

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 28 November 2024** commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated.

- **Ordinary Council Meeting Minutes – 24 October 2024** (Pages 7 – 15)
- **Extraordinary Council Meeting Minutes – 30 October 2024** (Pages 16 – 18)

MINUTES TO BE RECEIVED:

- **Risk and Assurance Committee Meeting – 8 August 2024** (Pages 19 – 23)
- **Extraordinary Risk and Assurance Committee Meeting – 17 October 2024** (Pages 24 – 25)

6. ACTION LIST (Page 26)

7. NGĀ TĀPAETANGA PRESENTATIONS

Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Acting Chief Executive Quarterly Report (10 August to 1 November 2024)** (Pages 27 – 43)
- **Proposed Road Name at Jacksons** (Pages 44 – 48)
Karl Jackson, Transportation Manager
- **Transportation Funding** (Pages 49 – 54)
Karl Jackson, Transportation Manager
- **Hokitika Gorge Lower Suspension Bridge Progress Report** (Pages 55 – 65)
Karl Jackson, Transportation Manager
- **Urgent Rolleston Street Stormwater Remediation – Unbudgeted Expenditure Approval** (Pages 66 – 70)
Erle Bencich, Acting Group Manager District Assets
- **Council Controlled Organisation Oversight Committee Appointments** (Pages 71 – 76)
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Adoption of Meeting Schedule for 2025** (Pages 77 – 80)
Her Worship the Mayor
- **Hokitika Museum: Visitor Entry Fee for Kura Pounamu – Our Treasured Stone (Temporary Exhibition)** (Pages 81 – 82)
Marcus Waters, Community Services Manager
- **Financial Performance – October 2024** (Pages 83 – 98)
Lynley Truman, Finance Manager

9. ADMINISTRATIVE RESOLUTIONS

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

- Warrant of Appointment –

Enforcement Officer – Andrew Thompson	To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to s 174 of the Local Government Act; AND • An Officer under the Westland District Council Bylaws; AND • Enforcement officer pursuant to s 38 of the Resource Management Act 1991, including the power of entry pursuant to s 332 and s 333 of the Resource Management Act 1991.
Noise Control Officer – Linda Catherine Craw	To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • A Ranger pursuant to Section 8 of the Impounding Act 1955. • Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.
Noise Control Officer – Marina Johansen	To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • A Ranger pursuant to Section 8 of the Impounding Act 1955. • Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.

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.	Minutes to confirm: Confidential Minutes – 24 October 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

2.	Minutes to be received: Risk and Assurance Committee Minutes – 8 August 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Minutes to be received: Extraordinary Risk and Assurance Committee Minutes – 17 October 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Chief Executive Appointment	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1, 2, 4	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
2	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
2	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (S. 7(2)(e))
1, 2	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
2	Maintain legal professional privilege; or (S. 7(2)(g))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
2, 3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

		(S. 7(2)(i))
2	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S. 7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 17 DECEMBER 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 24 OCTOBER 2024 COMMENCING AT 1 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett (via zoom)
Southern Ward Members:	Cr Manera (part meeting)
Iwi Representatives:	Kw Madgwick

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps. Kw Tumahai

ABSENT

Cr Manera, for this part of the meeting.

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

STAFF PRESENT

S. Baxendale, Acting Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland; Executive Assistant; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

The following staff were in attendance for part of the meeting:

L. Truman, Finance Manager; V. Morris, Compliance Team Leader; A. Paulsen, Asset Strategy and Development Manager; C. Lomax, Animal Control Officer.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.
No changes were made to the Interest Register.

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

Moved Cr Baird, seconded Cr Davidson and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of Council’s adopted Standing Orders, the following item be added as a Confidential (s(7(2)(a))) **Item of Business not on the Agenda** for Council’s consideration:

- Road Name Adjustment
Due to the following reasons:
 - 1) **The reason the item is not on the agenda is –**
This item arose after the agenda was released.
 - 2) **The reason why the discussion of the item cannot be delayed until a subsequent meeting is –**
The Mayor would like this item to be addressed before the Memorial Service for former Mayor Bruce Smith on 2 November 2024.

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

The Minutes of the previous Meeting had been circulated.

○ **Ordinary Council Meeting Minutes – 26 September 2024**

Moved Cr Baird, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Ordinary Council Meeting held on 26 September 2024 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of 26 September 2024.

6. ACTION LIST

Scott Baxendale, Acting Chief Executive spoke to the Action List and provided the following updates:

Item	Update
Pakiwaitara Building –	○ Council will be consulting the community as part of the Long Term Plan, for the sale of this building.
Council Headquarters	○ A report will be sent to the 28 November 2024 Council meeting to discuss the options and affordability of rates.
Lower Hokitika Gorge Swing Bridge	○ The bridge contractor has been delayed by weather issues on another project. ○ Contractors anticipate being on site by 10 November 2024 to start work. ○ The project completion date has not been changed (mid-February), the budget is still on track, and no new risks have been identified at this stage. ○ The supplier is resolving issues around resource consents.

Hokitika Museum Board Trust Formation	<ul style="list-style-type: none"> ○ Council resolved on the 26 May 2022 to endorse the establishment of a Museum Trust Board and develop a terms of reference accordingly which is still to be actioned. ○ This item will come back to a future Council meeting. Representation on the Committee will include the Community Services Manager in place of the Group Manager Regulatory and Planning.
Department of Conservation General Items	<ul style="list-style-type: none"> ○ Rubbish Bins - It was noted that rubbish facilities had been removed from the department's sites in Goldsborough, Mahinapua and Lake Kaniere. <ul style="list-style-type: none"> ▪ Council has no recourse on this, and it may result in more rubbish being placed in Council refuse bins, however this will be monitored by staff. ○ Feral Cat Programme– <ul style="list-style-type: none"> ▪ There has been a feral cat programme operating in South Westland, and the Department of Conservation will be invited to a future Council meeting to discuss this matter. ○ Lower Hokitika Gorge Swing Bridge ownership – <ul style="list-style-type: none"> ▪ Council staff are working with the Department of Conservation regarding this matter. ▪ Depreciation of the asset will be taken into consideration if the asset remains with Council.

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

7. NGĀ TĀPAETANGA PRESENTATIONS

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

- **Destination Westland Ltd - Annual Report**
Marie-Louise Tacon, Director and Melanie Anderson Chief Executive of Destination Westland Ltd spoke to this presentation.

Key items discussed included the following:

- Core strategic focus areas -
 - Managing core infrastructure.
 - Leveraging assets.
 - Attracting investment.
- Financial results.
- Non-financial results.
 - Employee satisfaction.
 - Health and Safety.
 - Communication.
- Aviation passenger numbers.
- Hokitika Wildfoods Festival
- Aged housing.
- Renaming of Destination Westland Limited will come back to Council.

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

1. The Annual Report from Destination Westland Ltd be received.

- **Westroads Ltd - Annual Report**
Mark Rogers, Chair of Westroads Ltd spoke to this presentation.

Key items discussed included the following:

- Core purpose –
 - Operate as a successful business.
 - Maximise shareholder value.
 - Providing positive community outcomes.
- Strategic priorities –
 - Invest in people and culture.
 - Care for community and environment.
 - Achieving outstanding results.
 - Building quality relationships and diversify.
- Values
 - Improvement and Innovation.
 - Performance Driven.
 - Team Commitment.
- Health and Safety.
- Donations.
- Financials.
- Training.
- Contracts.

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

1. The Annual Report from Westroads Ltd be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – September 2024**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to provide an indication of the Council’s financial performance for the month to 30 September 2024.

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

1. The Financial Performance Report for 30 September 2024 be received.

- **Annual Dog Control Policy and Practices Report 2023/2024**

Vern Morris, Compliance Team Leader spoke to this item and advised the purpose of this report was to adopt the Annual Dog Control Policies and Practices Report for the year ending 30 June 2024.

- A correction to the date at items 8.1 and 8.2 of the 30 June 2024.
- Any increase in fees will be consulted on as part of the Long Term Plan process.
- There has been an increase in general complaints.

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

1. The report be received.
2. Council adopt the Annual Dog Control Policy and Practices Report 2023/2024 subject to the following amendments:
 - a. The removal of paragraph 2 in point 8, which introduces the suggested fee increases for the forthcoming financial year.
 - b. The removal of the supporting table in point 8, which describes the suggested fee increases for the forthcoming financial year.
3. The adopted Annual Dog Control Policy and Practices Report 2023/2024 be publicly notified and made available on the Council’s website.
4. The Secretary for Local Government be advised that the Annual Dog Control Policy and Practices Report 2023/2024 has been published in accordance with Section 10A of the Dog Control Act 1996, and Section 5(1) of the Local Government Act 2002.

- **Responsible Freedom Camping Bylaw**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of this report was to seek that the Council adopt the Statement of Proposal and draft Responsible Freedom Camping Bylaw. This would allow for public consultation to occur using the special consultative procedure as per Section 86 of the Local Government Act 2002.

Key items discussed included the following:

- Following the Council Workshop the Freedom Camping bylaw has been revised.
- The consultation period will be for one month followed by a hearing.
- Submissions must provide evidence as to why they do not want a site to be included in the bylaw.
- The area from Whataroa to the southernmost point of the Westland District is a World Heritage area.

Her Worship the Mayor queried the last allocation from Central Government which was \$375K, \$40K of which was allocated for the creation of the Freedom Camping Bylaw. The Acting CE will discuss this matter and report back to Council.

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

1. The report be received.
2. The list of prohibited sites from the 2018 bylaw be assessed by staff during the consultation period, along with reviewing the management terms around a world heritage area.
3. Staff add the enforcement options, that were provided at the Council workshop on 9 October 2024, into the Statement of Proposal.
4. Council determine under section 155(1) of the Local Government Act 2002 that the problem presented by freedom camping in the district is most appropriately and proportionately addressed by way of a bylaw under the Freedom Camping Act 2011.
5. In accordance with section 11 of the Freedom Camping Act 2011, Council adopt the proposed Statement of Proposal and Draft Responsible Freedom Camping Bylaw 2024 for public consultation, using the special consultative procedure under section 86 of the Local Government Act 2002.

- **Adoption of the draft Waste Management and Minimisation Plan Statement of Proposal**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to present for adoption the draft Waste Management and Minimisation Plan Statement of Proposal.

- The Acting Group Manager District Assets had provided the Mayor and Councillors with an updated copy of the Statement of Proposal.
- The updated document will be included with the Waste Management and Minimisation Plan to go out for consultation.

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

1. The report be received.
2. Council adopt the updated Statement of Proposal for the draft Waste Management and Minimisation Plan and West Coast Regional Waste Assessment document then proceed to public consultation.
3. The following engagement and consultation will be undertaken: The Statement of Proposal will be open for public submissions from 18 November – 20 December 2024.

Moved Cr Baird, seconded Cr Davidson and **Resolved** that in accordance with Standing Orders 4.2, the meeting extend beyond 2 hours.

Cr Baird left the meeting at 3.01 pm and returned to the meeting at 3.02 pm.

Cr Manera arrived at the meeting, 3.04 pm.

Cr Burden left the meeting at 3.19 pm and returned to the meeting at 3.22 pm.

- **West Coast Regional Council Consultation on the Regional Infrastructure Fund Grant for the Waiho River Stop Banks**

Scott Baxendale, Acting Chief Executive spoke to this item and advised the purpose of this report was to advise Council on the consultation letter received from the West Coast Regional Council (WCRC) regarding the Waiho river stop banks at Franz Josef, following an allocation of \$6m funding from Central Government, which is part of a \$10m Regional Infrastructure Fund (RIF) bid. Staff seek direction on the response to the WCRC letter which is required by the 8 November 2024.

Key items discussed included the following:

- Financial information and rates.
- Community relationships.

The Acting Chief Executive will be composing a letter of reply to WCRC on behalf of WDC, jointly signed by himself and Her Worship the Mayor, with items discussed as below in the resolution.

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

1. The report be received.
2. Council provide direction to staff to include in the response to the West Coast Regional Council the following:
 - a. All points noted in items 3.4 and 3.5 of the report as listed below -
 - i. Whether taking out loans for a period beyond the lifespan of the asset is prudent.
 - ii. Do the figures include interest and service charges?
 - iii. Is the interest fixed or floating?
 - iv. How will the asset be depreciated and is that contained within the figures?
 - v. What will be the maintenance cost of the period?
 - vi. WCRC have indicated verbally that the \$1.8m remaining funding from stage 1 has not been allocated to a specific part of the stage 2 project. If this funding is used to support the Franz Josef Rating District contribution it would significantly reduce the financial burden on ratepayers.
 - b. Any additional points required relevant to the discussion held at this meeting.

9. ADMINISTRATIVE RESOLUTION

The Acting Chief Executive spoke to this item and provided clarification as follows:

- A correction to the title for the Instrument Creating Esplanade Strip, Sections 232 and 235, Resource Management Act 1991. ANA Investments (2022) Limited (Grantor) and Westland District Council (Grantee)
- The requirement to register an Esplanade Strip along Fishermans Creek is in accordance with Section 230 subsection 3 of the Resource Management Act 1991.
- There is no conflict of interest in this matter relating to any staff member.

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that Council confirm its Seal being affixed to the following document:

- **Instrument Creating Esplanade Strip, Sections 232 and 235, Resource Management Act 1991. ANA Investments (2022) Limited (Grantor) and Westland District Council (Grantee)**

The Grantor creates in favour of the grantee an esplanade strip for the purposes of protection of conservation values as outlined below:

Diag. A



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

Moved Cr Baird, seconded Cr Neale and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.50pm.

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 – 26 September 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Director Reappointment	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

			of information for which good reason for withholding exists. Section 48(1)(a)
3.	Late Agenda Item – Road Name Adjustment	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
2, 3	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
2	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 4.25 pm.

INFORMATION RELEASED TO THE OPEN PART OF THE MEETING:

In accordance with Standing Orders 18.5, the following information was released to the open part of the meeting due to the grounds that the reason to withhold the information no longer exists:

- **Road Name Adjustment**

Erle Bencich, Acting Group Manager District Assets introduced this item and advised the purpose of this item is to name the section of road, from the Beach Street/Gibson Quay intersection along to the road end at Sunset Point, “Bruce Smith Drive” after former Mayor Bruce Smith.

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

1. The report be received.
2. Council resolves to rename the section of the road network, from the Beach Street/Gibson Quay intersection to Sunset Point, as “Bruce Smith Drive”.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 NOVEMBER 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.25 PM

Confirmed by Council at their meeting held on the 28 November 2024.

Mayor Helen Lash
Chair

Date

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 30 OCTOBER 2024 COMMENCING AT 3 PM

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

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy Mayor and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	

NGĀ WHAKAPAAHA APOLOGIES

Cr Davidson. Kw Madgwick.

ABSENT

Cr Neale. Kw Tumahai.

Moved Cr Gillett, seconded Cr Burden and **Resolved** that the apologies from Cr Davidson and Kw Madgwick be received and accepted.

STAFF PRESENT

L. Crichton, Acting Chief Executive, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (via zoom); P. Coleman, Governance Administrator.

The following staff members were in attendance for part of the meeting:

L. Truman, Finance Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.
There were no changes to the Interest Register noted.

3. PŪRONGO KAIMAHI STAFF REPORTS

- **Draft Annual Report 2023/2024 For Adoption**

Lynley Truman, Finance Manager and Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of this report was to provide the Council with the draft Annual Report 2023/2024 for review and adoption.

The Finance Manager spoke to a presentation for Councillors with further explanation of the figures.

- Impact of asset revaluations, loss on disposal, and impairment -
 - The combined cost of loss on disposal and impairment accounts was \$7m before tax.
 - The higher the revaluation, the higher the loss will be when the asset is disposed of.
- Other items causing the deficit -
 - Loss on Derivative Financial Instruments.
 - Provision for Doubtful Debts.
 - Unrealised Landfill aftercare costs.
 - These are provisions and calculations allowing for future costs.
- Why the deficit is not a cash loss –
 - Re-valuations, while accounted for on paper, are not actually cash benefits unless the Council sells the asset.
 - Without these “costs”, the results would have been a balanced budget.
 - Revenue would be at least equal to expenditure.
- The Risk and Assurance Committee recommended that Council adopt the Annual Report.

A discussion followed which included the following topics:

- Council Key Performance Indicators.
- Customer satisfaction survey and reporting, for general ratepayers and for consenting customers.
- Service levels.
- Reserves – Staff will review the reserves and report back to Council regarding how this money can be used in the community that it has been allocated to.
- 146 LGOIMAs have come through for this year. Most are on Council’s website. There is a table which provides clarity on reasons and requests, staff will provide this table to councillors.
- Consenting and Compliance Committee.
- Creative Communities.
- Council land.
- Remuneration bands.
- Media release regarding the explanation of the Annual Report.

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

1. The report be received.
2. Council adopt the Annual Report for the financial year ending 30 June 2024 as attached to the agenda, including the updates required by audit.

Todd Anderson, Brendan Summerfield and Veronika Babelova from EY joined the meeting via zoom to discuss the updates from audit –

- There has been an update to the closed report that was tabled at the Risk and Assurance Committee meeting on 17 October 2024.
- These are minor edits to the consistency between notes and information. Audit are currently working with staff on this, it should not hold up the Annual Report.
- There are no areas of concern.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 NOVEMBER 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.42 PM

Confirmed by:

**Her Worship the Mayor
Chair**

Date:



RISK AND ASSURANCE COMMITTEE MEETING MINUTES

MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 8 AUGUST 2024 COMMENCING AT 1 PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Rachael Dean
Members:	
Cr Neale	Cr Baird (via zoom)

The Chairperson advised that Cr Baird had connected remotely to the meeting with the Chairs approval in accordance with the Local Government Act 2002, s. 7(25B)(6) – A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23 (Quorum).

NGĀ WHAKAPAAHA APOLOGIES

Her Worship the Mayor. Kw Madgwick. Kw Tumahai. Cr Phelps.

Moved Chair Dean, seconded Cr Neale and **Resolved** that the apologies from Her Worship the Mayor, Kw Madgwick, Kw Tumahai and Cr Phelps be received and accepted.

STAFF PRESENT

L. Crichton, Group Manager: Corporate Services & Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; P. Coleman, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated. There was an update made to the Interest Register as noted: Rachael Dean advised of a new conflict as of September 2024 – Whangārei District Council Risk and Assurance committee Chair.

Moved Chair Dean, seconded Cr Neale and **Resolved** that the updated Interest Register be received.

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

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

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.

- **Risk and Assurance Committee Meeting Minutes – 9 May 2024**

Moved Cr Neale, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 9 May 2024 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of 9 May 2024.

5. **ACTION LIST**

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

- Chair Dean had distributed the “Evaluation of the Performance of the Committee” questionnaire, however there had not been enough responses received to date for the analysis to go ahead
 - A reminder will be issued to the Committee and the workshop will be rescheduled to the November Risk and Assurance Committee meeting.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that the updated Action List be received.

6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Staff Conflict of Interest Policy**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report was to review the updated Staff Conflict of Interest Policy.

- The Staff Conflict of Interest Policy has been updated to include;
 - Further description of the purpose of the policy.
 - More clarity of the scope of the policy to include consultants where required.
 - A section on principles and ethics.
 - A statement on instances of when a person with an interest may have unique expertise and how to manage that situation.
- Suggestions made by the Chair –
 - The Office of the Auditor-General has set out some conflict scenarios at the end of the Conflict of Interest Policy and it may be useful to add this as an appendix to the above policy.
 - Scope includes employees, contractors and consultants – keep this consistent throughout the policy.
 - Relationship types – add business relationships to this.
 - Bias may be extended to say – may have bias or the appearance of.
 - Nothing shall limit rights under the Protected Disclosures Act.
 - This policy will return to the Committee for approval after adjustments, if any, are made.

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

1. The report be received.
2. The updated Staff Conflict of Interest Policy be received.
3. Staff give consideration to the suggestions made.

- **Committee Rolling Work Plan**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

- Insurance Renewals Update will be discussed in November.
 - Council is having to provide a lot more information for material assets, anything over \$2M has to include the year of construction, postcode and materials used.
 - Underground assets – the loss limits may need to be increased to keep premiums down.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that:

1. The Committee Rolling Work Plan be received.

- **Discussion Item – Global Study on Occupational Fraud and Abuse**

Chair Rachael Dean raised points of interest from the Global Study on Occupational Fraud and Abuse.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that:

1. The discussion item be received.

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

(to consider and adopt confidential items)

Moved Chair Dean, seconded Cr Neale and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.18 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 9 May 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Health and Safety Initiatives at 8 th August 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

3.	Privacy Breach	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Quarterly Report on Whistleblower Services at 30 June 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Risk Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Audit Recommendation 2022-23 Progress Report	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
7.	Expense Claim	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
8.	Information Technology Report and Updates	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
3, 6, 7, 8	(1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available. (s. 7)

3, 7, 8	Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to – (s. 7(2))
1, 2, 3, 7, 8	Protect the privacy of natural persons, including that of deceased natural persons. (s. 7(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (s. 7(2)(b))
2	Avoid prejudice to measures protecting the health or safety of members of the public. (s. 7(2)(d))
1, 8	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (s. 7(2)(e))
1, 4, 7, 8	Maintain the effective conduct of public affairs through: (i) The protection of such members, officers, employees, and persons from improper pressure of harassment. (s. 7(2)(f))
1, 4, 5, 8	Maintain legal professional privilege. (s. 7(2)(g))
1, 2, 4, 5, 8	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (s. 7(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (s. 7(2)(i))
1, 6, 8	Prevent the disclosure or use of official information for improper gain or improper advantage. (s. 7(2)(j))

Moved Rachael Dean, seconded Cr Neale and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 1.50 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 14 NOVEMBER 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.50 PM

Confirmed by the Risk and Assurance Committee at their meeting on 14 November 2024.

Rachael Dean
Chair

Date:



EXTRAORDINARY RISK AND ASSURANCE COMMITTEE MINUTES

MINUTES OF AN EXTRAORDINARY MEETING OF THE RISK AND ASSURANCE COMMITTEE, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 17 OCTOBER 2024 COMMENCING AT 1 PM

The Committee Meeting was not live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Rachael Dean
Members:	
	Her Worship the Mayor
	Cr Baird
	Cr Neale
	Cr Phelps

NGĀ WHAKAPAAHA APOLOGIES

ABSENT

Kw Tumahai

STAFF PRESENT

S. Baxendale, Acting Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (via zoom); P. Coleman, Governance Administrator, L. Truman, Finance Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated and no changes were made.

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

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that the Audit and Risk Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 11.35am.

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.	Draft Annual Report 2023/2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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	Prevent the disclosure or use of official information for improper gain or improper advantage. (s. 7(2)(j))

Moved Chair Rachael Dean, seconded Cr Neale and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.17 pm.

**DATE OF THE NEXT ORDINARY RISK AND ASSURANCE COMMITTEE MEETING
THURSDAY 7 NOVEMBER 2024
WESTLAND DISTRICT LIBRARY, 20 SEWELL STREET, HOKITIKA AND VIA ZOOM.**

MEETING CLOSED AT 2.17 PM

Confirmed by:

Rachael Dean
Independent Chair

Date:

22.02.24 – COUNCIL MEETING ACTION LIST

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika Council Headquarters, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	June 24	CE	Pakiwaitara – Council will be consulting the community as part of the Long Term Plan, for the sale of this building. Council HQ – Staff are progressing with the body of work regarding rates affordability calculations. A report will come to Council in early 2025.
2	30.05.24		Lower Hokitika Gorge Swing Bridge	Replacement of the original swing bridge at the Hokitika Gorge.		CE	There is a report on today's agenda regarding this item.
3	26.09.24		Hokitika Museum Trust Board Formation	Information regarding the formation of a trust board		CE	The terms of reference will be established and return to a future Council meeting. Representation on the committee will include the Community Services Manager.
4.	26.09.24		Department of Conservation General Items	Rubbish bins Feral Cats Hokitika Gorge Swing Bridge Ownership		CE	The department recently removed rubbish facilities from Goldsbrough, Mahinapua and Lake Kaniere campgrounds. Rubbish facilities are not provided at any other camp sites within the Westland district. There has been a feral cat programme in South Westland but not in the wider district. DOC will be invited to a future Council meeting to discuss this. Taking on the bridge was not approved in the DOC June capital planning. The Departments capital budget does not allow for DOC to consider taking on the bridge at this time. Council staff are working with DOC regarding this matter.

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Acting Chief Executive

ACTING CHIEF EXECUTIVE'S QUARTERLY REPORT (10 August to 1 November 2024)

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District and update Council on any matters of significance and priority.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council receive the Acting Chief Executive's Quarterly Report dated 28 November 2024.

2. Background

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

3. Regulatory and Planning

3.1. **Building Department**

The Territory Authority has undertaken the following work:

Building Warrant of Fitness – on site Audits	28
Received and check Building Warrant of Fitness	49
Compliance Schedules issued	2
Compliance Schedule amendments issued	18
Investigations of Unconsented Work from complaints	3
Notices for Earthquake Prone Building issued	5
Removal of Earthquake Prone Building notice	1

Notices to Fix for Breaches of the Building Act issued	19
Certificates of Public Use granted	2

3.2. **Building Consents**

- 70 Building Consents were granted in this quarter, 97.2% within the 20 statutory days and 2 exceeded the timeframe. As a comparison for the same period last financial year, the building department granted 65 consents, 95.8% within time.
- 58 Code Compliance Certificates were issued - 100% within the 20 statutory day timeframe.
- 264 inspections were undertaken.

More changes are proposed by the Government around consenting which are being announced frequently, these will change the way that consenting looks going forward. Until then the team are doing a great job of keeping up with the workload, while we try to recruit replacements for the loss of two technical staff members.

3.3. **Planning Department**

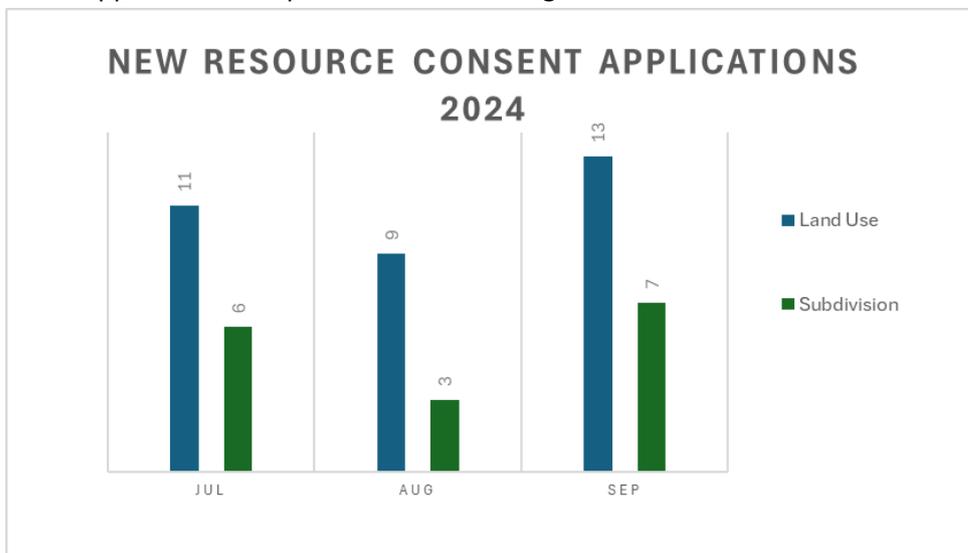
File preparation remains a focus for the Planning Department to enable migration to the Laserfiche system. Although the bulk of this work has been completed, this remains a huge task which will continue to be undertaken into the next quarter.

The proposed Te Tai o Poutini Plan hearings continue and are expected to conclude in March 2025. Decisions are expected in August 2025. Changes in the Government are expected which may result in additional changes to the expected timeline. Any alterations are communicated through TTPP Committee meetings.

Guidance materials for making an application and for Operative Plan rules are underway. This will support the focus for this quarter and the following quarter which will be to provide additional support to the general public. This will potentially include planning drop-in sessions which would commence in February 2025 across the district.

3.4. **Resource Consents**

During the last quarter, the Planning Department received 49 new applications for resource consent. These applications comprised of the following:



Overall, 31 Consent decisions and 4 Certificate decisions have been issued in this quarter, with 100% issued under delegated authority. 21 Land use consents were issued, 10 Subdivision consents, 2 permitted boundary adjustments, and 2 Outline plan Waivers were issued.

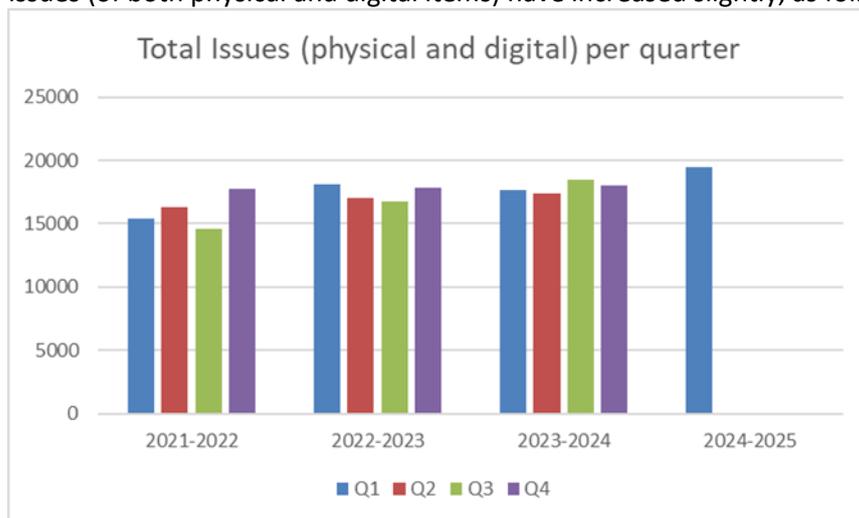
In the Compliance space, 25 compliance matters have been reported between July – September 2024. The most common incidents reported were potential unauthorised buildings and breaches to consent conditions.

4. Community Services

4.1. Westland District Library

Business Metrics

Issues (of both physical and digital items) have increased slightly, as follows:



Physical and digital issues indicate the relevance of the collection to the community and its success in supporting literacy, culture, information, and life-long learning.

Programming and Initiatives

Between July and mid-November, the library facilitated 100 events, programmes, and outreach sessions, attracting 1330 people.

- Children and Family programmes: Wriggle and Rhyme, Holiday Activities, Craft packs, Reading Challenges for all age groups.
- Children and Family Events: Loopy Tunes bilingual story time, Deano Yippadee author event, NZ Children’s Book Awards activities with primary schools.
- Adult programmes: Books and Banter group, Rōpu Kōrero beginner conversation group, Women’s Conversation Cafe, Play with Words creative writing group, Tai-Chi for arthritis and falls prevention.
- Adult Events: Library Talk on Permaculture, author event with Judy Cardno and book launch with Bruce Cole, NZ Poetry Night celebration.
- Outreach: Play Groups, Preschools, Primary Schools, Westland High School, Alan Bryant Care Home, South Westland Digital Hubs.
- Our digital services include APNK service, Skinny Jump subsidised home broadband (in partnership with DIAA and Spark Foundation), and Book-A-Librarian.
- The Library has collaborated with other community groups and organisations, Connected NZ Jobseekers Event, Takiwa Poutini, West Coast Health, ACC and Westland Pharmacy, Dementia Canterbury, Family Start, Westland Arts Incorporated, Westland Toy Library.

- Volunteer Programme: There are 33 volunteers contributing over 22 hours per week to support the delivery of library services in the main library, delivering books to our Home Delivery patrons and supporting the 6 Community Libraries.

Comment

Sharing transport with the Destination Westland Digital hub service, library staff have visited our southern communities sharing information about library services and supporting them to access the library e-resources. Further library support of our southern communities is planned.

Students at Westland High School are in the process of joining the library as part of a collaborative project between the High School and the public library.

After a successful pilot in Westland, in partnership with Family Start, the Best Start Book Bags project, has secured funding to go Coast wide. The initiative will see Family Start distributing books, selected by library staff, to vulnerable families with young children.

The library team attained recognition by Alzheimer's NZ as 'Working To Be Dementia Friendly', this reflects the library's commitment to fostering a welcoming and supportive environment for people living with dementia.

Westland District Library Staff sit on the Kōtui Library Managers Executive Group, APNK Advisory Group, and Cataloguing Working Group. Involvement in these professional groups enables us to keep up to date with best practices and improve the services we deliver.

4.2. **Hokitika Museum**

Collection Management and Research Metrics

- The museum has recently accepted 20 donations and improved 47 catalogue records, with 20 of these now added to the online collection on IMU.
- Museum staff handled 31 research inquiries and fulfilled seven photograph orders, offering both digital and printed formats.

Programming and Initiatives

- The fitout for the museum is progressing with both lighting and flooring installations now complete. Final wiring for the security systems is underway, and the reception desk is due for installation. The galleries, reception area, entrance, and hallway, are being repainted in preparation for opening. Work continues, on track and within budget.
- The museum welcomed over 70 whānau members attending a family reunion in Hokitika, representing the Mitchell, Tainui, and Keogan families, many of whom were visiting for the first time. Museum staff presented Samuel Mitchell's Victoria Cross medal for viewing, paying tribute to his legacy. The family reunion provided the whānau a meaningful opportunity to connect with their tūpuna and learn more about Samuel Mitchell heroic actions and legacy.
- The museum supported a church-led commemorative event honouring the arrival of Catholic nuns (Sisters of Mercy) in Hokitika in 1878. The event featured presentations on the nuns' contributions to local education, healthcare, and guided reflection on their legacy.
- Unfortunately, we were unsuccessful with our July 2024 Lottery Environment and Heritage grant application.

Opening

Soft Opening of Hokitika Museum - 4th December 2024

The Hokitika Museum will re-open two Gallery spaces on Wednesday 4th December featuring *Kura Pounamu – Our Treasured Stone* exhibition. A dawn blessing ceremony will precede the opening, with doors open to the public at 10:00 am. The grand opening of all gallery spaces featuring the permanent exhibition will follow in June 2025.

4.3. **Hokitika isite**

Business Metrics

Footfall (July - October):

2022-2023	2023-2024	2024-2025
7900	8970	9640

Booking Turnover (July - October):

2022-2023	2023-2024	2024-2025
\$23,870.94	\$29,662.43	\$36,088.29

Retail Turnover (July - October):

2022-2023	2023-2024	2024-2025
\$7,446.08	\$8,067.44	\$11,014.26

Programme and Initiatives

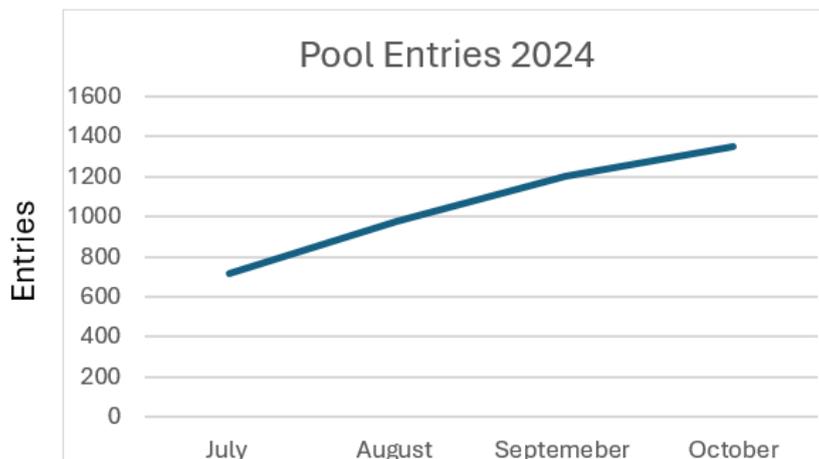
- We are trialing increased opening hours over summer, with doors opening from 8am-6pm weekdays, 10am-4pm weekends and public holidays.
- We have expanded our retail space which is assisting with increased income (see table above)
- The isite business case was presented to the Glacier Country AGM on 14th October.
- The isite has been focusing on our product/operator knowledge via familiarizations and training opportunities. This is translating into an improved customer experience at isite and increased operator bookings and retail sales.

Comment

We have received strong commitment from local operators to support the isite this season. Our sales system linking directly to our door count shows conversion to sales figures vs information-based requests, allowing internal performance targets to be set.

4.4. **Hokitika Centennial Swimming Pool**

Business Metrics



Programming and Initiatives

- Aqua Zumba classes continued to bring growing numbers of users, that otherwise would not visit the pool. W40, a high energy class to compliment the Zumba classes, has been introduced. All classes are well patronized.
- The pool was hired by Tai Poutini Polytech to teach kayak rolling and Te HonoO nga for waka “flip and float” training.
- Pool Parties were re-established as a product on offer.
- Hokitika Swim Club returned in September to train four times a week in preparation for Swim Meets.
- There was good attendance during the school holidays. The Inflatable toys were drawing lots of children to the pool.
- With the pool temperature now consistently at 30 degrees, physiotherapists have been using the pool for client rehabilitation.
- Staff have been dealing with ongoing shower blockage issues.

Comment

The next few months should see an increase in pool entries and revenue. There are several school bookings running their own learn to swim programs before the end of term. The Christmas Holidays are being anticipated to be as busy as the previous year. Staff are currently preparing for Pool Safe Accreditation due in February 2025.

4.5. Community Engagement

Business Metrics

- The Rural Travel fund (Sport NZ) has been administered and distributed. Currently working through the Creative Communities fund.
- Town Development Fund accountability forms have been distributed, and Purchase Orders issued (including CDO roles etc).

Programming and Initiatives

- A community engagement programme was initiated to support the start of work on the Racecourse Subdivision development. Following meetings with immediately impacted stakeholders (RDA, Grazers, School, residents, Boys Brigade) two public presentations were held at the Boys Brigade Hall. These meetings attracted approximately 40 people and allowed for the Developer to show concept drawings and answer questions. A social media campaign will be rolled out keeping the public informed of on-going work at the racecourse. Further in-person engagement meetings will be held in the new year to discuss recreation development options.
- The Community Service Manager attended the Fox and Franz Josef Community AGMs. The Mayor Lash, isite Manager and Community Services Manager attended the Glacier Country AGM.
- Two part-time fixed term Welcoming Communities coordinators have been appointed. One servicing the northern part of the district the other, based in Fox, servicing the southern region. These are MBIE funded roles focused on equipping new arrivals and the community with programmes, networks and events to ensure the newcomer’s relocation is successful (the positions finish Dec 2025).

Comment

The team are committed to improving connection and engagement between our communities and Council, and are finding ways to deliver this work whilst the Community Engagement Advisor is on leave.

4.6. **Mayors Taskforce for Jobs**

Business Metrics

- The team have three sustainable employment outcomes and are on track for additional outcomes in December and January. Achieving nine outcomes in the new year will secure our second tranche of funding.
- One notable success involves a young person who had sought an apprenticeship in Hokitika several years ago but faced repeated setbacks. This person secured a pre-trades course in Christchurch, returned, and are now in a full-time apprenticeship in Hokitika.

Programming and Initiatives

- The Connected office from MSD reached out and utilized our MTFJ Hub for an inter-agency information session on November 12th. The afternoon session aimed at providing resources and guidance for individuals on the job seeker benefit and other MSD clients.
- Staff have been actively developing new programs and engaging with community partners to enhance the offerings. Staff are currently collaborating with a local beautician to create a workshop focused on workplace presentation skills for our participants.
- Staff are working with rural, remote, and hard-to-reach communities to organize a wellbeing day tailored to the needs of local youth.
- Through regular engagement with MTFJs work broker, several participants have transitioned onto wage support products, further facilitating their integration into the workforce.

Comment

Progress, to date, is particularly encouraging given the current economic climate, the limited availability of entry-level jobs and the complex needs of the young people that are supported through the MTFJ programme. Outcome targets for the 2024/25 Financial Year are set at 30.

4.7. **Animal Control**

- 4 dogs have been impounded.
- 84 infringements issued.
- Threatening behaviour experienced by Dog Control staff was referred to the Police.
- Actions have been taken to identify dog owners allowing their dogs to defecate in the CBD and not cleaning it up.
- Discussions with the new Team Leader about dog control signage and bylaws.
- Several anti-barking collars were provided/loaned to residents as required.
- Slash vest PPE for Animal Control Officer has been purchased
- A dash camera fitted to new vehicle.

Detail	Number
Dogs Impounded	4
Dogs Euthanised (at owner's request)	0
Dogs Classed as Menacing	0
After Hours Call Outs	17
Service Requests	19
Infringements Issued	84
Renewed registration	90% +

4.8. **Environmental Health and Liquor Licencing**

The compliance team have been undertaking a restructuring of workloads, this work is ongoing.

Food verifications are required under the Food Act 2014 and the Food Regulations 2015. The frequency of these verification visits can range. In general, about 95% of verification visits result in revisits to the premises to ensure compliance with the Food Act.

All liquor licence applications for either new licences or renewal of licence are subject to a visit or several visits prior to the completed application being sent to agencies for their response. In addition, the compliance team completes random monitoring visits to licensed premises to check compliance with liquor licensing laws.

The numbers below are for the 3 months of August 10th to the 1st November.

Verification Visits	17
Verification Revisits	14
Liquor Inspections	12
Managers Certificates Issued	31
On Licences Issued	8
Off Licences Issued	1
Temporary Authorities Issued	1
Total Food Premises	94
Total Licenced Premises	51

5. Human Resources

5.1. Human Resources

New Starters

Four new staff members joined Council.

Leavers

Six staff members left Council.

Current Vacancies

Council has been recruiting for four permanent, full-time roles, and one fixed term, part-time role.

- Group Manager, Regulatory and Compliance.
- 2x Building Control Officers.
- Customer Services Officer.
- Customer Services Consultant isite – fixed term, part-time.

Training

West Coast Emergency Management facilitated the following in Council Chambers:

- D4H training.
- Coordinated Incident Management System (CIMS4) training.
- Exercise Pandora Workshop and exercise.

Well-being initiatives

- Te Wiki o Te Reo Māori (Māori language week) was celebrated with games in the staff room.

5.2. **Health and Safety**

- Incidents:

Date	Incident	Outcome
August	Member of the public swerving their vehicle towards Animal Control van.	<i>Resolved</i>
	Hokitika Pool had a water leak into the main electrical switchboard.	<i>Resolved</i>
September	False fire alarm at the library caused by steam from an urn.	<i>Resolved</i>
October	Civil Defence containers with an overpowering smell of petrol inside, and a confined space hazard.	<i>Ongoing</i>
	Hokitika Pool staff member, testing water with glass vial, cut fingers on broken glass vial. Plastic vials have been suggested.	<i>Resolved</i>
	Verbally abusive member of the public in Reception.	<i>Resolved</i>
	Verbally abusive member of the public towards Animal Control.	<i>Resolved</i>
	Member of the public slipped and scraped knee at the Hokitika Pool, basic first aid was supplied.	<i>Resolved</i>

- Initiatives:

- A number of contractors have been entered into the Laserfiche system with all appropriate documentation displayed for quick reference.
- Job Safety Analysis template has been updated.

6. Corporate Services

6.1. **Strategy and Communications**

- With the return of the site and Swimming Pool activities to Council, the Strategy and Communications Advisor (SCA) updated the internal policies for managing the Council's social media channels and completed training with the relevant staff. The Council's moderation policy and privacy was also updated on each of the channels.
- Two engagement projects were supported in this quarter: the Council's Representation Review and a Food Scrap and Green Waste survey for the three district Councils. Individual communications plans were developed for effective communication to the community. The SCA is working with the Community Services Manager and Museum Director to create a communications plan for the *Kura Pounamu – Our Treasured Stone* exhibition in November, and with the Property and Facilities Manager on communications about the Hokitika Racecourse Development. Work is continuing to develop an engagement and communications plan for the Transportation Manager's Parking Strategy work.
- A new Communications Strategy was developed in this quarter, and staff have begun to implement the concepts that form the basis of the strategy.

6.2. **Finance and Corporate Planning**

- The focus during the first quarter for the finance team and the Strategy and Communications Advisor (SCA) was the preparation of the Annual Report 2023/2024, ready for the audit which

- began in September. The audit was completed successfully and the annual report was adopted within the statutory deadlines.
- Planning for work on the Long Term Plan 2025 also got underway.

6.3. **Information Technology**

- **Building Security Upgrades**

Significant security enhancements have been implemented, including individually programmed door swipes and a robust CCTV network infrastructure with controlled access rights. These measures have strengthened the building's security posture.

- **Network Monitoring**

A new Network monitoring system (NinjaOne) has been installed providing IT staff with a single "Dashboard" from which to monitor and support the entire corporate network including servers, laptops and remote unmanned locations. This brings consolidates functions that were previously managed via multiple disparate systems. Legacy systems will be phased out.

- **Onboarding of New Users**

The successful reintegration of the isite and Swimming Pool functions under direct Council Control has necessitated the onboarding of numerous new users. This process has been managed efficiently to ensure a smooth transition and effective operation of these services. The pool now has a direct computer connection to Council HQ with wifi provided through the Council network. The isite is now also back on the Council network

- **Business Continuity Working Group**

Recognizing the critical role of IT in organizational operations, a Business Continuity Working group has been established. This group will collaborate and work with service delivery managers to develop and implement a comprehensive business continuity plan. Initial planning meetings have been conducted to foster shared understanding of requirements and expectations.

6.4 **Information Management**

- **Progress on Paper-Based Archives Workstream**

The paper-based archives workstream has made significant progress this quarter. Over a thousand files have been successfully audited and logged making them more readily searchable electronically. This effort has improved accessibility and efficiency for staff. Additionally, another pallet of archival documents was sent to Iron Mountain for long-term secure storage, ensuring the preservation of important historical records.

- **Advancements in Electronic Document Management**

The historic Agendas and Minutes that were migrated into the electronic Document and Records Management System (eDRMS system) have been reorganised slightly. This transition has enhanced the searchability and accessibility of these documents for staff, streamlining information retrieval and reducing administrative burdens.

- **Onboarding and Data Migration**

The successful reintegration of the isite and Swimming Pool functions under direct Council Control required the onboarding of a significant number of new users. Information Management onboarding included computer system training and Privacy Act training. In addition, large volumes of data were migrated to the Council's eDRMS from Westland Holdings and Destination Westland, securing this data for ongoing access and record keeping.

- **Policy Review and Updates**

To maintain compliance and best practices, a review of the Policy Development Process is nearing completion. This review aims to identify areas for improvement and ensure that our policies align with current regulations and organizational needs.

7. Water, Wastewater and Stormwater

7.1 Local Water Done Well

- With the Local Government (Water Services Preliminary Arrangements) Bill enacted in the month of August, Councils now have 12 months to submit their Water Service Delivery Plans. These plans will mirror the LTP and updates Asset Management Plans.
- Tonkin and Taylor have produced a report which outlines that there is no benefit to Council of entering into a region wide CCO for the provision of water services.
- Tonkin & Taylor have been engaged to assist with the development of the plan. This is externally funded under the Local Water Done Well Support Package.
- The key principles of the plans are:
 - Fit-for-purpose service delivery models and financing tools,
 - Ensuring water services are financially sustainable,
 - Meeting regulatory quality standards for water network infrastructure and water quality,
 - Unlock housing growth.

7.2. Three Waters Projects

- **Ross and Franz Josef Watermains Upgrades**
 - WSP have been engaged to scope, prepare and tender the bundled watermains project for Ross and Franz Josef.
 - The contract document will go out for open tender early in 2025.
- **Kumara Reservoir and Burst Control Valve**
 - Recommendations that have come out of the non-invasive condition assessment undertaken in April (2024) are now being implemented.
 - Temporary water reservoirs have been set up to allow for internal concrete repairs and sealing of the reservoir. This is programmed for mid-January.
 - The burst control valve installation is programmed for mid-January in conjunction with the above work.
- **Brickfield Treated Water Reservoir**
 - Recommendations that have come out of the non-invasive condition assessment undertaken in April (2024) are now being implemented.
- **Sewell St Pump Station Generator**
 - The pump station at Sewell St now has a permanent stand-by generator.
 - This auto switch over will improve resilience within the network



(Enclosure will be completed by end of November)

- **Hokitika Wastewater Treatment Plant -**
 - Stantec have completed their preliminary option review. A meeting is being arranged for the project working group to reconvene to evaluate the options and make recommendations on a way forward. The project is still within the timetable for delivery. The key issue for Council is where the funding will come from under the Local Water Done Well programme.
- **Livingstone St and Rolleston St Stormwater Reticulation**
 - High priority replacement works on the stormwater reticulation within the rail corridor at Livingstone St and Rolleston St are programmed for January 2025.
 - Council staff are awaiting firm rail shut down details from KiwiRail before finalising the programme.

8. Solid Waste Management

8.1 Solid Waste

- **Waste Minimisation**
 - Tyrewise was introduced in September 2024, this programme is for tyres to be dropped off at Hokitika transfer station for repurposing. The public have dropped off some tyres and this programme is going well, less tyres received than expected so far.
 - Kerbside collection for glass is to be introduced in next years tendered waste management contract, this will increase the amount of glass to be recycled and decrease the amount of glass ending up in the landfill. Staff are applying for a subsidy from the Ministry for the Environment for supply of glass collection bins.
- **Butlers Landfill**
 - The current cell is expected to have 12 to 14 months left till it is at capacity, the new cell is ready to use when required.
 - The new leachate field was fenced, irrigation pipe work has been completed. Staff will be planting native vegetation in the leachate field in April to March 2025.

9. Transportation

9.1. Transportation Update

- Preparation work for reseals is well underway and final seal designs have been approved, resurfacing works are scheduled to start in December.
- November 8th & 9th saw a significant storm event in the Haast area. Rainfall records obtained from NIWA indicate rainfall in excess of 500mm of in the Haast/Jackson Bay catchments over a 24hour period. For Haast Beach a 1 in 250yr return event is 314mm. Jackson Bay Road has sustained significant slip damage as evidenced from the below images. There will be a specific emergency works claim made for the clean-up required.





- Jackson River Road, whilst still closed from a previous storm event has sustained further washouts. Although no bridges have been affected. Staff are continuing to explore opportunities for additional external funding to restore access to this area.



- Hokitika Gorge Lower Suspension Bridge – The Contractor has now established on site and work is underway. When the contractor arrived on site on 11th November it was discovered that a slip (likely from the previous weather event of the November 8/9) had taken out access to the Carpark end of the bridge and covered one of the anchor blocks. DOC are clearing the slip and have restored access; however, this has meant a slight change in plans so that the work has now started on the Opposite end. It is fortunate the contractor had not already set up at this end as they would likely have suffered equipment damage/loss which would cause delays to the project.



10. Other Projects

10.1 Carnegie Building

The museum fit-out project base build works have been progressing well. The lighting, flooring and building works have been completed. New window covers have been ordered and will be installed during November, as well as painting. The building will be handed over to the museum team to finalise the install of the temporary display for opening early December

10.2 Ōtira Public Toilets

The new public toilets for Ōtira are nearing completion. The toilets have been placed, and plumbing connected. The septic tank, electrical installation and accessible carpark is still to be done, and planned completion is mid-end of November



10.3 Civil Defence Containers

The civil defence containers project has been completed with all containers being delivered to the various locations. The retrospective resource documentation has been submitted and is currently being processed.

11. Asset Strategy and Development

11.1 Hokitika CBD Concept Plan

- Staff are working through initial concepts and designs for a ten year CBD plan.
- A working group is being formed and the first meeting will be held in January 2025.

11.2 RAMM Migration

- All asset data, excluding transportation, has been migrated into RAMM.
- Staff are working through setting up a new security zone and migrating the data to the correct tables.
- Early next year we will be bringing our maintenance contractors on board.

11.3 Land Sale Review

- A review of the current land parcels Council owns was undertaken.
- This has identified several parcels that Council may not need in the future.
- Further work will be undertaken before a proposal is put forward to Council.

11.4 External Funding

- **Regional Infrastructure Fund:** In collaboration with the Mayor, the Acting Chief Executive, Destination Westland Ltd and Development West Coast, staff have put an application in for the Hokitika Airport Upgrade. The proposed project will upgrade the runway surface, upgrade runway lights, install runway indication lights, install approach lights, allow pilot activated lighting and install a generator.
- **Lottery Environment and Heritage Fund:** In collaboration with Hokitika Museum, staff have put an application in to offset the cost of the museum fit out. This grant was unsuccessful.

- **Pub Charity Funding:** An application has gone in for a half-court basketball court at Cass Square Park. This will be sited between the playground and the skate park. This grant was unsuccessful.
- **Contaminated Sites and Vulnerable Landfills Fund:** Staff are working through the requirements and will put in an application for this fund.

11.5 **Policies and Bylaws**

- The Land Acquisition and Disposal Policy, Asset Management Policy and Procurement Policy were approved in the September Council meeting and by the Risk and Assurance Committee in November.
- A Freedom Camping workshop was held with Councillors on Wednesday 9th October and was approved to go out for consultation in the October Council meeting. The Proposed Responsible Freedom Camping Bylaw is currently out for consultation from 25th October – 25th November.

12. Options

12.1 Option 1: To receive the report.

12.2 Option 2: To not receive the report.

13. Risk Analysis

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

14. Health and Safety

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

15. Significance and Engagement

- 15.1 The level of significance has been assessed as being low.
- No public consultation is considered necessary.

16. Assessment of Options (including Financial Considerations)

16.1 Option 1 is the preferred option.
There are no financial implications to this option.

16.2 Option 2 is not the preferred option.
There are no financial implications to this option.

17. Preferred Option(s) and Reasons

17.1 The preferred option is Option 1.

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

18. Recommendation(s)

18.1 That the Quarterly Report from the Acting Chief Executive dated 28 November 2024 be received.

Acting Chief Executive

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Transportation Manager

PROPOSED ROAD NAME AT JACKSONS

1. Summary

- 1.1. The purpose of this report is to seek confirmation of a new road name for a short section of legal formed road opposite the Jacksons Hotel.
- 1.2. This issue arises from a new landowner moving to the area who has purchased a section of land off this road to live at. However, a RAPID number is not able to be allocated to his section as the road has no legal name. (Refer to **Appendix 1**: Location Plan Unnamed Legal Road off SH73 Jacksons)
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council considers the report presented along with the road name options and decides on an appropriate name for this section of legal road.

2. Background

- 2.1 A request was made for a RAPID number by a new landowner in this area for the land that they have purchased and intend to live at. Upon investigating what number to allocate it became apparent that this road does not have a legal name. The landowner was asked to offer some options, but being new to the area had no idea of the local history so was not able to offer any suggestions for consideration. Historically this road served as the access to the former Jacksons Railway Station. In researching various options, the following were identified but ruled out:
 - a. Jacksons Railway Station Lane – Quite long and the railway station no longer exists.
 - b. Station Lane – Not appropriate as there is already a Station Lane within the same postal area.
 - c. Perry Lane – According to Wikipedia the Jacksons Hotel was once called Perry Range Hotel but there is already a Perry Lane in Hokitika so that would not be accepted for the same reasons as above.
- 2.2 Further research identified some potentially suitable options for consideration as follows:
 - a. McAlpine Lane – Research identified a Railways Plan from 1873 that showed another Hotel in the area at the time, The McAlpine Hotel. (Refer to **Appendix 2**: Screen snip from 1873 Railway Map)
 - b. Bald Lane – The general location of this road is the foot of the Bald Range.
 - c. Rangi Taipo Lane – Iwi feedback identified this as the Māori name for the Bald Range. (Preferred Name)

3. Current Situation

3.1. Presently this road is unnamed, so Council officers are unable to allocate a RAPID number in this location

4. Options

4.1. Option 1: Adopt “Rangi Taipo Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel. This is the preferred option as it ties in better with the longer history of the area.

4.2. Option 2: Adopt “Bald Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel.

4.3. Option 3: Adopt “McAlpine Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as this is a general administrative procedure.

7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Adopt “Rangi Taipo Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel. This is the suggested option from Te Rūnanga o Ngāti Waewae and provides the most appropriate historical link and reference to this area.

8.1.1.The following financial implications have been identified. This will require the purchase and installation of a new road name sign at approximately \$1000 value and can be accommodated within existing budget allocations.

8.2. Option 2 – Adopt “Bald Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel.

8.2.1.The following financial implications have been identified. This will require the purchase and installation of a new road name sign at approximately \$1000 value and can be accommodated within existing budget allocations.

8.3. Option 3 – Adopt “McAlpine Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel.

8.3.1.The following financial implications have been identified. This will require the purchase and installation of a new road name sign at approximately \$1000 value and can be accommodated within existing budget allocations.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1 Adopt “Rangi Taipo Lane” as the new road name for the unnamed legal Road off SH73 Opposite the Jacksons Hotel.

9.2. The reason that Option 1 has been identified as the preferred option is that it ties in best with the longer-term history of the area and recognises the original name for the Bald Range.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopts the name “Rangi Taipo Lane” for the unnamed legal road off SH73 opposite the Jacksons Hotel.

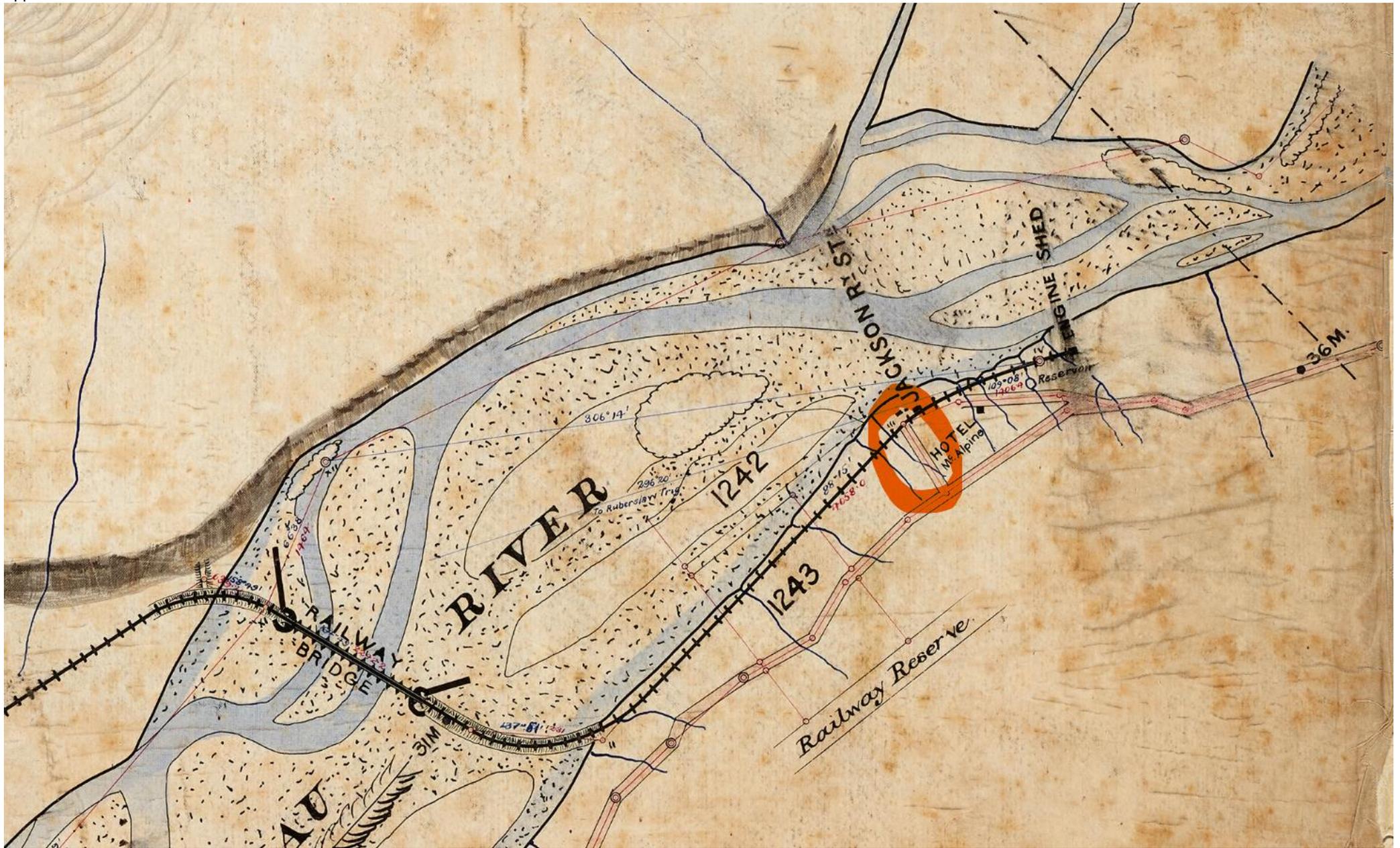
Karl Jackson
Transportation Manager

Appendix 1: Location Plan Unnamed Legal Road off SH73 Jacksons.pdf

Appendix 2: 1873 Railway Map.pdf



Road Name Options: Rangī Taipo Lane, Bald Lane, McAlpine Lane



Road Name Options: Rangi Taipo Lane, Bald Lane, McAlpine Lane

Plan Origin: Section 868 being Part of NZ Midland Railway Co's Block 26-B Map (1873)

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Transportation Manager

TRANSPORTATION FUNDING

1. Summary

- 1.1. The purpose of this report is to provide an update to Council on the final outcome of the National Land Transport Programme (NLTP) funding bid for the 2024-2027 Triennium.
- 1.2. Every 3 years funding for Land Transport is reviewed and reallocated. As an investment partner (in Westlands case providing 64% of the funding for land transport) New Zealand Transport Agency Waka Kotahi (NZTA) requires all road controlling authorities to provide Activity Management Plans and Programme Business Cases (PBC) that outline an overall programme of works for each NLTP triennium. This includes the indicative funding that is believed required to achieve the outcomes of the chosen programme of works. The PBC also needs to align the planned investment with the principles of the Government Policy Statement (GPS) on Land Transport 2024. These PBC's are reviewed along with the requested values, funding is allocated based on these reviews and the total land transport funding available at a national level.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receives this update report.

2. Background

- 2.1 Funding applications for the 2024-2027 NLTP began in October 2023, with indicative funding data being provided (by NZTA) in June 2024 and the final bid funding being released in September 2024. Historically this has come much earlier with final bid funding usually being released prior to June in the year it starts.
- 2.2 The present Government (upon taking office) have redefined how Land Transport funding is allocated with the emphasis now being placed on Pothole Prevention. This redirection has come with some pitfalls that will affect how all Road Controlling Authorities (RCA's) manage their transport networks for this triennium.

3. Current Situation

- 3.1. In 2023 a total local roads bid of \$30.9m was lodged with NZTA, when examined against the GPS and total available land transport funding (at a national level) the review and approval process has resulted in an approved Local Roads allocation of \$21.6m with an additional bid for the Haast Jackson Bay Special Purpose Road receiving \$4.5m from an \$8.7m bid. Previous NLTP allocations were \$13.5m (Local Roads)

and \$2.8m (Special Purpose Road (SPR)). While this is successful in that it is significantly higher than previous bids, this amount awarded has (for the most part) only kept up with inflation.

3.2. The included **Appendix 1** shows a series of graphical representations of funding applied for versus funding received. In summary of that information Council has received an average of 34% less than what was originally requested. Significant funding cuts were experienced in the Walking and Cycling Class with a 64% reduction and an 83% Reduction in Local Road Improvements. What this means is a significant reduction in footpath maintenance and renewals such that we will look more closely at maintenance of what we have rather than specific renewals. The Local Road Improvements funding loss was for Seal Extensions, Hampden/Hau Hau Footpath Extension and other kerb crossing and extension improvements around the district. The only funding remaining is for Bridge Replacements.

4. Options

4.1. Option 1: Council receives the report.

5. Risk Analysis

5.1. Risk has been considered, and the following risks have been identified. There is a risk of increased expenditure within the Minor Events (Emergency Works) category that could compromise available budget levels for other activities within the Operations activity class.

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 high as this is one of Councils largest activities and as such attracts a high amount of public scrutiny.

7.1.1. Public consultation was undertaken through the annual plan process.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Council receives the report. This is just an update on the final outcome of the NLTP funding bid. Nothing can be altered so there is nothing to be considered.

8.1.1. The following financial implications have been identified. Given the changes to the funding classes, it will be more important to control the expenditure within each activity class. Minor events (emergency works with value of less than \$100k) will play a significant role in determining the overall balance of operational activity spending. This will likely require more frequent reviews of the service levels provided in these activities.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that this report is an update of the NLTP outcomes. This outcome is not able to be altered.

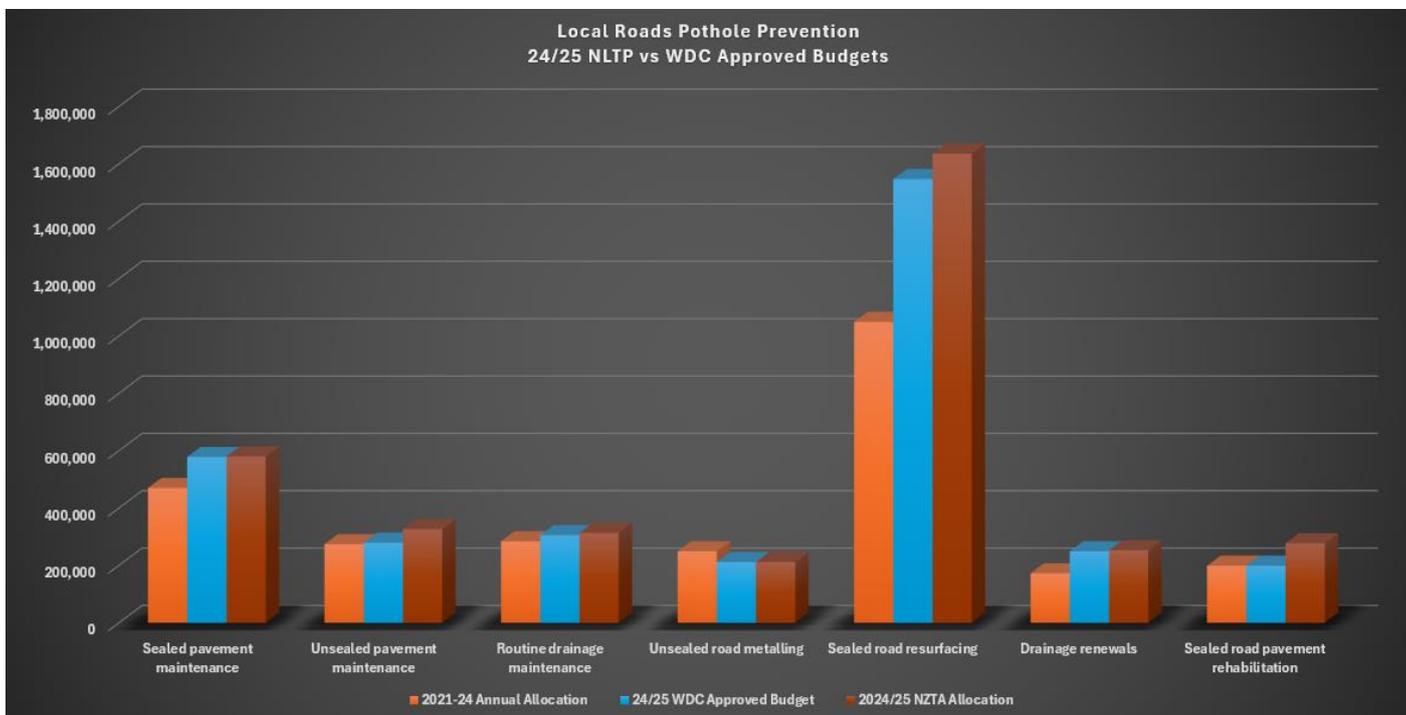
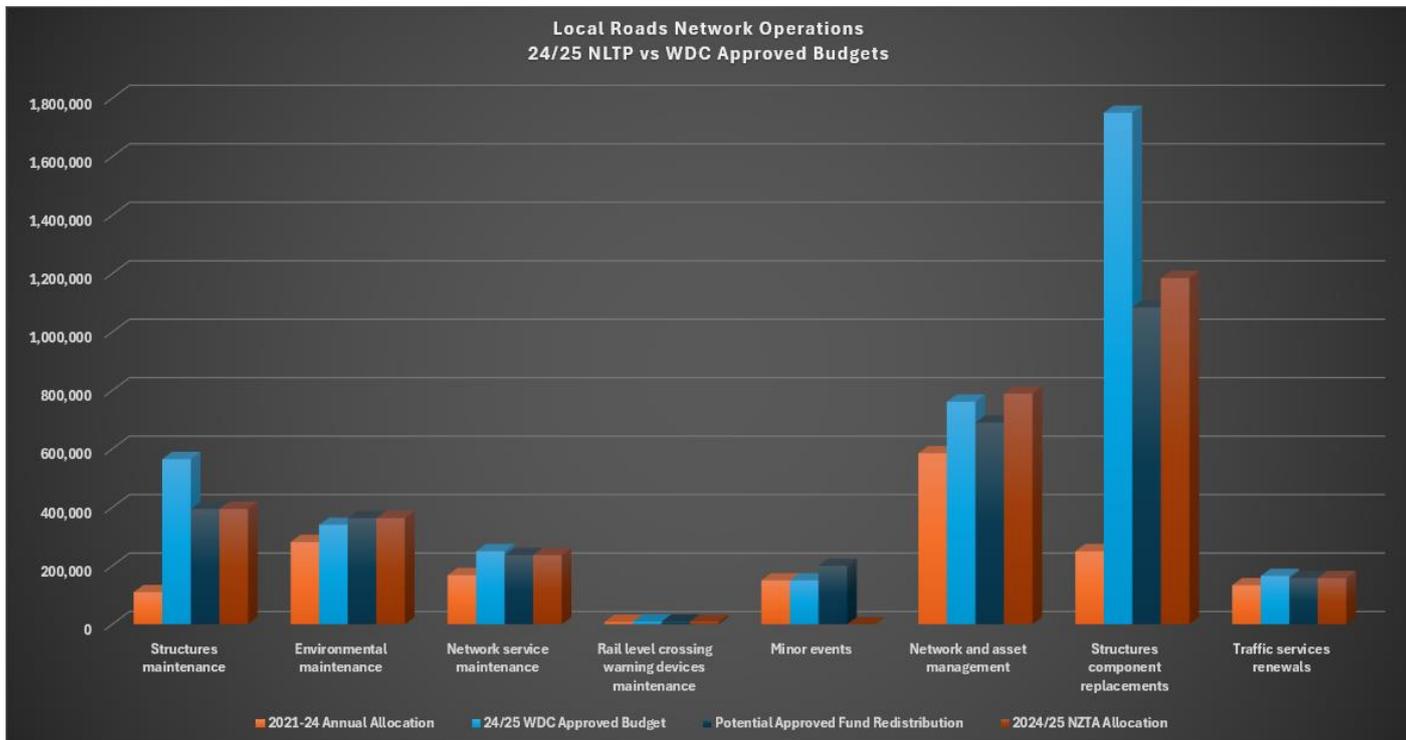
10. Recommendation(s)

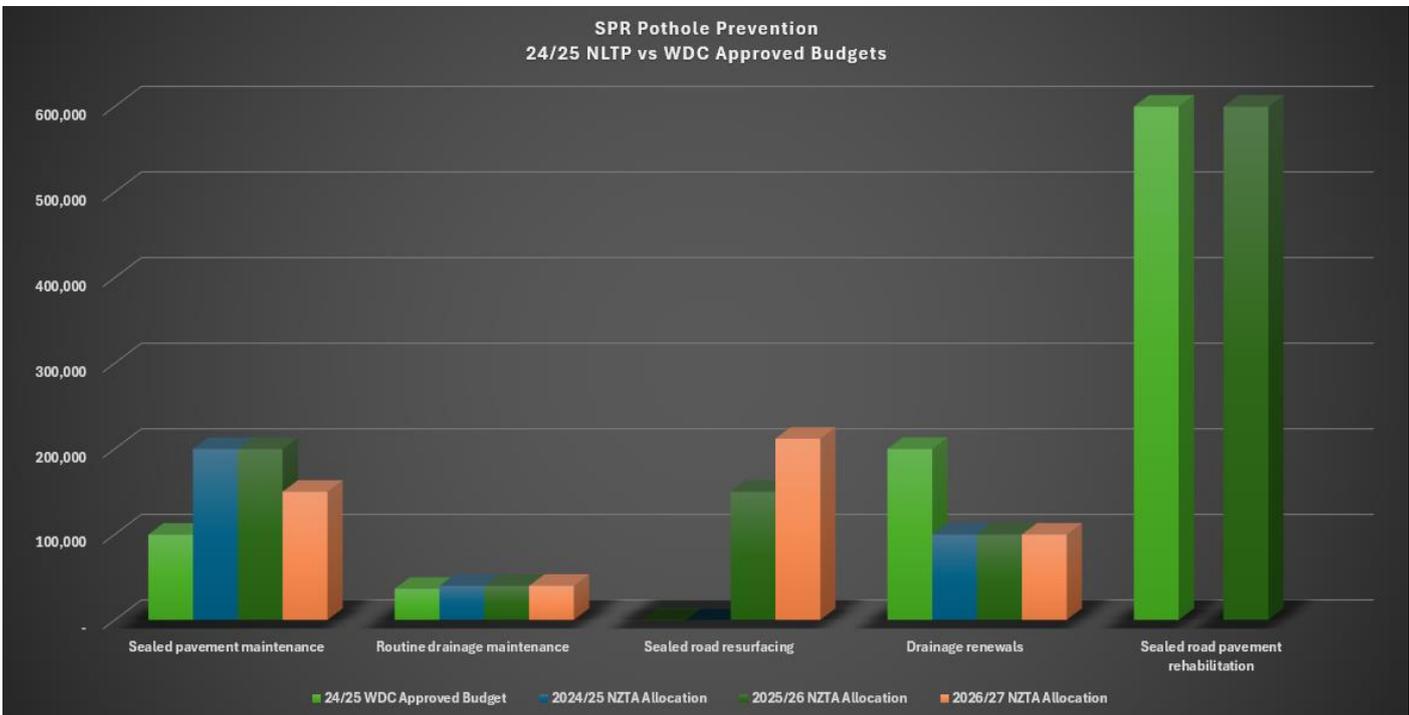
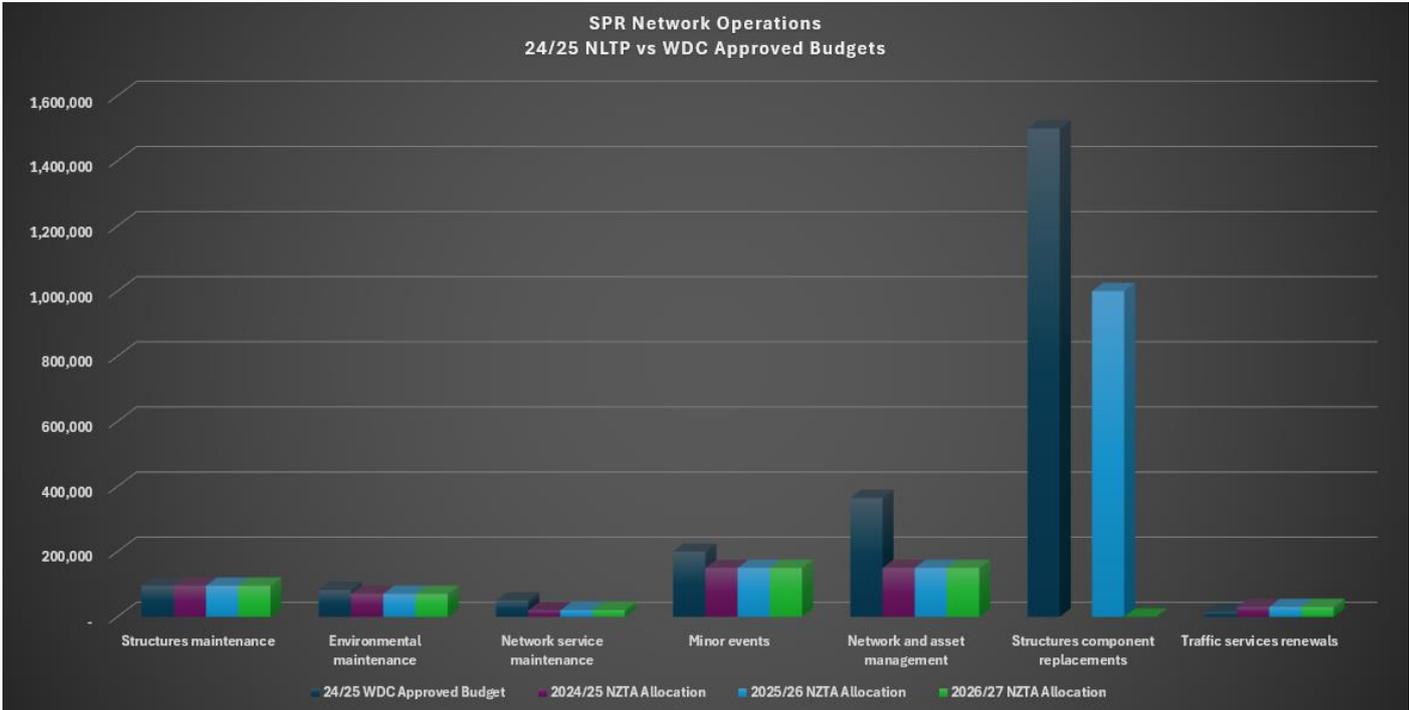
10.1. That the report be received.

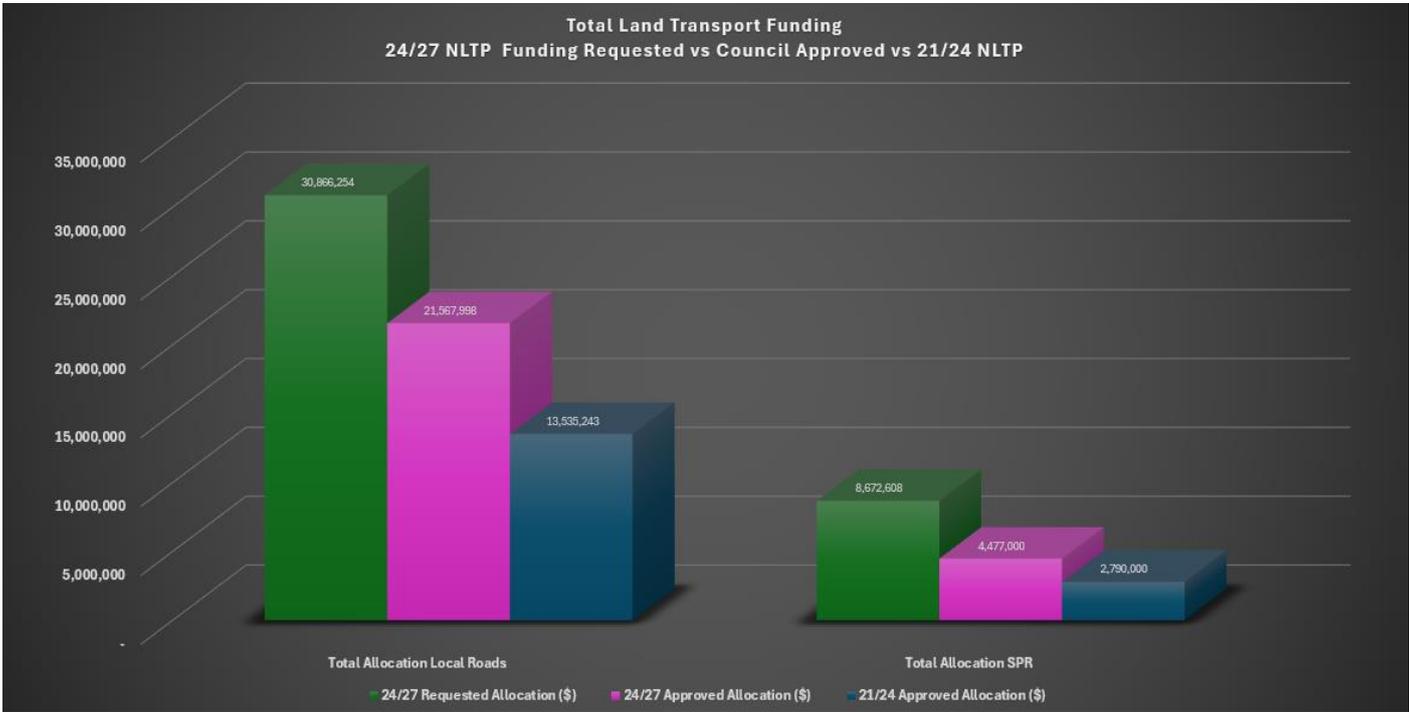
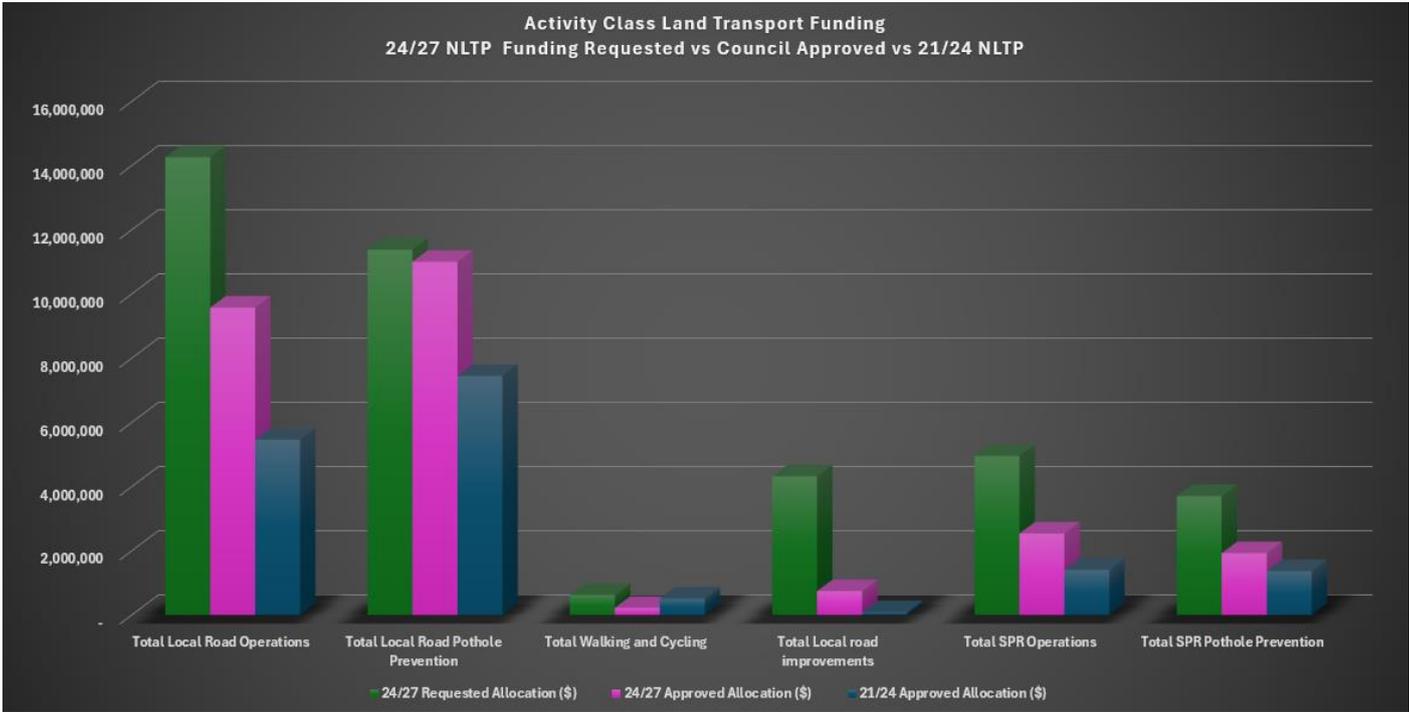
Karl Jackson
Transportation Manager

Appendix 1: Land Transport 2024-2027 NLTP Funding Comparison Graphs.pdf

Land Transport 2024-2027 NLTP Funding Comparison Graphs







Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Transportation Manager

HOKITIKA GORGE LOWER SUSPENSION BRIDGE PROGRESS REPORT

1. Summary

- 1.1. The purpose of this report is to table the “Project Status Report – Lower Hokitika Gorge Suspension Bridge” (**Appendix 1**) written by Department of Conservation (DOC) and presented to Council staff on 14 November 2024.
- 1.2. This is part of an ongoing collaboration between DOC and Westland District Council (WDC) to replace the old Lower Hokitika Gorge Suspension Bridge that was formally closed in October 2023.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receives the report.

2. Background

- 2.1 The reason the report has come before the Council is due to the high level of public interest in this project. The reporting is to provide regular monthly status updates on the progress of this project.

3. Current Situation

- 3.1. The current situation is the Construction Contractor has established on site. Due to the slip on the True Right End of the structure (the carpark end) as a result of the recent storm event, the original work plan has been altered to start works on the True Left anchor blocks, while DOC staff clean up the slip material and repair the access track. This has not caused any delays to the overall work programme.

4. Options

- 4.1. Option 1: Council receives the report.

5. Risk Analysis

- 5.1. Risk has been considered, and the following risks have been identified:
 - 5.1.1. The main project risks are identified in the project documentation which is not provided with this report as it is a general update, however the recent storm event that caused the slip showcases the general risk associated with works being carried out when storm events occur. It was fortunate that

no equipment was set up at this location as the loss of construction machinery would have caused a delay in the works being carried out. There is a high-level risk mentioned in the report but that is relevant to this type of activity and measures are in place to mitigate these risks.

6. Health and Safety

6.1. Health and Safety has been considered and this is covered in the general contract administration files with the contractor, who has a site-specific Health and Safety Plan that DOC and Council have reviewed and approved as part of the contract award process.

7. Significance and Engagement

7.1. The level of significance has been assessed as being moderate to high as there is a high degree of public interest in this project.

7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Council receives the report.

8.1.1.The following financial implications have been identified. This project is just starting and as such there have not been any invoices received. As it stands the financial expenditure is still forecast to fall within the available budget.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that this is just a project status update. There is nothing specific for consideration.

10. Recommendation(s)

10.1. That the report be received.

Karl Jackson
Transportation Manager

Appendix 1: Lower Hokitika Gorge Suspension Bridge Project Status Report 14-11-2024.pdf

Hokitika Gorge Lower Suspension Bridge Replacement 2024

Project Status Report

Project Health

Reporting Month Ending:	14/11/2024
Project Sponsor:	Scott Baxendale WDC
Senior Responsible Owner:	Karl Jackson WDC
Benefit Owner(s):	Scott Baxendale WDC
Senior Supplier (if applicable):	Tim Shaw DOC
Project Manager:	Cameron Jones DOC

Governance Meetings

Last Governance Group Meeting	N/A	Minutes	N/A	Next Governance Group Meeting	TBA
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R.A.G (Red, Amber, Green) Status

Overall:		Contractor (Ellis Mining) established on site Monday 11 th November. Access to site was partially blocked by TR slip which had also covered the TR bridge anchors. TR Setout with engineer completed but TL was unable to be done due to slip material covering the site. Contractor has had to fly drill rig and compressor to TL to begin works because of the slip. Construction work on TL underway. Work on slip reparation underway by DOC and planned to have site ready by Monday 18 th November.
Trend:	→	Project status is stable. On site discussion with contractor indicates Mid-February timeline can still be met. The slip has caused some minor delays and a change in the Contractors methodology to allow works to begin.
Budget:		\$500,000 project budget. Council have been invoiced by DOC for Spelter sockets. No contract claims to date. 1 of 2 variation claims (<\$5,000) have been approved to date.
Scope:		Have approved variation for paint system to towers, additional tower lugs and change to 7 hangers from cable to solid stainless-steel plates. Paint coating to towers and addition welded lugs for possible Pou attachment.
Resource:		DOC structural engineer and project manager working with local operations staff continue to provide resources when required. DOC Hokitika Operations staff currently working on cleaning up slip material to TR bridge.
Schedule:		On current timeline construction completion would be Mid-February 2025

Risks / Issues:		No new risks identified at this stage.
Benefits:		Currently benefits on track to be realised.

Recommendations and/or Requests of Team Leader / SRO

Action	Description	Implication to Benefit(s)

State of play

Last Month	Next Month
<p>What happened last month:</p> <ul style="list-style-type: none"> • Paint coating system variation approved. • Engineer site visit to steel fabricator • Building Consent/exemption completed by WDC. • Contractor site induction and establishment with Contractor and site set out to TL. • TR slip – Access track has been re-established. Work continuing slip material clean up to ensure contractor does not get delayed. 	<p>Planned activities for next 4 - 6 weeks:</p> <ul style="list-style-type: none"> • Contractor to work of TL rock anchor drilling and establish concrete anchor blocks. • DOC to compete clean-up of TR Slip. • Contractor to move to TR and compete same process as for TL. • Rock anchor installation, concrete anchor and tower landing constructions.

Financials – Financials as at 05.09.2024

Current Financial Year – FY 2024/2025						
	Approved Budget (A)	Spend to Date YTD (Actuals) (B) /	Forecast cost to complete (FY) (C)	Forecast cost at completion (FY) (B+C = D)	Project Variance (A-D)	Commentary
Total	\$500,000	\$43,779.00	\$429,910.00	\$473,689.42	\$26,310.58	Spend to date is for the supply of Spelter Sockets. Forecast cost includes minor variations to date and cable supply in addition to the construction contract. No contract claims to date.

High-Level Roadmap

Project Name	FY 23/24												FY 24/25								
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Bridge Design																					
Bridge tender																					
Hokitika Gorge Suspension Bridge Construction																					

Milestones

Milestone	Baseline Date	Actual Date	% Complete	Comment
Procurement Plan	N/A	20.03.2024	100%	DFA approval obtained
Issue of drawings for construction	N/A	06.09.2024	100%	
Tender advertised on GETS	22.07.2024	15.08.2024	100%	
Contract Awarded	09.06.2024	05.09.2024	100%	Ellis Mining Limited

Construction Start	04.11.2024	11.11.2024	100%	Baseline was pretender estimate
Construction Completed	28.02.2025			Baseline was pretender estimate
PS4 and load test complete - Bridge open for public use	28.02.2025			
Project closure and transition to BAU	28.03.2025			

Governance Templates

docCM #	Document	Expected submission date	Approval date	Comments
N/A	Detailed Business Case			Held by WDC
	Transition to BAU Memo	28-Jan-2025	[Insert date]	
	Closure Report	28-Mar-25	[Insert date]	
	Project Management Plan	20-Mar-24	N/A	Living document with no sign offs - competed and shared

Project Risks

- High Risks

Risk ID	Date last Reviewed	Short Risk Name	Source of Concern / Opportunity	Implications	Risk Owner	Governance Status	Rating	Trend	Governance Actions	Treatments
RO01	12.10.2023	Project health and safety	Workers are exposed to multiple hazards: For full list of concerns see the Project Risk	Workers may be injured or killed. For full list of implications see the Project	Cam Jones Project Manager	Actions in place	High	No Change	Regular auditing and reporting to Project manager on hazard control and monitoring of contractor/staff performance,	For full list of treatments see the Project Risk Register.

			Register linked above	Risk Register linked above				must be evidence based e.g., formal audits.
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Project Issues

Issue ID	Date Raised	Issue Description	Priority	Action Required	Issue Owner
	[Insert date]		Choose an item		

Benefits

ID #	Benefit Title	Benefit Measure Description	Benefit Owner	Target Value and Date (Original or Revised)	Status	Mitigations to improve realisation opportunities
1.1	Increased visitor numbers on re-opened Hokitika Gorge loop Track	Visitor numbers on the Hokitika Gorge loop track increases within one year of the track reopening.	WDC and DOC	Visitor numbers increase compared to 2023/24 numbers within one year of the loop track reopening.	On track	
1.2	Increased satisfaction with the visitor experience.	Visitor satisfaction increases due to restoration of service levels and fit for purpose offerings. Satisfaction is rated as high or very high by 80% of visitors within one year of project completion.	WDC and DOC	Satisfaction is rated as high or very high by 80% of visitors within one year of project completion.	On track	

Iwi /hapū /whānau

Partnership / Relationship	Notes
Ngāti Waewae/Ngāti Tahu	<p>Kati Mahaki and Kati Waewae and the Department of Conservation have a deed of gift agreement for a waharoa or pou reflective of Manawhenua to be designed, created and installed at the Hokitika Gorge walk.</p> <p>It is hoped that it will be completed early in the new year and could be incorporated as part of the formal opening of the replacement downstream suspension bridge.</p> <p>Initially it was thought that the pou would be on the track or riverside on the south bank. A recent visit with the carvers who will design and build the pou has explored other options for siting including on the towers on either one or both bridges.</p> <p>Given the imminent fabrication of the towers for the new bridge it was recommended that attachment points be incorporated to allow the possibility of the pou being on the new suspension bridge.</p> <p>It must be stressed that no decision has been made on the final pou design. Design must get the approval of a local iwi committee which has yet to occur.</p>

Partnerships / Relationship Management

Partnership / Relationship	Notes
Local business/communities	Media releases via WDC in conjunction with DOC.





Report to Council



DATE: 28th November 2024
TO: Mayor and Councillors
FROM: Acting Group Manager – District Assets

URGENT ROLLESTON STREET STORMWATER REMEDIATION – UNBUDGETED EXPENDITURE APPROVAL

1. Summary

- 1.1. The purpose of this report is to seek approval for unbudgeted expenditure relating to the replacement of collapsing infrastructure, beneath the railway line on Gibson Quay at the south end of Rolleston Street Hokitika.
- 1.2. This issue arises from CCTV pipeline inspections undertaken by West Coast Regional Council, pre flood wall construction, showing serious fault and deformation at this location. The nature of the fault highlights the potential for catastrophic failure and collapse under the rail line.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approves the unbudgeted expenditure, so the Westland District Council District Asset team can coordinate contractors, KiwiRail and Westland Milk Products activities to undertake the replacement of infrastructure.

2. Background

- 2.1 The reason the report has come before the Council is that in August 2024, the District Assets 3 Waters team were made aware of a hole that had appeared near the railway line directly above the ø1000mm Rolleston Street stormwater reticulation pipe. Upon reviewing the supplied footage of existing pipelines for the Hokitika River floodwall upgrade, it was identified that the section of pipe where the hole had appeared was starting to collapse, along with several lengths of pipe underneath the rail corridor. The hole was made secure, and Westland Milk Products (WMP) informed.
The CCTV footage provided shows serious pipe deformation at both Livingstone Street and Rolleston Street stormwater pipelines. Livingstone Street has budget availability due to an already approved capital project planned for the asset, but the Rolleston Street fault and failure was an unknown issue. The criticality of where this fault is located requires urgent action.

3. Current Situation

- 3.1. The current situation is that Council staff have been liaising with stakeholders from Westland Milk Products and KiwiRail to agree on a timeframe for replacement works to be undertaken. The goal is to coordinate the works, so it creates the least disruption for transportation of products from WMP. The most opportune

time frame has been established for the 14th and 15th of December 2024. These dates work in with a KiwiRail preplanned maintenance on an unrelated part of the rail network, so rail and milk product movement disruptions will be minimalised.

- 3.2. Due to the hazardous nature of working within the rail corridor, beneath power supply infrastructure and a very constricted timeframe to complete the work, several contractors will need to be engaged to ensure both Rolleston Street & Livingstone Street remediations are undertaken with haste.

4. Options

- 4.1. Option 1: Council approves the unbudgeted expenditure and staff proceed with preparation of supplies, material delivery, and contractor engagement to undertake the works and final coordination with KiwiRail and Westland Milk Products.
- 4.2. Option 2: Delay the works until the next financial year with the project being included for the 24/25-year annual plan process.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified.
 - 5.1.1. There is high probability of catastrophic asset failure. This would halt train movements, stop production at a major local factory causing disruptions to industry suppliers, and has the potential to cause hazard to life through train derailment.

6. Health and Safety

- 6.1. Health and Safety has been considered and the following items have been identified.
 - 6.1.1. As noted in item 5.1.1, there is a potential for train derailment if this damaged infrastructure suffers catastrophic failure. The impact could be serious injury or fatality to KiwiRail train engineers or members of the public, if present at the time.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as Low.
 - 7.1.1. No public consultation is considered necessary. Council can approve due to the critical nature of the activity.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Authorise the unbudgeted expenditure to remediate the Rolleston Street stormwater pipeline in the rail corridor south of Gibson Quay.
 - 8.1.1. The item is unbudgeted expenditure and will be funded from depreciation funds.

An estimate for this work is between \$275,000 - \$300,000. This is based on in house knowledge and on previous cost associated with replacing the stormwater pipe on Bealey St under the railway line in 2017. Due to the nature of working within the rail corridor, beneath the power lines and short timeframe to complete the work, several contractors will need to be engaged to undertake this project. Staff will continue to negotiate, monitor and minimise costs pre-construction and during activities.
- 8.2. Option 2 - Delay the works until the next financial year and include the project as part of the 25/26-year capital expenditure listing.
 - 8.2.1. Although this option would allow more accurate quotes and costs to be obtained, there is a high level of risk associated with this option. Not using the December 2024 break in production / train movement would ultimately lead to the work not being undertaken until WMP off season in June – July the following year, after approval of Council budgets. The level of risk associated with a

catastrophic asset failure, as highlighted in items 5 and 6 is considered high in regard to potential personal injury, supply disruption to Westland Milk Products and reputational damage to Westland District Council.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1. Council authorise the unbudgeted expenditure to replace the failed ø1000mm stormwater pipeline under the rail corridor with haste.

9.2. The reason that Option 1. has been identified as the preferred option is that the risks noted previously outweighs the delay required to absorb this activity into the 2025 – 26 financial process. This work needs to be undertaken regardless of timeframe.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approve the unbudgeted expenditure required to undertake the urgent remedial works to the stormwater pipeline at the end of Rolleston Street on Gibson Quay, under the rail corridor.

Erle Bencich

Acting Group Manager – District Assets

Appendix 1: Rolleston Street pipeline photos.

Rolleston Street Stormwater Pipeline



Section Pictures - 26/09/2024 - 20120524161016us

Town or suburb	Location	Date of inspection	Asset ID	Section No.
Rolleston St, Hokitika	Rolleston St, Hokitika	26/09/2024	20120524161016us	1



41_20120524161016us_MC_.jpg, 00:20:48, 76.25m (10.96m)
Material change / steel back to CC-SR



42_20120524161016us_SV_.jpg, 00:21:13, 76.25m (10.96m)
The soil or trench material outside the pipe is visible through a defect from 7 o'clock to 3 o'clock / Gravel visible in open joint



40_20120524161016us_DFVL_.jpg, 00:20:48, 76.25m (10.96m)
Vertical deformed pipe, deformation resulting in a reduction in diameter of greater than 10% from 12 o'clock to 12 o'clock, start / pipe deformation starts after material change ~10%

Livingstone Street Pipeline

Section Pictures - 7/06/2024 - 20040415135626ds				
Town or suburb	Location		Asset ID	Section No.
Hokitika		7/06/2024	20040415135626ds	1



1020040415135626dsJDVS12.11.jpg, 00:04:30, 12.11m (4.31m)
 Joint vertical displaced, less than 10% of pipe diameter



1120040415135626dsDFVL16.06.jpg, 00:07:05, 16.06m (0.36m)
 Vertical deformed pipe, deformation resulting in a reduction in diameter of greater than 10%



1220040415135626dsIA16.42.jpg, 00:07:30, 16.42m (0.00m)

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Group Manager, Corporate Services and Risk Assurance

COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE APPOINTMENTS

1. Summary

- 1.1. The purpose of this report is to appoint elected members to the Council Controlled Organisation (CCO) Oversight Committee. The Committee terms of reference, attached as **Appendix 1** were adopted at Council meeting 27 June 2024.
- 1.2. This issue arises from the amalgamation of Westland Holdings Ltd (WHL) into Destination Westland Ltd (DWL) at 30 June 2024 and the subsidiary companies now directly reporting to Westland District Council (WDC).
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council appoint the following elected members to the CCO Oversight Committee, Deputy Mayor Cassin and Councillor Burden.

2. Background

- 2.1 The reason the report has come before the Council is due to the amalgamation of WHL into DWL and the need for an oversight committee to provide governance over the two remaining CCO's, DWL and Westroads Ltd (WRL).
- 2.2 Council has previously adopted terms of reference to the committee and determined that as per PwC guidance through the CCO review that the committee is chaired by an independent.

3. Current Situation

- 3.1. The current situation is that the recruitment of an independent chair is currently in progress and it is now timely to decide on membership of the committee.
- 3.2. Membership of the committee discussions have taken place between the Mayor and Chief Executive, a full council committee is deemed difficult to manage and is not seen as best practice. The Committee has no delegation and therefore would be bringing back recommendations to Council from a whole of Council committee.

3.3. The optimum number has been determined as 4 plus Iwi representatives. The Mayor by default, Independent Chair and two elected members potentially being Deputy Mayor Cassin, and Councillor Burden.

4. Options

4.1. Option 1: That Council appoint the following elected members to the CCO Oversight Committee;

4.1.1. Deputy Mayor Cassin

4.1.2. Councillor Burden

4.2. Option 2: That Council appoint any other elected members to the CCO Oversight Committee.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified: compliance and reputational risk by not following up on decisions made and lack of transparency through CCO's having no direction.

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 and appointment of committee members is administrative in nature.

7.1.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council appoint the following elected members to the CCO Oversight Committee. Deputy Mayor Cassin and Councillor Burden.

Both Councillors have advised the Mayor they would be available to sit on this committee and have the time to read papers for the meetings. They understand the terms of reference and what is required from this Oversight Committee.

8.1.1. There are no financial implications to this option.

8.2. Option 2 – That Council appoint any other elected members to the CCO Oversight Committee.

Elected members must be able to commit to the time of reading papers and attending meetings for an extra committee.

Four members will allow for a more efficient committee structure, increasing membership can make meetings less efficient. As the committee have no delegations to make decisions outside of reappointing directors, all decisions would be required to come to council. Regular updates will be provided to Council after each committee meeting, therefore elected members would be fully aware of CCO performance.

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 a whole of Council committee would be less efficient and would not increase transparency for elected members over having a smaller and more efficient committee chaired by an experienced independent chair.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council appoint Deputy Mayor Cassin and Councillor Burden to the CCO Oversight Committee.

Lesley Crichton
Group Manager, Corporate Services

Appendix 1: CCO Oversight Terms of Reference



TERMS OF REFERENCE FOR THE COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE

Title	Council Controlled Organisation Oversight Committee
Authorising Body	Mayor/Council
Status	Standing Committee
Quorum	Chair plus 2 members (must include 1 Councillor)
Adopted by Council	27 June 2024
Administrative Support	Chief Executive Office

This document outlines the Terms of Reference for the Council Controlled Organisation Oversight Committee.

The Chief Executive will be responsible for coordinating agendas and be the principal point of contact for committee members.

1. Purpose

The purpose of the Council Controlled Organisation Oversight Committee is to have a general overview of the strategy, direction and priorities of the Council Controlled Organisations, and monitor the performance and delivery on strategic outcomes of Council Controlled Organisations by:

- Review of CCO strategy documents
- Review of Statement of Intents
- Recommending to Council on the content of annual letters of expectations
- Monitor performance of each of the organisations
- Promoting a culture of openness and continuous improvement.

2. Responsibilities

Review of Strategy documents

- Ensure that the strategy documents align with Council direction and policy.
- Making recommendations to Council regarding approval of strategic plans and business plans.
- Review CCO requests for major transaction approval and recommend appropriate actions by Council.
- Monitor performance and risks related to the delivery of strategic outcomes.

Statements of Intent

- Recommend to Council on the content of the annual letters of expectations to each CCO.
- Review draft Statement of Intents (Sol) to ensure that the Sol provides clarity and direction for both the CCO's and Council.
- Recommendation of adopting of Sol's to Council.

Accountability and monitoring

- Review of Sol and recommending adoption to Council.
- Review of the CCO Annual Report, which must include a comparison of its actual and intended performance (as set out in its statement of intent) and audited financial statements and recommending adoption to Council.
- Review of half-yearly report for shareholders on the operations during the half year including information required by its Sol and financial information.
- Review of quarterly management accounts.

Director appointments and board evaluations

- Identify director appointments that have the requisite skills, knowledge and experience for the respective CCO board in line with the Council Controlled Organisation Director Appointment Policy.
- Make recommendations to Council for the appointment.
- Carry out director reviews and board reviews.
- Review remuneration and make recommendations to Council.

Other Matters

- Report half-yearly to Council on the performance against financial and non-financial KPI's as required in the Sol.
- Review CCO policies and suggest relevant changes.

3. Delegated Authority

- To appoint a specialist consultant or recruitment advisor to assist with shortlisting suitable candidates if required.
- To reappoint suitable directors without further approval from Council.

The CCO Oversight Committee can recommend to Council

- Recommendations as to the content of letters of expectation.
- Approval of strategic plans.
- Adoption of Statement of Intents.
- Adoption of Annual Reports.
- Appointment of suitable director appointments.
- Remuneration changes.

Power to delegate

The CCO oversight committee may not delegate any of its responsibilities, duties or powers.

4. Committee Meetings, records and reporting structure

- The committee will meet at least quarterly in each financial year.
- One meeting must consider the CCO's draft annual report prior to adoption of the annual reports by Council.
- Minutes of the committee be presented to the Council for its consideration.
- Report to the Council at least twice a year on the performance of the CCO's.
- The committee will be attended by a representative of External Audit for one meeting each year.

Role of Chair

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

- The Chair should take ownership of, and have final say in, the decisions about what business will be pursued at any particular meeting.
- The Chair should ensure that after each meeting appropriate reports (minutes) are prepared from the CCO Oversight Committee to the Council.
- Encourage good, open relationships between the CCO Oversight Committee, CE, Elected members and internal and external auditors.

Committee Membership

- Independent Chair
- Her Worship the Mayor
- TBA

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

The Committee shall record minutes of all its proceedings.

Adopted by Council – 27 June 2024
Updated 28.11.24 to reflect the changes in the Quorum

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Her Worship the Mayor

ADOPTION OF MEETING SCHEDULE FOR 2025

1. Summary

- 1.1. The purpose of this report is to provide a schedule of meetings for 2025 for Ordinary Council, Committee and Subcommittee meetings including Long Term Plan (LTP) Workshops.
- 1.2. This issue arises from the provision under cl 19(6) Schedule 7 of the Local Government Act 2002 (LGA) to adopt a schedule of meetings.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4 This report concludes by recommending that Council adopt the Schedule of Meetings for 2025 attached as Appendix 1.

2. Background

- 2.1 The reason the report has come before the Council is due to cl 19(6), Schedule 7 of the LGA, which allows Council to adopt a schedule of meetings.
- 2.2 Where a local authority adopts a meeting schedule, it may cover any period that the Council considers appropriate and may be amended from time to time. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. It does not replace the requirements under the Local Government Official Information and Meetings Act to also publicly notify each meeting.
- 2.3 Extraordinary meetings are called as required in accordance with cl 22(3), Schedule 7, LGA.
- 2.4 The schedule of meetings for the following year is normally adopted by the Council at their last Ordinary Meeting in December, however this year it was decided to adopt the schedule earlier than usual to allow better planning for diaries and to allow more lead-in time for scheduling working group meetings.

3. Current Situation

- 3.1 The current situation is that Council meetings are held on the fourth Thursday of every month, with the exception of the December Council meeting, which is held early to enable staff to complete actions prior to the Christmas holiday period. There is also a meeting planned for January 2025 next year to reduce the time between the final meeting of 2024 and the first meeting of 2025.
- 3.2 Council is required to adopt the next LTP by 30 June 2025 and dates have been scheduled for the LTP timetable of meetings and workshops.
- 3.3 Meetings of the Governing Body and its main committees are live-streamed and available for on-demand viewing by members of the public. Agendas for meetings are available on the Council Website.
- 3.4 In accordance with the Chief Ombudsman's Guidance, workshops are open to the public by default except where the provisions of the Local Government Official Information and Meetings Act 1987 apply.
- 3.5 Local body elections are held every three years, with the next election for members on Saturday 11 October 2025. Accordingly, the October Council meeting will be a Triennial Council Meeting under cl 21, Schedule 7 LGA. There are no Committee Meetings scheduled for November and December 2025 as the committee structure will be determined after the Triennial Council Meeting.
- 3.6 A proposed Schedule of Meetings for 2025 is attached at **Appendix 1**.

4. Options

- 4.1. Option 1: Adopt the 2025 Schedule of Meetings.
- 4.2. Option 2: Amend the 2025 Schedule of Meetings and adopt it.
- 4.3. Option 3: Do not adopt the 2025 Schedule of Meetings.

5. Risk Analysis

- 5.1. Risk has been considered and the following risk has been identified:
 - 5.1.1. Organisational Risk: Not adopting a meeting schedule for the following year would mean that it would be difficult to plan diaries for the entire year.

6. Health and Safety

- 6.1 Health and Safety has been considered and the following items have been identified
 - 6.1.1 The servicing of Committee and Ordinary Council Meetings has been considered to ensure that meetings are organised on a regular basis and planned in the diaries to provide staff to schedule in time for writing reports for meetings. There is a specified process that staff follow in writing reports.
 - 6.1.2 There are no Committees that meet outside of the ordinary working hours.

7. Significance and Engagement

- 7.1 The level of significance has been assessed as being of medium significance, as under the LGA notification of the schedule is required. Any amendment to the schedule constitutes a notification of every meeting on the schedule or amendment.

- 7.1.1. No public consultation is considered necessary as the meeting schedule will be made available on the Council Website.
- 7.1.2. All formal meetings of Council, Committees and Subcommittee meetings are live-streamed and available for on-demand viewing.

8. Assessment of Options (including Financial Considerations)

8.1 Option 1 – Adopting a Schedule of Meetings for 2025 ensures that staff can plan for meetings and can plan report writing time as required.

8.1.1. There are no financial implications in adopting a Schedule of Meetings.

8.1.2. The catering for meetings is a minimal cost as most meetings commence in the afternoons. If there are meetings or workshops planned for the entire day, then there may be catering costs incurred.

8.2. Option 2 - Amend the 2025 Schedule of Meetings and adopt it. Changing the schedule will mean that Council needs to confirm alternative dates for meetings. This will need to be done immediately so that diaries can be amended, and the public notified.

8.2.1. There are no financial implications in amending and adopting a Schedule of Meetings.

8.2.2. The catering for meetings is a minimal cost as most meetings commence in the afternoons. If there are meetings or workshops planned for the entire day, then there may be catering costs incurred.

8.3. Option 3 - Do not adopt the 2025 Schedule of Meetings.

8.3.1. Not adopting a schedule of meetings for 2025 would mean an unplanned approach to how and when meetings will be held. This would result in an ad-hoc approach to how Elected Members and Council Staff schedule their time and diaries.

9. Preferred Option(s) and Reasons

9.1 The preferred option is Option 1, to adopt the Schedule of Meetings of Ordinary Council Meetings, Committee, Subcommittee meetings and LTP workshops. All meetings are planned to be held in the Council Chambers, 36 Weld Street, Hokitika.

9.2 The reason that Option 1 has been identified as the preferred option is to ensure that there is an organised and planned approach to meetings to be held in 2025.

10. Recommendation(s)

10.1 That the report be received.

10.2 That the 2025 Schedule of Meetings as attached to the agenda be adopted.

Helen Lash
Mayor of Westland

Appendix 1: 2025 Schedule of Meetings

2025 Meetings Calendar

January	February	March	April	May	June	July	August	September	October	November	December
1 We New Years Day	1 Sa	1 Sa	1 Tu	1 Th	1 Su	1 Tu	1 Fri	1 Mo	1 We	1 Sa	1 Mo Westland Anniversary Day
2 Th Day After New Years Day	2 Su	2 Su	2 We	2 Fri	2 Mo Kings Birthday	2 We	2 Sa	2 Tu	2 Th	2 Su	2 Tu
3 Fr Council Office Opens	3 Mo	3 Mo	3 Th	3 Sa	3 Tu	3 Th	3 Su	3 We	3 Fri	3 Mo	3 We
4 Sa	4 Tu	4 Tu	4 Fri	4 Su	4 We	4 Fri	4 Mo	4 Th	4 Sa	4 Tu	4 Th
5 Su	5 We	5 We	5 Sa	5 Mo	5 Th	5 Sa	5 Tu	5 Fri	5 Su School Holidays End	5 We	5 Fri
6 Mo	6 Th Waitangi Day	6 Th	6 Su Daylight Saving Ends	6 Tu	6 Fri	6 Su	6 We	6 Sa	6 Mo Term 4 School Starts	6 Th	6 Sa
7 Tu	7 Fri	7 Fri	7 Mo	7 We	7 Sa	7 Mo	7 Th Risk & Assurance	7 Su	7 Tu	7 Fri	7 Su
8 We	8 Sa	8 Sa	8 Tu	8 Th Risk & Assurance	8 Su	8 Tu	8 Fri	8 Mo	8 We	8 Sa	8 Mo
9 Th	9 Su	9 Su	9 We	9 Fri	9 Mo	9 We	9 Sa	9 Tu	9 Th	9 Su	9 Tu
10 Fr	10 Mo	10 Mo	10 Th	10 Sa	10 Tu	10 Th	10 Su	10 We	10 Fri	10 Mo	10 We
11 Sa	11 Tu	11 Tu	11 Fri Tern 1 School Ends	11 Su	11 We	11 Fri	11 Mo	11 Th	11 Sa	11 Tu	11 Th
12 Su	12 We Council Rates Workshop	12 We	12 Sa School Holidays Start	12 Mo	12 Th	12 Sa	12 Tu	12 Fri	12 Su	12 We	12 Fri
13 Mo	13 Th Risk & Assurance	13 Th	13 Su	13 Tu	13 Fri	13 Su School Holidays End	13 We	13 Sa	13 Mo	13 Th	13 Sa
14 Tu	14 Fri	14 Fri	14 Mo	14 We Council LTP Hearings	14 Sa	14 Mo Term 3 School Starts	14 Th	14 Su	14 Tu	14 Fri	14 Su
15 We	15 Sa	15 Sa	15 Tu	15 Th Council LTP Hearings	15 Su	15 Tu	15 Fri	15 Mo	15 We	15 Sa	15 Mo
16 Th	16 Su	16 Su	16 We	16 Fri	16 Mo	16 We	16 Sa	16 Tu	16 Th	16 Su	16 Tu
17 Fr	17 Mo	17 Mo	17 Th Council Meeting	17 Sa	17 Tu	17 Th	17 Su	17 We	17 Fri	17 Mo	17 We
18 Sa	18 Tu	18 Tu	18 Fri Good Friday	18 Su	18 We	18 Fri	18 Mo	18 Th	18 Sa	18 Tu	18 Th Council Meeting
19 Su	19 We Council LTP Workshop	19 We	19 Sa	19 Mo	19 Th	19 Sa	19 Tu	19 Fri Term 3 School Ends	19 Su	19 We	19 Fri Term 4 School Ends
20 Mo	20 Th	20 Th	20 Su	20 Tu	20 Fri Matariki	20 Su	20 We	20 Sa School Holidays Start	20 Mo	20 Th	20 Sa School Holidays Start
21 Tu	21 Fri	21 Fri	21 Mo Easter Monday	21 We	21 Sa	21 Mo	21 Th	21 Su	21 Tu	21 Fri	21 Su
22 We Council Capex Workshop	22 Sa	22 Sa	22 Tu	22 Th Council Meeting	22 Su	22 Tu	22 Fri	22 Mo	22 We	22 Sa	22 Mo
23 Th Council Opex Workshop	23 Su	23 Su	23 We	23 Fri	23 Mo	23 We	23 Sa	23 Tu	23 Th Inaugural Council Meeting	23 Su	23 Tu
24 Fr	24 Mo	24 Mo	24 Th	24 Sa	24 Tu	24 Th Council Meeting	24 Su	24 We	24 Fri	24 Mo	24 We Council Offices Close 12 noon
25 Sa	25 Tu	25 Tu	25 Fri ANZAC Day	25 Su	25 We	25 Fri	25 Mo	25 Th Council Meeting	25 Sa	25 Tu	25 Th Christmas Day
26 Su School Holidays End	26 We	26 We	26 Sa	26 Mo	26 Th Council Meeting LTP Adoption	26 Sa	26 Tu	26 Fri	26 Su	26 We	26 Fri Boxing Day
27 Mo Term 1 School Starts	27 Th Council Meeting	27 Th Council Meeting - Adopt Draft LTP	27 Su School holidays End	27 Tu	27 Fri Term 2 School Ends	27 Su	27 We	27 Sa	27 Mo Labour Day	27 Th Council Meeting	27 Sa
28 Tu	28 Fri	28 Fri	28 Mo Term 2 School Starts	28 We	28 Sa School Holidays Start	28 Mo	28 Th Council Meeting	28 Su Daylight Saving Starts	28 Tu	28 Fri	28 Su
29 We		29 Sa	29 Tu	29 Th	29 Su	29 Tu	29 Fri	29 Mo	29 We	29 Sa	29 Mo Council Offices Closed
30 Th Council Meeting		30 Su	30 We	30 Fri	30 Mo	30 We	30 Sa	30 Tu	30 Th Extraordinary Council Meeting - Adopt Annual Report	30 Su	30 Tu Council Offices Closed
31 Fr		31 Mo		31 Sa		31 Th	31 Su		31 Fri		31 We Council Offices Closed

Public Holidays

Council Meeting

Risk and Assurance Meeting

Workshops

CE Review Committee Meeting

Tenders Committee

Hearings and Deliberations

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Community Services Manager

HOKITIKA MUSEUM: VISITOR ENTRY FEE FOR KURA POUNAMU – OUR TREASURED STONE (TEMPORARY EXHIBITION)

1. Summary

- 1.1. The purpose of this report is to seek approval to charge \$10 for non-Westland resident adults (over the age of 16 years) to enter the temporary, touring *Kura Pounamu – Our Treasured Stone* exhibition at the Hokitika Museum. The entry fee would be in place for the duration of the exhibition from 4th December 2024 to 27th April 2025.
- 1.2. The decision to open two Galleries of the refurbished Hokitika Museum in December 2024, ahead of a full permanent history collection opening in June 2025, meant the need for a temporary exhibition. Te Papa's touring *Kura Pounamu – Our Treasured Stone*, was an excellent choice given the significance of Pounamu to Westland. *Kura Pounamu* does, however, involve an exhibition fee payable to Te Papa. By charging a \$10 entry fee to non-Westland residents (over the age of 16), Hokitika Museum is seeking to offset the cost of the exhibition.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approve a \$10 entry fee to the Hokitika Museum for non-Westland residents (over the age of 16) for the duration of the *Kura Pounamu – Our Treasured Stone* exhibition.

2. Background

- 2.1 The reason the report has come before the Council is due to the desire to offset the cost of the temporary touring exhibition *Kura Pounamu – Our Treasured Stone*.

3. Current Situation

- 3.1. The current situation is that Council approved the seismic strengthening and upgrade of the Carnegie Building subject to a special consultative procedure on 24 November 2016.
- 3.2. On 27 July 2017 Council resolved to proceed to strengthen the Carnegie Building as recommended by Kevin Simcock and Les Singer to 100% NBS IL2.
- 3.3. In 2024 Council requested that the Museum upgrade and opening timeline but compacted to ensure an opening date before the end of 2024.

3.4. Two Galleries will open on 4th December 2024 with the temporary exhibition, *Kura Pounamu – Our Treasured Stone*. The full opening of the Hokitika Museum will be in June 2025.

4. Options

4.1. Option 1: Charge a \$10 entry fee to non-Westland residents (over the age of 16) for the *Kura Pounamu – Our Treasured Stone* exhibition, for the duration of the touring exhibition (4th Dec to 27th April 2025).

4.2. Option 2: Open the Museum on 4th December and allow entry to the temporary *Kura Pounamu – Our Treasured Stone* exhibition charging an entry fee that is the same as the admission fee in the Enhanced Annual plan 2024/2025 - non-Westland residents (over the age of 16) \$6 each

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified, Westland residents will not be charged an admission fee.

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 minimal

7.1.1.No public consultation is considered necessary as it is a special case of entry to a temporary exhibition.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – This is the preferred option, charging the entry fee will help to offset the cost of the temporary exhibition.

8.2. Option 2 - This option is not the preferred option as it will not help to offset the cost of the temporary exhibition.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option one.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approve a \$10 entry fee to the Hokitika Museum for non-Westland residents (over the age of 16) for the duration of the *Kura Pounamu – Our Treasured Stone* exhibition.

Marcus Waters
Community Services Manager

Report to Council



DATE: 28 November 2024
TO: Mayor and Councillors
FROM: Finance Manager

FINANCIAL PERFORMANCE – October 2024

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council’s financial performance for the month to 31 October 2024.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 October 2024.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Risk and Assurance Committee (R&A Committee), on a quarterly basis which includes non-financial information against KPI’s adopted through the Long Term Plan.

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 October 2024 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.Funding Impact Statement
- 3.3.6.Statement of Financial Position
- 3.3.7.Debtors
- 3.3.8.Debt position
- 3.3.9.Capital Report

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 October 2024.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 October 2024.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

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

8. Assessment of Options (including Financial Considerations)

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

9. Preferred Option(s) and Reasons

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

10. Recommendation(s)

- 10.1. That the Financial Performance Report for 31 October 2024 be received.

Lynley Truman
Finance Manager

Appendix 1: Finance Performance Report for 31 October 2024

Appendix 1



Financial Performance Year to 31 October 2024

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$10.66M	\$12.97M	\$(2.31)M
Is 21.11% less than the total budget of \$13.52M	Is 8.86% more than the total budget of \$11.91M	Is 244.19% less than the total budget of \$1.60M

SUSTAINABILITY

Rates to operating revenue **69.16%**

Rates Revenue	\$7.37M
Operating Revenue	\$10.66M

69.16% 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 **82.20%**

Operating revenue	\$10.66M
Operating expenditure	\$12.97M

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 82.2% of operating expenditure. Operating Revenue is less than Operating Expenditure for two main reasons: Grant timing, specifically Roading grants, majority of which is expected in the 2nd half of the year and non-cash loss on swaps \$0.54M. Further explanation can be found in the Notes to Revenue and Expenditure.

Interest to rates revenue (LGFA Cov.) **2.56%**

Net interest and finance	\$0.19M
Rates Revenue	\$7.37M

2.56% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.56% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue**1.77%**

Net Interest and finance	\$0.19M
Operating revenue	\$10.66M

1.77% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.77% indicates that interest revenue is less than interest expense.

Liquidity Risk (LGFA Cov.)**118.00%**

Gross debt	\$34.32M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$4.83M

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 118%.

Essential services ratio**20.55%**

Capital expenditure	\$0.45M
Depreciation	\$2.21M

Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roding. Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 20.55% of depreciation. 3 Water's spend is looking low as most active projects are at the scoping or design stages, or are yet to be started. Low spend in Roding is due to timing - expenditure is expected to ramp up in the summer months, including a reseal project of approximately \$1M.

Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	22,963	22,958	7,369	7,374	5	0.07%
Grants and subsidies	02	12,788	13,268	1,166	1,251	85	7.33%
Interest Revenue	03	1,229	1,121	373	482	108	28.94%
Fees and Charges	04	2,745	2,536	873	1,082	209	23.93%
Other revenue	05	1,674	1,678	478	473	(4)	(0.88%)
Total operating revenue		41,399	41,561	10,258	10,662	403	3.93%
Expenditure							
Employee Benefit expenses	06	7,349	7,162	2,394	2,581	187	7.82%
Finance Costs	07	1,844	1,760	587	671	84	14.30%
Depreciation	08	9,040	9,074	3,025	2,990	(34)	(1.13%)
Other expenses	09	20,258	19,587	5,819	6,728	909	15.62%
Total operating expenditure		38,491	37,583	11,824	12,970	1,146	9.69%
Operating Surplus/(Deficit)		2,908	3,978	(1,565)	(2,308)	(743)	47%

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

Rates revenue is relatively on track

02 Grants and subsidies

Freedom Camping grants are under budget by \$109k. A \$178k grant has been invoiced in *November*.

The budget spread for transport grants has been reviewed to align with expectations. Transport grants to date total \$762k.

03 Interest Revenue

Not included in the budget was the interest to be recouped from our CCTOs for loans held on their behalf. \$124k of the interest revenue relates to this CCTO interest, which is offset by the interest expense accrued for these loans - see Note 07 below.

04 Fees and charges

Building and resource consent fees are over by \$50k and \$49k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged). This is offset by consent processing costs of \$72k (Note 9). Waste disposal levy payments are \$47k over due to higher than expected tourist numbers and escalations.

05 Other Revenue

Non-cash gain on swaps have been budgeted \$50k, however the year has started with significant losses on swap value - see Note 09 for more detail.

2 thirds of the Local Water Done Well project has been recovered \$37k

06 Employee benefit expenses

No specific material variances.

07 Finance Costs

As mentioned in Note 03, the variance relates to interest expense on loans held on behalf of our CCTOs. This is offset by the revenue from the CCOs who bear the interest expense, plus a small margin.

08 Depreciation

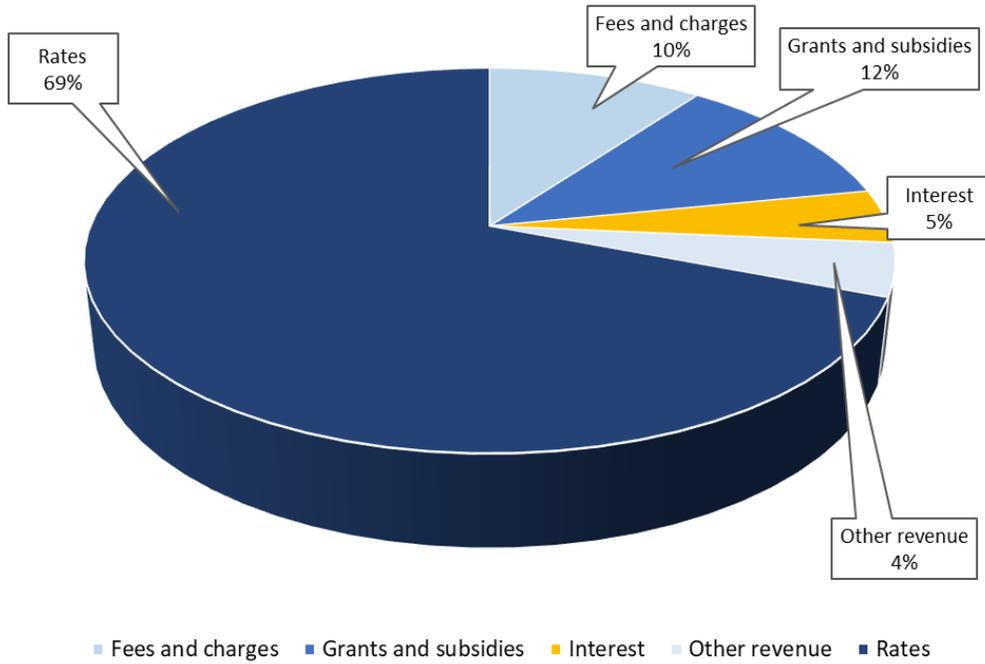
Depreciation is on track.

09 Other expenses

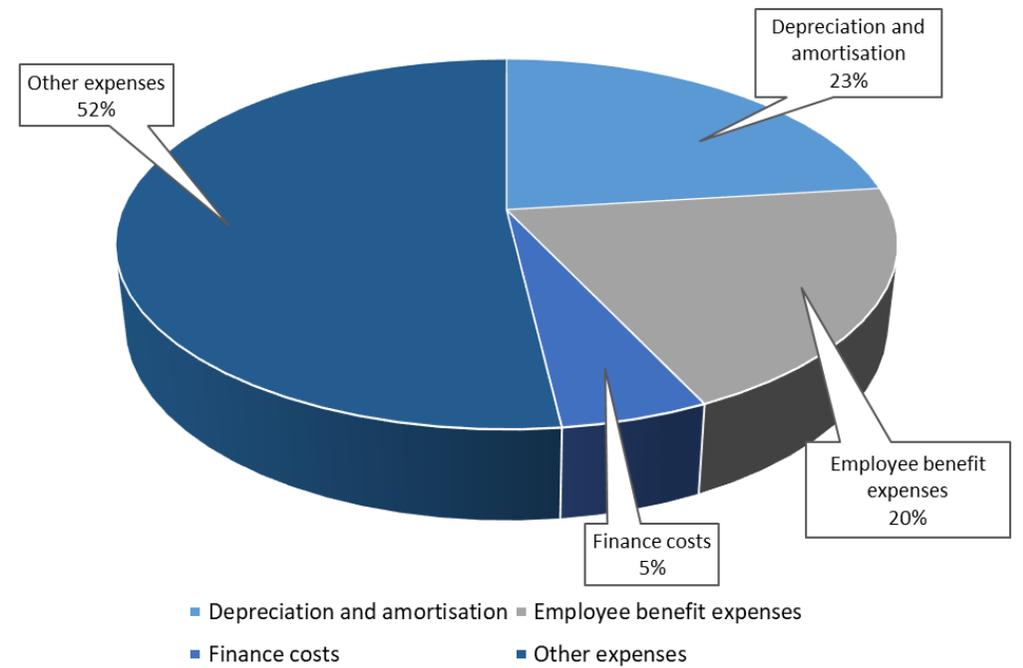
- Non-cash loss on swaps of \$548k has been recognized this year due to a significant drop in forecast interest rates.
- \$55k consultancy fees for the Local Water Done Well support package project - currently at preliminary stage. This is partially offset by the recoveries mentioned in Note 5.
- LTP audit costs of \$87k has a carry forward budget from last year at \$104k - The LTP audit is currently at the interim stage.
- Refuse collection costs are over by \$48k due to pricing escalations.
- Building and Resource consent processing costs total \$72k - offset by fees mentioned in Note 4.

Revenue & Expenditure Graphs

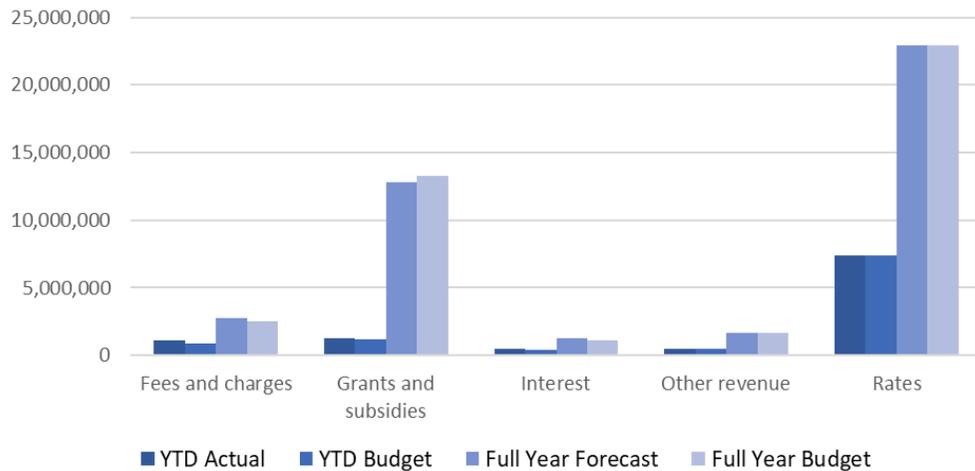
Operating Revenue Actual Year to October



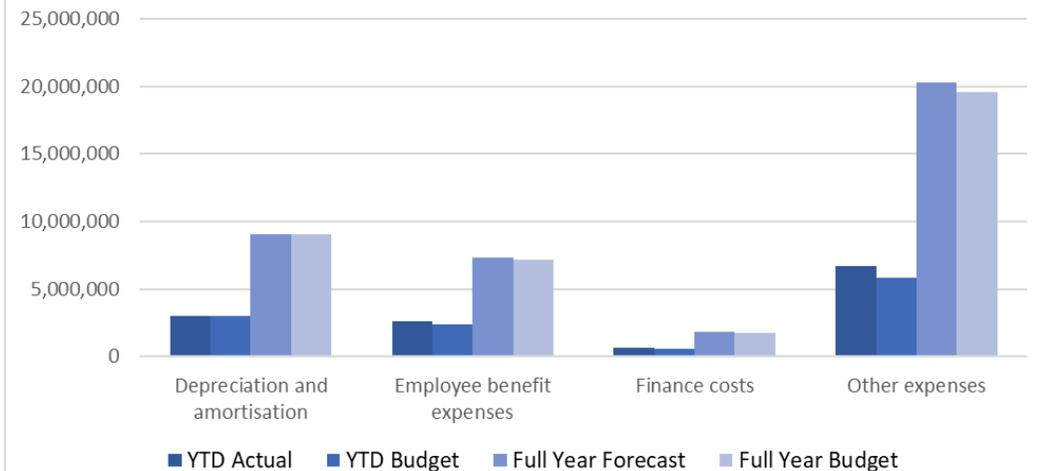
Operating Expenditure Actual Year to October



Operating Revenue



Operating Expenditure



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2024 Annual Plan \$000	2024 Annual Report \$000	2025 Annual Plan \$000	2025 Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	11,131	11,174	10,925	3,542
Targeted Rates	8,135	7,717	12,034	3,831
Subsidies and grants for operating purposes	2,638	3,508	4,242	843
Fees and charges	2,232	2,744	2,603	1,075
Interest and dividends from investments	518	1,482	1,371	482
Local authorities fuel tax, fines, infringement fees, and other receipts	985	1,413	1,360	481
Total Operating Funding (A)	25,639	28,038	32,534	10,253
Applications of Operating Funding				
Payments to staff and suppliers	21,916	25,210	24,306	9,309
Finance Costs	1,130	1,803	1,760	671
Total Applications of Operating Funding (B)	23,047	27,013	26,066	9,979
Surplus/(Deficit) of Operating Funding (A - B)	2,592	1,025	6,468	274
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	7,205	6,373	9,026	408
Increase (decrease) in debt	6,887	4,500	3,888	-
Gross proceeds from sale of assets	-	125	-	-
Total Sources of Capital Funding (C)	14,092	10,998	12,914	408
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	252	177	818	12
- to improve the level of service	10,600	6,656	7,600	767
- to replace existing assets	9,770	4,598	12,602	526
Increase (decrease) in reserves	(3,938)	591	(1,638)	(623)
Increase (decrease) of investments	-	-	-	-
Total Applications of Capital Funding (D)	16,684	12,023	19,382	682
Surplus/(Deficit) of Capital Funding (C - D)	(2,592)	(1,025)	(6,468)	(274)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Statement of Financial Position

	At 31 October 2024 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
Assets			
Current assets			
Cash & cash equivalents	5,015	7,022	5,320
Debtors & other receivables	6,527	3,776	3,613
Inventory	218	-	208
Tax receivable	-	-	-
Derivative financial instruments	84	53	181
Other financial assets	8,271	128	8,271
Total Current Assets	20,115	10,978	17,594
Assets held for sale			
Land held for sale	446	-	446
Total Assets Held for Sale	446	-	446
Non-current assets			
Council Controlled Organisation	12,480	12,695	12,480
Deferred Tax	-	-	-
Intangible assets	132	74	141
Assets Under Construction	6,787	16,450	5,435
Derivative financial instruments	134	642	441
Other Financial Assets	1,702	776	1,703
Investment property	-	-	-
Property, Plant and Equipment	530,824	555,720	533,816
Term Inventory	-	-	-
Total Non-current assets	552,058	586,357	554,016
Total Assets	572,620	597,335	572,056
Liabilities			
Current liabilities			
Creditors & other payables	1,749	3,825	3,548
Employee benefit liabilities	614	545	589
Borrowings	8,218	6,000	8,218
Derivative financial instruments	-	-	-
Other	5,485	619	987
Total Current Liabilities	16,067	10,989	13,343
Non-current liabilities			
Deferred Tax	68	-	68
Employee benefit liabilities	40	32	36
Provisions	3,137	3,335	3,137
Borrowings	28,826	31,707	28,826
Derivative financial instruments	161	-	18
Total Non-Current Liabilities	32,232	35,073	32,084
Total Liabilities	48,299	46,062	45,427
Net Assets	524,321	551,273	526,630

	At 31 October 2024 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
Equity			
Retained Earnings	162,439	178,124	164,747
Restricted Reserves	10,295	7,110	10,295
Revaluation reserves	351,458	365,878	351,458
Other comprehensive revenue and expense reserve	130	161	130
Total Equity	524,321	551,273	526,630

Debtors 31 October 2024

31/10/2024

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	27,701	13,174	11,418	68,605	120,899
Building Warrants	441	3,856	5,369	1,895	11,561
Resource Consents	47,093	820	2,545	29,823	80,281
Sundry Debtors	134,024	2,401	14,763	143,957	295,145
Grant Debtors	19,182	-	-	-	19,182
Grand Total	228,442	20,251	34,096	244,280	527,069

31/10/2023

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	49,699	6,888	17,091	57,047	130,725
Building Warrants	960	1,280	480	5,101	7,821
Resource Consents	12,950	2,900	10,981	17,800	44,631
Sundry Debtors	90,271	6,321	26,892	102,479	225,964
Grant Debtors	1,725,000	39,161	-	1,982,881	3,747,042
Grand Total	1,878,880	56,550	55,445	2,165,308	4,156,183

Grants outstanding as at 31/10/2024

Date Invoiced	Project	Total (\$)
22/02/2024	Custom House Restoration claim	19,182
		19,182

Rates Debtors 31 October 2024

Rates Debtors at 30 September 2024		635,286
Instalment	5,766,684	
Less payments received	(992,883)	
Paid in advance change	(1,035,784)	
Previous years write off's	(1,674)	
Write off's	(1,934)	
Penalties	-	
Discounts	-	
Court Cost	-	
		3,734,409
Total Rates Debtors at 31 October 2024		4,369,695
Arrears included above at 31 October 2024	4,369,695	
Arrears at 31 October 2023	3,633,406	
Increase/(decrease) in arrears		736,289

Rates debtors increased over October by 587.8% as the 2nd instalment of the year was invoiced in October. Rates are invoiced quarterly and the majority of payments are due on the 20th month following the invoice date, however we are continuing to arrange more payment plans which spread the rates cost over the year.

Debt Position

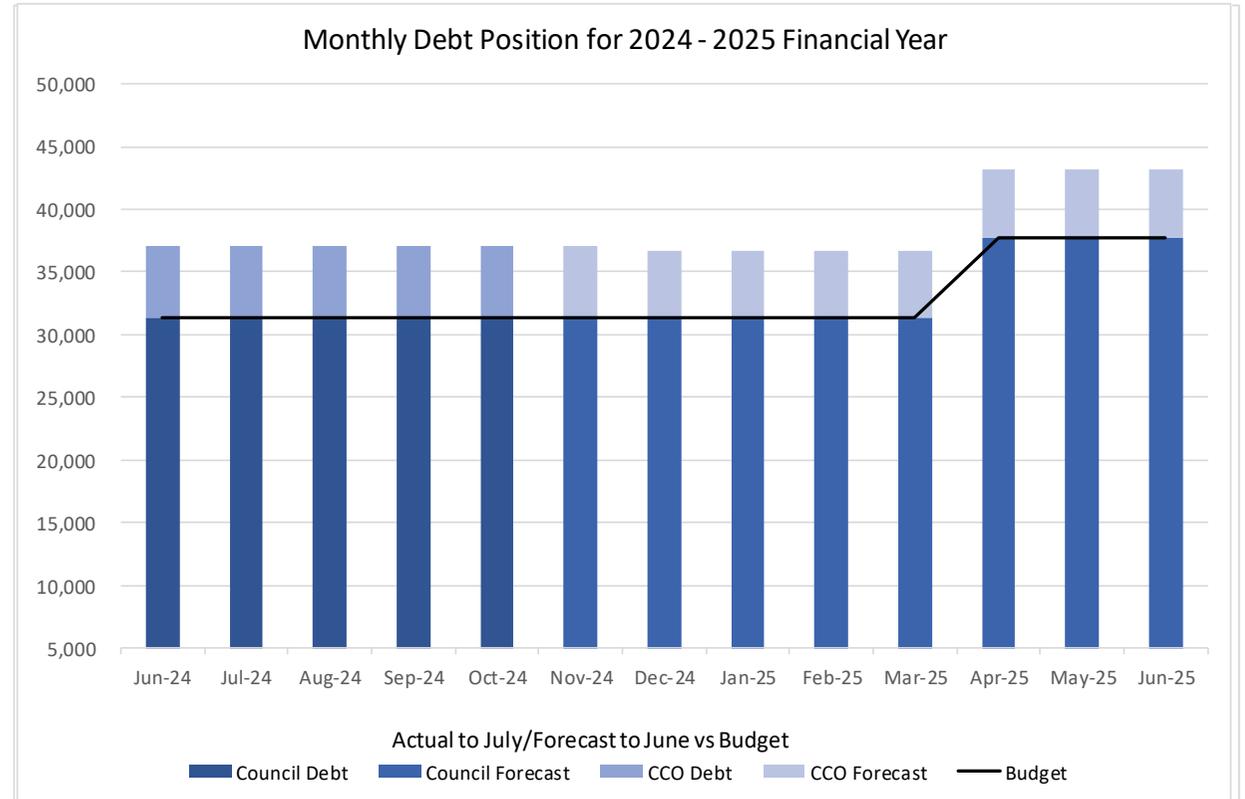
Debt Position 2024/2025 (\$000)

	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual Debt Position	37,044	37,044	37,044	37,044	37,044								
Budget	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	37,706	37,706	37,706
Forecast						37,044	36,744	36,744	36,744	36,744	43,132	43,132	43,132

Forecast Debt Position for 2024-2025 Financial Year

Forecast as at	Jun-24
Opening balance	37,044
Loan funded capex forecast	9,888
Forecast repayments	-3,800
Forecast balance June 2025	43,132

Figures include CCTO loans not originally budgeted for



Capital Expenditure

Capital Projects 2024/25			
As at 31/10/2024			
Project / Activity	YtD Expenses	Annual Plan	Forecast
Leadership	135,590	577,291	577,291
Planning & Regulatory Services	0	186,939	186,939
Library & Museum	20,556	113,126	113,126
Water Supply	85,272	2,516,011	2,516,011
Waste Water	210,942	4,555,618	4,555,618
Solid waste	73,701	767,891	767,891
Storm water	29,268	1,392,340	1,392,340
Cemeteries	871	98,129	98,129
Swimming pools	0	635,249	635,249
Facilities & leisure services - other	372,860	2,611,444	2,611,444
Parks & reserves	38,954	1,036,786	1,036,786
Land transportation	124,687	9,240,974	9,240,974
Better Off Funded Projects	238,455	622,586	622,586
Less Operational Better Off Funding	(105,151)	(392,804)	(392,804)
Total Less Operational Better Off Funding	133,304	229,782	229,782
Unbudgeted capital expenditure	32,784	0	0
Funded Projects	46,759	0	0
Total	1,410,699	24,354,384	24,354,384
Total Less Operational Better Off Funding	1,305,548	23,961,580	23,961,580

For full details, please refer to report from District Assets.