



AGENDA

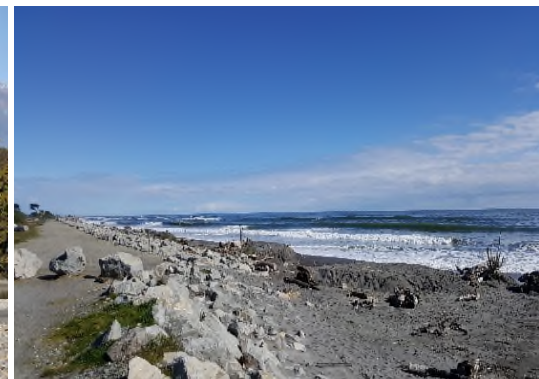
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 27 May 2021** commencing at **1.00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

Chairperson:	His Worship the Mayor	
Members:	Cr Carruthers (Deputy)	Cr Davidson
	Cr Hart	Cr Hartshorne
	Cr Kennedy	Cr Keogan
	Cr Martin	Cr Neale
	Kw Tumahai	Kw Madgwick



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

Council Vision:

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

Purpose:

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

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

1. KARAKIA TĪMATANGA

OPENING KARAKIA

2. NGĀ WHAKAPAAHA

APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA

DECLARATIONS OF INTEREST

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

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

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE

URGENT ITEMS NOT ON THE AGENDA

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

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

public, that the item will be discussed at the meeting; but

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

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

Minutes circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 29 April 2021**
- **Extraordinary Chief Executive’s Review Committee Minutes – 29 April 2021**
- **Extraordinary Council Meeting Minutes – 7 May 2021**

6. **ACTION LIST** (Pages 6 - 8)

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

- **National Park Management Plan** – Verbal presentation
Mark Davies, Director of Operations - Western South Island, Department of Conservation.
(Approx. 1.15pm)
- **Westland Covid-19 Vaccine Rollout** – Verbal Presentation
David Smith, Manager of Integrated Services – Southern, West Coast District Health Board
(Approx. 1.45pm)
- **National Bowel Screening Programme** – Verbal Presentation
Manaia Cunningham, Project Manager, West Coast District Health Board
(Approx. 2.15pm)

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

- **Financial Performance: April 2021** (Pages 9 - 25)
Prabath Jayawardana, Finance Manager, Westland District Council
- **Councillor Remuneration** (Pages 26 - 30)
Lesley Crichton, Group Manager: Corporate Services, Westland District Council
- **Adoption Of Terms Of Reference: Hokitika Waste Water Treatment Plant Project Oversight Subcommittee** (Pages 31 - 37)
Simon Bastion, Chief Executive, Westland District Council
- **Road Naming for Unnamed Roads in Kumara and Takutai** (Pages 38 - 48)
Simon Bastion, Chief Executive, Westland District Council
- **Capital Projects Update** (Pages 49 - 75)
Simon Bastion, Chief Executive, Westland District Council

9. ADMINTRATIVE RESOLUTION – ANZ Bank Master Mandate

10. CITIZENSHIP CEREMONY

(Ceremony to be held at approximately 3.00pm to be followed by a light afternoon tea with recipients, their guests and elected members.)

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

(to consider and adopt confidential items)

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Council Meeting 29 April 2021.	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2	Confidential Minutes – Extraordinary Chief Executive’s Review Committee Meeting 29 April 2021.	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.	Tender Award: 2020/21/06 Butlers Landfill Cell 2.	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 Recruitment.	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, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))
1, 3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2)(b))
1	Maintain the effective conduct of public affairs through: (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(i))
1,3	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 JUNE 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

27.05.21 - Council Meeting - Action List

Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
28.06.18		<p>Kaniere School Students – Cycle trail</p> <ol style="list-style-type: none"> 1. Crossing Progress 2. Crossing Placement 3. Site Visit <p>(3 Actions merged 26.11.20 and updated)</p>	Council staff to get back to the Kaniere School Students regarding the proposal.	Oct 2020	DA & CE	<p>The site for the crossing has been agreed. As part of the works planned at the crossing, additional footpaths are to be created and the road is to be realigned and changed to a T intersection.</p> <p>Design work for the Intersection yet to be developed due to other work commitments. Will release once completed.</p> <p>E.T.A will be 2 – 3 months away as the project needs to go out for Tender.</p>
22.08.19		Fox Landfill	Council support staff in progressing their investigations into the engineering methodology, financial implications and funding mechanisms of the long-term options.	June 2021	GM & DA	<p>Fox River Landfill dig out and transfer to Butlers is 100% completed and signed off by external consultants that all material has been removed. Rock wall remediation underway.</p> <p>Butler’s Landfill upgrade: tender award report in May council confidential meeting minutes.</p>
28.11.19		Iwi representation around the Council table	Mayor to write to the Minister of Local Government seeking advice. 25.03 – Meeting to be scheduled with Cr Hart and Cr Martin	In progress	Mayor & CE	<p>Response received from DIA. Further discussions to be completed on next steps.</p> <p>Meeting to be set to start the process. Cr Martin & Cr Hart to be involved.</p>
22.10.20		Hokitika Waste Water Treatment Plant	Provide monthly updates to Council	On going	CE & LS	<p>3 Waters Stimulus Funding Delivery Plan conditionally approved for the Hokitika WWTP feasibility work. More detailed milestones and costs to be submitted for approval. Stantec has been appointed to prepare a cost</p>

Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
						proposal and commence with the stakeholder engagement process. IWI workshop date to be confirmed. Meeting was held, report to Council to be presented today.
10.12.20		Committee/Subcommittee Meetings Structure	Review of the current structure.	April 2021	CE	Presented at the April Council meeting.
10.12.20		Speed Limit Register Review – Stage 2	Review of the speed limits on the below roads/areas: Kokatahi/Kowhitirangi Area Old Christchurch Road Kaniere Road Lake Kaniere Road and surrounding areas (Hans Bay, Sunny Bight, Lake Kaniere)	2021	KJ	ON HOLD - To be conducted post NZTA speed limits review.
10.12.20		Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	Second meeting held and agreed way forward. Require some engineering input and RC. Working with DoC on this. Cr Keogan to work on a Masterplan with the Community.
25.03.21		Enviroschools Letter	WDC staff to send a letter to the West Coast Regional Council ahead of their Long Term Planning process advocating for them to get behind the Enviroschools Programme.	Completed.	CE	Letter completed and sent 26.03.21. Letter has been loaded to Teams.
25.03.21		Mark Davies, DOC to speak at an upcoming Council Meeting.	Invite Mark Davies to speak to Council as the Operations Director around the issues DOC are facing with the National Park Management Plan. How can council Help? Update on Jobs for Nature.	April 2021	MS	Scheduled to speak at the May Council Meeting.

Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
25.03.21		Workshop with WHL Directors and DW	To be scheduled to discuss pensioner housing strategy to report back to the Economic Development Committee.	Pre May Meeting	CE	WHL to update council progress along with Sol & Governance Structure in June.
25.03.21		Kumara Gardens	Update to Council at the next meeting.	On going	CE	Council have advised the community of the process for applying for additional funding. Awaiting feedback.
25.03.21		Jobs for Nature	To follow up on progress and provide a funding update to Council at the next meeting. As part of the DOC Council Meeting presentation.	May 2021	CE	Part of Mark Davies update in May council meeting.

Report to Council



DATE: 27 May 2021
TO: Mayor and Councillors
FROM: Finance Manager

FINANCIAL PERFORMANCE: APRIL 2021

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the ten months to 30 April 2021.
- 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 May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 30 April 2021.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Audit and Risk Committee on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.
- 2.2. The Audit and Risk Committee received a report to the end of March 2021 and did not find any issues of concern.

3. Current Situation

- 3.1. The financial performance report has had some changes made to the format and the actual data presented.
- 3.2. The information in the report is now of a more 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.

3.3. 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.

3.4. The financial performance report to 30 April 2021 attached as **Appendix 1** and contains the following elements;

- 3.4.1. Sustainability report
- 3.4.2. Statement of Comprehensive Revenue and Expense
- 3.4.3. Notes to the Statement of Comprehensive Revenue and Expense
- 3.4.4. Statement of Financial Position
- 3.4.5. Revenue and Expenditure Graphs
- 3.4.6. Debtors
- 3.4.7. Debt position
- 3.4.8. Capital expenditure

4. Options

4.1. Option 1: The Council receives the Financial Performance Report to April 2021.

4.2. Option 2: The Council does not receive the Financial Performance Report to April 2021.

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 the report is for information purposes only.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

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

8.2. There are no financial implications to this option.

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

8.4. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the report is administrative in nature and to do nothing would create a financial risk 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 April 2021 be received.

Prabath Jayawardana
Finance Manager

Appendix 1: Financial Performance to April 2021

Appendix 1



Financial Performance Year to April 2021

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$30.46M	\$21.78M	\$8.68M
Is 50.29% more than the total budget of \$20.27M	Is 6.73% more than the total budget of \$20.41M	Against a budgeted deficit of \$(0.14m)

SUSTAINABILITY

Rates to operating revenue **42.71%**

Rates Revenue	\$13.01M
Operating Revenue	\$30.46M

42.71% 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 **139.83%**

Operating revenue	\$30.46M
Operating expenditure	\$21.78M

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 139.83% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **3.55%**

Net interest and finance costs	\$0.46M
Rates Revenue	\$13.01M

3.55% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.52%**

Net Interest and finance costs	\$0.46M
Operating revenue	\$30.46M

1.52% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.

Liquidity Risk (LGFA Cov.)**152%**

Gross debt	\$23.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$11.42M

Cash and cash equivalents includes a \$3M prefunded loan. 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 152%

Essential services ratio**136.55%**

Capital expenditure	\$6.64M
Depreciation	\$4.86M

Capital expenditure should be equal or more than depreciation for essential services. Year to date capex is 136.55% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Rooding.

Statement of Comprehensive Revenue and Expense

Statement of Comprehensive Revenue and Expense							
For the period ended April 2021							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	15,855	15,907	13,063	13,010	(53)	-0.40%
Grants and subsidies	02	8,812	5,593	4,678	14,248	9,570	204.57%
Interest Revenue		36	43	36	29	(7)	-19.53%
Fees and Charges	03	1,922	1,947	1,634	1,609	(25)	-1.52%
Other revenue	04	1,916	1,209	857	1,564	707	82.60%
Total operating revenue		28,541	24,700	20,267	30,460	10,193	50.29%
Expenditure							
Employee Benefit expenses	05	4,560	4,236	3,523	3,847	324	9.20%
Finance Costs	06	635	867	722	491	(232)	-32.07%
Depreciation	07	7,384	7,141	5,950	6,194	243	4.09%
Other expenses	08	13,410	12,373	10,214	11,251	1,037	10.15%
Total operating expenditure		25,989	24,616	20,410	21,783	1,373	6.73%
Operating Surplus/(Deficit)		2,552	84	(143)	8,677	8,819	

Notes to the Statement of Comprehensive Revenue and Expense

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

01 Rates

Rates income is lower than planned mainly due to decrease in metered water charges due to reduced tourism activities in the region.

02 Grants and subsidies

The variance of \$9.57m is mainly due to unbudgeted grants received for below projects;

- \$3.428m for 3 Waters Reform projects
- \$2.2m for Old Christchurch Road project and Cron street extension project
- \$400k for Jackson Bay wharf project
- \$539k for Community halls and War memorial renovation projects
- \$1.8m for Butlers new cell development project
- \$1.1m for Carnegie building project
- \$600k for Mayors task force job funding project
- \$128k for Waterfront development project
- \$70k received from NZ Libraries Partnership programme towards library staff cost
- \$122k for Haast potable water storage project
- \$64k for Franz water pump station project

These favourable variances are partially offset by lower than planned variances from NZTA (\$655k) and Responsible camping operational grants (\$215k). This is mainly due to operational reasons and budget phasing.

Although the YTD actual grant income is \$14.2m, only a portion of this will be recognized as income in this financial year based on spending and the remaining portion will be recognised in future years when grant conditions are met. This adjustment will be made at the year end and hence does not reflect in the YTD actual. However we have estimated that the forecast grant income will be \$8.8m based on forecasted spending and adjusted the grant income under full year forecast column to indicate the end of year position.

03 Fees and charges

Actual income is lower than planned mainly due to reduced refuse site fees (\$118k) due to low tourism activities in the region. This unfavourable variance is partially offset by the higher than expected LIM fees of \$32k and building processing fees of \$35k due to growing interest in the property market and unbudgeted parking site fees of \$26k charged to few customers in lieu of parking spaces .

04 Other Revenue

Actual income is higher than planned mainly due to a gain on swaps (\$401k) as a result of movement in market forces such as interest rates, Civil defence recoveries on the 2019-20 flood events (\$209k) and 3W infrastructure stocktake & water connection recoveries (\$54k) income none of which were budgeted for.

05 Employee benefit expenses

Actual salary cost is higher than planned due to additional grant funded library roles, establishment of an In-house Human Resources function and transfer of museum staff to Council from Destination Westlands Limited during the year none of which were budgeted for.

06 Finance costs

This variance is mainly due to lower than expected interest rate prevailing in the market and efficient liquidity management.

07 Depreciation and amortisation

Actual depreciation is higher than anticipated due to capitalisation of some significant Roding assets and Franz Josef Wastewater assets in last (2019-20) Financial year.

08 Other expenses

The variance is mainly due to unbudgeted expenditure incurred on Mayors Task Force for Jobs programme (\$177k) which is fully grant funded and unbudgeted roading expenditure; drainage maintenance is \$309k higher than planned due to effects of 2019 storm events, \$221k spent on additional bridge inspections, \$278k on special purpose road repairs and \$119k on storm damage emergency repairs. The roading expenditure is fully or partially subsidised by NZTA and therefore the true variance that is not due to unbudgeted additional grant is \$217k.

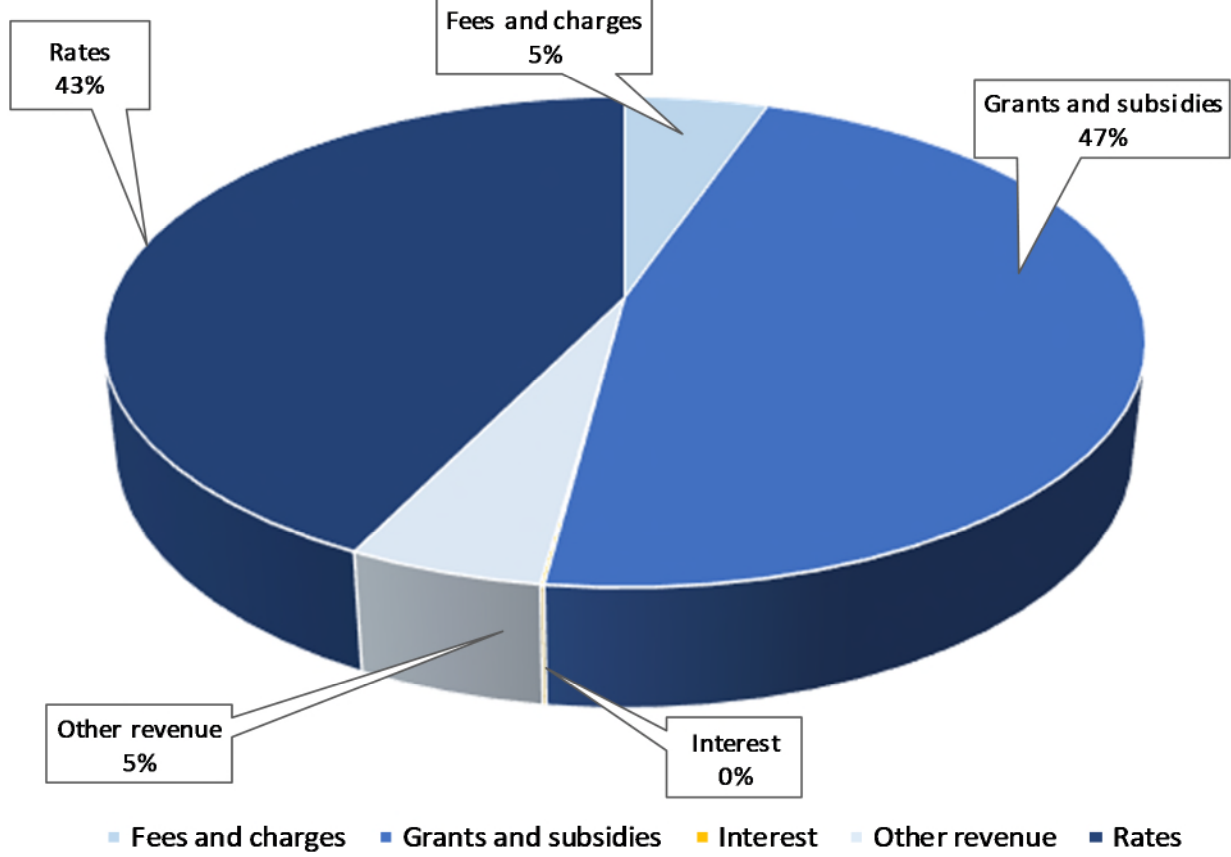
Statement of Financial Position

Statement of Financial Position			
For the period ended April 2021			
	April 2021 (\$000)	Annual Plan 20/21 (\$000)	Actual 19/20 (\$000)
Current Assets			
Cash & cash equivalents	11,409	3,689	5,123
Debtors & other receivables	6,499	5,251	4,211
Other financial assets	-	-	48
Total Current Assets	17,908	8,941	9,382
Non-current Assets			
Council Controlled Organisation	8,695	8,695	8,695
Intangible assets	56	329	74
Assets Under Construction	12,765	1,474	2,955
Other Financial Assets	465	366	314
Property, Plant and Equipment	399,497	407,540	405,665
Total Non-current assets	421,479	418,405	417,703
Total Assets	439,386	427,346	427,085
Current Liabilities			
Creditors & other payables	3,307	2,807	3,407
Employee benefit liabilities	522	374	476
Tax payable	3	3	3
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	34
Other	296	395	425
Total Current Liabilities	7,128	3,579	7,345
Non-current Liabilities			
Borrowings	20,818	25,626	16,618
Employee benefit liabilities	41	38	42
Provisions	2,040	2,222	2,040
Derivative financial instruments	642	673	1,097
Other Non-current liabilities	32	32	32
Total Non-Current Liabilities	23,574	28,591	19,829
Total Liabilities	30,702	32,170	27,174
Net Assets	408,685	395,175	399,912
Equity			
Retained earnings	159,862	142,381	151,089
Restricted Reserves	9,038	10,774	9,038
Revaluation reserves	239,721	241,956	239,721
Other comprehensive revenue and expense reserve	64	64	64
Total Equity	408,685	395,175	399,912

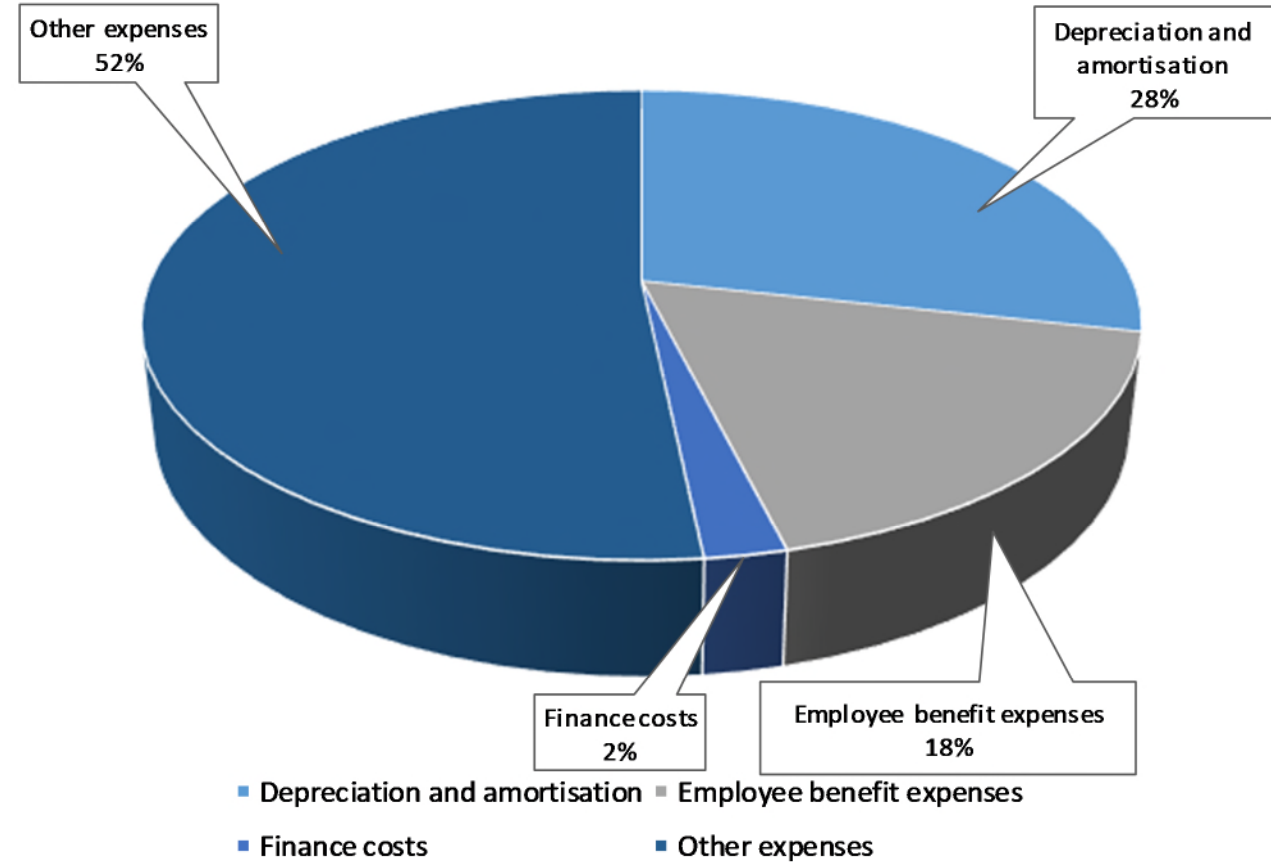
Note:

Cash & Cash Equivalents	\$
Unbudgeted Grants	5,005
Prefunding of LGFA Loan	3,000
Bank balance from operations	3,404
	<u>11,409</u>

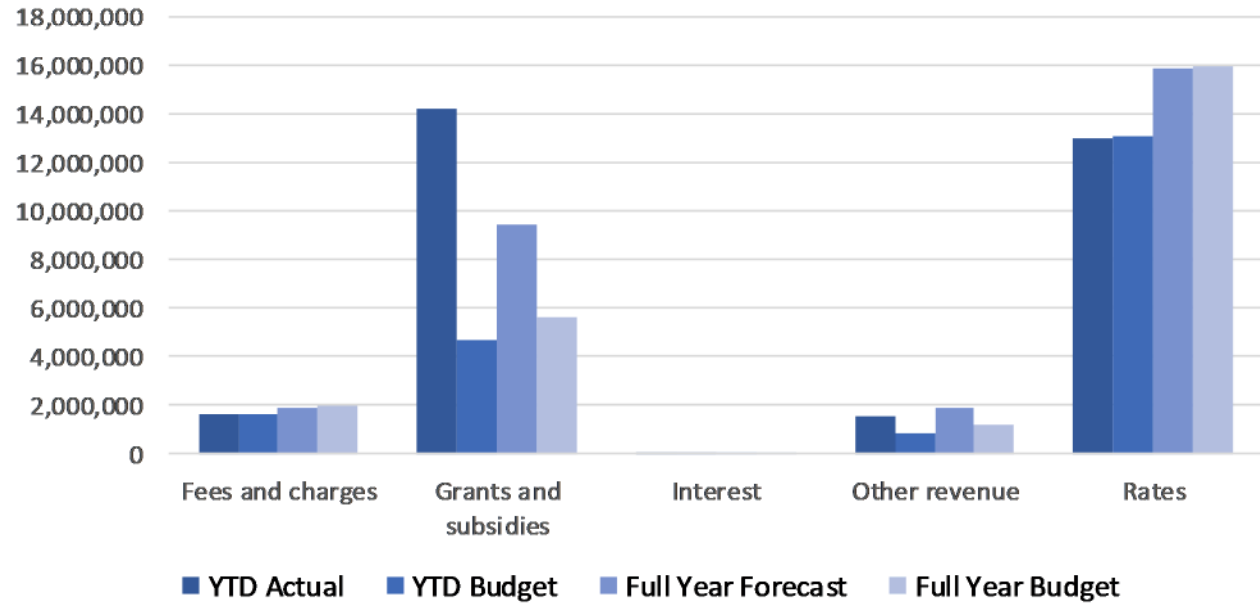
Operating Revenue Actual Year to April



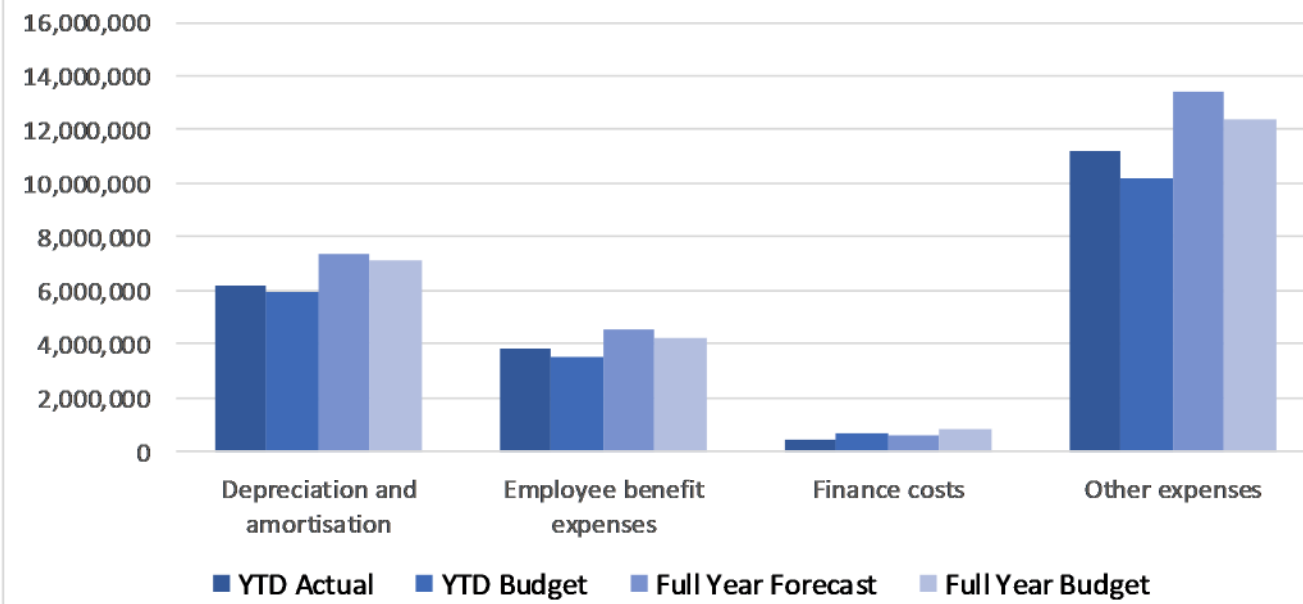
Operating Expenditure Actual Year to April



Operating revenue



Operating expenditure



Debtors as at 30 April 2021

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	28,910	2,274	1,689	22,871	55,745
Building Warrants	145	-	-	(290)	(145)
Resource Consents	-	186	26	(3,985)	(3,773)
Sundry Debtors	65,798	18,522	1,410,978	1,088,396	2,583,693
Grand Total	94,853	20,983	1,412,693	1,106,992	2,635,520

Rates Debtors as at 30 April 2021

Rates Debtors at 31 March 2021		599,149
Rates instalment	3,820,931	
Less payments received	-470,934	
Paid in advance change	-859,087	
Previous years write off's	-24	
Write off's	-3,040	
Penalties	-330	
Discounts	-127	
Court Cost	1,150	
		2,488,539
Total Rates Debtors at 30 April 2021		3,087,687
Arrears included above at 30 April 2021	3,087,687	
Arrears at 30 April 2020	3,059,312	
Increase/(decrease) in arrears		28,375

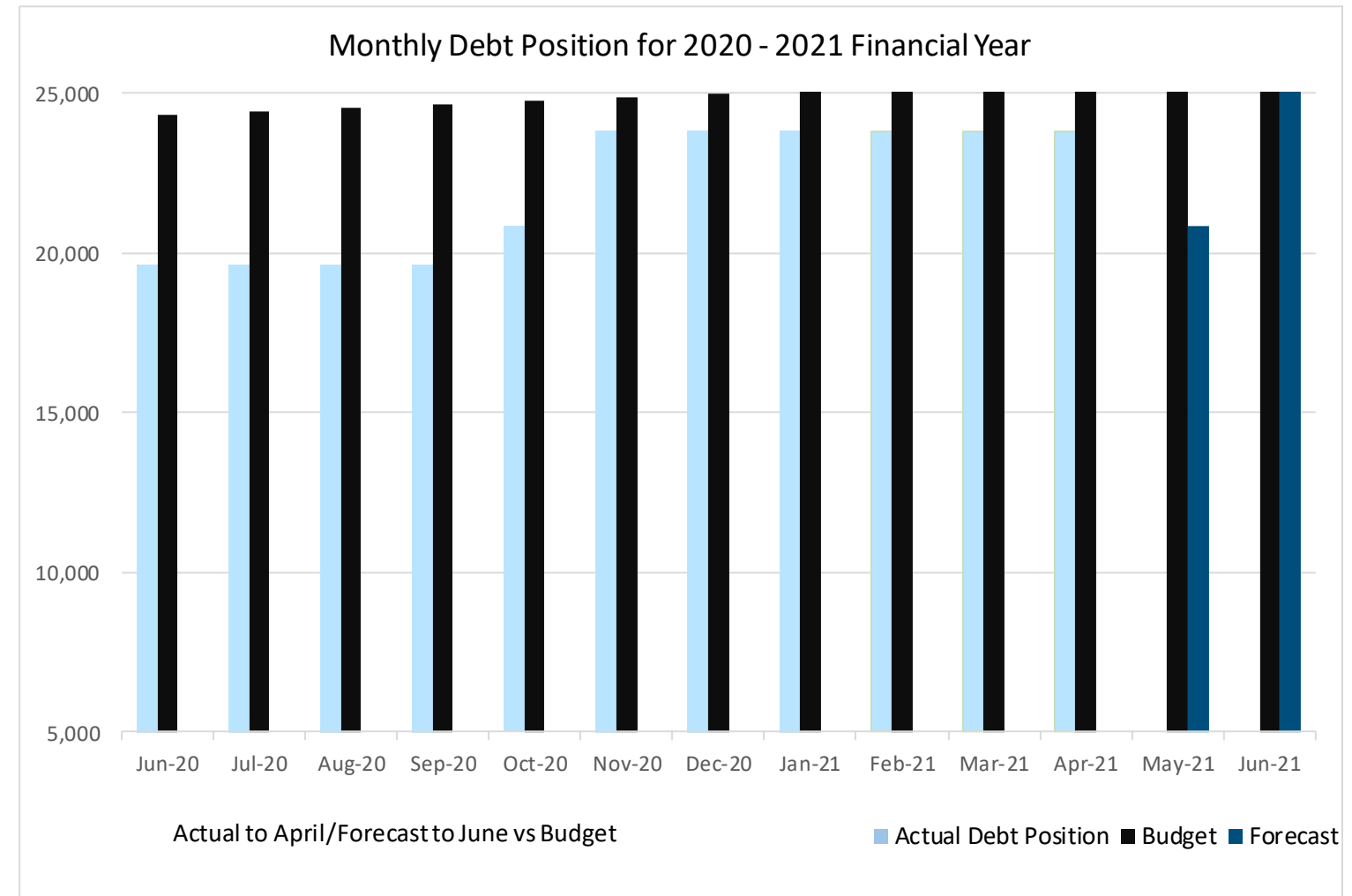
Debt Position

Debt Position 2020/2021 (\$000)

	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Actual Debt Position	19,618	19,618	19,618	19,618	20,818	23,818	23,818	23,818	23,818	23,818	23,818		
Budget	24,339	24,446	24,554	24,661	24,768	24,875	24,983	25,090	25,197	25,304	25,412	25,519	25,626
Forecast												20,818	25,618

Forecast Debt Position for 2020-2021 Financial Year

Forecast as at	Jun-21
Opening Balance	19,618
Loan funded capex forecast	10,200
Forecast repayments 2020-21	-4,200
Forecast balance June 2021	25,618



Actual debt includes prefunding of \$3m to repay a loan that is due to mature in May 2021 to take advantage of lower interest rates prevailing in the market.

Capital Expenditure

CAPITAL EXPENDITURE 2020-2021								
	Budgets		YTD Actual Expenditure	Budget Remaining	YTD Spent %	Notes	Commitments	Commitment as a % of Budget Remaining
	2019-2020 Carried Forward Budget	Full Year Annual Plan (AP)						
Leadership	51,810	371,112	241,417	222,391	57%	Main projects included in this section are Council HQ refurbishment project, Refurbishment of visitor area project, Council HQ generator project, Website development and teleconferencing equipment projects. All the projects are on track except for the refurbishment of the visitor centre area project which is on hold pending further discussions around the location of Council Chambers. Also included is the purchase of the motor vehicle for the CEO.	84,876	38%
Planning & Regulatory Services	-	6,000	-	6,000	0%	This is the Noise meter project which has been ordered in May.	-	0%
Facilities, and Leisure Services - Park & Reserves	102,278	847,710	4,291	945,698	0%	The main projects included in this section are Cass Square development projects (New Toilet, upgrade of playground equipment etc.), enhancement of WCWT project, Ross and Whataroa playground equipment upgrade projects. The Cass Square new toilets and the pavilion building improvements are now on hold as they are tied to the Masterplan for Cass Square and the race course. Apart from the proposed dog park which is not expected to be completed in this financial year, all projects are on track to be completed.	25,224	3%
Facilities, and Leisure Services - Other	1,815,857	1,291,395	1,791,921	1,729,051	58%	Some of the major projects included in this section are Pakiwaitara/Mountain Jade Building purchase project (Completed), Carnegie building project, Civil Defence emergency projects (Containers & Operations centre), Hokitika swimming pool, and Hokitika and Franz Josef revitalization plan projects. The Hokitika swimming pool works will not commence until winter and are not expected to be completed in this financial year. Some minor museum works are on hold. All other projects with the exception of Jacksons Bay Wharf, are expected to be completed as planned in this financial year.	892,997	52%

Solid Waste	183,523	515,000	136,612	561,911	20%	The Butlers intermediate capping project has been postponed until 2022 due to post Covid stimulus funding received to transfer the Fox Landfill waste to Butlers Landfill. The Fox Glacier landfill armoring project has been cancelled also due to the stimulus funded programme. Franz Josef landfill armoring, Haast capping, Hari Hari and Neils Beach landfill are all on hold. The remaining projects have either been completed or are expected to be completed as planned.	31,339	6%
Stormwater	1,625,312	1,382,240	155,880	2,851,672	5%	The Hokitika stormwater mains replacement and new developments are on hold and the Jollie St extension has been deferred until 2021/22. The design and scope of the Linvingstone St pump upgrade is in progress but this project is not likely to be completed in this financial year. All other projects are on track for completion as planned.	107,468	4%
Transportation	-	2,776,940	1,839,407	1,250,701	66%	All capital projects will be completed before the year end as planned. Some of the major projects included here are Sealed Road Resurfacing (completed), Unsealed Road Metalling, Structures Component Replace project, Drainage Renewals, Sealed Road Pavement Rehabilitation project, Local, and SPR Low Cost Low Risk resilience project (also completed).	20,000	2%
Wastewater	1,532,881	2,681,156	373,941	3,844,335	9%	All the projects are on track to complete in this financial year except for the Hokitika Outfall structure project which was cancelled due to change in project scope. However this has been replaced by the WWTP upgrade project which is being funded by post Covid stimulus funding. Other Major projects included in here are Franz Josef Pump Station Upgrade project which is now complete, Hokitika and Franz Josef Waste Water Mains Replacement projects.	92,574	2%
Water Supply	1,144,069	1,335,550	537,610	2,109,997	22%	The Fox Glacier Plant and mains upgrade projects had been awarded and is progressing. The Ross new intake project is currently under construction. Construction has commenced at the Arahura water treatment plant but is not expected to be completed in this financial year. Other projects are also on track to be completed.	570,227	27%

Total Capital Expenditure	6,455,730	11,207,103	5,081,080	13,521,755	29%	Due to the lags in receiving invoices from some major contractors, the value of outstanding commitments are now incorporated to provide a better indication of progress.	1,824,705	13%
Projects in WIP from 2019-2020	656,901	-	695,719	119,366	106%	The main projects included in this section are Sunset point development project which is almost complete and Franz Josef - Mains upgrade programme. All projects are on track to be completed in this financial year.	33,670	28%
Total Unbudgeted Capital Expenditure	17,918,712	-	4,058,332	14,589,979	23%	The main projects included here are the sealing of Old Christchurch Road (\$1.5M PGF grant funded), Butlers new cell development project (\$3.3M) which is on track but not expected to be completed in this financial year and the Stimulus Funded 3Waters Reform projects (\$6.9M) which are commencing as contracts are being awarded.	6,988,217	48%
Total Capital Expenditure	25,031,343	11,207,103	9,835,131	28,231,100	27%		8,846,592	31%

Report to Council



DATE: 27 May 2021
TO: Mayor and Councillors
FROM: Group Manager, Corporate Services

COUNCILLOR REMUNERATION

1. Summary

- 1.1. The purpose of this report is to resolve on a solution to the administrative error when informing the Remuneration Authority of Councils decision on the allocation of the remuneration pool as set by the Remuneration Authority in 2019.
- 1.2. This issue arises from the Audit NZ opinion on the Annual Report 2020 review of the remuneration paid to Councillors.
- 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 May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive this report, resolve on the Councillor Remuneration as set out in the remuneration tool to take effect from 1 July 2021 and request staff to inform the Remuneration Authority of the resolution.

2. Background

2.1. The reason the report has come before the Council is due to the Audit NZ audit and Audit Management Report 2020. Audit NZ determined that the Deputy Mayor was being overpaid. However, all Councillors are paid according to Council resolution made at the Inaugural Council meeting 24 October 2019.

2.2. Remuneration table as resolved on 24 October 2019.

Remuneration	From 18th October 2019	Day after official result
Deputy Mayor	47,913	Deputy Mayor Carruthers + chair
Councillor	22,527	

Councillor	22,527		
Councillor	22,527		
Councillor	22,527		
Councillor	22,527		
Councillor	22,527		
Councillor Inc chair	37,255	Committee	Cr Martin + chair
Total pool (not inc Mayor)	220,330		
Cr Carruthers total	47,913		
Cr Martin total	37,255		

2.3. The problem is how the remuneration tool was completed. Staff completed the tool as per the instructions. However, the tool only allows for a Deputy Mayor payment and a Chair payment. In fact, two new roles should have been created for 'Deputy Mayor and Chairman Capital Projects and Tenders Committee. Chairman Planning and Regulatory Services Committee and Community Development Committee.

2.4. The remuneration tool is very inflexible, and the instructions did not mention adding a role.

3. Current Situation

3.1. The current situation is that the remuneration authority was sent the information and Audit opinion for comment.

3.2. The remuneration authority agreed based on how the remuneration tool was completed, that the Deputy Mayor was overpaid.

3.3. The remuneration authority also accepts that under the Council resolution the Deputy Mayor was not overpaid.

3.4. To rectify this going forward, the Remuneration Authority request that Council resolve on the Councillor remuneration again and staff complete the remuneration tool including the roles 'Deputy Mayor and Chair of Capital Projects and Tenders Committee'. Chairman Planning Committee and Community Development Committee. Excerpt attached as **Appendix 1**.

3.5. There is no requirement for any repayments as this was clearly an administrative error. See table below. Councillors have been paid as per the resolution.

Remuneration (not including Mayor)

David Carruthers	47,913.00
Latham Martin*	37,255.00
Jane Neale	22,527.00

Anna Hart	22,527.00
Ian Hartshorne	22,527.00
Jennifer Keogan	22,527.00
Paul Davidson	22,527.00
Ryan Kennedy	22,527.00
Total pool as set by RA.	220,330.00

3.6. The resolution will confirm the original resolution 24 October 2019 and will apply from 1 July 2021.

4. Options

4.1. Option 1: Receive the report, resolve on the Councillor Remuneration as set out in the remuneration tool to take effect from 1 July 2021, and request staff to inform the Remuneration Authority of the resolution.

4.2. Option 2: Do not resolve on Councillor remuneration.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified, reputational risk due to the perceived overpayment to a Councillor.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being medium. The Community will want comfort that Council is addressing issues found in our Audit Reports.

7.2. No public consultation is considered necessary. Remuneration is based on a pool set by the Remuneration Authority and not subject to Community input.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Receive the report and resolve on the Councillor Remuneration as set out in the remuneration tool to take effect from 1 July 2021. There has been an administrative error, and the Remuneration Authority have provided a sensible solution. The solution involves a further Council resolution.

8.2. There are no financial implications to this option. The remuneration is based on a pool set by the Remuneration Authority that requires the whole amount to be used. Any further resolution by Council will not change that amount. Any perceived overpayment has been administrative in nature and no further action will need to be taken.

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 because the resolution is confirming a previous resolution. There is no financial implication to doing this. Council will then be fully compliant with the Remuneration Authority determination.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the Council resolve on the Councillor Remuneration as set out in the remuneration tool to take effect from 1 July 2021.

10.3. Request staff to inform the Remuneration Authority of the resolution.

Lesley Crichton
Group Manager, Corporate Services

Appendix 1: Excerpt Remuneration Tool

Proposed Remuneration for Councillors



Use this worksheet to calculate the proposed remuneration for the positions with additional responsibilities using dollar amounts.

Local authority: **Westland District Council**

Number of elected members (excluding the mayor or regional chair): **8**

Councillor remuneration pool (\$): **220,330**

Councillor minimum remuneration (\$): **18,725**

1) Enter proposed base remuneration for a councillor (\$): **22,527**

2) Enter name/title of proposed position with additional responsibilities	3) Enter number of members per position	Proposed councillor base remuneration (\$)	4) Enter proposed additional remuneration (\$)	Proposed annual total remuneration per member (\$)	Total (\$)
Deputy Mayor and Chair Capital Projects and Tenders Committee	1	22,527	25,386	47,913	47,913
Chairman Planning Committee and Community Development Committee	1	22,527	14,728	37,255	37,255
Councillor (with no additional responsibilities)	6	22,527	n/a	22,527	135,162

Grand total (\$): **220,330**

Balance of pool (\$): **0**

Report to Council



DATE: 27 May 2021
TO: Mayor and Councillors
FROM: Chief Executive

ADOPTION OF TERMS OF REFERENCE: HOKITIKA WASTE WATER TREATMENT PLANT PROJECT OVERSIGHT SUBCOMMITTEE

1. Summary

- 1.1. The purpose of this report is for the Council to adopt the Terms of Reference for the Hokitika Waste Water Treatment Plant (WWTP) Project Oversight Subcommittee.
- 1.2. This issue arises from the requirement of Council to honour its Partnership Agreement with Poutini Ngai Tahu signed in 2019 and to ensure Iwi is more involved in the planning and decision making on important topics and issues within the Westland District.
- 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 May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Terms of Reference for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.

2. Background

- 2.1. The reason the report has come before the Council is to oversee the governance of the Hokitika WWTP Project. The subcommittee honours the Memorandum of Understanding between Council and Poutini Ngāi (Kāi) Tahu in an equal partnership to support significant issues and projects within the Westland District Council boundary.

3. Current Situation

- 3.1. The current situation is that Council resolved on the 29 April 2021 to engage and consult with Iwi as part of the establishment of the Hokitika WWTP Project Oversight Subcommittee. Consultation has been completed and accordingly a draft Terms of Reference for the Subcommittee is attached to this report for adoption by Council.

4. Options

- 4.1. Option 1: Adopt the Terms of Reference and confirm the appointments to the Subcommittee.
- 4.2. Option 2: Request changes to the Terms of Reference and appointments to the Subcommittee.
- 4.3. Option 3: Do not adopt the Terms of Reference.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

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

7.2. No public consultation is considered necessary as the public will be made aware of any administrative changes via this report and attachments, and information will be available on the Council Website.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 is the preferred option which is to adopt the Terms of Reference for the Subcommittee.

8.2. Option 2 is not the preferred option.

8.3. Option 3 is for Council to determine.

8.4. There are no financial implications been considered, as Councillors only receive a payment for Chairing a Committee of Council and not a Subcommittee; however remuneration for Iwi representatives will be set at \$250.00 per meeting. A Koha will also be offered for utilisation of the Arahura Marae (when hosting). Both these items are unbudgeted.

8.5. The meeting fee has been determined using the Cabinet Fees Framework, as defined for "Group 4 - Other Committees and Other bodies" While this framework specifically applies to payment of fees of members of statutory and other bodies in which the Crown has an interest, using this framework enables Council to determine appropriate fees for members of a committee, not covered by the Remuneration Authority, as weighted against the following factor categories, skills, knowledge and experience, function, level, scope and authority, complexity of issues, and, public interest and profile.

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 establishment of the Subcommittee would become more streamlined and reporting would become more efficient for both elected members and staff. This would also ensure we honour our commitment when signing the MoU with Iwi as a partner in the decision making process for significant issues.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopts the Terms of Reference, including the membership for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.

10.3. That the Terms of Reference for the Committee be added to Part III of the Delegations Manual – "Delegations to Standing Committees/Other Committees".

10.4. That any changes to the Committee Structure be updated as required, in the Local Governance Statement.

Simon Bastion
Chief Executive

Appendix 1: Terms of Reference – Hokitika Waste Water Treatment Plant Project Oversight Subcommittee

TERMS OF REFERENCE

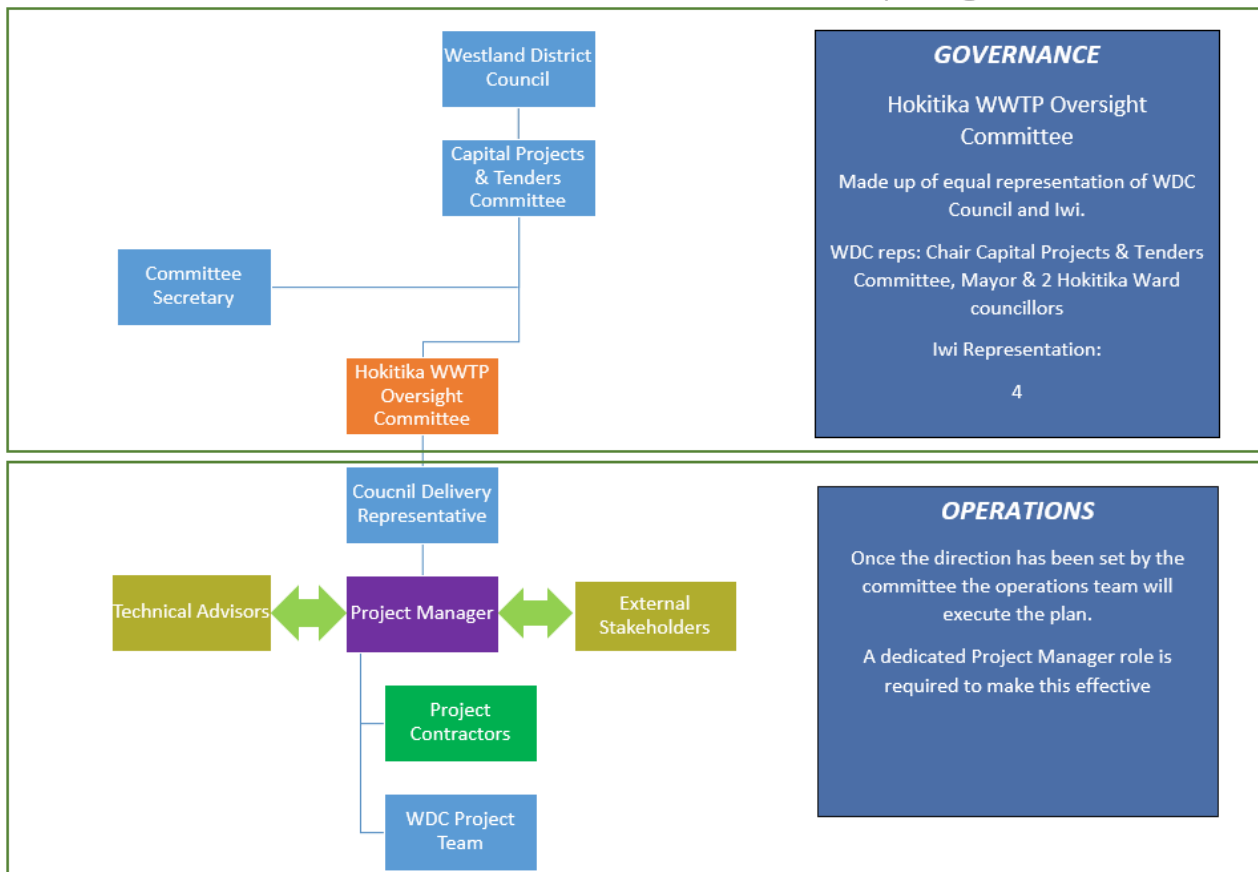
Hokitika Waste Water Treatment Plant Project Oversight Subcommittee

	Authorising Body	Mayor / Council
	Status	Subcommittee of the Capital Projects and Tenders Committee
	Title	Hokitika Waste Water Treatment Plant Project Oversight Subcommittee
	Approval Date	27 May 2021
	Term of the Subcommittee	Until the end of the Triennium
	Administrative Support	Chief Executive Office
	Quorum	The Chairperson and any two members.

Purpose

The purpose of the Hokitika Waste Water Treatment Plant (WWTP) Project Oversight Subcommittee is to oversee the Governance of the Hokitika Waste Water Treatment Plant Project. This Subcommittee honours the MOU between Westland District Council (EDC) and Poutini Ngāi (Kāi) Tahu in an equal partnership to support significant issues and projects within the WDC boundary. The makeup of the Subcommittee represents an equal partnership is to ensure stakeholders are represented to provide guidance on the strategy of the project.

Hokitika Waste Water Treatment Plant Governance & Reporting Structure



Responsibility

The Hokitika WWTP Project Oversight Subcommittee is responsible for the following:

- Defining the overall objectives and values of the Hokitika WWTP project.
- The contribution each proposal would have towards achieving the objectives.
- Financial sustainability of each proposal.
- Ensuring the prioritisation of projects reflects community needs.
- Working closely with all key stakeholders of the project.

In connection with the project, the Subcommittee shall receive regular reports from project management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events and progress to completion.
- Major project milestones, including variance analysis and mitigation strategies.
- Key issues or disputes and proposed mitigation strategies.
- Project budget updates, showing actual expenditures versus budget, use of contingencies and projected final expenditures.
- Assist with bridging project barriers outside the influence of staff.

Report to the Capital Projects and Tenders Committee via the Council delivery representative on a regular basis to provide updates as required.

DELEGATIONS TO THE SUBCOMMITTEE:

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards or guidelines that have been established and approved by Council;
- The overall priorities of Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Hokitika WWTP Project Oversight Subcommittee will have delegated authority to:

- Define the overall objectives and values of the Hokitika WWTP project.
- Power to co-opt technical advice as appropriate.
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself.
 - Where the Subcommittee's responsibility is limited to making a recommendation only.
 - Deciding significant matters for which there is high public interest and which are controversial.
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

Power to Delegate

The Hokitika WWTP Project Oversight Subcommittee may not delegate any of its responsibilities, duties or powers.

Membership

The Hokitika WWTP Project Oversight Subcommittee will comprise the following, one of which will be the chairperson:

- Chairperson (Chair of the Capital Projects and Tenders Committee)
- Ex-Officio – Mayor
- Iwi Representatives x 4
- Hokitika Ward District Council Representative x 2

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Oversight Subcommittee;
- Setting the agenda for Oversight Subcommittee meetings in conjunction with the Chief Executive; and
- Ensuring that all members of the Oversight Subcommittee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Oversight Subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

Remuneration

Remuneration for iwi representatives will be \$250.00 per meeting and be funded by Westland District Council. A Koha will also be offered for utilisation of the Arahura Marae (when hosting).

Quorum

The quorum at any meeting of the Oversight Subcommittee shall be the Chairperson and any two members.

Frequency of Meetings

The Oversight Subcommittee shall meet as required but not less than quarterly. Every alternative meeting will be hosted by Arahura Marae.

Relationships with Other Parties

- The Chief Executive is responsible for servicing and providing support to the Subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.
- The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.
- The Oversight Subcommittee acknowledges that there are a number of external stakeholders interested in the outcome of the project and whilst they do not form part of the membership of the Oversight Subcommittee they will be consulted on any aspect of the Subcommittee's work that they will be impacted by.

Contacts with Media and Outside Agencies

- The Oversight Subcommittee Chairperson is the authorised spokesperson for the Oversight Subcommittee in all matters where the Oversight Subcommittee has authority or a particular interest.
- Oversight Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Oversight

- The Chief Executive will manage the formal communications between the Oversight Subcommittee and its constituents and for the Oversight Subcommittee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Oversight Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Oversight Subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Oversight Subcommittee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by the
Hokitika WWTP Project Oversight Subcommittee on the XX XXX 2021.**

Report to Council



DATE: 27 May 2021
TO: Mayor and Councillors
FROM: Transportation Manager

ROAD NAMING FOR UNNAMED ROADS IN KUMARA AND TAKUTAI

1. Summary

- 1.1. The purpose of this report is to assign road names to two unnamed roads within the Westland District.
- 1.2. This report was previously brought to Council in April 2021, where it was resolved not to accept any of the names in the report pending investigation of alternative options.
- 1.3. The previous report failed to draw to the attention of Council the process applied in accordance with Council's Policy on Road Naming (Appendix 4).
- 1.4. Council's Policy on Road Naming specifies the process to be undertaken when considering assignment of names to new roads in subdivisions, private ways, renaming roads, and naming of existing legal but previously unformed roads.
- 1.5. This issue arises due to,
 - 1.5.1. A developer, in accordance with Council's Policy on Road Naming, has requested that a new road within a completed subdivision is allocated a name from the two options presented, Ricochet Road, and Haul Road.
 - 1.5.2. A resident of Kumara has requested that an unnamed road that they currently live on is allocated the name Boundary Road as this is the name that local residents have assigned to the road.
 - 1.5.3. Construction of dwellings on these unnamed roads whose owners are unable to connect to external utility services in the absence of an assigned road name and property number.
- 1.6. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.7. This report concludes by recommending that Council adopts the preferred road names, as submitted by the developer that have been put forward for consideration.
- 1.8. Alternatively Council may consider the application of alternative or Maori names which reflect cultural / environmental / social / economic aspects of areas defined within this report. Suggested alternatives include, Rimu, Matai, Titoki, Kowhai, Ti Kouka (local native trees), Korimako, Kereru, Kotuku, Weka, Pukeko (local native birds) Road, Drive, Terrace, or Rise.

2. Background

- 2.1. Council adopted a revised “Policy on Road Naming” in 2018 which sets out the rules under section 319(1)(j) and 319A of the Local Government Act 1974 to name roads (Appendix 4).
- 2.2. The Policy on Road Naming sets out criteria to be taken into consideration when considering names received from affected parties. Any name that does not favourably meet these criteria will not normally be accepted.
- 2.3. Where submitted names are not favourable, or do not meet defined criteria within the Policy, Council may determine alternative names, including a selection of Maori names.

3. Current Situation

- 3.1. There are three reasons why this report has come to Council.
 - 3.1.1. When Takutai Terrace development was extended up to the second terrace a road name was never submitted on the subdivision plans. Normal procedure for this is that names are suggested by a developer at the time of subdivision and these are tested for suitability by Council Officers prior to being finalised and included on the official plans. Once the plans are approved and submitted to Land Information New Zealand (LINZ) the name is officially registered. A name must be approved by Council (by way of resolution) for registration on the LINZ database.
 - 3.1.2. A resident in Kumara presently living along the unnamed road to the eastern edge of the Kumara Township has applied to have the name officially recognised by the local name by which it is known (Boundary Road). Presently the applicant has a property address allocated off the Otira Highway and they believe that this does not accurately represent their true location given the proximity to Kumara and the unnamed road that their property is situated on. As such they have requested a number to be allocated off the Unnamed Road.
 - 3.1.3. All the land parcels on these two sections of unnamed road need to be allocated street numbering. In order to do so the roads must first have names to allocate numbers to. The road off Takutai Terrace has started to have residential properties developed, in order for these properties to be connected to services such as power and phone they require an address. To have an address they require a road name so this matter is considered urgent. Presently the Kumara sections are numbered off the Otira Highway and these will need to be renumbered off the newly allocated road name. The residents are aware of this and have requested this to occur.
- 3.2. Of greater urgency, in the absence of an allocated road name and property number, in the event of an emergency requiring response from Fire, Police, St John Ambulance, or Rescue Helicopter, there is the real risk of properties being unable to be located, and / or significant delay in response.

4. Options

- 4.1. Option 1: Council names the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) “Boundary Road” and that the unnamed new section of road off Takutai Terrace (as detailed in appendix 2) be named “Ricochet Road”.
- 4.2. Option 2: Council names the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) “Boundary Road” and that the unnamed new section of road off Takutai Terrace (as detailed in appendix 3) be named “Haul Road”.
- 4.3. Option 3: Council allocates alternative names to those provided by the developer for Takutai Terrace Developments and the unnamed road at Kumara.

- 4.4. Option 4: Council allocates a name to the unnamed Road within Takutai Terrace Developments, and seeks public consultation for the unnamed road at Kumara.
- 4.5. Option 5: Council declines all suggested names and calls for public suggestions on suitable/acceptable names for these roads.

5. Risk Analysis

- 5.1. As detailed above, there is risk to Council in that consented construction of residential properties has occurred in the absence of a name road or property number. In the event of an emergency, requiring a response from the respective emergency services, there may be a delay or difficulty in responding to these properties due to their locations not being mapped.

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 largely an administrative formality.
- 7.2. Public consultation is not required under the Significance and Engagement Policy, however, Council may determine a preference to consult on all, or part of the recommendations below.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Council names the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) “Boundary Road” and that the unnamed new section of road off Takutai Terrace (as detailed in appendix 2) be named “Ricochet Road”.
- 8.2. Option 2 – Council names the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) “Boundary Road” and that the unnamed new section of road off Takutai Terrace (as detailed in appendix 3) be named “Haul Road”.
- 8.3. Option 3 - Council provides an alternative name for the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) and the unnamed new section of road off Takutai Terrace (as detailed in appendix 3) .
- 8.4. Option 4 - Council provides an alternative name for the unnamed section of road off Takutai Terrace (as detailed in appendix 3) and publicly consults on names for the unnamed road on the eastern side of the Kumara Township (as detailed in appendix 1).
- 8.5. Option 5 – Option 5: Council declines all suggested names and calls for public suggestions on suitable/acceptable names for these roads.
- 8.6. Cost for signs once names have been allocated will be approximately \$300 per site installed, however there will be an additional cost for staff time to carry out and evaluate a public consultation process. This could add a minimum of \$2000 to the overall process.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1 - Council names the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) “Boundary Road” and that the unnamed new section of road off Takutai Terrace (as detailed in appendix 2) be named “Ricochet Road”.
- 9.2. The reason that Option 1 has been identified as the preferred option is that names have been provided by the developer of Takutai Terrace Developments as required by Councils Policy on

Road Naming. Ricochet Road is the preferred option for Takutai as it provides a better and more unique and interesting connection to the mining history of the area.

- 9.3. Boundary Road is the only option provided for Kumara as the residents currently refer to this unnamed road by that name.
- 9.4. If Option 1 is not preferred by Council, then consideration of Options 3 and / or 4 are recommended to address the identified risk to existing property owners in the event of an emergency requiring a response from emergency services.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. Council resolves to adopt Option 1 - Council names the unnamed section of road on the eastern side of the Kumara Township (as detailed in appendix 1) "Boundary Road" and that the unnamed new section of road off Takutai Terrace (as detailed in appendix 2) be named "Ricochet Road".

Karl Jackson
Transportation Manager

- Appendix 1:** Map of unnamed road, eastern side of the Kumara Township, proposed name Boundary Road.
Appendix 2: Map of unnamed road, Takutai Terrace, proposed name Ricochet Road.
Appendix 3: Map of unnamed road, Takutai Terrace, proposed name Haul Road.
Appendix 4: Councils road naming policy.



Scale: 1:1000
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2361455.83170042,5839434.04452311
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Scale: 1:2000
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2342294.40934518, 5827855.41425865
2342691.74484302, 5828349.38356855

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POLICY ON ROAD NAMING

Revised and
Adopted by Council
27.09.18

POLICY ON ROAD NAMING



1. INTRODUCTION

- 1.1 This policy sets out rules section 319(1)(j) and 319A of the Local Government Act 1974 to name roads.

2. POLICY APPLIES TO

- 2.1 In addition to this document, the following documents set out the policies, rules and procedures relating to new roads, private ways, renaming roads and naming of existing legal but previously unformed roads.

3. POLICY STATEMENT

- 3.1 Council has the authority under section 319(1)(j) and 319A of the Local Government Act 1974 to name roads.

- **319 (1) The council shall have power in respect of roads to do the following things:**

(j) To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

- **319 (A) If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.**

New names are usually needed for new roads in subdivisions, or when a previously unformed road is constructed. Road names for new public roads, private roads, and rights-of-way are approved by Council to allow properties to have accurate addresses and can be easily located by emergency services, and be serviced for power, mail, and telecommunication.

4. DEFINITION

4.1 New Roads

For new roads being formed, the developer is invited to submit three names (in order of preference) with reasons for the suggestions, along with details of any consultation undertaken. When the new name has been confirmed, the developer of the subdivision shall pay Council for the required sign(s) and installation, and the standard format Council name sign shall be erected. If the

new road was previously an unformed road(s), then the Council shall meet the cost of sign(s) and installation.

4.2 Private Ways

It is the Council's policy not to directly name private ways, however if names are to be allocated to private ways, then the names shall be in accordance with the Road Naming Policy's Approval Criteria and Style Guide.

4.3 Renaming Roads and Naming of Existing Legal but Previously Unformed Roads

The request to alter existing road names or to name existing but previously unformed legal roads will be considered. If appropriate and agreed, the Council will decide on the road name. Where a road is requested to be renamed, a minimum of 85% of residents/property owners must approve of the change.

5. ASSESSING PROPOSED ROAD NAMES

The Council will assess proposed names from affected parties against the following criteria.

Names are required to:

- Reflect either the historical, social, cultural, economic or environmental identity of the local area and/or its community.
- Meet the guidance for choosing Māori names, if applicable. (*see Council Long Term Plan page 44*).
- Be supported with sufficient and correct information including explanation and context of the name.
- Not be likely to give offence or be inappropriate to use.
- Not be named after a living person.
- Not duplicate or be similar in spelling or sound to an existing road name in the district.
- Be shorter in length, rather than longer, especially where the road itself is short. A maximum of 15 letters (excluding the road type) is a suitable guideline.
- Be spelt correctly.
- Not contain abbreviations, initials or acronyms except for 'St' that can be used for 'Saint'.
- Not use the word 'The' as the sole name element (e.g. The Avenue).
- Not include a preposition (e.g. Avenue of the Allies).
- Not contain possessive apostrophes (e.g. St Georges Terrace, not St George's Terrace). Apostrophes forming part of an eponymous name may be included (e.g. O'Connor Road).
- Not contain a full stop.

- Contain only characters from the standard alphabet and macrons.
- Not contain hyphens.
- Not contain Arabic or Roman numerals. Numbers should be written in full.
- Not contain a directional or similar device as a suffix to uniquely define road extremities (e.g. White Road East and White Road West).
- Should only be named after an individual where that person has made an outstanding positive contribution to the life of that town, the district or the country

Any name that does not favourably meet these criteria will not normally be accepted.

6. REGULATIONS AND REFERENCES

6.1 **Regulations** AS/NZS 4819:2011 Appendix B – Road Types New Zealand.

7. RELATED WRITTEN POLICIES

7.1 No related policies are in force.

8. DELEGATIONS

8.1 Nil.

10. REVIEW PROCESS

This policy will be reviewed in 5 years' time.

11. APPROVAL

This policy will be reviewed and adopted by the Council.

Capital Projects at Westland District Council

Michael Teasdale

May 2021



Capital Projects – 3 Waters

Works recently completed:

- **Tancred St Stormwater Pump Station Upgrade**
- **Haast Reservoir Upgrade**



Capital Projects – Water Supply 2020/21

Project	Total budget	Progress
Fox Glacier Water Treatment Plant upgrade	\$ 777,600 incl. TIF funding	Underway. Marshall Projects Ltd. have been awarded this contract. Final design spec's being worked through.
Arahura Water Treatment Plant establishment	\$ 494,008	Contract awarded; procurement of equipment underway and on track.
Telemetry Upgrades on WTP's	\$141,011	On track with telemetry upgrades as various WTP's.
Kumara WTP Upgrade	\$8,000	Trial replacement of 1um filters with 5um to maintain operation efficiency.
Burst control valves at Hokitika and Whataroa WTP's	\$81,500	Deferred to 2021/22.

Capital Projects – Wastewater 2020/21

Project	Total budget	Progress
Hokitika WWTP upgrade	\$1,196,718	This is in conjunction with the 3 Water Reform Project – Feasibility Study. This budget is for equipment procurement.
Fox Glacier WWTP improvements	\$ 177,790	Underway. Access issues resolved.
Hokitika wastewater mains replacement	\$104,431	This work has been 50% completed (replacement of a section in Stafford St). Replacement of a section at Hou Hou Creek bridge is underway.
Franz WW pump station upgrade	\$ 195,000 (TIF funded)	Completed.

Capital Projects – Stormwater 2020/21

- Reports received from Stantec regards stormwater improvements for all Hokitika improvements.

Project	Total budget	Progress
Livingston Street pump station and pipeline upgrade	\$ 959,047	Options reports received from Stantec. Stantec progressing design.
Jollie Street and surrounding area investigation	\$ 323,405	Options report received from Stantec. Project deferred to next year to focus resources on Livingston Street.
Beach Street realignment	\$ 380,000	Options being reviewed.
Tancred St Stormwater Pump Station Upgrade	\$216,424	Completed.

Capital Projects – Solid waste 2020/21

Project	Progress
Intermediate capping of Butler's landfill	Completed.
Haast capping	To progress third quarter.
Bin replacements	Majority completed.
Fox Landfill Extraction	Completed.
Butlers Landfill cell construction	Tender evaluation report to go to May's Council meeting for approval.

Capital Projects - Leisure Services and Facilities

- **Recent works in progress:**
- Sunset Point Project – Completed. Toilets are operational. Power cabling has been installed to the Tambo. Working with The Lions Club investigating replacing Tambo safety railing.
- Carnegie Building Project – Tender has been awarded. Contractor has been given site possession until completion date.
- WCWT Lake Kaniere Stage 1 construction is essentially complete. MBIE input of \$215K. Overall budget overrun \$50k. Signage, minor tidy up and some planting to undertake



Capital Projects – Leisure Services 2020/21

Project Schedule	Total budget	Progress
Cemetery - Hokitika upgrade & expansion for the Muslim development	\$10,000	Earthworks completed; Discussions with Muslim community continuing to determine protocols and requirements.
Rebuild 3 bay pole shed & workshop	\$ 90,000	Tender awarded. Work is due to begin within the next few weeks.
Reseal roads within cemetery	\$26,200	To progress with resealing works programme, pricing underway.
WCWT Lake Kaniere Stage 1	\$160,000	Nearing completion, box culvert getting installed in coming week.
WCWT Taramakau major maintenance	\$50,000	Ongoing maintenance due to trail subsidence following rainfalls.
Mahinapua Viewing Platform	\$32,000	Subject to MB funding application.
Mahinapua/Rimu Shelters & Toilets	\$74,000	Subject to MB funding application.

Capital Projects – Leisure Services 2020/21

Project	Total Budget	Progress
Cass Square New Toilets	\$ 425,000	Deferred because of consultation around the future of Cass Square
Waterfront development	\$ 23,000 remaining	To implement design of Weld Lane beachfront meeting area including central meeting space. Another application for TIF Funding has been submitted for this project.
Elderly Housing Upgrades	\$ 157,200	Windows, insulation and heating upgrades being continued via Destination Westland.

Capital Projects – Leisure Services 2020/21

Project	Total Budget	Progress
Pakiwaitara (Mountain Jade) –	TBC	<p>Initial architects concept imagery and documentation is being finalised. Initial brief discussions are in progress.</p> <p>Current works:</p> <ul style="list-style-type: none"> • Weatherproofing - Ongoing. • Making upstairs habitable - Completed
Custom House	\$ 46,178	Working alongside Heritage Hokitika to plan and schedule construction works.

Capital Projects – Leadership 2020/21

Project	Total budget	Progress
Council HQ refurbishment & fitting out	\$ 171,116	Middle floor is completed; IT department relocated, Planning and regulatory services have moved to the top floor, District Assets are relocating to the middle floor.
Council HQ EQ strengthening	Unbudgeted TBC loan funded	Earthquake assessment report being finalised; Concepts have been finalised; To work through final design and staging.
Information Management DMS	\$ 164,585	In progress
IT Equipment renewals	\$ 110,725	In progress

Capital Projects – Transportation 2020/21

Recent works completed:

- Annual Reseal Programme Completed
- Removal of Wilson Creek Bridge from Haast Pass (this is a structure donated to Council by Waka Kotahi).
- Rockwork repairs on Upper Kokatahi Road at Styx.
- Cleanout of Tahua Creek on Dorothy Falls Road (This waterway is still unstable following the storm event from 2 years ago).
- Rock protection along Jackson River Road



Capital Projects – Transportation 2020/21



Work underway

- Cauldron Creek Bridge Replacement.
- Jackson Bay Rd – Slip clearing ongoing.
- Bold Head Road, replacement of 4 low strength bridges with concrete culvert pipes.
- Emergency reinstatement and slip clearing on Totara Valley Road.



Capital Projects – Footpaths 2020/21

- **Footpath works currently planned are:**
 - Whataroa - \$6k (Back Street Footpaths)
 - Ross – Areas yet to be confirmed targeting approximately \$10k.
 - Hokitika – Inspections for District approximately 90% completed, more detailed analysis of the inspections to follow.
 - Fox Glacier - Cook Flat Road to Lake Matheson footpath funded and constructed by DOC; 100% completed. To be owned and maintain by Council following defects liability period (1 year).

Capital Projects – Transportation 2020/21

Upcoming work (within next 2-3 months)

- Approach sealing on Milltown Road bridges – Carried out to reduce maintenance costs associated with potholing at bridge ends.
- Kaniere Pedestrian/Cyclist Crossing installation.
- Road condition rating surveys (carried out 2 yearly).

PGF Funding: Community Halls and War Memorials Renovations

Kumara Hall

Works completed:

- Replacing switchboard and rewiring.
- Insulation (ceiling and underfloor).
- Replaced spouting and storm water drainage.
- Plugged and concreted a historic mine (probably ventilation) shaft under south east corner of hall (under guidance of structural engineer).
- Engineers structural report completed, which has resulted in significant structural works required.

Forward work:

- Engineering design to resolve structural issues.
- Structural works including connecting piles to bearers, bracing the east wall and lintel of the stage to be realigned.
- Kitchen and bathroom upgrades on hold until structural works costing has been fully accounted.

Grey Power building

Works completed:

- Replacing windows on west side.
- Fixed leaks in roof and rescrewed entire roof.
- New stove in the kitchen.

Forward work:

- Exterior painting.

PGF Funding: Community Halls and War Memorials Renovations

Band Hall

Works completed:

- Plans for building consent completed and is with hall committee.

Forward work:

- Partial repile and re clad.
- New northern entrance.
- New internal wall to address structural challenges.
- Exterior and interior painting.

Kokatahi Hall

Works completed:

- Back wall recladding, insulation and additional bracing.

Forward work:

- Design of new east wall to deal with structural issues.

Note: There is probably not enough budget to build the new wall without the hall committee contributing. This has been discussed with them, as this was not in the original scope.

PGF Funding: Community Halls and War Memorials Renovations

Bruce Bay Hall

Works completed:

- Initial electrical work.
- Plans for building consent completed.
- Committee revised plan and scope.
- Final agreement on entrances reached this week.

Forward work:

- Amend and lodge building consent.
- Piling.
- New rear entrance.
- Upgrade front entrance.
- Covered porch at rear.
- Window replacement.
- Accessible toilet.

Waitaha Hall

Works completed:

- Building washed and rusted cladding replaced.
- Building rewired and new lights installed.
- Building consent lodged.

Forward work:

- Piling.
- Painting.
- Water tanks and filtration system.

PGF Funding: Community Halls and War Memorials Renovations

Haast Hall

No committee for the hall. Broad agreement from community to be earthquake strengthened and fit for purpose as a civil defence shelter.

Works completed:

- Seismic assessment

Forward work:

- Engineering design to bring up to standard at IL4 so it can be effective as a Civil Defence welfare center post an AF8 event.
- Reroof and fix of roof issues.
- Replace verandah post and wood ramp.
- Earthquake Strengthening works for bracing portal frames to improve 36%NBS at IL4.
- Refurbish bathrooms and showers, including gas hot water system.
- Upgrade kitchen.
- Subject to budget – Water tanks installation and generator.

Okuru Hall

Works completed:

- Building consent lodged.

Forward work:

- Piling.
- Replace older half of roof.
- Accessible toilet.
- Some relining and closing off of server to address structural issues.
- New kitchen.

Infrastructure Reference Group Funding Projects

- Solid waste management: Fox Landfill Waste Removal and Butlers Landfill Cell - \$3.3m
- Cron Street extension -\$1,2m/ Cron Street footpath extension -\$300k
- Old Christchurch Road seal extension - \$3,2m
- Jackson Bay wharf - \$500k(additional to \$500k already approved)
- Hokitika swimming pool renovation - \$3m



Hokitika Swimming Pool Upgrade

- Concepts finished (see photos)
- ROI has been advertised – Calling for contractors and sub trades.
Due back by May 27.

Forward work:

- Building consent application
- Tender will be scheduled following ROI submissions.



Franz Josef - Cron Str extension

- Contract works underway and progressing well with the footpath works approximately 70% complete. Gibb Memorial Drive upgrade works underway and reticulated services installation approximately 30% complete.



Fox Landfill Waste Removal and Butlers Landfill Cell

Fox River Cleanup – Completed.

Fox landfill excavation – Completed. 15,900 tonnes of waste was successfully removed from Fox Landfill and transported to Butlers.

Butlers Landfill New Cell – Awaiting tender approval.



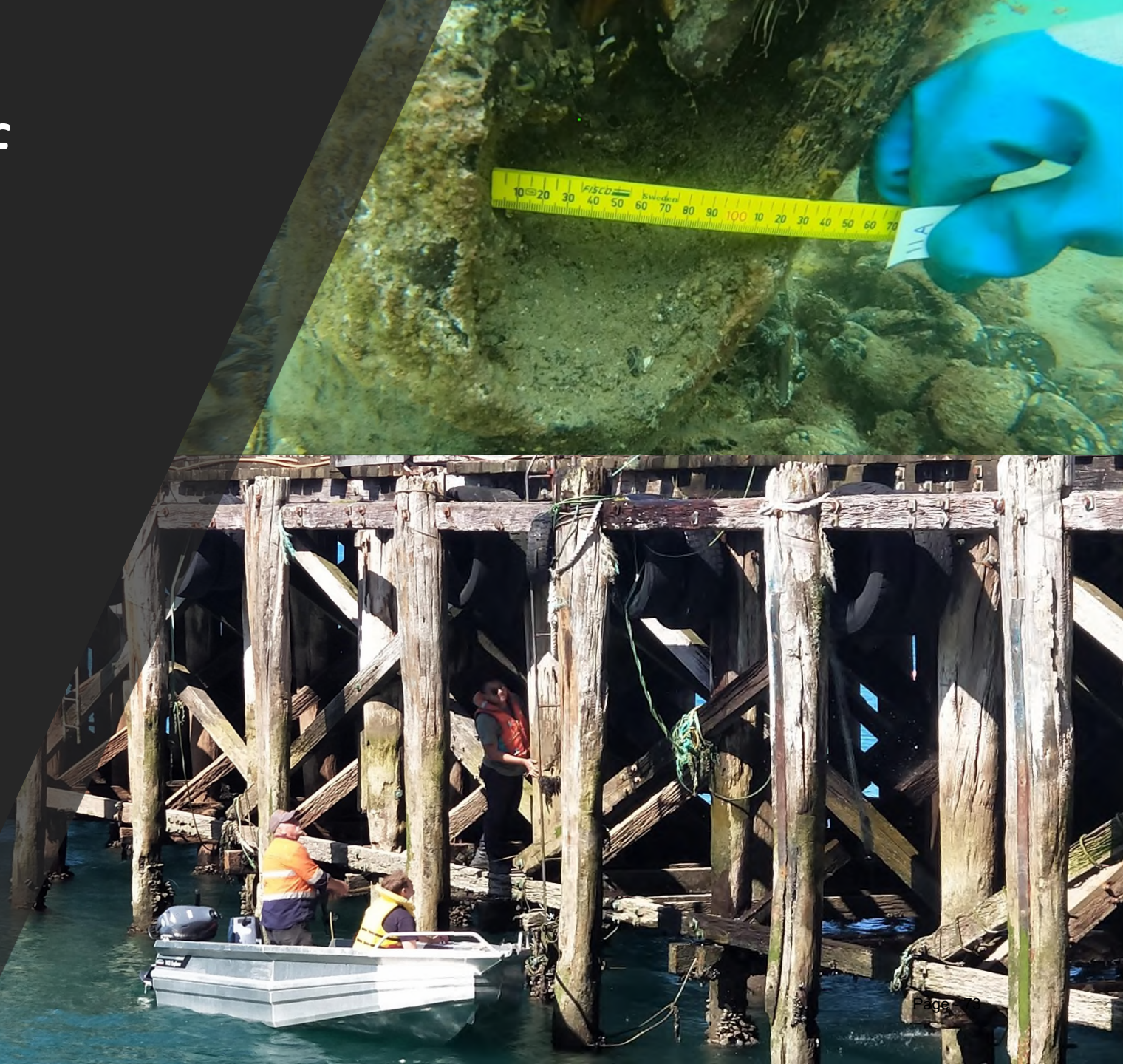
Old Christchurch Road seal extension

- Separable Portion 1 of 3 around 95% complete with sealing to Duffers Creek Road completed.
- Separable Portion 2 has bulk earthworks completed and final pavement being worked on now. Approximately 40% completed.
- Quarry operations continue for road base materials.
- The current forecast for this project is that Separable Portions 1 & 2 will be completed however funding will run out before Separable Portion 3 can be completed. Extra earthworks and unexpected items have caused the first 2 sections to be more costly than anticipated.



Jackson Bay Wharf

- Materials have been delivered to site.
- The diving inspection on the Wharf now completed following good weather and completed water blasting the deck in preparing for works.
- Bearer beam and corbel replacement has been progressing well.
- The contractor has experienced delays in getting the pile driving rig to site however this has now been remedied and the first replacement piles are set to be driven within the next week.
- Contractor to maintain a single lane access to the wharf for commercial fishing operators unloading. The contractor has offered a barge available for loads to and from the wharf if required.



Government 3 waters reform stimulus funding

3 Waters Reform Update:

- Government's water reform stimulus funding offer from the Crown: WDC funding total \$6.9m.
- The initial and Q2 report have been received and accepted.
- Q3 report is due 10th July.
- Next funding installment due in July (\$1.68M).
- All projects have commenced, either scoping, procurement or physical works.
- All projects are to be completed by 31st March 2022.

Government 3 waters reform stimulus funding

- 43 projects in total:
- Hokitika WWTP - Feasibility Study and Design. Stantec workplan received. Project objectives being developed and consultation/options workshops have been undertaken with an oversight / governance group set up.
- Whataroa WTP - new bore installed with variation to consent approved. Next step is headworks installation
- Contracts have been let and work underway for pipe replacements for water and wastewater in the District.
- Generators for WTP's and WWTP's have arrived and will be installed in the coming months.
- Contracts have been let for new reservoirs for Hokitika and Franz Josef.
- Contracts have been let for the Inflow & Infiltration investigation and CCTV of the wastewater and stormwater network to determine mains efficiency across the district.
- Haast and Fox WWTP - new septage receiving equipment have been ordered.
- Ross WTP replacement membranes have been ordered.
- Fox WWTP – connection with power, so upgrade improvements can be implemented is now underway.