai Te Hauora, & The Salvation Army. (2020). Ending community sector dependence on pokie funding. White paper. Wellington: Discussion Document: Review of Class 4 gambling. <http://hapai.co.nz/sites/default/files/White%20Paper%20Ending%20community%20sector%20dependence%20on%20pokie%20funding.pdf>

Gambling harm minimisation best practice

Research was recently conducted in New Zealand (Erwin et al., 2020) exploring the impact of public policy interventions on gambling, and specifically council policies around Class 4 gambling. Erwin et al. gathered information on Class 4 gambling policies from all 67 TAs in NZ, and from this, constructed a novel panel data set of territorial authority-level Class 4 gambling policy types over time, combining these findings with data on machine spending from DIA and demographic and economic indicators from Stats NZ and MBIE. They found that all three forms of policy intervention prevalent in New Zealand – absolute caps on the number of pokie machines and/or venues, per capita caps on number of machines and/or venues and sinking lid policies (restricting transfer of Class 4 licences in order to slowly reduce availability over time) are effective in reducing Class 4 venues and non-casino gaming machines when compared with territorial authorities with no restrictions beyond those in the Gambling Act 2003. They estimated that absolute caps reduce the number of pokie machines by 15% and the number of venues by 16.9% on a per 100,000 population basis over one year. Estimated reductions are marginally larger for the per capita cap policy and lower for the sinking lid policy.

In terms of reducing machine spending, Erwin et al. (2020) found sinking lids and per capita caps to be the most effective policy measures. Compared to the reference group (territorial authorities with no restrictions beyond those in the Gambling Act 2003), these policies are associated with a cumulative reduction) in machine spending of 13 – 14%. As of December 2020, 43% of TAs had adopted a sinking lid policy, while 37% had no restrictions on the number of venues or machines that could be established within their district (Malatest International, 2021).

Guidelines¹⁷ developed and promoted by the Department of Internal Affairs require all gambling operators to fulfil their host obligations to help prevent or minimise harm from gambling. Venues are required to:

- ensure a person who is fully-trained in harm prevention and minimisation is on duty at all times the gaming machines are operating;
- provide information and assistance to people who they believe may be problem gamblers and may issue exclusion orders prohibiting such people from entering the gambling area;
- display signage encouraging players to bet at a level they can afford and containing advice on how to seek assistance for problem gambling;
- ensure that only those aged over 18 have access to the machines;
- ensure that gaming machines display the odds of winning, the average winnings paid out to players of the game over a period of time or number of plays, the maximum and minimum spend for the game, and display the current time;
- Have a design feature that interrupts play at irregular intervals not exceeding 30 minutes of continuous play and informs the player of the duration of their session of play, the amount of money the player has spent, and net wins and losses during the session of play.

¹⁷ [https://www.dia.govt.nz/diawebsite.nsf/Files/Gambling-Factsheets-2021/\\$file/FactSheet-6-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Gambling-Factsheets-2021/$file/FactSheet-6-2021.pdf)

Te Hiringa Hauora / Health Promotion Agency in partnership with the Department of Internal Affairs and Ministry of Health have developed a 'Gamble Host Pack' to support venue staff in their responsibilities as a gambling host.

The Ministry of Health's strategy for preventing and minimising gambling harm for 2022-23 to 2024-25 sets out the following service and investment priorities¹⁸:

Service and investment priorities	Summary of service plan commitments
Strengthen our public health approach including prevention	We will fund public health services and initiatives to building community awareness and resilience, address stigma and barriers, and enable access to services and supports. This will reflect the diverse experiences of priority populations, including young people, and people with lived experience.
Enable innovative, culturally appropriate service and support models	The Ministry will re-tender for public health and clinical intervention services in early 2022. This will include kaupapa Māori services and services based on Pacific and Asian world views. We are proposing to increase investment in clinical services to increase the FTE rate for gambling harm clinical intervention and support services to align with other Ministry-funded mental health and addiction clinical FTE rates. We will also develop and evaluate innovative service models and approaches.
Invest in digital services and supports	We will develop digital service and supports to provide choice and be more accessible, innovative and responsive to different needs and preferences.
Strengthen system and sector leadership and collaboration	We will work in collaboration with Māori and other priority populations, service providers, agencies, the research and evaluation section gambling industry. We will commission and work with services to enable sector and community leadership. We will invest in the National Coordination Service and International Gambling Conference and Think Tank.
Sustain funding in research and evaluation	This will better inform our understanding of gambling behaviour and service efficacy, informed by greater engagement with affected communities. This includes further research into youth and online gambling.
Invest in developing a skilled, enabled, culturally safe and responsive workforce	We will strengthen training pathways to develop and diversify the gambling harm and peer workforce. This will include a range of scholarships for priority populations and people with lived experience to enter the gambling harm workforce, including New Zealand Qualification Authority (NZQA) level 7 and lower level qualifications and peer workforce qualifications. We will continue to invest in workforce development for the contracted public health and clinical gambling harm workforce.
Invest in stronger Ministry leadership and delivery	We are proposing an increased to the Ministry's operating costs to strengthen the Ministry's leadership function and deliver an expanded work programme.

¹⁸ https://www.health.govt.nz/system/files/documents/publications/strategy_to_prevent_and_minimise_gambling_harm_2022-23_to_2024-25_proposal_document.pdf

Gambling profile of Westland District

Policy environment

The Class 4 Gambling Venue Policy for Westland district in 2015 capped the number of venues outside Hokitika at 2, with no new venues to be established in Hokitika and a sinking lid policy applied should an existing Hokitika venue close and relinquish its machines. Existing Class 4 venues affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities were permitted under the 2015 policy to be permitted to relocate within their current census mesh block area (a geographic unit now replaced by StatsNZ with SA1) if Council grants consent in respect of a new venue to replace an existing venue. New venues had to provide a separated area for Class 4 Gambling under the policy.

When the policy came up for review in 2018, the Special Consultative Procedure was followed as per Section 83 of the Local Government Act (Section 25, Local Government Act 2002 Amendment Act 2014). Three amendments were proposed as a result of a Social Impact Assessment Workshop held on 22 August 2018:

- Because of the written request from Franz Josef Community Council regarding requests to the area by visitors for gaming machines, that Clause 3.1 in the 2015 policy be amended to read “The number of venues within the Westland District outside of Hokitika is capped at three, with two of these three venues being located in the glacier country.” This would increase the number of venues outside Hokitika from two to three.
- Understanding the Hokitika Chartered Club’s concerns regarding how the current sinking lid policy would impact them if they disestablished any machines, that Clause 3.3 of the existing policy be amended to read “If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society.”
- Bearing in mind the Department of Internal Affairs advice that all venues should provide a restricted (but not physically separated) area for Class 4 Gambling, that Clause 3.6 in the 2015 policy be amended to read “All venues must provide a restricted area for Class 4 Gambling.”

Amendments 1 and 2 were accepted and formed part of the 2018 policy. However Amendment 3 was not implemented, with clause 3.6 of the policy altered in 2018 to “New venues must provide an open area for Class 4 Gambling, from the previous (2015) clause wording, “New venues must provide a separated area for Class 4 Gambling.” This does not over-ride the licensing requirement that gambling machines must be in a restricted area.

Clauses regarding number of gaming machines to be allowed in venues did not change from 2015 to 2018. These are as follows:

- 4.1 New venues outside Hokitika shall be allowed a maximum of no more than 4 gaming machines;
- 4.2 Venues with licences issued after 17 October 2001 and operating fewer than 9 gaming machines shall be allowed to increase the number of gaming machines operated at the venue to 9;
- 4.3 Existing venues with licences issued before 17 October 2001 shall be able to increase the number of gaming machines in the venue to no more than 9 and where, at the date of the adoption of this policy, existing numbers of machines are greater than 9, that number can be maintained.

As mentioned in the background to the present report, the 2022 Class 4 Gambling Venue Policy (See Appendix) was retained without change when reviewed.

Venues & EGMs

As at March 2022 there were 5 Class 4 venues in Westland, all located in Hokitika, four of which are pubs and one is a chartered club. These are:

- **Pioneer Hotel**, Gibson Quay (a Pub Charity Ltd venue with 9 electronic gaming machines)
- **Stumpers**, Revell St (The Lion Foundation 2008 venue, 9 EGMs)
- **Beachfront Hotel**, Revell St (The Lion Foundation 2008 venue, 9 EGMs)
- **Railway Hotel Hokitika**, Weld St (Air Rescue Services Ltd venue, 18 EGMs)
- **Hokitika Chartered Club**, Hamilton St (Club venue with 7 EGMs)

In total, there are 52 EGMs in Westland, all located in Hokitika, and 3 less than was the case at the end of the 2020 calendar year. Up until March 2021 the Hari Hari Hotel (located in an area with NZDEP rating of 8, indicating high levels of socioeconomic deprivation) had EGMs but that licence was not renewed. At the time of writing, Hari Hari Hotel was not a Class 4 venue.

All existing venues are located in an area of high socioeconomic deprivation according to the NZDEP measure (NZDEP decile 9). Under the Class 4 Gambling Venue Policy for the district, no new Class 4 venues can be established in Hokitika. Outside Hokitika, the number of venues across Westland district is capped at three, with only one of these three being able to establish outside the glacier country, a key area of tourism within the district. Under the current policy if an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of Hokitika Chartered Club, being a venue that is not funded by a nationwide trust or society. Under the current policy, if a new venue were established in glacier country or in Hokitika (in the event that the Chartered Club closed and another local club sought to become a venue to replace it), it could not be located in an area primarily associated with children's or family activities. The current policy specifies the provision that if an existing Class 4 venue is affected by earthquake-related risks / event, a destructive event, lease termination or new planned facilities, it is permitted to relocate within the current census meshblock area (now SA1) subject to Council consent of the new venue as a replacement venue.

Railway Hotel Hokitika and Pioneer Hotel are also full service TAB venues, and under the Class 4 Gambling Venue Policy for the district, no new TAB standalone venues can be established.

Gaming Machine Profits

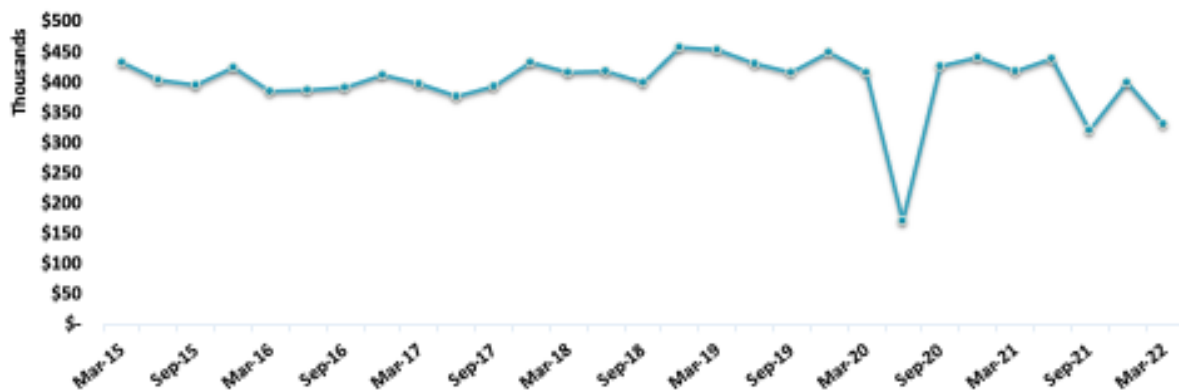
For the year to 31 March 2022, Gaming Machine Profits ('GMP', representing expenditure / player loss) on EGMs in Westland was \$1,500,599.49, up 2.5% on the previous year. This amount comprised 0.18% of the total New Zealand GMP for that period. The GMP for Westland equated to around \$168 per person across the district, compared to around the per capita amount of \$163 per person for New Zealand as a whole. Nationally as at March 31 2022, there were 14,753 EGMs across 1,047 venues.

Community and Public Health, CDHB (now Te Whata Ora) calculated that \$4818, \$4005, \$4348 was lost each day in the 'pokie' machines within Westland in 2019, 2020 and 2021 respectively, and that when allowance is made for the venues being closed over the 5-week lockdown period during 2020,

the daily spend during the second quarter of 2020 (when lockdown occurred) only dropped by \$1676 compared to the 2019 second quarter. In the Westland District Council Annual Plan submission for 2022-23, they noted that *“there has long been an assumption that much of the expenditure is from tourists, however, using the information above, nearly 60% of the money lost to machines comes from local communities.”* They highlighted the BERL research from 2020 and its conclusion that *‘Class 4 gambling has a tendency to magnify community disadvantage. The evidence strongly suggests that it transfers wealth from more deprived communities to less deprived communities.’* And noted that the Westland District has a high number of venue and machines compared with the rest of New Zealand.

Quarterly trends in GMP for Westland are presented in Figure 5.

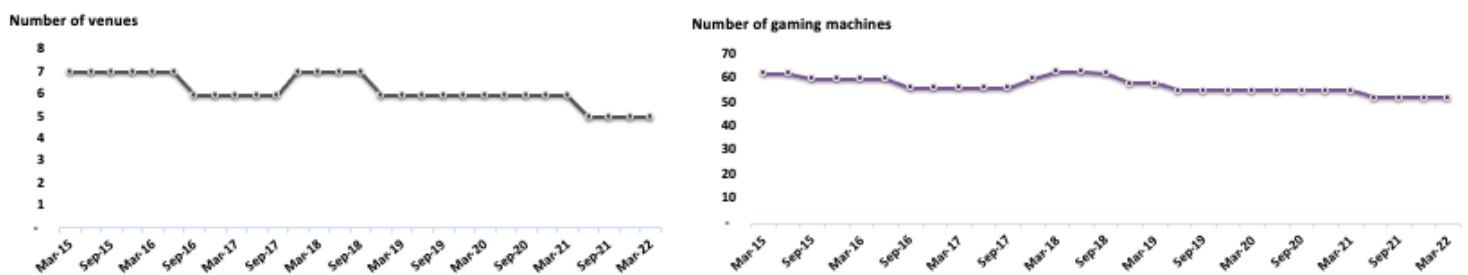
Figure 5. GMP per quarter to March 2015 – March 2022



Department of Internal Affairs

Number of venues and EGMs for Westland over time are presented in Figure 6, showing an overall trend of slight decline, reflecting the sinking lid policy. Nationally, both the numbers of venues and EGMs declined fairly steadily from March 2015 to around September 2019 where the decline slowed.

Figure 6. Number of venues and gaming machines, in Westland District over time



Department of Internal Affairs

Whereas the GMP per gaming machine in Westland was \$7,001.39 in March 2015, this had fallen to \$6,422.97 in March 2022.

Problem gambling Ministry of Health-funded interventions

The numbers of people in Westland accessing health-funded interventions to address problem gambling (delivered by The Salvation Army Oasis programme, Problem Gambling Foundation and Mapu Maia) are low, presented in Table 1. However, feedback from providers (see survey findings) indicate that a lot of support is obtained from them informally, likely sitting outside these figures.

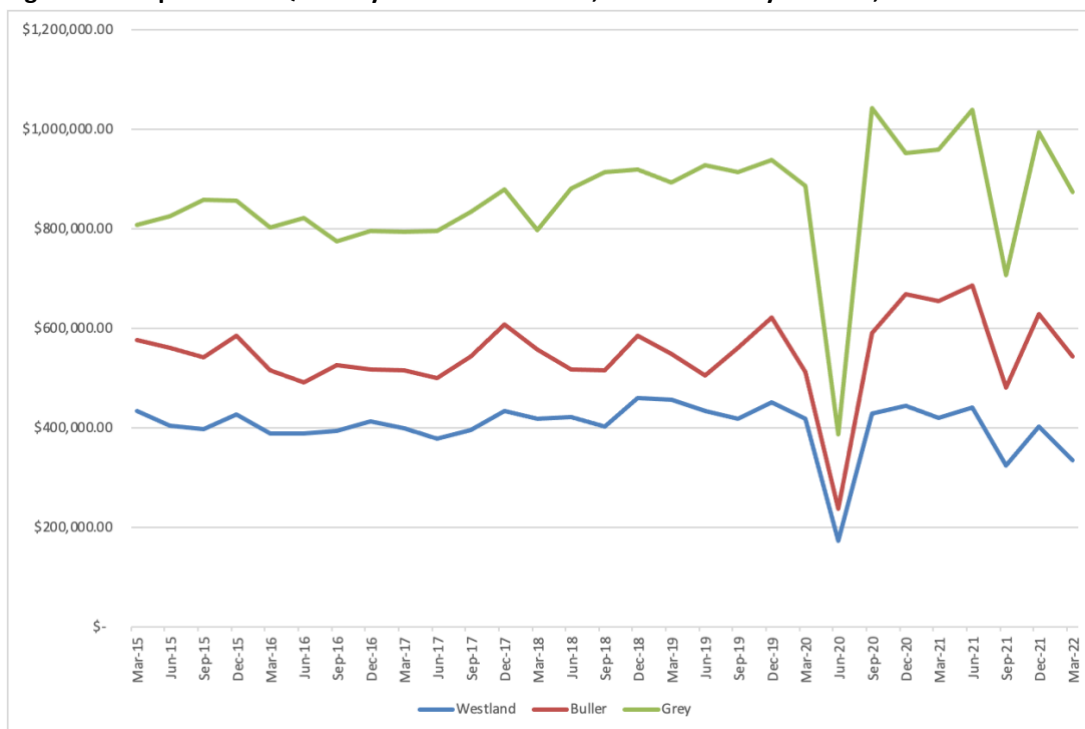
Table 1 Number of new clients assessed for all problem gambling interventions, Westland district, and as % of total new clients assessed nationally (Ministry of Health¹⁸)

Year (July 1 – June 30)	N new clients	% total new clients
2021	0	-
2020	2	0.03%
2019	2	0.03%
2018	1	0.01%
2017	10	0.12%
2016	3	0.03%
2015	4	0.04%

How does Westland compare?¹⁹

The yearly GMP for Buller to March 31, 2022 was \$2,340,376.26, down 4.5% on the previous year, while the number of venues, 8, and the number of EGMs, 72, had remained unchanged, with in fact no change to either number of machines or venues since a slight reduction in number of EGMs in the quarter to 31 March, 2016.

Figure 7. Comparison of Quarterly GMP for Westland, Buller and Grey Districts, March 2015 – March 2022



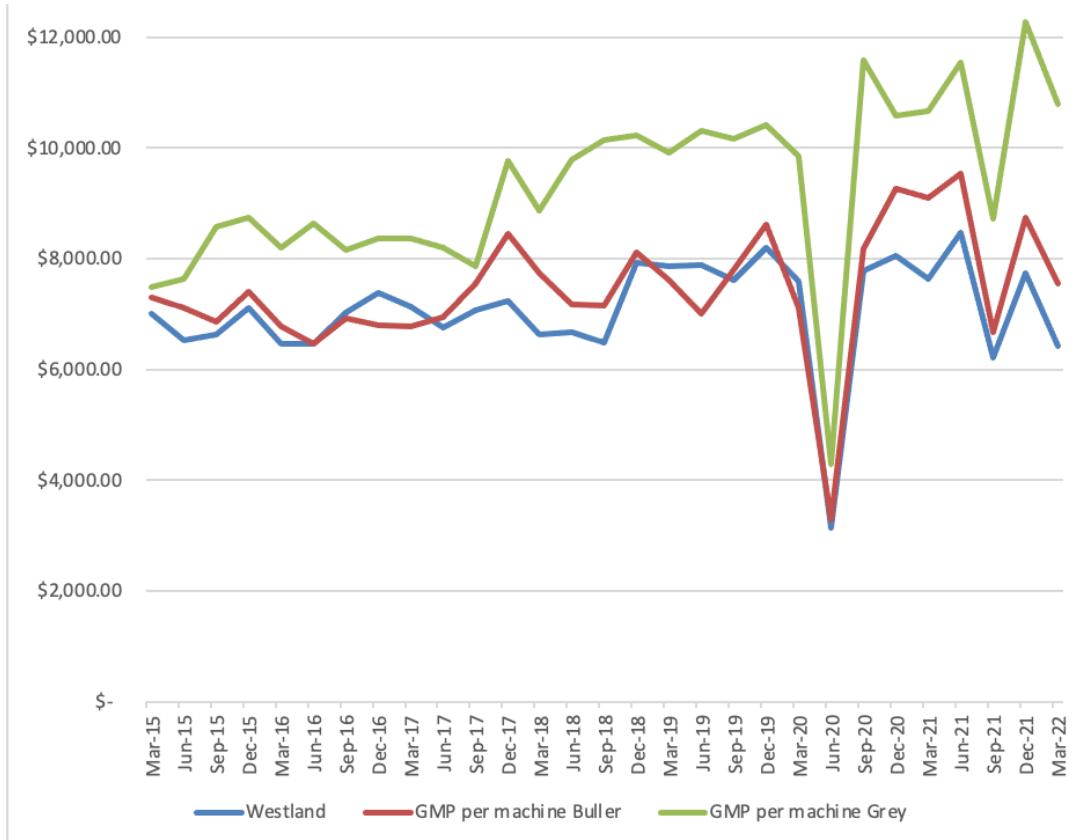
For Grey district, the yearly GMP to March 31, 2022 was \$3,613,713.44, down 2.3% on the previous year. Since September 2021 there have been 8 venues in Grey district, down from 9 (from December

<https://www.health.govt.nz/our-work/mental-health-and-addiction/addiction/gambling/service-user-data/intervention-client-data#territorial>

¹⁹ Comparisons were to be made with Grey and Buller districts as well as Kāikoura and Hurunui districts (as similar sized TLAs) but the latter were not pursued as these districts have been combined for Class 4 reporting for the past 3 years, making comparisons difficult.

2017 until that time). Since the quarter to September 2021 there have been 81 EGMs across Grey district, whereas from December 2017 to that time there were 90 EGMs. Comparisons of total quarterly GMP and quarterly GMP per electronic gaming machine presented in Figures 7 and 8 show Westland’s levels lower than the other districts of the West Coast.

Figure 8. Quarterly GMP per Machine for Westland, Buller and Grey Districts, March 2015 – March 2022

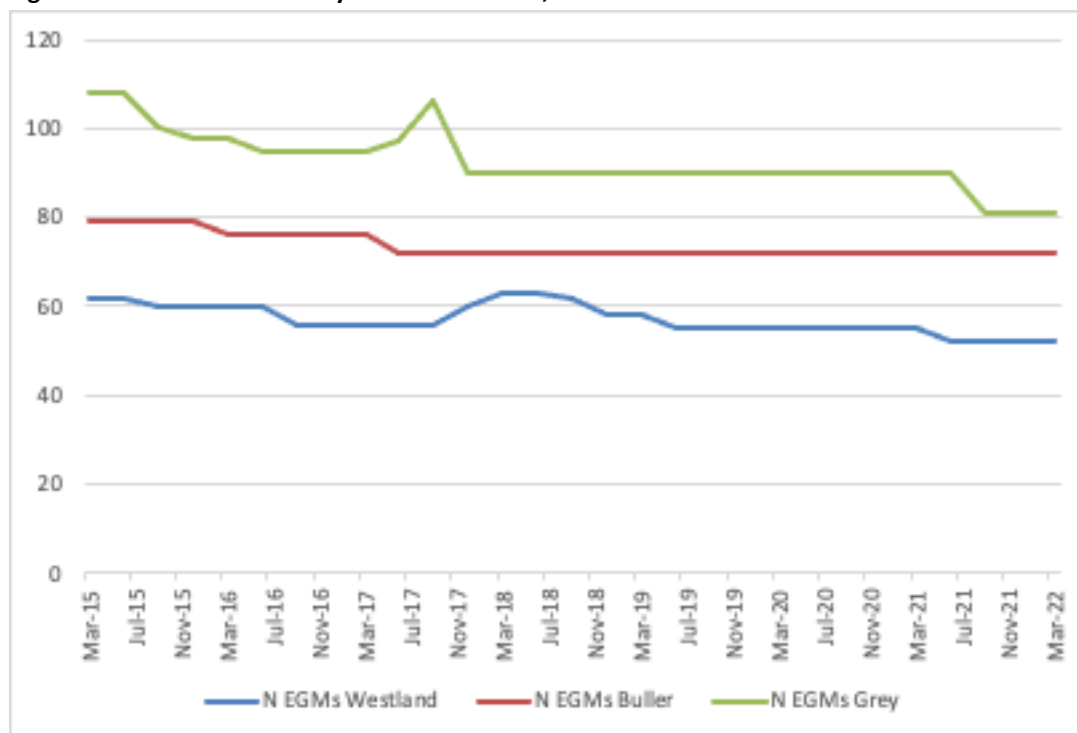


Comparisons of number of venues and number of EGMs per district are presented in Figures 9 and 10.

Figure 9. Number of venues by district over time, March 2015 – March 2022



Figure 10. Number of EGMs by district over time, March 2015 – March 2022



The Class 4 and TAB venue policies of Buller District Council and Grey District Council were reviewed for comparison. Buller’s policy²⁰ was written in September 2009 and reviewed in June 2015 but does not appear to have been reviewed since that time. Key elements of the policy:

- It allows venues lost by fire to be rebuilt without further notification.
- It defaults to DIA licensing requirements.
- It does not apply a sinking lid policy.

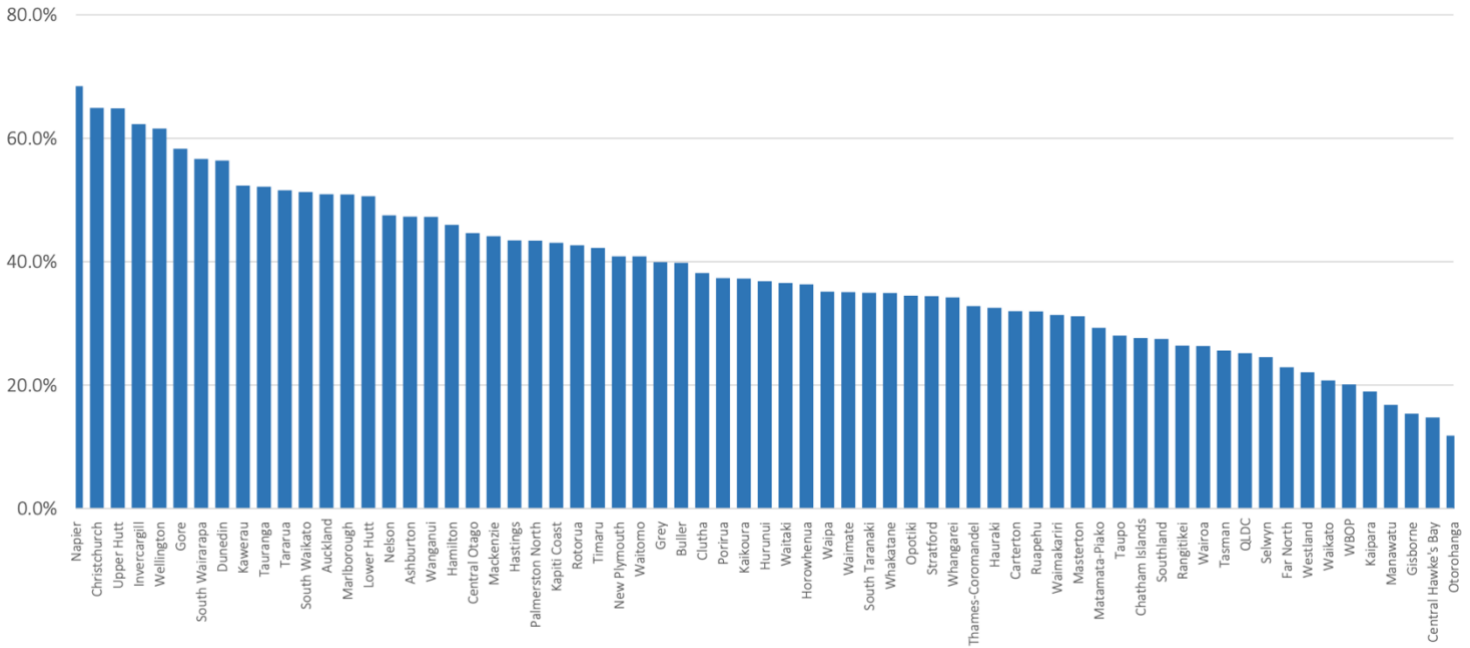
Grey District’s policy²¹ was adopted in June 2010 and has not been reviewed since August 2018. Like Buller district, the Class 4 Venue Policy for Grey District Council does not apply a sinking lid policy, and in fact specifies that a maximum of 18 venues be allowed across the district in any location excluding venues associated with family or children’s activities and meeting DIA limits re number of machines: this equates to a maximum number of venues 125% higher than the current number. The policy sets a cap of 130 EGMs across the district, 62.5% higher than the present number in place.

Findings of an analysis undertaken in 2020 as part of an assessment of the effectiveness of local government measures in capping gambling showed that Westland had the eighth lowest proportion of its population living within a kilometre of a pokie machine. Findings are presented in Figure 11.

²⁰ <http://bullerdc.govt.nz/wp-content/uploads/2013/07/Class-4-Gambling-and-TAB-Venue-Policy.pdf>

²¹ <https://www.greydc.govt.nz/repository/libraries/id:2cvtstvyv1cxbyz1k6uz/hierarchy/Your%20Council/council-publications/council-publications/policies/Class%204%20Gaming%20Venues%20Policy.pdf>

Figure 11. Approximate proportion of the TA population within 1 km of an electronic gaming machine (EGM)



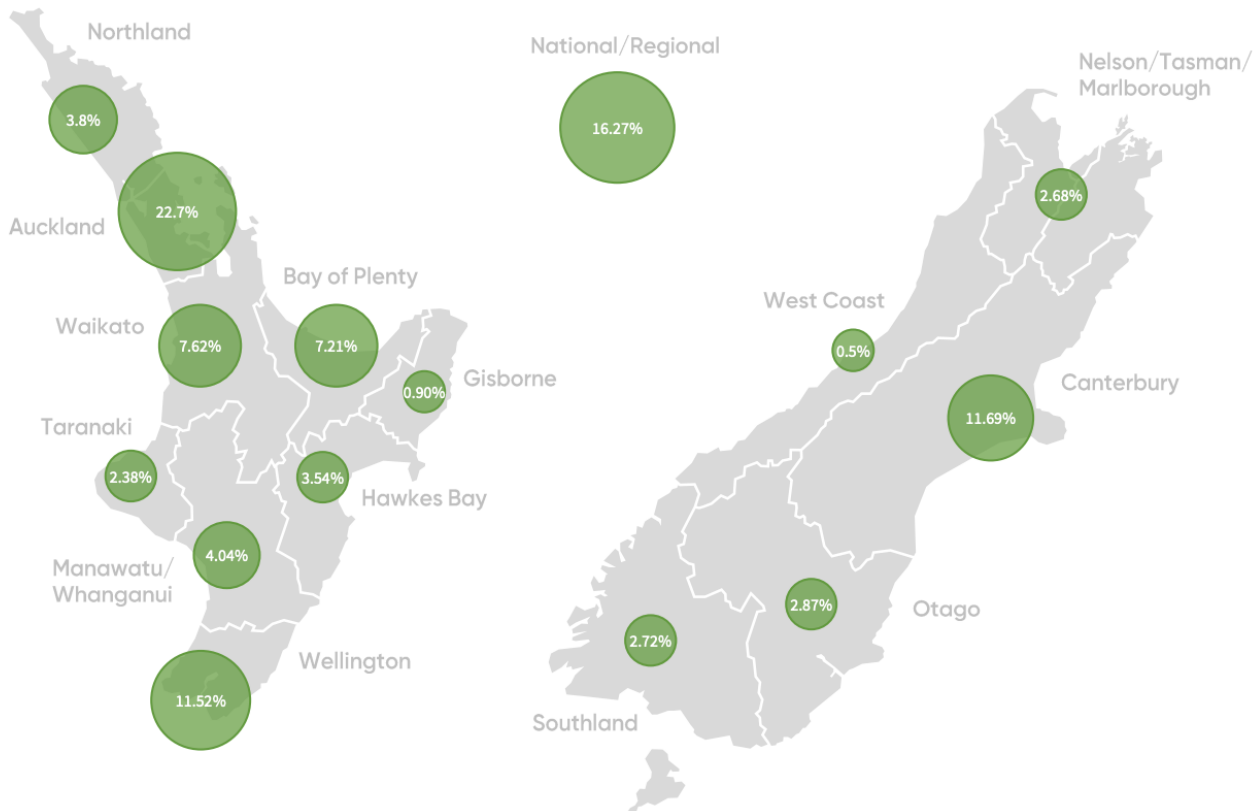
Notes: The distance measure is constructed using geographic boundaries and population estimates sourced from Stats NZ. Physical locations of EGMs provided by DIA.

Erwin, Lees, Pacheco & Turcu, 2020

Community grants funding arising from gambling in Westland District

Community funding from Class 4 gambling

Figure 12. Approved pokie grants by region, 2021: DIA

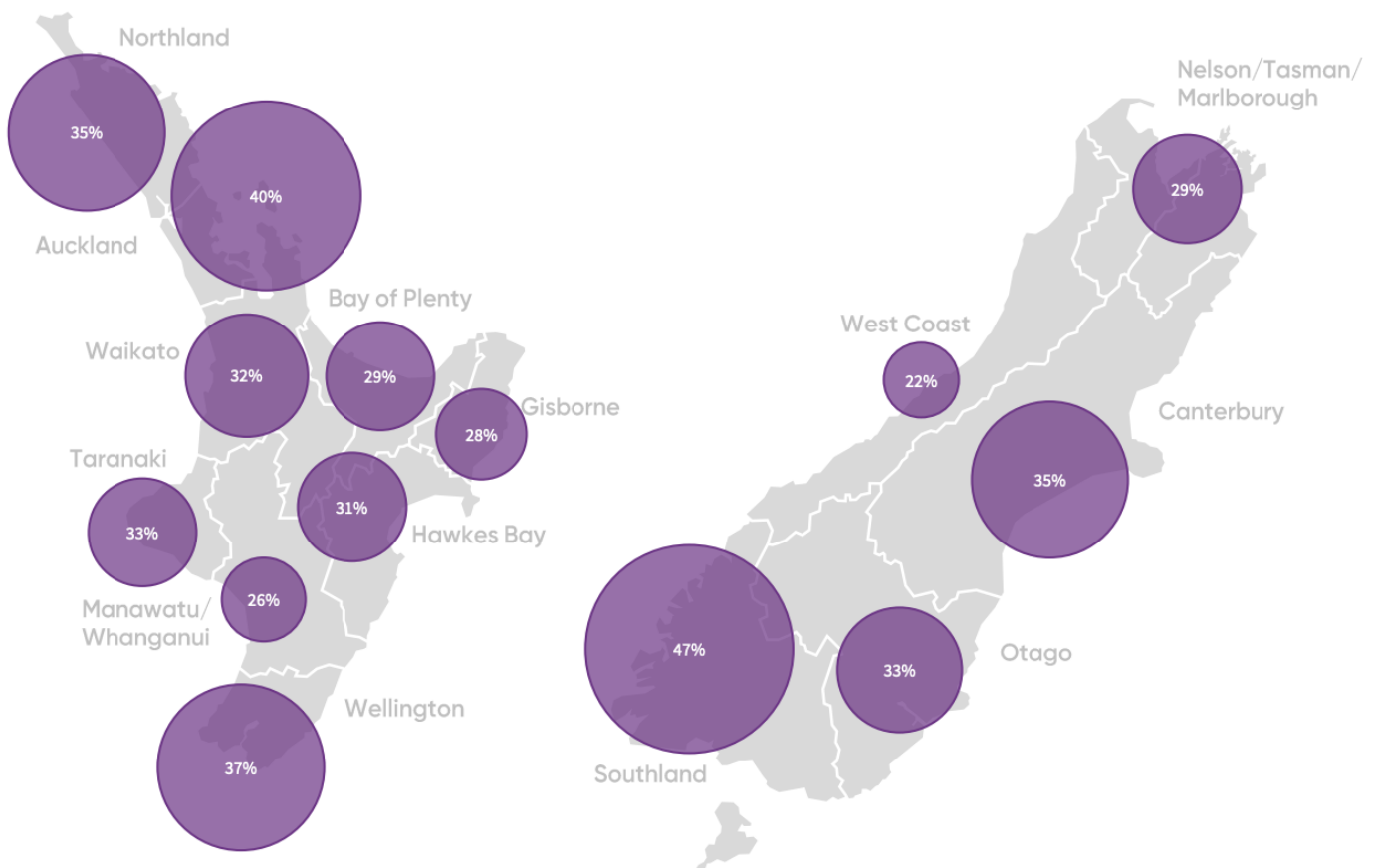


Approximately \$269 million of grants funding and applied funds from EGMs were approved to 10,697 organisations in 2021, 53.6% of which went to sport, 20% to community, 10% to health, rescue and welfare services and the remainder to research and education, arts and culture, environment and animals or other projects. Three of the six gaming societies approving the most grants nationally in 2021 were societies with venues in Westland: The Lion Foundation (which has two Westland venues, and approved \$33.06 million nationally), Pub Charity (one Westland venue and approved \$35.11 million in grants) and Air Rescue Services (one Westland venue, approved \$12.13 million nationally).

Across the whole West Coast region, \$1.3 million was approved in grants from pokies in 2021, comprising just 0.5% of all pokie grants, which as Figure 12 shows, is the smallest regional total grants.

Figure 13 shows net proceeds returned by region: the proportion of the amount spent through EGMs which is returned to the region in which it was spent. The West Coast receives the smallest proportion of the money spent through EGMs back in grants of any region nationally, at just 22%, considerably less than other regions in the South Island and substantially less than Southland, Canterbury and Otago.

Figure 13. Net proceeds returned from pokies as grants by region, 2021



[https://www.dia.govt.nz/diawebsite.nsf/Files/Gambling-Class-4-Grants-Data-Review/\\$file/Class-Four-Gaming-Analytical-Review-2021.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Gambling-Class-4-Grants-Data-Review/$file/Class-Four-Gaming-Analytical-Review-2021.pdf)

Distribution of grants across the West Coast, like all areas of New Zealand reduced in 2020 with Covid-19 impacts, with \$900,000 paid out in grants that year, and \$1.4 million in 2019.

Annual reports for 2021 for the three gaming societies with venues in the district show that the following amounts were funded to Westland district:

- **Pub Charity Ltd**²²: \$45,396

Examples of recipients of Pub Charity funding in Westland are the Hokitika Axemens Club (\$5,000), Hokitika Badminton Club (\$1,805) and Hokitika Tennis Club Incorporated (\$3,520).²³ In total, Pub Charity granted \$565,420.69 specifically into the West Coast region.

- **Lion Foundation**: Does not report on total funding by local authority or by the West Coast region: total grants funding across its Southern region (the whole South Island) in 2021 was \$7,366,196.

Examples of grants to Westland district organisations were 4th Westland Boys Brigade Company Charitable Trust (\$4,760), Hokitika Bowling Club Inc. (\$1,777), Hokitika Golf Club Inc. (\$7,300), Hokitika Primary School (\$25,000), and Lake Kaniere Yacht and Power Boat Club inc. (\$4,830). The following West Coast organisations received their grants funding in 2021: West Coast Badminton Association (\$1,405), West Coast Basketball Assn. (\$4,415), West Coast Cricket Assn (\$6,917), West Coast Hockey Assn (\$10,000), West Coast Tennis Assn (\$6,000).²⁴

- **Air Rescue Services Ltd**²⁵ : Like Lion Foundation, Air Rescue Services does not provide a breakdown of its grants funding by territorial authority area or geographic region for West Coast.

Examples of grants in 2021 which are for Westland district organisations are Hokitika Badminton Club (\$2,783), Hokitika Golf Club (\$7,300), Hokitika Primary School (\$10,000), Hokitika Rugby League (\$615), Hokitika Westland RSA (\$10,000), Kumara Racing Club Inc. (\$5,750), Lake Kaniere Yacht and Power Boat Club (\$3,091), Westland High School (\$867), Westland United Football Club Inc. (\$37,200)

For the West Coast as a whole, Bowls West Coast Inc. (\$5,060) received funding. Destination Westland Ltd received \$62,742 in 2020.

- **Hokitika Chartered Club**: An annual report of grants funding could not be located online. Nationally, the rate of return from clubs in 2021 was 50.5%, an estimated return of funds to the community of \$36,179,268 (DIA).

A large number of community service organisations serving large geographic areas were recipients of grants and some of these would serve the Westland community, but are either not based locally or applications were for regional or national bodies. Westland benefits from some of the services and activities provided by these grant recipients.

²² <https://www.pubcharitylimited.org.nz/assets/PCL-Summary-of-Financials-2020-2021.pdf>

²³ It is difficult to identify all recipients as they are only identified by organisation name and not their location in reporting.

²⁴ <https://lionfoundation.nz/News/2021-annual-report/>

²⁵ <https://www.airrescueservices.co.nz/public/ARSL%20Signed%202021.pdf>

TAB

For the 2020-21 year, \$124.3 million of total racing profits were distributed to the racing industry, while \$13 million was distributed to national sporting association commissions. Some of these grants would benefit people in Westland but there were no grants specific to Westland reported on in the TAB Annual Report²⁶.

²⁶ <https://www.tabnz.org/sites/default/files/documents/TAB%20NZ%202020-21%20annual%20report%20-%20web.pdf>

Community feedback regarding Class 4 gambling in Westland

As part of the Social Impact Assessment, two surveys were sent out (with follow-up reminders also sent), one to problem gambling providers for Westland, local Rūnanga and other key community organisation stakeholders in the Westland community, and a second survey to the five Class 4 venues in Westland. Three of the venues responded to their survey, and 5 community organisations responded.

Community organisation feedback

The five community organisations responding to the survey included two providers of problem gambling support services, a Rūnanga, and two other community organisations, one with a local focus outside Hokitika and one spanning the district.

Gambling support services noted an increase in Class 4 gambling since the 2020 lockdowns, one seeing this as more noticeable in West Coast towns outside Westland district – Greymouth and Westport. Online gambling was noted by three of the respondents to have increased since 2020 across the district. On a rating scale spanning from significant reduction to significant increase over time, three of the 5 respondents felt that problem gambling and harm arising from it has become much more prevalent/evident in Westland over the past 3 years, and one rated this as slightly more prevalent, while one was unable to comment.

Feedback from the survey suggested that generally, people are more willing to seek help and support for their gambling than was the case 3 years ago, with stigma slightly less of a barrier than it was in the past. One support provider noted less uptake (and a reluctance around this) of formalised counselling sessions than for casual kōrero, sometimes instigated by people seeing their branded car and connecting for conversations in the street or in cafes because of this. However they have seen a lot of demand for this informal support, and more willingness to reach out for advice.

For those requiring them and engaging with services either directly or via the helpline, both problem gambling support providers offer a range of free supports, in-person (both within and outside the district), by phone and online, and spanning counselling (individual and whānau), budget support, multi-venue exclusions and other tailored solutions. Three of the 5 respondents identified that demand for support had increased a lot over the past three years, and one noted a slight increase, while one was unable to comment. Referrals are tending to come to support services via the national helpline and informal interactions with staff (who are based outside Westland) when on the ground locally. Delivering services across the West Coast was noted as challenging due to the extreme geographic length, but that said, the main issue was getting people to reach out for support in the first place.

Asked where within the district they saw problem gambling as most concerning, 3 respondents highlighted Hokitika, one Kumara and one Harihari. PGF Services (who gave permission to be identified) commented as follows:

"I've had many people tell me they live in Greymouth, but gamble in Hokitika. In order for them to gamble secretly in a small community, they have to go to another community. I'd assume this also happens vice-versa."

Additional to the survey, feedback was provided by Community and Public Health Te Whata Ora CDHB via email. They were aware that when a previous SIA was undertaken in Westland in 2011, the Salvation Army at that time noted a pattern whereby their personnel were seeing "the same people" at the machines in pubs and clubs in Greymouth and in Hokitika, with people commonly moving between the towns and venues on Friday nights, seemingly gambling at different venues to avoid being seen as a "problem gambler" at any one location. The comment from PGF Services in the 2022 survey suggests that this pattern has continued, but the extent to which it will remain, given the recent rise in fuel costs, is not known.

Only one of the 5 respondents identified any benefits arising from pokies: giving people a reason to leave the house and interact with someone.

Groups most commonly identified as using pokies in Westland were low-income males.

The following measures were identified as already working well locally to address gambling harm:

- Having no pokies outside Hokitika
- Service flexibility and quality for the existing providers (n=2)
- Removal of gambling machines and continuation of the sinking lid policy within Hokitika: 3 of the 5 respondents explicitly indicated a desire to see this remain in place.

Demand was highlighted for more education (and funding to enable this) to remove stigma in reaching out for support and to help whānau better support each other and encourage those requiring intervention to reach out for this. PGF Services are keen to see increased support and education around host responsibility and gambling harm for venue staff and management. At a national level, they would like gambling harm linked with host responsibility in training for bar manager licensing.

[Class 4 venue feedback](#)

Of the three venues responding to the survey, two indicated that no jobs were generated through the presence of EGMs and TABs on their premises, with one indicating that gaming was associated with 2 FTE. Two of the three were able to identify local projects benefitting from gaming grants which were exciting – they highlighted grants to local schools, sports clubs and community organisation building upgrades.

Asked what other benefits they saw arising for Westland from the presence of pokies and TAB venues, one respondent could see no benefits arising, while one saw TAB and pokies bringing together people with common interests to socialise, and another saw these bringing people into local businesses which are struggling in the current economic environment, keeping people employed as a result. Venue respondent feedback regarding help-seeking behaviour around problem gambling aligned with that from community stakeholders in the other survey: help seeking behaviour was identified to have increased over the past three years. Hokitika Club (which consented to be identified) indicated that

they regularly put staff through gambling harm minimisation courses run by Clubs NZ, and work hard to keep up to date regarding the Gambling Act.



CLASS 4 GAMBLING VENUE POLICY 2018 *(re-adopted 2022 with no change)*

1. Objectives of the Policy

- 1.1 To minimise the harm to the community caused by gambling;
- 1.2 To control the growth of gambling in the District;
- 1.3 To ensure the Council and the community have influence over the provision of new gambling venues in the District;
- 1.4 To allow those who wish to participate in gaming machine or TAB gambling to do so responsibly within the District.

2. TAB Venues

No new TAB stand-alone TABs may be established in Westland.

3. Where Class 4 Gambling Venues may be established

- 3.1 The number of venues within the Westland District outside of Hokitika is capped at three, with two of these three venues being located in the glacier country.
- 3.2 No new venues may be established in Hokitika.
- 3.3 If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society.
- 3.4 In a neighbourhood not being primarily associated with family or children's activities.
- 3.5 An existing Class 4 venue affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities shall be permitted to relocate within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue
- 3.6 New venues must provide **an open area for Class 4 Gambling.**

4. Number of gaming machines to be allowed

- 4.1 New venues outside Hokitika shall be allowed a maximum of no more than 4 gaming machines;
- 4.2 Venues with licences issued after 17 October 2001 and operating fewer than 9 gaming machines shall be allowed to increase the number of gaming machines operated at the venue to 9;
- 4.3 Existing venues with licences issued before 17 October 2001 shall be able to increase the number of gaming machines in the venue to no more than 9 and where, at the date of the adoption of this policy, existing numbers of machines are greater than 9, that number can be maintained.

5. Applications

Applications for consent for new venues must be made on the approved form and must provide:

- 5.1 Name and contact details of the applicant;
- 5.2 Street address of the premises;
- 5.3 A site plan covering both gambling and other activities proposed for the venue;
- 5.4 Details of any liquor licence(s) applying to the premises;
- 5.5 Any relevant gambling harm minimisation policies;
- 5.6 Suitability of the applicant.

6. Decision Making

- 6.1 Upon receipt of a complete application form containing all required information and the full application fee, the Council has 30 working days to determine a decision;
- 6.2 The decision on an application will be made by the appropriate Council Committee pursuant to delegated authority and be based on the criteria detailed in this policy.
- 6.3 Where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy, the approval of the application is delegated to the Chief Executive Officer.

7. Application Fees

These will be set by the Council from time to time, and shall include consideration of:

- 7.1 The cost of processing the application, including any consultation and hearings involved;
- 7.2 The cost of establishing and triennially reviewing the Class 4 Gambling Venue and TAB Venue policy;
- 7.3 The cost of inspecting Class 4 Gambling Venues on a regular basis to ensure compliance with consent conditions;
- 7.4 A contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

8. Monitoring and Review

- 8.1 The Council will review the policy within 3 years of its adoption and then within 3 years of that review and each subsequent review;
- 8.2 The Council will monitor the social and economic impact of gambling on the community as part of the policy review process;
- 8.3 The Council may amend this policy as a result of the findings of the social and economic impact monitoring;
- 8.4 Any review or amendment of this policy will be undertaken in accordance with the special consultative procedure outlined in the Local Government Act 2002.

9. Commencement of Policy

- 9.1 This policy is required to be adopted by the Council in accordance with the special consultative procedure provided for in the Local Government Act 2002.
- 9.2 This policy will take effect from 23 November 2018.

Report to Council



DATE: 25 August 2022
TO: Mayor and Councillors
FROM: Group Manager District Assets, Scott Baxendale

Review of Mowing Frequency within Urban Berm Policy

1. Summary

- 1.1. The purpose of this report is to reconsider the present mowing frequency options within the Urban Berm Mowing Policy.
- 1.2. This issue arises from a query from Council regarding present mowing frequency and a subsequent request by a Councillor to review/amend the current policy.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council maintains the status quo within the existing Urban Berm Policy and carry out the formal review in June 2024.

2. Background

- 2.1. The reason the report has come before the Council is due to a request made by Cr Martin to amend part of the policy and create a maximum length of 200mm as an intervention level for Council Mowing that is over and above the "...where Council considers it reasonable or necessary to do so." requirement presently within the policy.
- 2.2. Since December 2021 there have been three instances of berm mowing carried out by Council as a result of this policy for a total cost of \$4651.84. These instances were December 2021, February 2022 & March 2022. Over and above this there is one lawn that gets mowed at 2-4 weekly intervals as a result of a successful application for Council assistance.
- 2.3. Amounts of berm mowing varied as there is a certain level of inconsistency in landowner mowing that also occurs.
- 2.4. There is still one area that Council Contractors have not mown as this is land that is occupied by KiwiRail as part of the rail corridor. To venture onto and carry out activities anywhere within this specific corridor requires prior approval from and supervision by a KiwiRail officer. This comes at significant extra cost to the entire operation. There is also often amounts of dangerous debris (such as rail ballast and spikes) that can become dangerous projectiles for any individual within close proximity. Influence should be placed on KiwiRail to adequately maintain these areas as part of their track maintenance programme.

3. Current Situation

- 3.1. Presently the current Policy is operational and appears to have been reasonably effective. There are still some locals that refuse to mow their frontages and these have largely been captured in the programme for mowing when “necessary or reasonable”.
- 3.2. Current growth patterns have slowed to the point that these berms are not particularly bad but will be picked up and mowed once the temperature warms and the growing season starts again. Based on the previous season being only approximately half a term it is anticipated that mowing for the coming season could be in the vicinity of \$10,000.
- 3.3. It has been suggested by Cr Martin that an intervention height be set to no greater than 200mm as a way of clarifying the intervention point for Council Mowing. However, growth is often patchy and very inconsistent. Setting a specific height in these circumstances may not provide any cost savings or consistency of mowing due to other environmental factors which may cause damage to the ground surface. Setting a length has its place for parks and reserves but generally works best when that length is much shorter (less than 100mm).

4. Options

- 4.1. Option 1: Maintain the status quo within the existing Urban Berm Policy and review formally in June 2024 as originally planned.

- 4.2. Option 2: Amend the Urban Berm Maintenance Policy 2021 now by removing this statement:

4.2.1. “Council may mow berms in any other circumstances where Council considers it necessary or reasonable to do so. Any decision made to mow a berm under these exceptions is at Council's discretion.”

And replacing it with this statement:

4.2.2. “Council may mow berms in any other circumstances where Council considers it necessary or reasonable to do so. Roadside berms will be maintained at a height of no more than 200mm by Council. Any decision made to mow a berm more frequently will be at Council's discretion.”

This will also require the addition of the following statement to define how this is to be measured:

4.2.3. “No more than 50% of a particular berm area may reach a length of 200mm or greater as measured using an A4 sheet of cardboard placed flat on top of the grass and a measurement taken from the cardboard to the ground.”

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified.
 - 5.1.1. Option 2 contains an additional cost risk for this policy as it will require a greater level of staff review/monitoring of grass length and it may not achieve a better level of service than what is presently able to be delivered within the existing policy.
 - 5.1.2. Applying a strict height policy may also cause damage to the ground, resulting in poorer visual amenity and greater costs to improve the health of the berm.

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 potential change is administrative.
7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Maintain the status quo within the existing Urban Berm Policy and carry out the formal review in June 2024 at which time adequate records will have been gathered to determine the effectiveness of this policy.

8.1.1. There are no financial implications to this option.

- 8.2. Option 2 – Amend the Urban Berm Maintenance Policy 2021 now by removing this statement:

8.2.1. “Council may mow berms in any other circumstances where Council considers it necessary or reasonable to do so. Any decision made to mow a berm under these exceptions is at Council's discretion.”

And replacing it with this statement:

8.2.2. “Council may mow berms in any other circumstances where Council considers it necessary or reasonable to do so. Roadside berms will be maintained at a height of no more than 200mm by Council. Any decision made to mow a berm more frequently will be at Council's discretion.”

This will also require the addition of the following statement to define how this is to be measured:

8.2.3. “No more than 50% of a particular berm area may reach a length of 200mm or greater as measured using an A4 sheet of cardboard placed flat on top of the grass and a measurement taken from the cardboard to the ground.”

8.2.4. The following financial implications have been identified.

8.2.4.1. Extra staff costs associated with actively monitoring and measuring berm grass length within the Hokitika Township. This will need to be weekly monitoring and will likely take a minimum of 3 hours of staff time per week to measure and review. Assuming a minimum charge out rate of \$120/hour that would be an ongoing \$360 weekly charge in addition to the cost of mowing.

8.2.4.2. If greater than 200mm over more than 50% of a berm takes too long to achieve the cost of mowing particular berms may increase due to a need to alter the mowing technique. It is very difficult to quantify and figures are commercially sensitive.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1 - Maintain the status quo within the existing Urban Berm Policy and carry out the formal review in June 2024 at which time adequate records will have been gathered to determine the effectiveness of this policy.

- 9.2. The reason that Option 1 has been identified as the preferred option is that this policy is still fairly new and needs time to be properly tested before being reviewed. There is sufficient flexibility within the present wording to cater for alternative mowing frequencies without making any changes to the policy itself.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. Council resolves to maintain the status quo within the existing Urban Berm Policy and carry out the formal review in June 2024.

Scott Baxendale
Group Manager District Assets

Appendix 1: Copy of existing Urban Berm Maintenance Policy 2021

Urban Berm Maintenance Policy



1. Reason for the Policy

Prior to April 2013, Council mowed urban road berms on a regular basis, with the exception of berms already mowed by adjacent landowners. The degree of this mowing varied between different communities and for rural townships such as Fox, Franz, Haast, Kumara and Ross the mowing has continued to be carried out and is funded through rates for township maintenance of these areas. For the Hokitika and Kaniere areas the maintenance contractor continued to mow many areas within these 2 towns at the instruction of the Board of Directors. This free mowing ceased in 2020 as the costs to the contractor became too great to continue to run this operation at a loss.

Without ongoing consideration of maintenance, berms could become unsightly and overgrown. However it is unreasonable for Council to accept the ongoing cost of maintenance of all road berms without a significant rise in district wide rates. This Policy aims to create parameters to enable unsightly berms to be maintained without creating a situation where all berms are expected to be maintained throughout the District.

1.1 Scope

This policy applies to all berms within the greater Hokitika and Kaniere urban areas.

1.2 Commencement

This policy comes into force on 1 July 2021.

1.3 Definitions

Berm : This is the area within the road corridor between the edge of the formed road and the property boundary.

Road Corridor: The area between property boundaries on either side of a formed or unformed road legal road.

Urban Area: The area as defined within the current District Plan that denotes urban areas, also any area defined within the current District Plan as a township. This also includes but is not limited to commercial areas.

WAP : Work Access Permit (WAP). This is a permit issued by the Road Controlling Authority (RCA) to carry out works within the legal road corridor.

RCA : Road Controlling Authority. In the case of this Policy the RCA could be either Westland District Council or Waka Kotahi NZ Transport Agency.

2. Policy

It is the property owner/residents responsibility in urban areas to mow the road berm adjacent to their property.

Council will mow the following:

- Grassed traffic islands and medians
- Berms adjacent to reserves (funded from the reserve budget)
- Berms adjacent to Council utility plants such as but not limited to, waste water treatment plants, water treatment plants & pumping stations of any kind.
- Berms at the entrance to any Council walkways
- Should a property owner refuse to mow a berm then Council will instruct it's contractors to mow on a minimum 6 monthly basis or at such time as the vegetation becomes either a fire hazard or traffic hazard as deemed by council officers.
- Private property owners can apply to Council for the berms adjoining their property to be mown. Each application will be reviewed on a case by case basis and may or may not be approved by Council on its own merits. Applications must be made no later than January 31 in any given year in order for Council to review, approve/decline, and set budget for the following financial year. Applications must be made annually by the property owner, failure to apply will result in council ceasing regular mowing. A form for applications will be available to collect from the Council Offices or available for download off the council website.
- Council may mow berms in any other circumstances where Council considers it necessary or reasonable to do so. Any decision made to mow a berm under these exceptions is at Council's discretion.

General Rules for berms

- Should a property owner wish to landscape any part or all of their berm an application must be made for specific approval from the Transportation Manager, approval is not guaranteed and will be granted on a case by case basis.
- All berm landscaping is there at the permission of Council and may at any time need to be excavated or modified by either Council or any utility provider such as (but not limited to) power, telecommunications, water, stormwater, waste water etc.. Any reinstatement of landscaped berms will be at the expense of the property owner. Council’s reinstatement requirements are for grass only as a minimum.
- Should a modified/landscaped berm become dangerous or unsafe Council reserves the right to instruct the property owner to make it safe or, act immediately in the interests of public safety to make it safe.
- If at any stage Council decides at its discretion to revert the landscaped/modified berm to a grass berm this must be carried out at the property owners cost.
- Where a berm is modified by works carried out by a Council contractor or any utility provider the berm is required to be reinstated in line with the requirements set in the issued WAP.
- Developers are responsible for the establishment and mowing of new grass berms that are sown as part of subdivision construction. Once the maintenance period of the work has expired, the berm mowing will be managed in accordance with this Policy.

3. Reporting

The Operations Manager will produce an annual confidential report to Council at each February Council meeting. This report shall provide the list of current applicants that wish to have berms maintained by Council. Each applicant must have provided a compelling reason for Council to assess and approve or decline. The report will also outline the approximate cost of the extra mowing that will be carried out.

Once the list of approved applicants has been set the budget allocation for the next financial year will be included into the workings for the upcoming annual plan.

4. Related Documents and Acts

There are no relevant documents or acts for this policy.

5. Policy Review

A review of this policy will take place in June 2024.

Created:	June 2021	Date for review:	June 2024
Author:	Transportation Manager	Authorised by:	Council 24.06.21
Consulted on:	Adopted by Council 24.06.21	Version	1

Report to Council



DATE: 25 August 2022
TO: Mayor and Councillors
FROM: Group Manager District Assets, Scott Baxendale

HOKITIKA BEACHFRONT ACCESS PROJECT

1. Summary

- 1.1. The purpose of this report is to provide an update for Council on the Hokitika Beachfront Access Project.
- 1.2. This issue arises from a request from council at the 28 July 2022 council meeting to be briefed on the history and current status on the Hokitika Beachfront Access Project.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the report.

2. Background

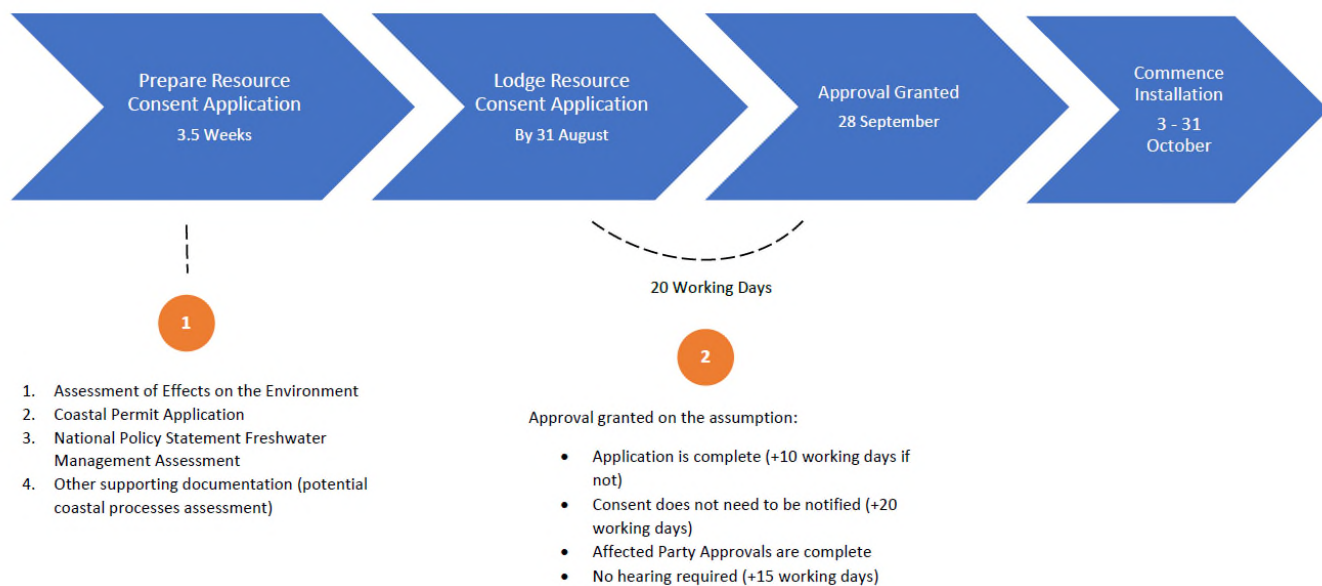
- 2.1. As part of the COVID-19 recovery package, central government proposed to stimulate the economy and support struggling businesses by providing stimulus funding in the form of 'Shovel Ready Funding' for projects that could begin as soon as funds were available. Based on this, West Coast Regional Council (WCRC) applied for funding to provide protection works for the Hokitika River and Seawall. Reports were presented to council by the WCRC in 2019, and council supported the application with a submission and an agreement to contribute \$250K towards the projects.
- 2.2. For many years access to the Hokitika beach has been compromised due to sea damage to the stonewall structures. This came to the fore in 2019 in a report from WCRC staff to the Hokitika Seawall Joint Committee stating that the beach access ramps would not be maintained until NIWA had provided additional advice attached as **Appendix 1**.
- 2.3. Westland District Council (WDC) took its own initiative and contacted Westlock who have developed a patented design to provide river and seawall protection. Westlock have a proven solution of interlocking concrete blocks, primarily designed for ocean erosion and river stop-bank protection. This has been installed at Granity for a number of years.
- 2.4. Working with Westlock, an initial design was developed and costed, attached as **Appendix 2**. The cost was unaffordable for Westland District Council (WDC) and staff approached West Coast Regional Council (WCRC) to co-fund the project utilising the Shovel Ready fund. Evidence of discussion are shown as attached in **Appendix 3** whereby Westlock discussed the designs directly with WCRC staff on 20 April 2021.

WDC also had meetings with WCRC staff on 27 July, 11 October 2021, and 25 Feb 2022 where the subject was raised along with other matters about the Hokitika Seawall Project.

- 2.5. Based on an agreement WDC applied for Tourism Infrastructure Funding (TIF) from the Ministry of Business, Innovation and Employment (MBIE) on 30 April 2021 for the full value of the beach access ramp as quoted by Westlock and a contribution of \$70,000 was requested from WCRC.
- 2.6. In July 2021 WDC received confirmation that the funding application to TIF was successful.
- 2.7. WDC advised Westlock of the successful funding application in July 2021. Westlock finalised the design, as attached in **Appendix 4**, and pricing in conjunction with WDC and WCRC staff. An agreement to proceed was confirmed on 17 February 2022 with Westlock.
- 2.8. On 22 July 2022 the WDC CE Simon Bastion emailed WCRC to advise them of the successful application and confirm their committed contribution. This was acknowledged by the WCRC CE Heather Mabin attached as **Appendix 5**.

3. Current Situation

- 3.1. The current situation is that Westlock have completed the construction of the Westlock Blocks and they are currently sited in Hokitika awaiting installation.
- 3.2. WDC have invoiced WCRC for their contribution – original invoice was to the value of \$94,400 – this has since been reduced to \$70,000 to match the approved TIF funding.
- 3.3. The WDC CE wrote to the WCRC CE on 30 June 2022 requesting an update for council in regard to the Hokitika River and Seawall Protection works; requesting the Hokitika Seawall Joint Committee reconvene for a meeting and following up on the payment of invoice for the beachfront access, attached as **Appendix 6**.
- 3.4. Following the departure of the project manager it was identified that the project required a Resource Consent to proceed. This requirement was not highlighted in previous discussions with WCRC staff but has been confirmed with WCRC consenting team. The following is the process for completion of the project:



4. Options

4.1. **Option 1:** That Council receives the report and appendices.

4.2. **Option 2:** That Council does not receive the report and appendices.

5. Risk Analysis

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

5.1.1. Process and legislative compliance. Council has a contract with MBIE to deliver this aspect of the project. The resource consent will delay the expected completion date but if this exceeds the current contract staff will seek an extension. Two requests for extension have previously been refused.

5.1.2. Financial risk through unbudgeted expenditure by WCRC not contributing the \$70,000 requested – based on the evidence in this report and information provided to WCRC it is believed this is still a possible outcome. We are yet to meet with the new project managers assigned to the two protection works projects but will also raise it with them. If there is a possibility that WCRC renege on previous discussions Council could debit this amount off the committed \$250,000 Council has made towards the projects.

6. Health and Safety

6.1. Health and Safety has been considered and staff have identified that Health and Safety must be considered as part of any new project planning and execution to ensure the hazards are either eliminated and / or minimised. There are however no health and safety matters in receiving this report.

7. Significance and Engagement

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

7.1.1. Based on the number of different stakeholders in the project.

7.2. Engagement with the WCRC has been undertaken as described in the background to the report. Feedback through the Long-Term Plan and Annual Planning processes identified that secure, safe and long-lasting beach access is important to the community.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1:** That Council receives the report and appendices.

8.1.1. As outlined in the background and current status the project should proceed once the resource consent is received.

8.1.2. The information provided covers the request by Council for an update to the Hokitika Beachfront Access Project.

8.1.3. Further information requested from Council at the July 2022 meeting for an update on the Hokitika River and Seawall Protection works has been passed on to the WCRC. Acting Mayor David Carruthers has officially requested an update attached as **Appendix 7**.

8.1.4. Further information requested from Council at the July 2022 meeting about convening a meeting of the Hokitika Seawall Joint Committee has been passed on to WCRC. . Acting Mayor David Carruthers has officially requested a meeting, also included in **Appendix 7**.

8.1.5. The funding for the project is through MBIE (TIF funding) and Shovel Ready funds. If WCRC does not pay the requested \$70,000 from the Shovel Ready funding, then Council could consider debiting this amount off the committed \$250,000 Council has made towards the Hokitika River and Seawall projects.

8.2 **Option 2:** That Council does not receive the report and appendices.

8.2.1 The report provides information requested by Council. There is no reason not to receive it.

9. Preferred Option(s) and Reasons

9.1. The preferred option is **Option 1** – That Council receives the report and appendices.

9.1.1. As outlined in the background and current status the project should proceed once the resource consent is received.

9.1.2. The information provided covers the request by Council for an update to the Hokitika Beachfront Access Project

10. Recommendation(s)

10.1. That the report and appendices be received.

Group Manager, District Assets
Scott Baxendale

- Appendix 1:** Hokitika Seawall Committee Meeting July 2019 – Coastal Erosion Report
- Appendix 2:** Westlock design concept and proving
- Appendix 3:** Email chain – design concept Hokitika Beachfront
- Appendix 4:** Full Beachfront Assembly
- Appendix 5:** Email chain – Beach Access Funding
- Appendix 6:** Email chain – Hokitika Seawall and River Protection Works
- Appendix 7:** Email – Meeting with Westland District Council

THE WEST COAST REGIONAL COUNCIL

Prepared for: Hokitika Joint Seawall Committee Meeting – 11 July 2019
Prepared by: Randal Beal, Director of Operations
Date: 9 July 2019
Subject: **Coastal Erosion**

Hokitika Coastal Erosion

Introduction

Staff have been monitoring the Hokitika foreshore for a number have years. This data is shown on the maps on pages 3 and 4, including the foreshore line in 1943.

The rate of erosion has been very significant in the recent month with private property now under threat. The worst affected section is between Hampden and Tudor Street. This area is in class C of the existing rating district and has a total capital Value if \$16,590,000.

Long Term

Staff are seeking advice from NIWA on:

- The river mouth
- Current cycle and coastal processes
- Current erosion solutions
- The effectiveness of establishing more groynes

Short to Medium Term

Council engineers have identified the following short term options:

1. Sacrificial bund to lower the risk to property from wave overtopping
2. Build a 3:1 batter with rubble from the Camelback quarry to form a 670m (from Sea Wall to Tudor Street groyne) sacrificial "wall" on the foreshore bank (est @ \$375,000)
3. Build a 3:1 batter with rubble from the Camelback quarry to form a 450m (from Hampden Street groyne to Tudor Street groyne) sacrificial "wall" on the foreshore bank (est @ \$250,000)
4. Build a 2:1 batter with rubble from the Camelback quarry to form a 670m (from Sea Wall to Tudor Street groyne) sacrificial "wall" on the foreshore bank (est @ \$250,000)
5. Build a 2:1 batter with rubble from the Camelback quarry to form a 450m (from Hampden Street groyne to Tudor Street groyne) sacrificial "wall" on the foreshore bank (est @ \$170,000)

6. Extend the Sea Wall 670m @ est \$2,131,806 - \$2,436,388

Council has the option of undertaking emergency works if a protection option and funding is agreed upon.

Staff recommend Option 2 be approved for implementation.

Due to the short term nature of the solution, Staff recommend that the agreed works are funded by a short term loan for a period of five years.

Staff advise that the protection works may need to be extended to the full length of the residential area of Class C over time.

Staff advise that any structure built will also require an annual maintenance budget.

Indicative Annual repayment costs on a \$500,000 loan 5 year term @ 2.5%

	Per \$100,000 CV
A	\$113.14
B	\$84.86
C	\$67.88
D	\$11.31

Indicative Annual repayment costs on a \$250,000 loan 5 year term @ 2.5%

	Per \$100,000 CV
A	\$56.57
B	\$42.43
C	\$33.94
D	\$5.66

Hokitika Sea Wall Access Ramps

The current coastal processes are also having an impact on the ability to effectively maintain the access ramps. Staff recommend that the maintenance of the access ramps is suspended until the advice on the current cycle and coastal processes is received and analysed.

Staff will seek advice from NIWA on the design and alignment of the access ramps.

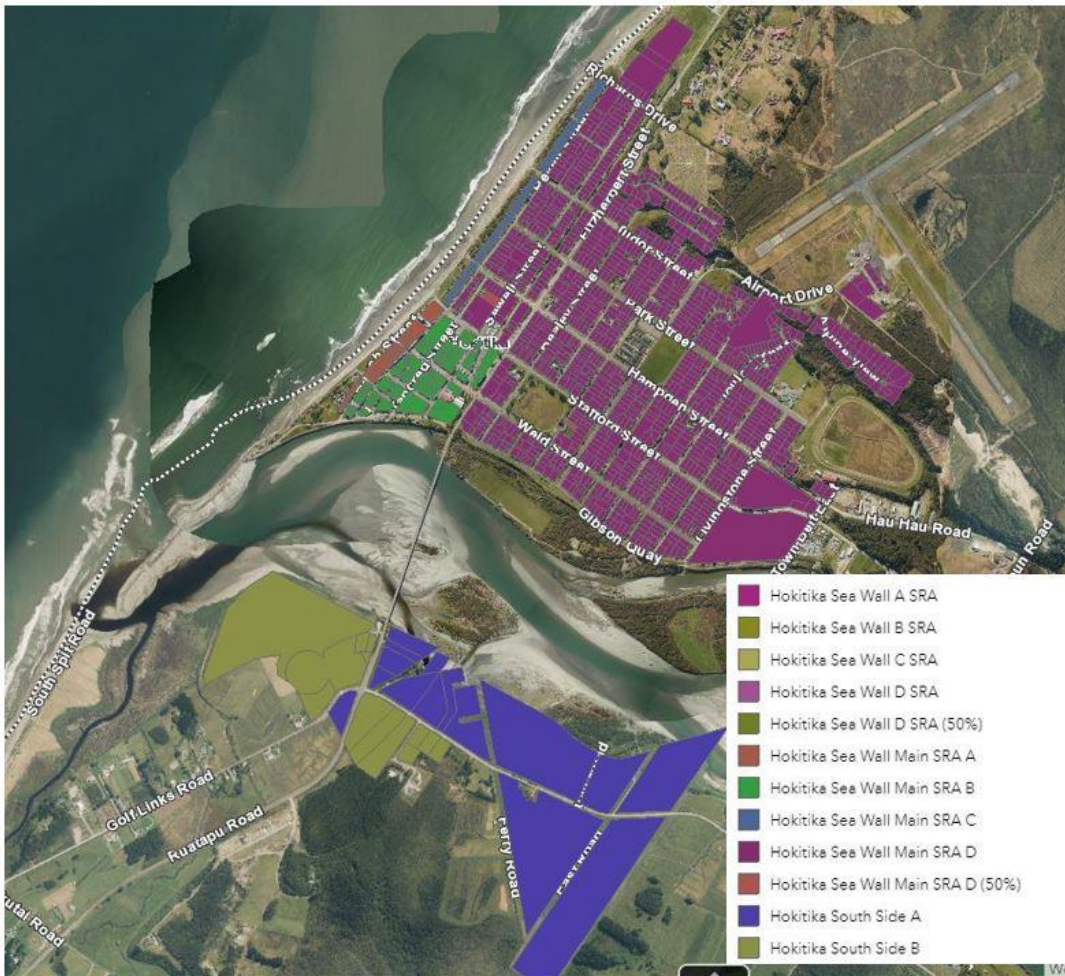






Scale: 6,000
 Projection: Transverse Mercator
 Datum: NZGD 2000
 Created: 04/03/2015
 Printed: 09/03/2015

**Hokitika Rating District
 Infrastructural Assets**



As such; it is proposed that staff will:

1. *Convene a Special Council Meeting*
2. *Present the Committee's preferred short to Medium term protection option for approval*
3. *Include a budget for implementing NIWA's long term advice*
4. *Seek Council's approval for a maximum of a \$500,000 loan*



1134 Nikau Rd, Rd1
Westport, 7891
(021)0857 9559

01/03/21021

Project:

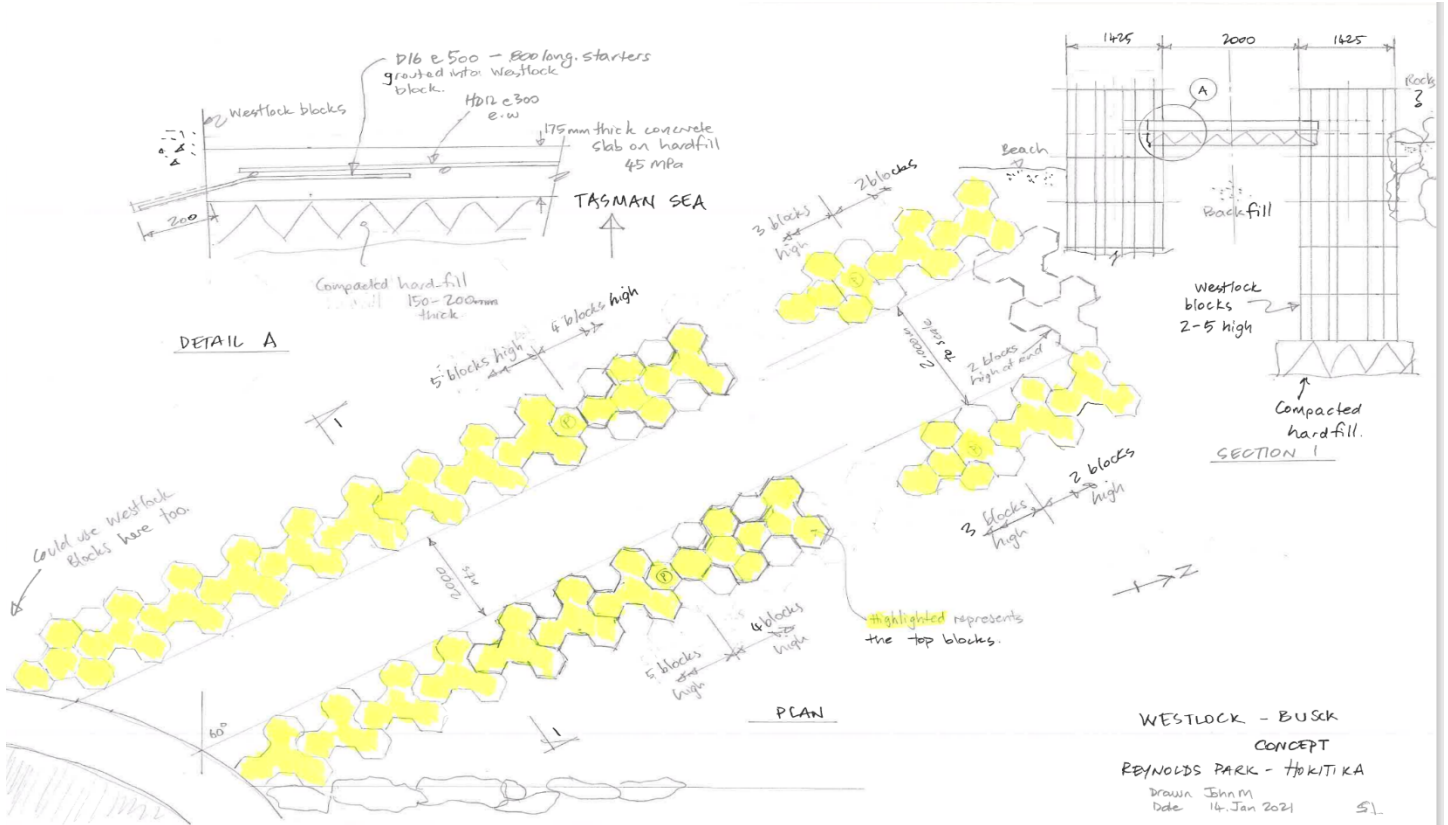
Hokitika Beach Access Ramp
ROC

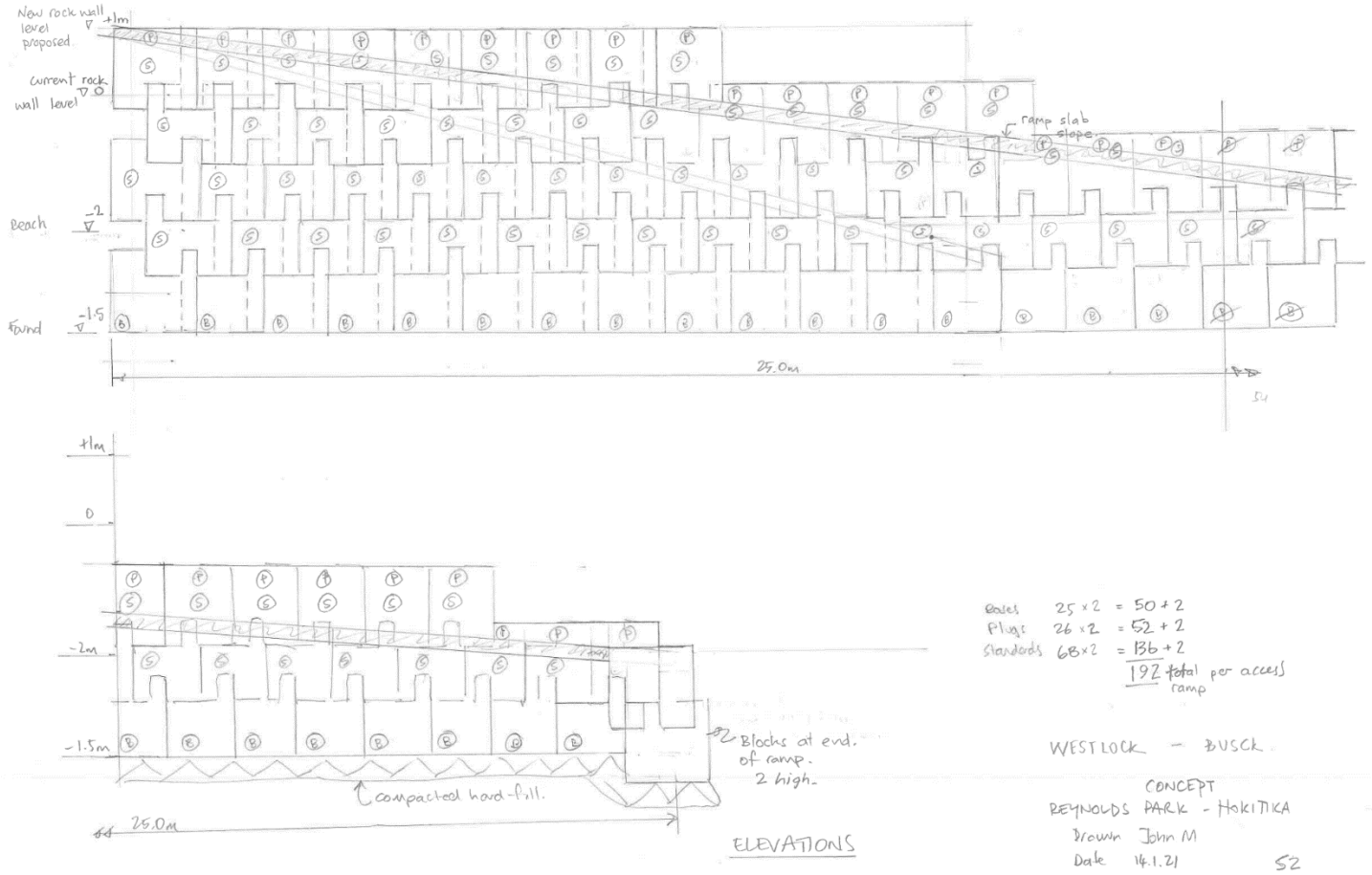
OVERVIEW

Westlock is pleased to submit this ROC to the Hokitika district council, providing a robust engineered solution that has longevity and practicality, and is in keeping with the aesthetics of the proposed upgrade of Hokitika beach front.

With the use of local contractors, Hokitika District Council will also be supporting West Coast employment and innovation that will be a "Showcase" for years to come.

Specifications





ROUGH ESTIMATE OF COST FOR PROPOSED WCS HOKITIKA RAMP

Item	Price
Blocks and ramp	\$182,500
Freight	\$25,000
Installation	\$28,500
Rough Estimate of cost is	\$236,000

This does not Include	
Consent & license Fees, Project Management, Engineering/Design, or contingencies.	

CONCLUSION

We look forward to working with Hokitika District council & thank them for this opportunity. By Supporting Westlock's Block and placement methods Hokitika District council will have a solution that will surpass alternative solutions in durability, design and long term cost savings. Being from the West Coast it is a leader in New Zealand innovation & engineering. If you have any questions on this Roc, please contact Chris Fleury.

In regard to installation, we are willing to work in with the Councils preferred contractor.

Westlock will be in touch early next week for a follow up conversation.

Thank you for your consideration,

Chris Fleury
Managing Director WCS PH (021) 353 599 Email: chris@westlockconcrete.com

Susannah Johnston

From: Chris Fleury <chris@westlockconcrete.com>
Sent: Tuesday, 14 September 2021 2:18 pm
To: Simon Bastion
Cc: Scott Baxendale; Michael Teasdale; Simon Eyre; Hamish Webster
Subject: Re: Design concept Hokitika beachfront

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

Hi Simon,

Hope you and your team are ok during these rather frustrating times.

Touching base to see if there is an update regarding the Hokitika project and also maybe a timeline. We are looking at production for the next six months and also installation logistics.

Regards,



Chris Fleury

Managing Director
Westlock Concrete Solutions Limited
New Zealand

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E chris@westlockconcrete.com

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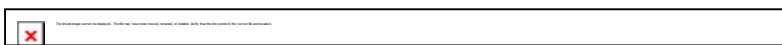
On Tue, 27 Jul 2021 at 15:06, Simon Bastion <simon.bastion@westlanddc.govt.nz> wrote:

Hi Chris – the funding is for one only – at the end of Weld Lane as previously discussed. The other 3 have not been agreed at this stage and would require the West Coast Regional Council to pick these up. They are reviewing the seawall design currently and we have requested at least three other access points along the beachfront.

Regards

Simon Bastion | Chief Executive
Westland District Council

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[Facebook](#) | [Westland Matters Newsletter](#) | "Westland - The Last Best Place"



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From: Chris Fleury <chris@westlockconcrete.com>
Sent: Tuesday, 27 July 2021 2:43 pm
To: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Cc: Scott Baxendale <Scott.Baxendale@westlanddc.govt.nz>; Michael Teasdale <Michael.Teasdale@westlanddc.govt.nz>; Simon Eyre <simon.eyre@westlanddc.govt.nz>; Hamish Webster <Hamish.Webster@westlanddc.govt.nz>
Subject: Re: Design concept Hokitika beachfront

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

Hi Simon,

As per the ROC the costing is for one point. As per the engineers drawings show. It was our understanding you initially wanted on ramp as a trial then look at another 3 pending the first one.

Would you like us to look at addressing the entire structure with two ramps and the joining structure?

Re delivery of the project, when were you wanting or looking at starting?

Regards,



Chris Fleury
Managing Director
Westlock Concrete Solutions Limited

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E chris@westlockconcrete.com

www.westlockconcrete.com



Virus-free. www.avast.com

On Thu, 22 Jul 2021 at 13:52, Simon Bastion <simon.bastion@westlanddc.govt.nz> wrote:

Hi Chris – we have some good news and have been successful in receiving funding for the beachfront development which includes the beach access. The Projects team will reach out once we have contracted with MBIE.

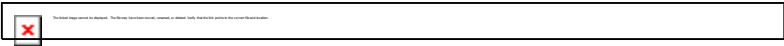
One point of clarification in regards to your design. Does the cost include point ramps (one north west and the other south west) or only one?

We also need to have discussions with Randal Beal from WCRC as they have previously stated they would commit to funding our contribution through the Seawall upgrade.

Regards

Simon Bastion | Chief Executive
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 | www.westlanddc.govt.nz
DDI +64 3 756 9033 | M +64 27 838 5268 | simon.bastion@westlanddc.govt.nz



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From: Chris Fleury <chris@westlockconcrete.com>
Sent: Monday, 19 July 2021 2:43 pm
To: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Subject: Fwd: Design concept Hokitika beachfront

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Hi Simon,

Hope your area was not hit as badly as the guys got it bad Buller as you would have seen.

It is frustrating, as I see that our system could have lessened the damage if used in the right places.

Has there been any progress with the funding application for the accessway project?

Regards,



Chris Fleury
Managing Director
Westlock Concrete Solutions Limited

M +64 21 353 599
E chris@westlockconcrete.com

www.westlockconcrete.com



----- Forwarded message -----

From: Chris Fleury <chris@westlockconcrete.com>
Date: Mon, 10 May 2021 at 10:34
Subject: Fwd: Design concept Hokitika beachfront
To: Simon Bastion <simon.bastion@westlanddc.govt.nz>

Hi Simon,

Thanks for the update.

Will touch base in a month.

Regards,



Chris Fleury
 Managing Director
 Westlock Concrete Solutions Limited

M +64 21 353 599
 E chris@westlockconcrete.com

www.westlockconcrete.com



----- Forwarded message -----

From: **Chris Fleury** <chris@westlockconcrete.com>
 Date: Mon, 10 May 2021 at 09:44
 Subject: Re: Design concept Hokitika beachfront
 To: Simon Bastion <simon.bastion@westlanddc.govt.nz>

Hi Simon,

Had a good meeting with Randal and his team. They seemed positive about the current project.

Any news re funding from your end? If there is anything we can do to help, please ask.

Regards,



Chris Fleury
 Managing Director
 Westlock Concrete Solutions Limited

M +64 21 353 599
 E chris@westlockconcrete.com

www.westlockconcrete.com



On Fri, 9 Apr 2021 at 14:10, Simon Bastion <simon.bastion@westlanddc.govt.nz> wrote:

Hi Chris – We have already share the concept design with Randal and have no issues with you talking with him on our aspirations. We are looking to apply for some Tourism Infrastructure Funding for your proposal and I have support from WCRC in this. Fingers crossed that we get this across the line. I have some more potential projects in mind – it will hinge around the success of this project

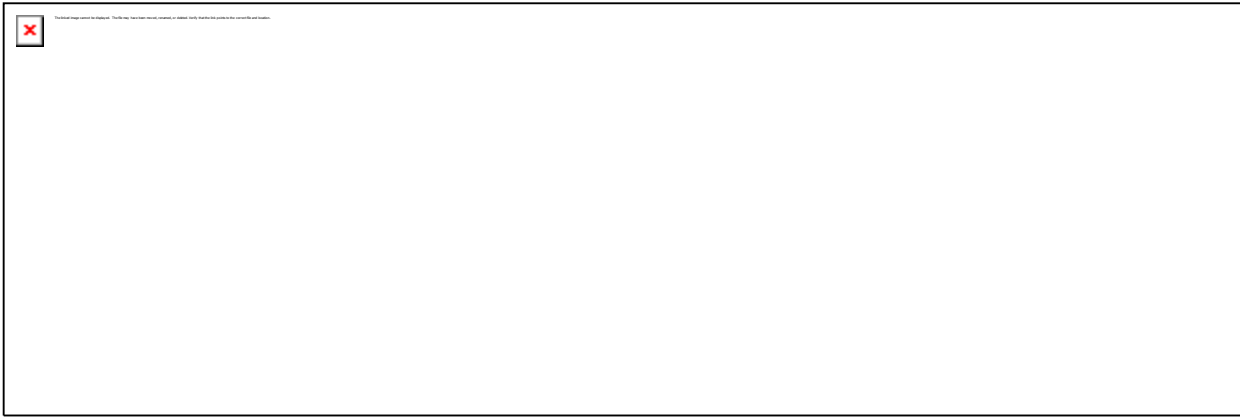
Cheers

Simon Bastion | Chief Executive
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 | www.westlanddc.govt.nz
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From: Chris Fleury <chris@westlockconcrete.com>
Sent: Friday, 9 April 2021 1:22 pm
To: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Subject: Fwd: Design concept Hokitika beachfront

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Hi Simon,

Hope all is ok over on the coast.

Letting you know we have a meeting with Randal Beal on the 20th of April, he is also inviting his engineers.

Since we last spoke, I have met with Graham Liddell and Rob Kinney from Isaccs who are very interested in using our blocks for their projects. We are meeting with them again before the meeting with Randal.

With that relationship in mind, I am thinking of discussing the project we are working with you on, and getting them to discuss alternative designs for the Hokitika landings. Reason being is that Westlock has decided to simply supply the blocks to interested parties who will manage the projects themselves.

If you have any news or ideas before we meet with Randal that would be appreciated.

Talk soon.

Regards,



Chris Fleury
Managing Director
Westlock Concrete Solutions Limited

M +64 21 353 599
E chris@westlockconcrete.com

www.westlockconcrete.com



----- Forwarded message -----

From: Chris Fleury <chris@westlockconcrete.com>
Date: Mon, 8 Mar 2021 at 09:53
Subject: Fwd: Design concept Hokitika beachfront
To: Simon Bastion <simon.bastion@westlanddc.govt.nz>, John Bainbridge <john.bainbridge@westlanddc.govt.nz>, Toni Okeefe <toni@westlockconcrete.com>

Hi Simon and John,

Can you please confirm that you have received the ROC for the Hokitika beach access ramp project.

Look forward to hearing from you.

Regards,



Chris Fleury
Managing Director
Westlock Concrete Solutions Limited

M +64 21 353 599
E chris@westlockconcrete.com

www.westlockconcrete.com



----- Forwarded message -----

From: **Chris Fleury** <chris@westlockconcrete.com>

Date: Mon, 1 Mar 2021 at 10:08

Subject: Re: Design concept Hokitika beachfront

To: John Bainbridge <john.bainbridge@westlanddc.govt.nz>, Simon Bastion
<simon.bastion@westlanddc.govt.nz>, Toni Okeefe <toni@westlockconcrete.com>

Hi John,

Please find attached a copy of the ROC as requested.

Happy to discuss.

Regards,



Chris Fleury
Managing Director
Westlock Concrete Solutions Limited

M +64 21 353 599
E chris@westlockconcrete.com

www.westlockconcrete.com



On Fri, 12 Feb 2021 at 16:34, John Bainbridge <john.bainbridge@westlanddc.govt.nz> wrote:

Hello Chris

Thanks for the concept drawing and QS. Any chance of providing a ROC for this work

Even a basic breakdown per item would be good. I require this information to at least start the finance process to obtain funding

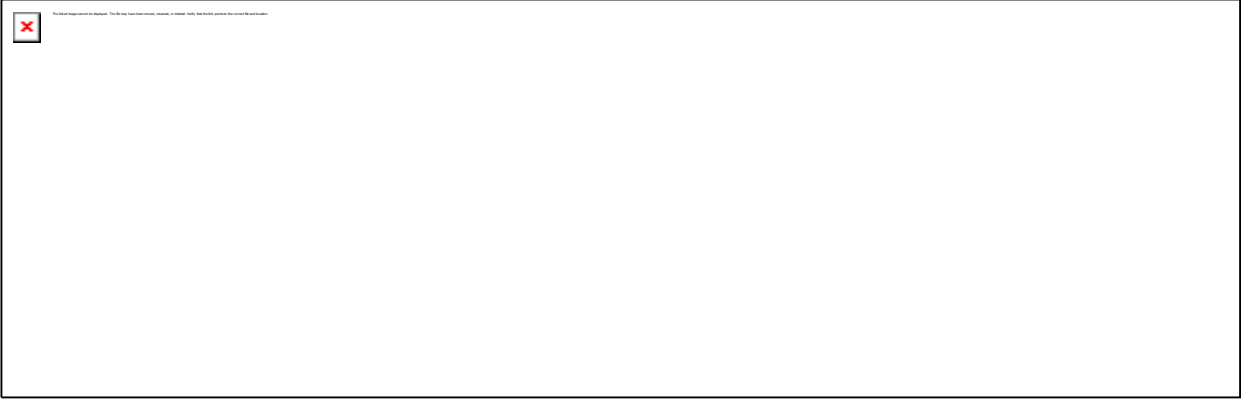
Quite happy to discuss if you so desire

sincerely

John Bainbridge | Transportation Officer
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 | www.westlanddc.govt.nz
DDI +64 3 756 9042 | M +64 27 584 0037 | john.bainbridge@westlanddc.govt.nz
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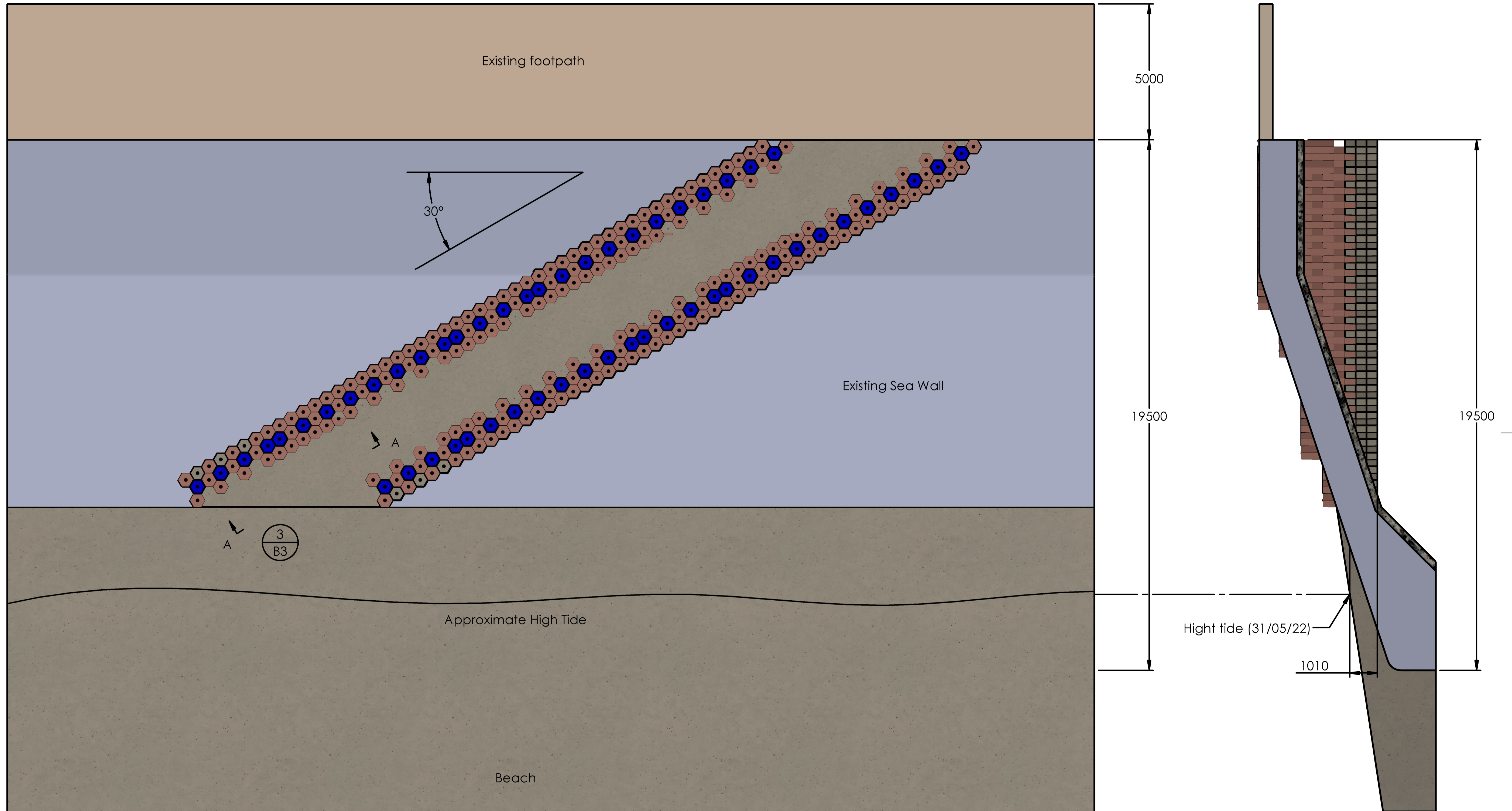
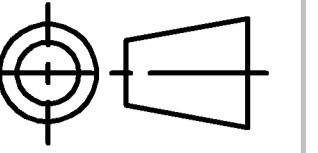
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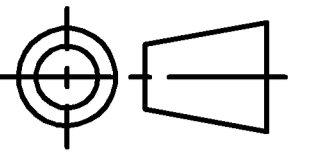
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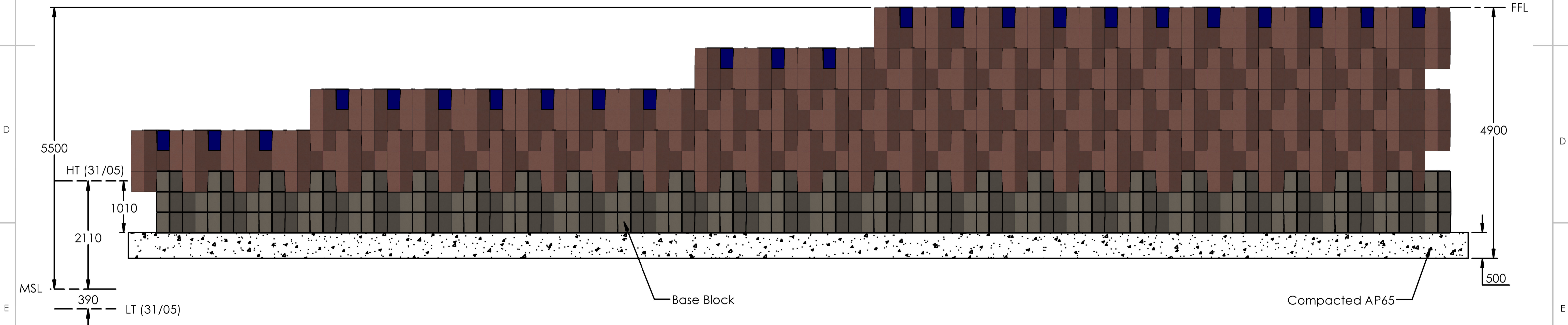
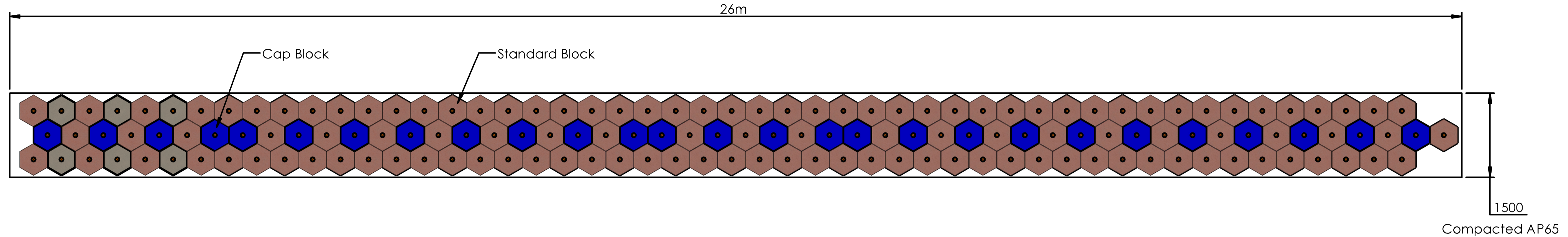
Approved by:
Date

FOR APPROVAL

Liddell		TITLE: Ramp GA	
CONTRACTING		PROJECT: Hokitika Access Ramp	
REVISION	DATE	MATERIAL:	DWG NO.
DESIGNED	1/06/2022		743-1
JOB No.	743	FINISH:	A3
CHECKED		WEIGHT: Kg	DO NOT SCALE DRAWING
CLIENT	WCRC	TELEPHONE: 03 768 6990	EMAIL: martin@liddell.co.nz
		SHEET 1 OF 3	



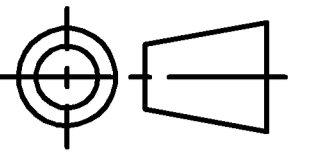
Typical West Block layout
Both sides of walkway



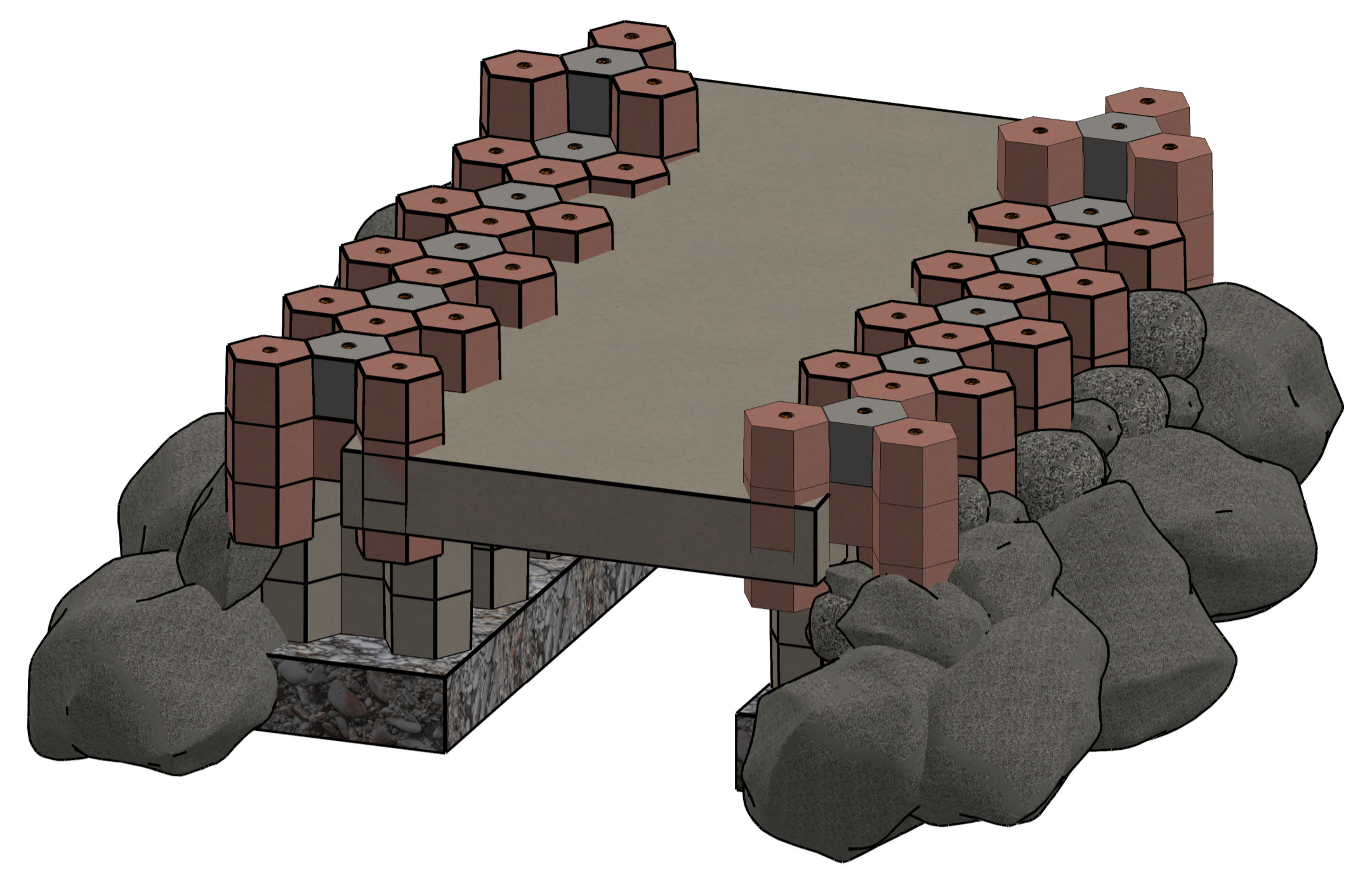
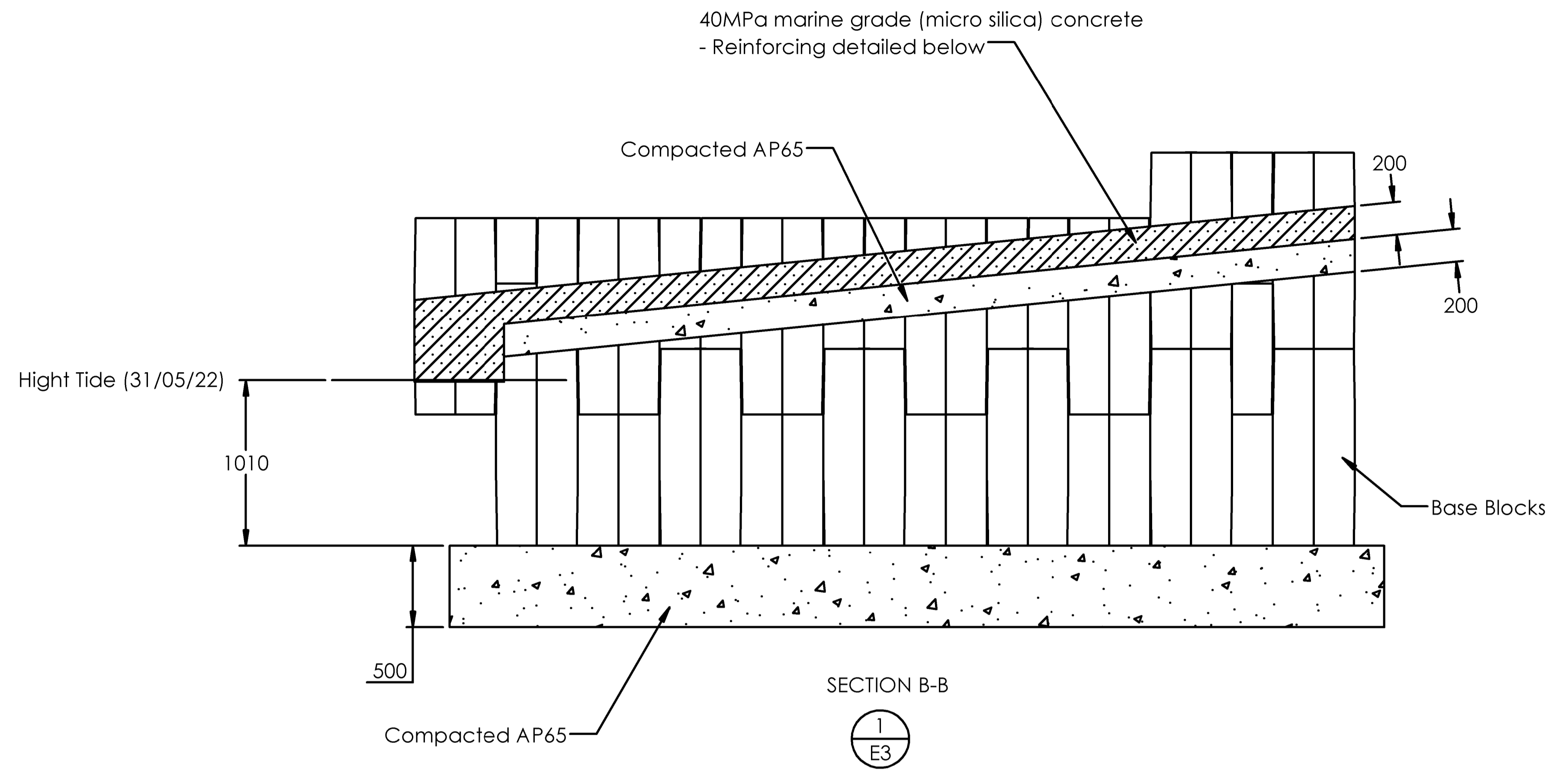
Approved by:
Date

FOR APPROVAL

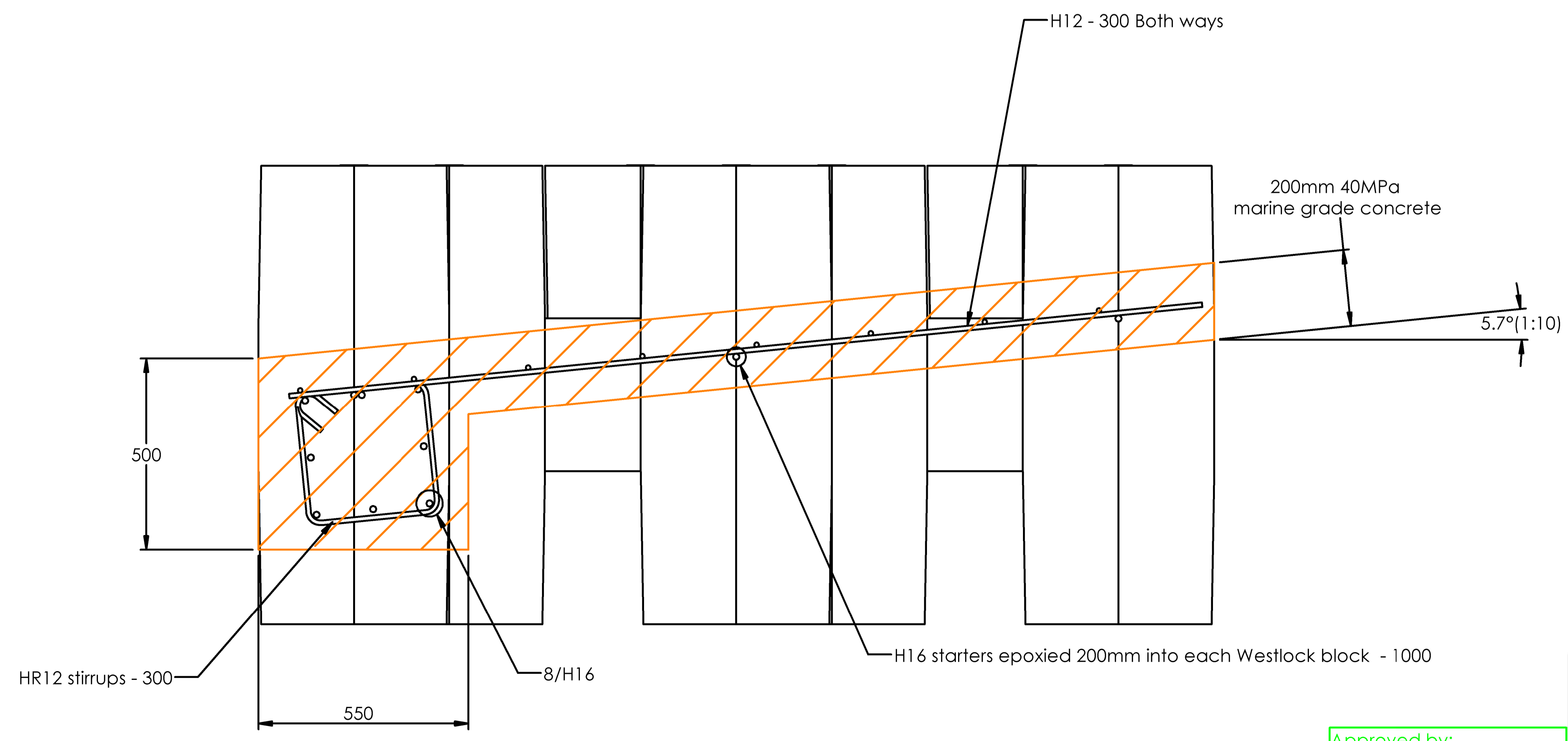
		TITLE: Ramp GA	
		PROJECT: Hokitika Access Ramp	
REVISION	DATE	1/06/2022	MATERIAL:
DESIGNED	DRAWN	MS	
JOB No.	743		743-2
CHECKED	ALL DIMENSIONS IN MILLIMETERS		WEIGHT: Kg
CLIENT	WCRC	TELEPHONE: 03 768 6990	DO NOT SCALE DRAWING
		EMAIL: martin@liddell.co.nz	SHEET 2 OF 3



A
B
C
D
E
F



Reinstate sea wall upto West Lock blocks



Approved by: _____
Date _____

FOR APPROVAL

Liddell CONTRACTING		TITLE: Interlocking Blocks	
		PROJECT: Hokitika Beach Access Ramps	
DESIGNED	DATE: 1/06/2022	MATERIAL:	DWG NO. A3
JOB No.	DRAWN: MS	FINISH:	-3
CHECKED	ALL DIMENSIONS IN MILLIMETERS	WEIGHT: Kg	DO NOT SCALE DRAWING
CLIENT: WRC	TELEPHONE: 03 768 6990	EMAIL: martin@liddell.co.nz	SHEET 3 OF 3

Appendix 5

Susannah Johnston

From: Heather Mabin <heather.mabin@wrc.govt.nz>
Sent: Thursday, 22 July 2021 6:09 pm
To: Simon Bastion
Subject: RE: Beach Access Funding

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Wonderful, Simon – I would like to be in this conversation but have a clash with the time Diane sent through – have asked for 10:30,

Heath

From: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Sent: Thursday, July 22, 2021 2:06 PM
To: Randal Beal <rb@wrc.govt.nz>
Cc: Heather Mabin <heather.mabin@wrc.govt.nz>; Scott Baxendale <Scott.Baxendale@westlanddc.govt.nz>; Michael Teasdale <Michael.Teasdale@westlanddc.govt.nz>; Fiona Scadden <Fiona.Scadden@westlanddc.govt.nz>
Subject: Beach Access Funding

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Hi Randal – we have some great news as the design and funding has been approved for the beach access onto Hokitika Beach outside Weld Land has been approved. As previously discussed we designed this alongside Westlock to provide a permeant access way to the beach and make it easy for clearing of debris.

You previously stated that the local contribution could come from the Hokitika Seawall upgrade project - the total project cost is \$236,000 of which we received 60%. That means the local contribution is \$94,400 is required. Can you please confirm if you can stand by the commitment to fund this or not so we know how the report this.

We are really keen to support your project for the seawall so would like to meet in person as soon as practical – Tuesday morning fits well for me

Thanks in advance

Simon Bastion | Chief Executive
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 | www.westlanddc.govt.nz
DDI +64 3 756 9033 | M +64 27 838 5268 | simon.bastion@westlanddc.govt.nz
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Appendix 6

Susannah Johnston

From: Heather Mabin <heather.mabin@wrc.govt.nz>
Sent: Tuesday, 5 July 2022 10:15 am
To: Simon Bastion
Cc: Scott Baxendale; Rachel Vaughan; scott@inovo.nz
Subject: RE: Hokitika Seawall & River Protection works

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Hi Simon,

There is no arrangement that I can find in the Kanoa paperwork around this, however, as I say Scott will investigate the details.

Kind regards,
Heather







From: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Sent: Tuesday, 5 July 2022 10:13 AM
To: Heather Mabin <heather.mabin@wrc.govt.nz>
Cc: WDC Scott Baxendale <scott.baxendale@westlanddc.govt.nz>; Rachel Vaughan <rachel.vaughan@wrc.govt.nz>; scott@inovo.nz
Subject: RE: Hokitika Seawall & River Protection works

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Hi Heather – the fund allocation was to be sourced from the Shovel Ready funds for the seawall protection works – not an additional rating requirement. Has this been contracted with WCRC yet?

Regards

Simon Bastion | Chief Executive
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   
 +64 3 756 9033 |  +64 27 838 5268 |  simon.bastion@westlanddc.govt.nz

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I'm taking the challenge at
plasticfreejuly.org



From: Heather Mabin <heather.mabin@wrc.govt.nz>

Sent: Tuesday, 5 July 2022 10:05 am

To: Simon Bastion <simon.bastion@westlanddc.govt.nz>

Cc: Scott Baxendale <Scott.Baxendale@westlanddc.govt.nz>; Rachel Vaughan <rachel.vaughan@wrc.govt.nz>;
scott@inovo.nz

Subject: RE: Hokitika Seawall & River Protection works

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Hi Simon,

We will introduce Scott Hoare, Programme Manager, in the next couple of weeks. We were not aware of any agreement for funding beach accessways for Hokitika so no amount has been incorporated in the AP2023 budget for this spend.

We will organise a meeting with you once Scott has assessed the Hokitika project and is across the detail.

I have asked Rachel to look in Randal's emails for any evidence of us having agreed – your email you provided only has you advising him. If you have JC Minutes or any form of written agreement from WCRC please can you forward it to us. However, if it is the JC, I suspect we are then meant to rate the district for this cost – the final decision about this sits with our Council.

Kind regards,
Heather



Heather Mabin

Chief Executive

Tel. 03 768 0466 ext. 8201

M: 021 346 829

E: heather.mabin@wrc.govt.nz

PO Box 66, Greymouth 7840

388 Main South Road

www.wcrc.govt.nz

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From: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Sent: Thursday, 30 June 2022 3:43 PM
To: Heather Mabin <heather.mabin@wrc.govt.nz>
Cc: WDC Scott Baxendale <scott.baxendale@westlanddc.govt.nz>; Rachel Vaughan <rachel.vaughan@wrc.govt.nz>
Subject: RE: Hokitika Seawall & River Protection works

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Thanks Heather,

I have added comments below.

Regards

Simon Bastion | Chief Executive

Te Kahui o Poutini | Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9033 |  +64 27 838 5268 |  simon.bastion@westlanddc.govt.nz

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I'm taking the challenge at plasticfreejuly.org



From: Heather Mabin <heather.mabin@wrc.govt.nz>
Sent: Thursday, 30 June 2022 2:45 pm
To: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Cc: Scott Baxendale <Scott.Baxendale@westlanddc.govt.nz>; Rachel Vaughan <rachel.vaughan@wrc.govt.nz>
Subject: RE: Hokitika Seawall & River Protection works

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Hi Simon,

After Randal finished with us, we had two people come in from GWRC to assess the status of the IRG Projects. Council has decided to stand-up a Project Delivery Team to deliver all of our infrastructure projects. I am meeting with someone tomorrow about being a Programme Manager. And yes, Westport Project has taken a lot of all of our time. [Looking forward to meeting them in due course](#)

We will meet with the Joint Committee when we are ready. Are you aware that under the co-funding arrangements for the IRG Projects that Randal had in place, WDC was to co-fund \$250,000 for the Franz Josef Stage 1 project and another \$250,000 for the Hokitika project? [Yes I am aware of the co-funding arrangements for both projects and that council have resolved to support these projects.](#)

In relation to the Beach Access, Rachel Vaughan has access to Randal's emails – my concern is that we need to establish whether this is allowed under the IRG Project. [The Seawall committee has made it clear that beach access must be provided in the design scope – a least 4 access points must be established to ensure the community can still engage with the beach as they can now. I am sure the WDC RC will also stipulate this requirement. We have acted in good faith after conversations with both Brendon & Randal and applied for funding through the tourism infrastructure fund to get the access financed along with a beach front upgrade for the town.](#)

We will be in touch.

Kind regards,
Heather



Heather Mabin

Chief Executive
Tel. 03 768 0466 ext. 8201
M: 021 346 829
E: heather.mabin@wrc.govt.nz

PO Box 66, Greymouth 7840
388 Main South Road
www.wcrc.govt.nz



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From: Simon Bastion <simon.bastion@westlanddc.govt.nz>
Sent: Thursday, 30 June 2022 2:32 PM
To: Heather Mabin <heather.mabin@wrc.govt.nz>
Cc: WDC Scott Baxendale <scott.baxendale@westlanddc.govt.nz>
Subject: Hokitika Seawall & River Protection works

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Good afternoon Heather,

I am getting some heat from my councillors about the lack of progress in regards to the Hokitika Seawall & River Protection works. I would expect that the Westport floods have consumed a lot of your resources and become a higher priority however we still need to progress our concerns. The Shovel Ready money allocation was made almost 2.5 years ago.

Can you confirm who is now taking the lead for these projects with the departure of Brendon so that our DA & Planning team can link with them about any concerns.

I do understand that the Resource Consent with WDC for the Seawall has been lodged but that is back in your court for further information almost 6 weeks ago. No RC with WDC has been lodged for the Hokitika River Protection works. The last correspondence on the topic as in February. Can your team provide an update on both projects.

The Hokitika Seawall Joint Committee meet last year in August so assume there will be another one scheduled shortly. I would suggest that this is progress this side of the elections.

On one final point – we are ready to proceed with the new access way down to the Hokitika beach – Randal agreed previously that the funding of local contribution will come from WCRC Hokitika Seawall Project to the value of \$94,400 (see attached email). On this basis we sourced and have received funding for the full project. My team has raised an invoice to WCRC to proceed. We have also hit another snag – the fact that now we need a RC from WCRC to do the work when previously advised by WCRC operational staff that this was not required. We are keen to talk to your team to find the best way forward – I assume Rachel Clark and your appointed Hokitika Seawall Engineer.

Thanks in advance

Simon Bastion | Chief Executive
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9033 |  +64 27 838 5268 |  simon.bastion@westlanddc.govt.nz

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Appendix 7

Susannah Johnston

From: David Carruthers
Sent: Friday, 5 August 2022 10:45 am
To: Allan Birchfield; stuartcycled@gmail.com; Heather Mabin
Cc: Simon Bastion; Diane Maitland
Subject: Meeting with Westland District Council

Good morning Allan, Stuart and Heather,

On behalf of my Council I wish to request WCRC to provide us with an update at our next council meeting (25th August) on the two Shovel Ready projects – Hokitika Seawall and River Protection Works and the Franz Josef Waiho River Protection works.

I also request WCRC to urgently convene a Hokitika Seawall Joint Committee meeting before the end of this triennium. The last meeting was held approximately one year ago and there has been a lot of discussion internally within council and externally, in the press and community, on the progress (or lack of progress) for the proposed extension of the Seawall.

Looking forward to receiving a confirmation of time and date.

David Carruthers – Acting Mayor

David Carruthers | Deputy Mayor
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 027 208 0263 |  cr.carruthers@westlanddc.govt.nz

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Report to Council



DATE: 25 August 2022
TO: Mayor and Councillors
FROM: Group Manager District Assets, Scott Baxendale

Road Naming: Norwest Estate and Boundary Road

1. Summary

- 1.1. The purpose of this report is to approve the naming proposals for Norwest Estate Limited Subdivision and an unnamed road at the Eastern end of Kumara Township.
- 1.2. This issue arises from Norwest Estate Limited reaching the end of the subdivision development and are wishing to allocate road names to the new roads and ROW formed as part of this subdivision. Additionally, the residents of the unnamed road within Kumara wish for their road to be named so they can have street numbering allocated on that road instead of being numbered off the State Highway. In line with present Council Policy all proposed names have been reviewed by Councils Iwi representatives and any feedback received has been acknowledged in the proposals presented today.
 - 1.2.1. Norwest Estate Limited have provided a detailed report attached as **Appendix 1** for the reasoning behind the name selection for this subdivision. A suggestion for the use of “Parihaka” has been declined given that it was the former Seaview site that housed the prisoners and the memorial to them is also situated within that site. Instead names from the former Westland Hospital wards have been selected in keeping with the history of this site.
 - 1.2.2. Keri Fitzgibbon has proposed the naming of the unnamed road in Kumara to “Boundary Road” which is what has historically been used by the locals in reference to this road. No other suggestions have been given, however the other resident on this road is also amenable to the name proposed. Iwi Partners also have no objections to this being selected.
- 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 names suggested by Norwest Estate Limited for their subdivision and that Council also approve the allocation of “Boundary Road” to the unnamed road at the Eastern edge of Kumara Township.

2. Background

- 2.1. The reason the report has come before the Council is due to the fact that all legal roads should have names allocated in order for property numbering to be correctly allocated for both mail delivery and emergency service location capability. There are numerous other agencies that rely on the use of correctly allocated

property addressing and that can only be effectively carried out when the road in question has a name allocated.

- 2.2. Norwest Estate requires naming as part of the subdivision finalisation process and this will also allow for the allocation of property addressing.
- 2.3. Keri Fitzgibbon and the other resident of “Boundary Road” presently have RAPID numbers allocated off the State Highway. Naming of this road will require a renumbering of the existing properties and that process is dealt with by WDC Staff, but it will also be a long term improvement to the location identification of these properties.

3. Current Situation

- 3.1. The current situation is Norwest Estate Limited have no approved names for the road constructed within their subdivision.
- 3.2. “Boundary Road” doesn’t technically exist but this name is widely used by the locals of Kumara Township so it is appropriate to formalise this situation.

4. Options

- 4.1. Option 1: Accept the suggestions of Mandl Rise, Ellis Terrace, Manson Place and Boundary Road as submitted by the applicants for the new roads at Norwest Estate and the unnamed road at Kumara.
- 4.2. Option 2: Decline the suggestions for Norwest Estate and accept the suggestion for Boundary Road in Kumara. Request alternative name suggestions be presented for Norwest Estate.
- 4.3. Option 3: Decline the suggestion for Boundary Road in Kumara and accept the suggestions of Mandl Rise, Ellis Close & Manson Place for the Norwest Estate Subdivision. Request alternative name suggestions be presented for the Unnamed Road in Kumara.
- 4.4. Option 4: Decline all options presented and request new suggestions be prepared and presented for both the Norwest Estate Roads and the Unnamed Road at Kumara.

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
 - 7.1.1.No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Accept the suggestions of Mandl Rise, Ellis Terrace, Manson Place and Boundary Road as submitted by the applicants for the new roads at Norwest Estate and the unnamed road at Kumara. This is the most advantageous option as it resolves the issue of another unnamed road within Kumara and it recognises the history of the Former Westland Hospital site in the new Norwest Estate subdivision.

8.1.1. The only financial implication for Council is the purchase and installation of a new road name blade for "Boundary Road". It is anticipated this will cost approximately \$600 to purchase and install and can be funded within the existing land transport accounts. The developer is required to provide and install road name blades for the new subdivision.

8.2. Option 2 – Decline the suggestions for Norwest Estate and accept the suggestion for Boundary Road in Kumara. Request alternative name suggestions be presented for Norwest Estate. This is a significant inconvenience for Norwest Estate Limited who have already spent time researching appropriate road names for this subdivision.

8.2.1. The only financial implication for Council is the purchase and installation of a new road name blade for "Boundary Road". It is anticipated this will cost approximately \$600 to purchase and install and can be funded within the existing land transport accounts.

8.3. Option 3 – Decline the suggestion for Boundary Road in Kumara and accept the suggestions of Mandl Rise, Ellis Close & Manson Place for the Norwest Estate Subdivision. Request alternative name suggestions be presented for the Unnamed Road in Kumara. Keri Fitzgibbon would be required to provide an alternative name for this road and there may not be anything else that is as universally known or understood. This may lead to more complications and confusion.

8.3.1. There are no immediate financial implications on this option for Council however when a name is decided upon for the Unnamed Road in Kumara it will cost approximately \$600 to purchase and install the new name blade funded out of existing land transport accounts.

8.4. Option 4 – Decline all options presented and request new suggestions be prepared and presented for both the Norwest Estate Roads and the Unnamed Road at Kumara. While this is always an option, in this instance it is certainly the least favourable of the 4 as it requires further input from both applicants and will delay this process unreasonably.

8.4.1. There are no immediate financial implications on this option for Council however when a name is decided upon for the Unnamed Road in Kumara it will cost approximately \$600 to purchase and install the new name blade funded out of existing land transport accounts.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1 - Accept the suggestions of Mandl Rise, Ellis Terrace, Manson Place and Boundary Road as submitted by the applicants for the new roads at Norwest Estate and the unnamed road at Kumara.

9.2. The reason that Option 1 has been identified as the preferred option is that all the suggested road names have been well researched and are logical acceptable suggestions.

10. Recommendation(s)

10.1. That the report be received.

10.2. Council resolve to adopt option 1 and accept the suggestions of Mandl Rise, Ellis Terrace, Manson Place and Boundary Road as submitted by the applicants for the new roads at Norwest Estate and the unnamed road at Kumara or,

Scott Baxendale
Group Manager District Assets

- Appendix 1:** Norwest Road Name Application.doc
- Appendix 2:** Norwest Road Name Map.jpg
- Appendix 3:** Boundary Road Kumara.jpg



Norwest Estate Limited
C/- PO Box 69
HOKITIKA

6 July 2022

Westland District Council
Transportation Manager
Hokitika

ATTENTION: Karl Jackson

I am writing to apply for street names for Norwest Estate, the new subdivision situated at the old Westland Hospital site.

At present the named roads running up from the northern entrance off State Highway 6 are shared with Seaview Estate Limited. These are Hospital Hill Road and Seaview Hill Road which will both still be accessible from the Southern end of Seaview Estate.

We would like the new Subdivision Road names to reflect the history of the old Westland Hospital wards and staff that served the West Coast people from approximately 1875 until its closure in 1989. We are only putting forward the names of the hospital wards for consideration as we feel that is the best representation of the Hospitals history over those 114 years. We welcome further direction or suggestions if Council feel these are inappropriate as these roads will eventually be vested to Westland District Council.

We have three proposed stages to the subdivision:

- Stage one has resource consent with work near completion for council to check, approve and sign off.
- Stage two is at council for resource consent approval but is awaiting further information requested by council which we are in the process of obtaining.
- Stage three is in the planning stage and is proposed for 2023/2024.

To give the overall picture of the theme we would like to achieve please see the map and history attached and below.

Stage one only has one road.

We would like to apply for:

1. Mandl Rise
2. Mandl Drive

Mandl Wing (Women's Ward)

Joseph Mandl was Mayor of the Hokitika Borough for three non-concurrent terms between 1888 & 1906. He was a prominent and successful businessman in Hokitika and a major donor towards the memorial wing at Westland Hospital that was opened in late 1923. It was named Mandl Wing in His honour.

Proposed Stage two has two roads.

We would like to apply for:

1. Ellis Terrace
2. Ellis Close

1. Manson Place
2. Manson Way

Ellis and Manson Wards Opened in the early 1900s - These two wards replaced the original wooden buildings that were in operation from 1877)

Manson Ward was used as the Men's Medical Ward

Ellis Ward was originally used as the Men's Surgical Ward but was recommissioned in 1963 as the Maternity Ward after the Hampden Street Maternity Hospital burnt down.

Proposed Stage three has two roads.

We are working with the museum to get suitable proposed names to fit in with the history of the hospital and the continuity of the subdivision so will apply for the final name closer to consent for proposed stage 3. We have Williams on our radar as the fourth hospital ward.

Williams Ward opened in 1938 primarily as a Children's ward but was recommissioned as an adult ward.

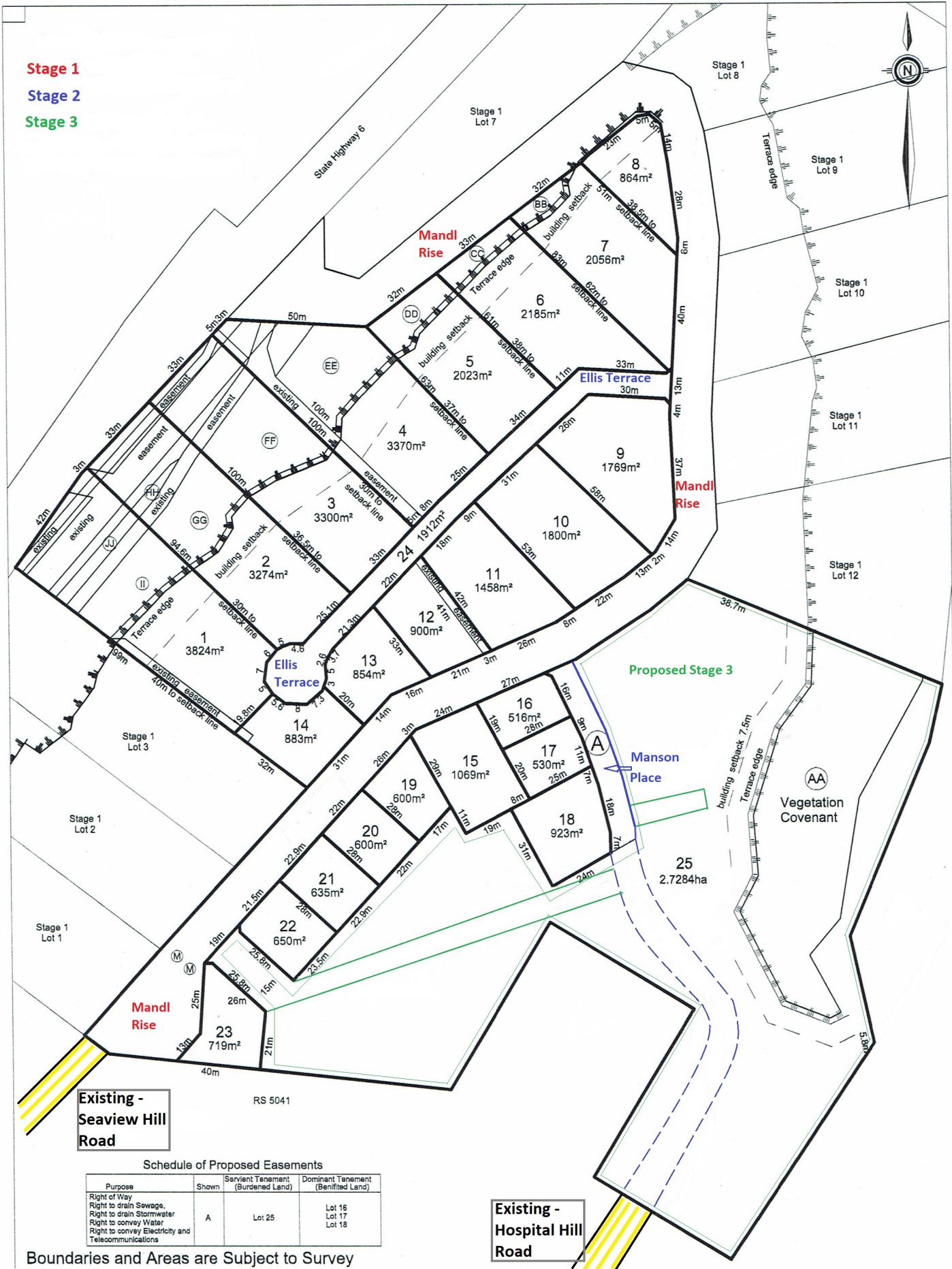
We originally looked at and applied to use the road name 'Pohutukawa' to reference the trees that had stood on site from the mid 1900 but this was deemed as "inappropriate" by Francois Tumahai of Te Runanga o Ngati Waewae. He preferred Parihaka in reference to the peaceful prisoners held at the Seaview Gaol between January 1880 and June 1881.

Paul Magwick was very helpful with putting me in touch with the correct department and acting as the liaison between us.

I have looked extensively into the history of the Parihaka prisoners and have concluded that they would have had very little to do with the Westland Hospital end of the terrace. These peaceful prisoners were said to have cleared around three acres (1.21ha) of the 30.3ha (ex Westland Hospital is a further 12ha) of thick bush on Seaview Terrace along with widening the road up to Seaview and the cemetery, levelling out Cass Square and improving HauHau Road in the latter part of their 16 months in Hokitika. It would be nice to see this name reserved for the future owners of the Seaview end of the property which is also referenced by a Stone monument of two of the founding men of the Parihaka movement that was unveiled in March 2000 with the blessing and attendance of the Taranaki iwi.

Kind Regards

Cherryl Hamilton
Norwest Estate



Existing - Seaview Hill Road

Schedule of Proposed Easements

Purpose	Shown	Servient Tenement (Burdened Land)	Dominant Tenement (Benefited Land)
Right of Way			
Right to drain Sewage			
Right to drain Stormwater			
Right to convey Water	A	Lot 25	Lot 16 Lot 17 Lot 18
Right to convey Electricity and Telecommunications			

Existing - Hospital Hill Road

Boundaries and Areas are Subject to Survey

Plan By: COASTWIDE SURVEYS LTD LAND SURVEYORS <small>P.O. Box 194 Hobart TAS 6001 Tel: 03 7562000 Fax: 03 7562000</small>	Client/Applicant: Norwest Estate Ltd	Project: Proposed Subdivision of Lots 4 and 13 RC 170104	Project No: 1237
			Scale @ A3: 1:1250
			Date:
			Drawing No: 1 of 1
			Rev: 6

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Boundary Road

Oiva Highway

768B

768A

768C