

I hereby give notice that an Ordinary Council Meeting of the Grey District Council will be held:

**Date:** Monday 27 January 2025  
**Time:** 3:00pm  
**Venue:** Council Chambers, 105 Tainui Street, Greymouth

Joanne Soderlund  
Chief Executive

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# ORDINARY COUNCIL MEETING

## AGENDA

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**Members:**

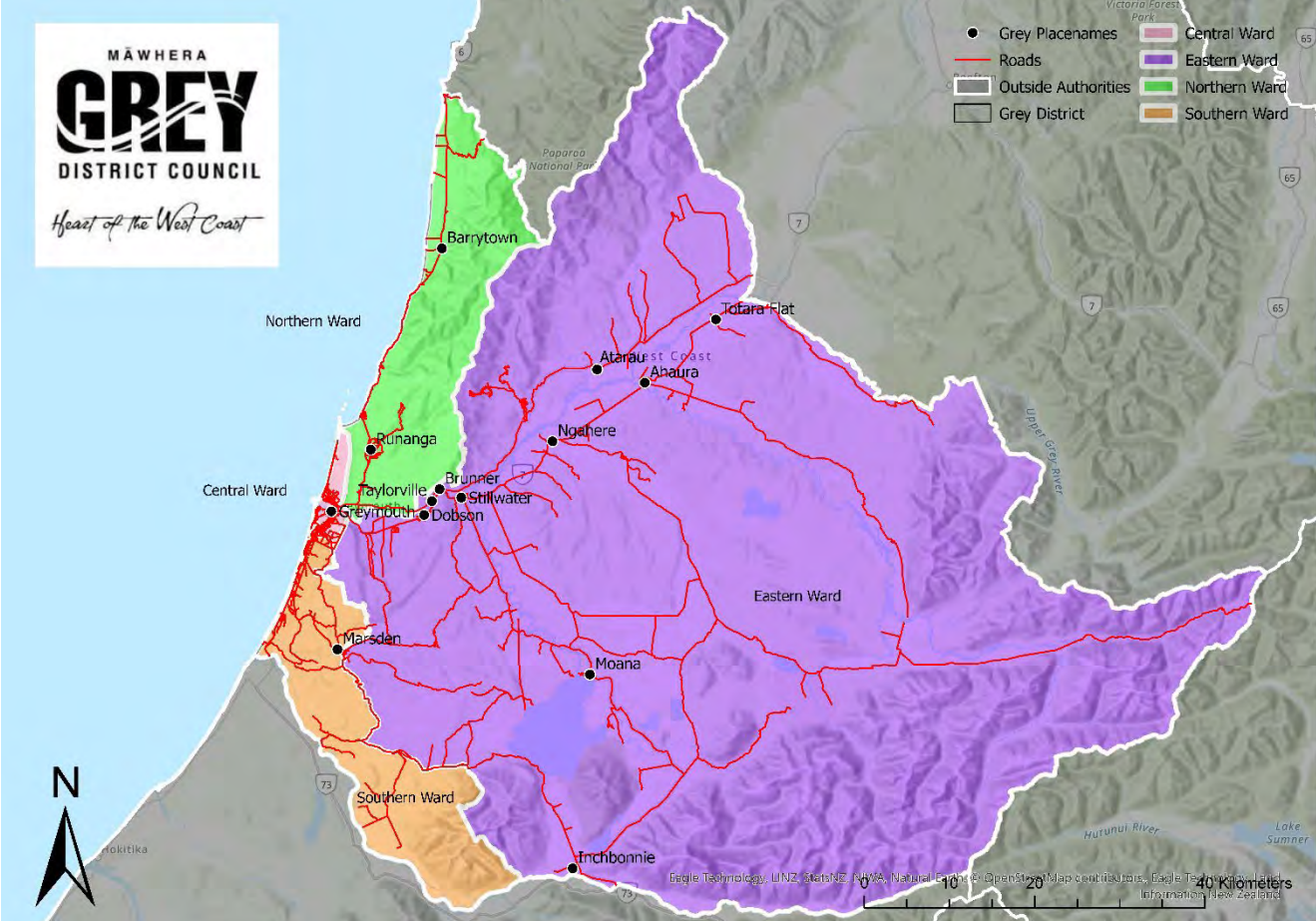
Mayor: Mayor Tania Gibson  
Deputy Mayor: Councillor Allan Gibson  
Members: Councillor John Canning  
Councillor Peter Davy  
Councillor Kate Kennedy  
Councillor Rex MacDonald  
Councillor Robert Mallinson  
Councillor Tim Mora  
Councillor Jack O'Connor  
Kaiwhakahaere Francois Tumahai

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*The information in this document is provided to facilitate good competent decisions by Council and does in no way reflect the views of Council. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.*



- Grey Placenames
- Roads
- ▭ Outside Authorities
- ▭ Grey District
- ▭ Central Ward
- ▭ Eastern Ward
- ▭ Northern Ward
- ▭ Southern Ward



## ORDINARY COUNCIL MEETING OF THE GREY DISTRICT COUNCIL

to be held at Council Chambers, 105 Tainui Street, Greymouth on Monday 27 January 2025 commencing at 3:00pm

# AGENDA

**Before Council - Public Forum: 2:30 pm**

*Note: A period is set aside for the public to speak to Council before the meeting. Members of the public are allocated a time to address the Council on items that fall within delegations of the Council provided the matters are not subject to legal proceedings, and are not already subject to a process providing for the hearing of submissions. Speakers may be questioned through the Chair by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker(s). Such presentations do not form part of the formal business of the meeting with those requiring further action being referred to the Chief Executive for further reporting at another Council meeting.*

**Speakers during Council: Nil**

## COUNCIL IN OPEN MEETING

### GENERAL BUSINESS AND TABLED ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

### LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Council members are reminded that if he/she has a direct or indirect interest in any item on the agenda be it pecuniary or on grounds of bias and predetermination, then he/she must declare this interest and refrain from discussing or voting on this item.

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**1 APOLOGIES AND DECLARATIONS OF INTEREST**

**1.1 APOLOGIES**

Nil

**1.2 UPDATES TO THE INTERESTS REGISTER**

Elected members to please advise if there are any changes to be made to the current Interests Register.

**1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

Notwithstanding that an elected member may declare an interest at any later stage in this Agenda (prior to taking part in the deliberation of a particular item) those items where an interest will be declared may wish to be disclosed now.

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **2.1 CONFIRMATION OF THE ORDINARY COUNCIL MEETING HELD ON 9 DECEMBER 2024**

#### **SUGGESTED RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 9 December 2024 be confirmed as true and correct.

### **2.2 RECEIPT OF MINUTES OF THE TENDERS SUBCOMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 12 DECEMBER 2024**

#### **SUGGESTED RECOMMENDATION**

That the minutes of the Tenders Subcommittee Meeting held on 12 December 2024 be received and noted.

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE GREY DISTRICT COUNCIL**

**Held in Council Chambers, 105 Tainui Street, Greymouth  
on Monday 9 December 2024 commencing at 4.00 pm**

**PRESENT:** Mayor Tania Gibson (Chair)  
Councillor Allan Gibson (Deputy Mayor), Councillor John Canning, Councillor Peter Davy, Councillor Kate Kennedy, Councillor Rex MacDonald, Councillor Robert Mallinson, Councillor Tim Mora, Councillor Jack O'Connor, Kaiwhakahaere Francois Tumahai

**IN ATTENDANCE:** Joanne Soderlund (Chief Executive), Aaron Haymes (Group Manager Operations), Neil Engelbrecht (Finance Manager), Megan Bourke (Communications Officer), Trish Jellyman (Democracy Advisor), Catriona Bayliss (Executive Officer) left at 4.14pm.

**1 APOLOGIES AND DECLARATIONS OF INTEREST**

**1.1 APOLOGIES**

There were no apologies.

**1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

**1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

**2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**2.1 CONFIRMATION OF THE ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2024**

**RESOLUTION OCM 24/12/061**

**Moved: Cr Allan Gibson  
Seconded: Cr Kate Kennedy**

That the minutes of the Ordinary Council Meeting held on 31 October 2024 be confirmed as true and correct.

**Carried Unanimously**

**2.2 CONFIRMATION OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 14 NOVEMBER 2024**

**RESOLUTION OCM 24/12/062**

**Moved: Cr Allan Gibson  
Seconded: Cr Kate Kennedy**

That the minutes of the Extraordinary Council Meeting held on 14 November 2024 be confirmed as true and correct.

**Carried Unanimously**

**2.3 RECEIPT OF MINUTES OF THE CREATIVE COMMUNITIES SCHEME ASSESSMENT SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 23 OCTOBER 2024**

**RESOLUTION OCM 24/12/063**

**Moved: Cr Allan Gibson**

**Seconded: Cr Kate Kennedy**

That the minutes of the Creative Communities Scheme Assessment Sub-Committee Meeting held on 23 October 2024 be received and noted.

**Carried Unanimously**

**2.4 RECEIPT OF MINUTES OF THE SPORT NEW ZEALAND RURAL TRAVEL FUND SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 23 OCTOBER 2024**

**RESOLUTION OCM 24/12/064**

**Moved: Cr Allan Gibson**

**Seconded: Cr Kate Kennedy**

That the minutes of the Sport New Zealand Rural Travel Fund Sub-Committee Meeting held on 23 October 2024 be received and noted.

**Carried Unanimously**

**2.5 RECEIPT OF MINUTES OF THE OPERATIONS AND CAPITAL PROGRAMME DELIVERY COMMITTEE HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 25 NOVEMBER 2024**

**RESOLUTION OCM 24/12/065**

**Moved: Cr Allan Gibson**

**Seconded: Cr Kate Kennedy**

That the minutes of the Operations and Capital Programme Delivery Committee held on 25 November 2024 be received and noted.

**Carried Unanimously**

**2.6 RECEIPT OF MINUTES OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 25 NOVEMBER 2024**

**RESOLUTION OCM 24/12/066**

**Moved: Cr Allan Gibson**

**Seconded: Cr Kate Kennedy**



That the minutes of the Finance Regulatory and Business Support Committee held on 25 November 2024 be received and noted.

**Carried Unanimously**

### **3 LIST OF ACRONYMS USED**

### **4 MATTERS UNDER ACTION**

#### **4.1 MATTERS UNDER ACTION**

Refer page 39 of the agenda.

### **5 AGENDA ITEMS**

#### **5.1 MAYOR'S UPDATE**

Refer page 41 of the agenda.

Her Worship stated that this is the last Council meeting for the year. She thanked all present for their hard work this year. She commented that everyone works well together and said that it has been a challenging year.

#### **RESOLUTION OCM 24/12/067**

**Moved: Cr Robert Mallinson**

**Seconded: Cr John Canning**

3.1 That the Mayor's activity report for the period 21 October to 30 November 2024 be received.

**Carried Unanimously**

#### **5.2 CHIEF EXECUTIVE'S UPDATE: 21 OCTOBER TO 30 NOVEMBER 2024**

Refer page 45 of the agenda.

Her Worship commented that the CE has settled in well. She has made a great addition to the team, it is great to have her on board and pleasing to see that both her and her family have settled in well to life on the West Coast.

#### **RESOLUTION OCM 24/12/068**

**Moved: Cr Allan Gibson**

**Seconded: Cr Tim Mora**

3.1. That the Chief Executive's update for the period 21 October to 30 November 2024 be received.

**Carried Unanimously**

#### **5.3 OUTCOME OF PUBLIC CONSULTATION: NELSON CREEK AREA INFRASTRUCTURE FUND -**

**APPLICATION FOR NEW BUILD OF COMMUNITY CENTRE AND PLAYGROUND DEVELOPMENT**

Refer page 48 of the agenda.

Dwayne Solly and Jade Mahuika representing the Nelson Creek Community Inc (NCCI) joined the meeting and offered to answer questions.

**Moved: Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

That the report is received.

Cr Gibson stated that he is in favour of the NCCI receiving the balance of \$19,000 of funds. He stated they are very good group that is working hard to better their community.

Her Worship noted that quite a few meetings have been held regarding this matter and a lot of work has gone into this project. She thanked the NCCI for their efforts to date.

Cr O'Connor noted that \$165,000 is required by the community. He asked where they are at with fundraising.

Ms Mahuika responded that they have raised \$20,000 plus and are now looking at collaborating with the Ngahere community as they have quite a sum of money in their infrastructure fund. She stated that Ngahere is only seven kilometres away and they don't have any land to build their own facility.

Her Worship drew attention to some comments that Council received during the consultation process regarding flood risk.

The CE stated that Council's Regulatory Manager has advised that in the current Te Tai o Poutini Plan (TTPP) there is a flood plain layer over the land but through the hearing process for the TTPP it will be recommended that the flood plain layer comes off. She advised that updated mapping has produced two other flood layers for the TTPP neither of which cover this area.

Her Worship noted that there was a comment that the kitchen upgrade has been funded via the PGF. She said that this equipment can be moved to the new facility.

Her Worship asked the GMO what is likely to happen with regard to the community water supply. He responded that there is uncertainty around small community water supplies with the current legislation that is in place but there is every chance that this water supply may need some upgrades. He stated that it is likely some money will need to be spent on the water upgrade but currently he is not sure where this would come from.

Cr Gibson asked the GMO if advice on the water supply will be ongoing.

The GMO confirmed this and stated that staff will be available to inspect the water supply and also to liaise with the community.

Mr Solly stated that a lot of work has been done on the water supply but the biggest issue is that user pays for this. He stated that the Nelson Creek Domain was topping this fund up but this has now stopped and it will become a community funded scheme.

Cr O'Connor stated that he is in favour of option 3. He noted that only one third of responses were received and he is surprised at this low number.

Mr Solly responded that there has been \$176,000 spent on the water supply and the scheme supplies 36 homes.

Cr Gibson stated that the local community association is more than capable of looking after their water supply regardless of money, and the money should go to do what the community wants to do with it.

Cr Mora commented that this is a small amount of funding to make a difference to future water supply and the community should use the money for what they want to do.

Cr Kennedy spoke of the new Runanga Community Centre facility that opened recently. She stated there has been an instant positive reaction from the Runanga community. She stated that whatever the Nelson Creek community do for their facility it will enhance their community. She stated that she supports this initiative and is looking forward to seeing what comes of it.

Her Worship stated that Nelson Creek gets a lot of visitors and is a busy place.

Mr Solly stated that once the facility is up and running the benefit to the community will be great to see.

Her Worship thanked Ms Mahuika and Mr Solly. They left the meeting at 4.12pm.

#### **RESOLUTION OCM 24/12/069**

**Moved: Cr Allan Gibson**

**Seconded: Cr Robert Mallinson**

That Council considers the submissions received and;

1. Approves the Nelson Creek Community Inc. request for \$19,000 funding from the Nelson Creek Area Infrastructure Reserve Fund.
2. Payment of \$19,000 to be transferred to the Nelson Creek Community Inc. bank account upon receipt of confirmation that the balance of the one third contribution for the new build of the Community Centre is available.

**Carried Unanimously**

#### **5.4 SCHEDULE OF REGULAR MEETING DATES 2025**

Refer page 60 of the agenda.

#### **RESOLUTION OCM 24/12/070**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Jack O'Connor**

That Council:

1. Receives the Schedule of Regular Meeting Dates for 2025.
2. Approves the meeting schedule provided in the report.

**Carried Unanimously**

#### **5.5 PRACTICAL ARRANGEMENTS RE URGENT MATTERS DURING DECEMBER-JANUARY RECESS 2024-2025**

Refer page 64 of the agenda.

#### **RESOLUTION OCM 24/12/071**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

1. That Council receive the report.
2. The Chief Executive (or the officer acting as Chief Executive) be authorised to attend to all non-delegated matters that may arise on an urgent basis during the December 2024/January 2025 recess, subject to the following:

- a. He/she consults with available Council members and only executes this authority if all members consulted agree on the proposed course of action.
- b. He/she reports all executions of authority in terms hereof to Council during February 2025 for ratification.
- c. This authority does not extend to the exclusions per Article 32 of Schedule 7 of the Local Government Act 2002 (matters that cannot be delegated) which issues shall be dealt with by the full Council as soon as a quorum can be achieved and notification requirements can be met.

**Carried Unanimously**

## **5.6 GREY DISTRICT COUNCIL - PLAY ACTIVE RECREATION AND SPORT STRATEGY (DRAFT)**

Refer page 66 of the agenda.

Cr O' Connor declared an interest and took no further part in either the discussion or decision.

Her Worship noted Cr O'Connor's Sport West Coast role and the work with the CRSM to develop this strategy with stakeholders.

Cr Kennedy commented that she is happy to see Te Reo in the document.

### **RESOLUTION OCM 24/12/072**

**Moved: Cr Kate Kennedy**

**Seconded: Cr Peter Davy**

That Council:

1. Endorses the Grey District Council - Play Active Recreation and Sport Strategy (Draft).

**Carried Unanimously**

## **5.7 DOCUMENTS EXECUTED UNDER THE COMMON SEAL OF COUNCIL**

Refer page 96 of the agenda.

### **RESOLUTION OCM 24/12/073**

**Moved: Cr Robert Mallinson**

**Seconded: Cr John Canning**

That the following document be executed under the Common Seal of the Council:

1. Cash bond for the supply of Electricity between Grey District Council and WEPLAN Limited at 28 Lydia Street, Greymouth. For Bond construction of provision of electricity to Lot 2 LT608505.

**Carried Unanimously**

## **5.8 FINANCE REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2024**

Refer page 97 of the agenda.

Her Worship thanked the Finance Manager for his work in getting this report to Council.

Cr Mallinson stated that this is a very good report and reflects well on the steps taken to control Council's management of budget led expenditure. He stated it reflects well on all concerned. He stated that it is not often you see an actual 25% for an actual quarter with both revenue and expenditure.

**RESOLUTION OCM 24/12/074****Moved: Cr Robert Mallinson****Seconded: Cr Rex MacDonald**

That Council:

- a) Receives the report and notes the contents.

**Carried Unanimously****6 MISCELLANEOUS ITEMS****7 REPORTS FROM OUTSIDE ORGANISATIONS****7.1 RECEIPT OF MINUTES FROM OUTSIDE ORGANISATIONS**

Refer page 104 of the agenda.

**RESOLUTION OCM 24/12/075****Moved: Cr Rex MacDonald****Seconded: Cr Allan Gibson**

"that

The Minutes of the following outside organisation be received:

1. Minutes of the Te Tai o Poutini Plan Committee Meeting held on 10 October 2024.
2. Minutes of the Cobden Aromahana Sanctuary and Recreation Areas Inc Meeting held on 29 October 2024.

**Carried Unanimously****8 IN COMMITTEE ITEMS**

That the public is excluded from this part of the meeting in relation to:

**Agenda items 8.1, 8.2, 8.3 & 8.4**

The general subject of each matter to be considered while the public is 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 this resolution are as follows:

**RESOLUTION OCM 24/12/076****Moved: Mayor Tania Gibson**

**Seconded: Cr John Canning**

| 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                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2024                                                                                   | <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> | s48(1)(a)(i) - 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 would exist under section 6 or section 7 |
| 8.2 - RECEIPT OF IN COMMITTEE MINUTES OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 25 NOVEMBER 2024   | <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>    | s48(1)(a)(i) - 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 would exist under section 6 or section 7 |
| 8.3 - RECEIPT OF IN COMMITTEE MINUTES OF THE OPERATIONS AND CAPITAL PROGRAMME DELIVERY COMMITTEE HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 25 NOVEMBER 2024 | s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities                                                                                                                                                                                                                                                                                                                                                               | s48(1)(a)(i) - 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 would exist under section 6 or section 7 |

|                                                             |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>8.4 - IN COMMITTEE MATTERS UNDER ACTION IN COMMITTEE</p> | <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Carried Unanimously**

**9 COUNCIL RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 4.25 pm .

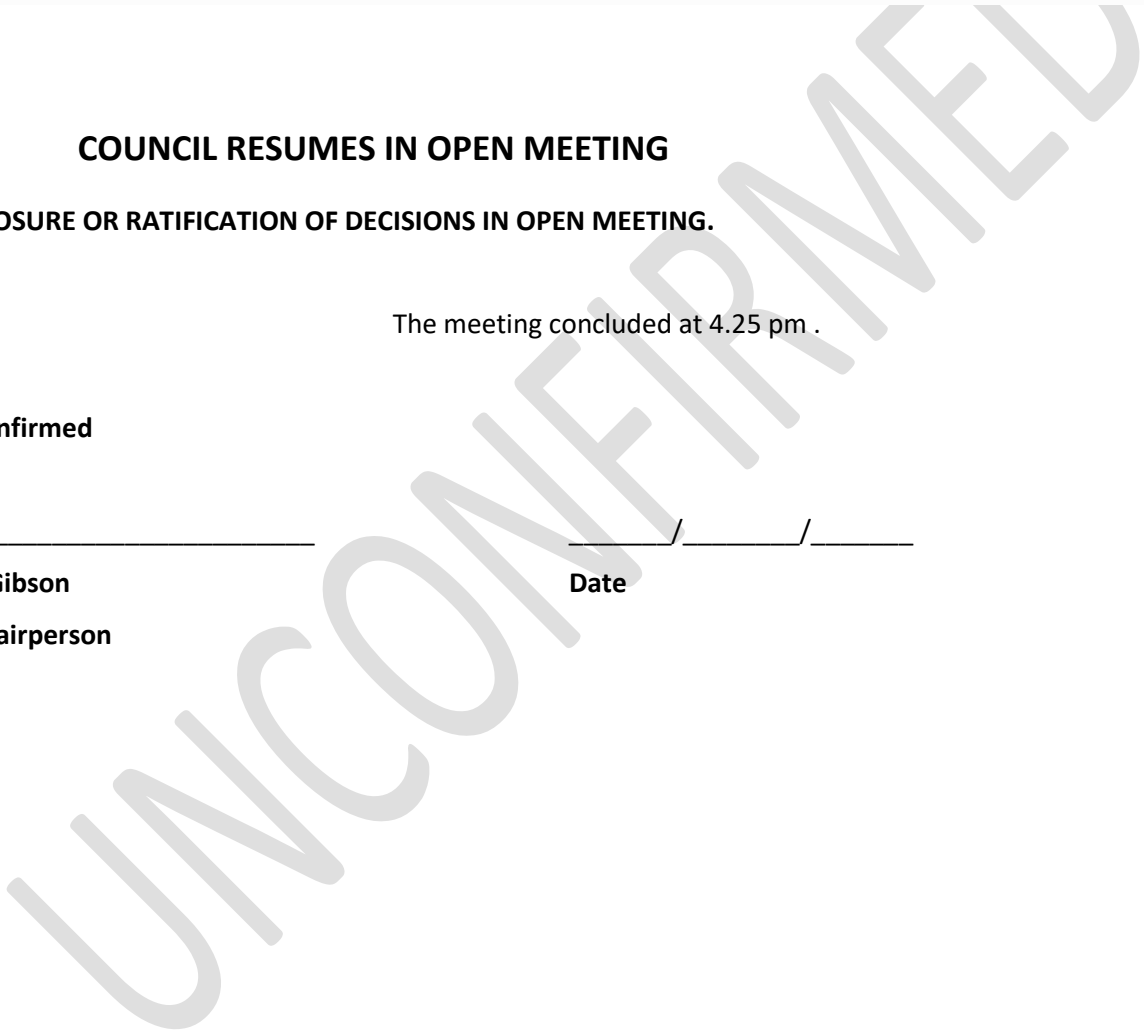
**Confirmed**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**T Gibson**

**Date**

**Chairperson**



**MINUTES OF THE TENDERS SUBCOMMITTEE MEETING OF THE GREY DISTRICT COUNCIL**

Held in Council Chambers, 105 Tainui Street, Greymouth  
on Thursday 12 December 2024 commencing at 2:31 pm

**PRESENT:** Mayor Tania Gibson (Deputy Chair), Councillor Robert Mallinson, Councillor Rex MacDonald, Councillor Peter Davy

**IN ATTENDANCE:** Joanne Soderlund (Chief Executive), Aaron Haymes (Group Manager Operations), Kurtis Perrin-Smith (Utilities & Infrastructure Manager), Trish Jellyman (Democracy Advisor),  
Sam Summerton (Project Manager – Smart Project Management)

## 1 APOLOGIES AND DECLARATIONS OF INTEREST

### APOLOGY

COMMITTEE RESOLUTION TC 24/12/030

Moved: Mayor Tania Gibson

Seconded: Cr Rex MacDonald

That the apology received from Cr Gibson be accepted and leave of absence granted.

Carried Unanimously

### 1.2 UPDATES TO THE INTERESTS REGISTER

There were no updates to the Interest Register.

### 1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA

There were no declarations of interest.

### 1.4 NOTIFICATION OF LATE ITEMS

There were no late items.

## 2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 2.1 CONFIRMATION OF THE TENDERS SUBCOMMITTEE MEETING HELD ON 19 SEPTEMBER 2024

COMMITTEE RESOLUTION TC 24/12/031

Moved: Cr Rex MacDonald

Seconded: Cr Peter Davy

That the minutes of the Tenders Subcommittee Meeting held on 19 September 2024 be confirmed as true and correct.

Carried Unanimously



## 2.2 CONFIRMATION OF THE EXTRAORDINARY TENDERS SUBCOMMITTEE MEETING HELD ON 8 NOVEMBER 2024

### COMMITTEE RESOLUTION TC 24/12/032

**Moved:** Cr Rex MacDonald

**Seconded:** Cr Peter Davy

That the minutes of the Extraordinary Tenders Subcommittee Meeting held on 8 November 2024 be confirmed as true and correct.

**Carried Unanimously**

## 3 IN COMMITTEE ITEMS

That the public is excluded from this part of the meeting in relation to:

**Agenda items: 3.1, 3.2 & 3.3**

The general subject of each matter to be considered while the public is 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 this resolution are as follows:

### COMMITTEE RESOLUTION TC 24/12/033

**Moved:** Mayor Tania Gibson

**Seconded:** Cr Rex MacDonald

| 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                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF TENDERS SUBCOMMITTEE MEETING HELD ON 19 SEPTEMBER 2024             | s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information<br><br>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities | s48(1)(a)(i) - 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 would exist under section 6 or section 7 |
| 3.2 - CONFIRMATION OF IN COMMITTEE MINUTES OF EXTRAORDINARY TENDERS SUBCOMMITTEE MEETING HELD ON 8 NOVEMBER 2024 | s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the                                                                                                                                                                                                                                                    | s48(1)(a)(i) - 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                                                      |

|                                                                 |                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                 | commercial position of the person who supplied or who is the subject of the information<br><br>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities                                                                                                      | withholding would exist under section 6 or section 7                                                                                                                                                                               |
| 3.3 - LIDDELL CONTRACTING LTD<br>- GROUND IMPROVEMENT VARIATION | s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities<br><br>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - 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 would exist under section 6 or section 7 |

**Carried Unanimously**

**4 SUB-COMMITTEE RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 2.39 pm

**Confirmed**

\_\_\_\_\_

**T Gibson**  
**Deputy Chairperson**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

### 3 LIST OF ACRONYMS USED

|       |                                          |        |                                                        |
|-------|------------------------------------------|--------|--------------------------------------------------------|
| BCA   | Building Consent Authority               | LGOIMA | Local Government Official Information and Meetings Act |
| BCO   | Building Control Officer                 | LGNZ   | Local Government New Zealand                           |
| CCC   | Code Compliance Certificate              | LTP    | Long Term Plan                                         |
| CSO   | Customer Services Officer                | LVT    | Land Valuation Tribunal                                |
| CDEM  | Civil Defence Emergency Management       | MBIE   | Ministry of Business, Innovation and Employment        |
| CDEMG | Civil Defence Emergency Management Group | MCDEM  | Ministry of Civil Defence and Emergency Management     |
| CEC   | Community Emergency Centre               | MDI    | Major District Initiative                              |
| CEG   | Co-ordinating Executive Group            | MOH    | Ministry of Health                                     |
| CIMS  | Co-ordinated Incident Management System  | NBS    | New Building Strength                                  |
| CPEng | Chartered Professional 'Engineer'        | NGO    | Non-Government Organisation                            |
| DEE   | Detailed Engineering Evaluation          | NZFS   | New Zealand Fire Service                               |
| DHB   | District Health Board                    | NZQA   | New Zealand Qualifications Authority                   |
| DIA   | Department of Internal Affairs           | NZTA   | New Zealand Transport Authority                        |
| DOC   | Department of Conservation               | OAG    | Office of the Auditor General                          |
| DWC   | Development West Coast                   | OSH    | Occupational Safety & Health                           |
| EMIS  | Emergency Incident Management System     | PHO    | Primary Health Organisation                            |
| EDLG  | Economic Development Liaison Group       | PDU    | Provincial Development Unit                            |
| EOC   | Emergency Operations Centre              | PGF    | Provincial Growth Fund                                 |
| EMO   | Emergency Management Officer             | PIM    | Project Information Memorandum                         |
| GPS   | Global Positioning System                | PCBU   | Person conducting a business or undertaking            |
| HSNO  | Hazardous Substances and New Organisms   | RC     | Resource Consent                                       |
| HSR   | Health and Safety Representative         | RMA    | Resource Management Act                                |
| HSWA  | Health and Safety at Work Act 2015       | SCADA  | Supervisory Control and Data Acquisition               |
| IAP   | Incident Action Plan                     | SO     | Standing Orders                                        |
| IEP   | Initial Evaluation Procedure             | SOLGM  | Society of Local Government Managers                   |
| IQP   | Independent Qualified Person             | SH     | State Highway                                          |
| LGA   | Local Government Act                     | SNA    | Significant Natural Area                               |
| LIM   | Land Information Memorandum              | TECNZ  | Tourism Export Council of New Zealand                  |
| LINZ  | Land Information New Zealand             | TLA/TA | Territorial Local Authority                            |
|       |                                          | WAG    | Welfare Advisory Group                                 |

## 4 MATTERS UNDER ACTION

### 4.1 MATTERS UNDER ACTION

**File Number:**

**Report Author:** Democracy Advisor

**Report Authoriser:** Chief Executive

**Appendices:** Nil

| Meeting Date      | Reference | Subject                                                                                                                                           | Update                                                                                                                                                                                                           |
|-------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 November 2018  | 18/11/443 | P/16: Port – Transfer of responsibilities, powers and duties relating to navigation safety from West Coast Regional Council                       | 22/1/25: Included in January Council agenda.<br>Action completed.                                                                                                                                                |
| 11 February 2019  | 19/02/484 | R9/1: Application for Road Closure and purchase of road reserve: LINZ Parcel ID 3701440 adjoining Section 1 SO11661 Nelson Creek                  | 29/11/24: Meeting has been held with applicant and her lawyer. CE is working with Council’s lawyer to progress matter to the Environment Court.                                                                  |
| 11 December 2024  | 11/12/015 | Runanga Reserve Land Classification                                                                                                               | 17/09/24: Submissions have closed, none were received. Legal have been advised. A meeting is arranged for later in September once the Trust’s lawyer returns from leave.<br>20/1/25: No update                   |
| 12 August 2024    | 24/08/037 | Cobden Boat Ramp – Unintended Consequences                                                                                                        | 29/11/24: Revised to February Council meeting. GMO to provide report.                                                                                                                                            |
| 23 September 2024 | 24/09/032 | Re-Adoption of the Draft Waste Assessment & Adoption of the Draft West Coast Waste Management & Minimisation Plan for Public Consultation         | 21/1/22: Submission period has closed.<br>Staff are now reviewing submissions. Report to come to February Council meeting.                                                                                       |
| 31 October 2024   | 24/10/054 | High Level Rate Review for Implementation 2025/26                                                                                                 | 29/11/24: CE and FM to work through this including Economic Development rate and reinstatement of the full pan charge.<br>FM to Undertake a critical review of its charges to recreational users of the Airport. |
| 9 December 2024   | 24/12/069 | Outcome of Public Consultation: Nelson Creek Area Infrastructure Fund – Application for New Build of Community Centre and Playground Development. | 22/1/24: Letter sent to Nelson Creek Community Inc confirming funding request approved and will be paid once they provide confirmation they hold the balance of the 33% required.                                |

## Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002). This report contains:

sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and

- (i) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

**5 AGENDA ITEMS**

**5.1 ADOPTION OF HARBOURMASTER DUTIES (LATE COVERING REPORT)**

This report will be distributed to elected members and published on Council’s website under separate cover.

## 5.2 MAYOR'S UPDATE

**File Number:****Report Author:** Mayor Tania Gibson**Report Authoriser:** Chief Executive**Appendices:** Nil

### 1. REPORT PURPOSE

- 1.1. To provide an update of the Mayor's activity for the period 1 to 31 December 2024.

### 2. EXECUTIVE SUMMARY

- 2.1. There was a general winding down of business and meetings in December, as expected in the lead up to Christmas, and this report is therefore fairly brief.
- 2.2. The annual Greymouth Christmas Carnival took place and as a member of the small organising committee, occupied much of my time during the first week of December. Although organising this annual event does take some time seeing the enjoyment many of our community, especially those with young families, get from this is most rewarding and well worth the effort.
- 2.3. Another busy weekend event was the Spring into Summer and after wet weather caused this to be postponed in November, this was able to proceed on a lovely fine day. An acknowledgement must go to the Cobden Community Group and other members of the community who got involved and supported the running of this event.
- 2.4. The Mayors Taskforce for Jobs (MTFJ) project continues to run well and has been beneficial to many of our local employers and employees. It is always rewarding to visit these workplaces and see how the young employees are developing not just their work skills but their confidence as well.
- 2.5. On 18 December I attended the "Inchbonnie 90<sup>th</sup>", to commemorate New Zealand's very first commercial flight, a sightseeing trip which flew from Inchbonnie to Franz Josef. It is unlikely that many would ever be aware that this first commercial flight took place at Inchbonnie and the small committee that made this event happen and arranged for a commemorative plaque and information board to mark this historical site must be commended. A special note of appreciation to Councillors Mallinson and Gibson for their involvement in this project.
- 2.6. The year concluded with another excellent New Year's Eve Street Party, organised by the Greymouth Business Promotion Association.

### 3. OFFICER RECOMMENDATION

- 3.1 That the Mayor's activity report for the period 1 to 31 December 2024 be received.

### 4. MAYORAL ACTIVITY SUMMARY

- 4.1. 2 December: Westland Anniversary Day and a very successful Spring into Summer event in Cobden.
- 4.2. 3 December: Visit from a local starting a new coffee rotisserie business; Christmas Carnival organising committee meeting; Council LTP workshop.

- 4.3. 4 December: The Chief Executive and I travelled to Christchurch to interview candidates for the Corporate Services and Community Group Manager roles.
- 4.4. 5 December: Christmas Carnival organising committee meeting; meeting with Federation Mining Vice President.
- 4.5. 6-8 December: 2024 Greymouth Christmas Carnival.
- 4.6. 9 December: Morning meeting with the CE; LTP workshop with Council and staff followed by the December Council meeting.
- 4.7. 10 December: Final catch-up for the year with Kaiwhakahaere Tumahai with a good discussion on the projects and initiatives that Grey District Council and the Mayors, Chairs and Iwi group are working on.
- 4.8. 11 December: Morning catch-up with the CE; the CE and I met with previous Mayor, Tony Kokshoorn, who was able to share some of his invaluable historical knowledge of both Council and the Greymouth area to our new CE, meeting with Chair of the Greymouth Business Promotion Association; catch-up with Councillor Davy; Christmas Carnival debrief.
- 4.9. 12 December: Meeting with a local business operator; regular catch-up with the MTFJ Coordinator; Tenders Subcommittee meeting; Mawhera Library Project Governance Committee followed by an on-site meeting with the library project team and all of Council.
- 4.10. 13 December: TTPP committee meeting; morning catch up with the CE; Mayors, Chairs & Iwi forum to discuss Regional Deals.
- 4.11. 14 December: Mawhera Menzshed opening.
- 4.12. 16 December: Morning meeting with the CE; work with the BPA on a promotion for their retail members on the CBD, to promote shopping locally. The day was spent visiting businesses in the CBD and filming.
- 4.13. 18 December: Morning catch-up with CE; Inchbonnie 90<sup>th</sup> Anniversary of NZ's first commercial flight.
- 4.14. 19 December: LTP workshop to review budgets.
- 4.15. 23 December: Morning catch-up with CE; Grey District Youth Trust Board meeting.
- 4.16. 31 December: New Year's Eve Street Party.

## Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
  - (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
  - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.



**5.3 CHIEF EXECUTIVE'S UPDATE: 1 DECEMBER TO 31 DECEMBER 2024****File Number:****Report Author:** Chief Executive**Report Authoriser:** Chief Executive**Appendices:** Nil**1. REPORT PURPOSE**

- 1.1. To provide an update of the Chief Executive's activity for the period 1 December to 31 December 2024.

**2. EXECUTIVE SUMMARY**

- 2.1. A summary of the Chief Executive's programme during the report period follows.

**3. OFFICER RECOMMENDATION**

- 3.1. That the Chief Executive's update for the period 1 December to 31 December 2024 be received.

**4. SUMMARY**

- 4.1. During the period I have attended a number of meetings with the Mayor, as outlined in her update.
- 4.2. Significant time continues to be focussed on the development of the Long Term Plan (LTP) with the project group meeting regularly to ensure required progress is achieved. The LTP remains on track for completion within the statutory timeframe.
- 4.3. Attended the IANZ Audit Entry Meeting as part of the Building Consent Authority's accreditation assessment. This audit is a critical process to ensure compliance with regulatory standards, identify areas for improvement, and maintain our accreditation status. The meeting set the foundation for a collaborative and transparent evaluation, which has since yielded a highly positive outcome for the Council, coming away with a rating of low risk.
- 4.4. The recruitment process for two critical leadership roles was finalised in December. Penny Kirk has been appointed as Group Manager Community, and Peter O'Sullivan joins as Group Manager Economic Development and Regulatory Services. Both bring extensive experience and expertise, which will strengthen the Council's leadership team and strategic direction.
- 4.5. Conducted interactive sessions with staff to review the results of the recent employee scorecard survey. These sessions gathered valuable feedback and identified actionable steps to enhance workplace culture and performance.
- 4.6. Several residents have taken the opportunity to meet with me to discuss their issues and concerns, some of which are quite historical and for various reasons including financial, resolution of these has been delayed.
- 4.7. The new library continues to progress well with governance meetings taking place regularly. These meetings provide a platform for discussing project milestones, addressing any challenges, and maintaining alignment between stakeholders to deliver a successful outcome for the community.
- 4.8. Participated in Mayors, Chairs, and Iwi meetings to advance the development of a regional deals proposal. A light touch proposal is required to be submitted to Central Government by 28

February 2025. Our collaborative efforts focus on identifying key project areas and strategies that will benefit our region, ensuring we present a compelling proposal within the government's timeframe.

- 4.9. Met with the Chief Executives of the other West Coast Councils various times over the period to discuss common issues and work together where possible.

**5. LOCAL GOVERNMENT OFFICIAL INFORMATION ACT (LGOIMA) REQUESTS**

5.1. Summary of requests received for the period 1 December to 31 December 2024

| Received                                                                 | Requested By                                  | Subject                                       | Referred To         |
|--------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|---------------------|
| 03/12/2024                                                               | Senior Research & Policy Advisor, Green Party | New Government Speed Setting Rule             | Transport           |
| 03/12/2024                                                               | Kainga ora                                    | Property Owner Contact Information            | Rates               |
| 10/12/2024                                                               | Resident                                      | Resource Consent complaints                   | Regulatory          |
| 13/12/2024                                                               | Taxpayers Union                               | Council Committees and non-elected members    | CE                  |
| 19/12/2024                                                               | Environment Law Initiative                    | Monitoring/protection of biological diversity | Transferred to WCRC |
| <b>Total requests received for period 1 December to 31 December 2024</b> |                                               |                                               | 5                   |
| <b>Total requests received YTD (1 January – 31 December 2024)</b>        |                                               |                                               | 90                  |
| <b>Total requests received previous YTD</b>                              |                                               |                                               | 112                 |
| <b>Requests completed YTD</b>                                            |                                               |                                               | 88                  |
| <b>Requests not completed within 20 working days</b>                     |                                               |                                               | 3                   |

- 5.2. The Executive Leadership Team (ELT) recently discussed LGOIMAs and the staff time involved in responding to these. It was decided that from the beginning of 2025 the time involved in compiling responses would be recorded.

**6. MEDIA REQUESTS**

| Received     | Requested By | Subject                    | Total     |
|--------------|--------------|----------------------------|-----------|
| 26/11/2024   | Grey Star    | Generators for emergencies |           |
| 26/11/2024   | Grey Star    | Lake Brunner car parking   |           |
| 28/11/2024   | Grey Star    | Goats                      |           |
| 29/11/2024   | Grey Star    | New Library costs          |           |
| 04/12/2024   | Grey Star    | Christmas Tree             |           |
| 05/12/2024   | Grey Star    | Dog Pound break-in         |           |
| 09/12/2024   | Stuff        | Duty Manager’s Certificate |           |
| 11/12/2024   | Grey Star    | Interest on Reserve Funds  |           |
| 11/12/2024   | Grey Star    | Disaster Recovery Reserves |           |
| 11/12/2024   | Grey Star    | Blackball water leak       |           |
| 11/12/2024   | Grey Star    | Sewer Separation Numbers   |           |
| 12/12/2024   | Grey Star    | Old library                |           |
| 16/12/2024   | Grey Star    | Management positions       |           |
| <b>Total</b> |              |                            | <b>13</b> |

## Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
  - (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
  - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## 5.4 DOCUMENTS EXECUTED UNDER THE COMMON SEAL OF COUNCIL

**File Number:****Report Author:** Democracy Advisor**Report Authoriser:** Chief Executive**Appendices:** Nil

### 1. PURPOSE

The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 2002 and other relevant statutes.

It is now proposed that the Council authorise the signing and sealing of these documents.

### 2. OFFICER RECOMMENDATION

That the following documents be executed under the Common Seal of the Council:

1. Agreement for Sale and Purchase between Grey District Council to John Charles Underwood and Elvira Llenas-Underwood for 61 Doyle Street, Blaketown, Greymouth – Freeholding, (Lot 138 DP 728 Record of Title WS5A/1060).
2. Deed of Surrender of Lease between Grey District Council as successor to the Greymouth Harbour Board pursuant to the Local Government (West Coast Region) Reorganisation Order 1989 (as Lessor) and Packers Quay Developments Ltd (as Lessee) for the property located at 1 Packers Quay, Blaketown.
3. Licence to Occupy between Grey District Council and BPA (Business Promotion Association) for body of area known as Nimmo Park on Cobden Island, LINZ Parcel 3688904 to carry out New Year's Eve Fireworks.
4. Cash Bond for Completion of Entranceway for Lot 1 DP 1374 and being all of the land comprised and described in Record of Title 584375 of SD2716/18 (the subdivision) subject to the easements, covenants, conditions and restrictions as set out on the title. Between Grey District Council and Peter Ronald Haddock (the Developer) at 316 Main South Road, Paroa, Greymouth.
5. Agreement for Sale and Purchase between Grey District Council (Incorporating the Greymouth Harbour Board) pursuant to the Local Government (West Coast Region) Reorganisation Order 1989 to Nicholas Simon Braxton for 932 State Highway, Dobson – Freeholding, (Lot Section 82 Town of Dobson, Record of Title WS5A/1354).

## Confirmation of Statutory Compliance

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**5.5 FINANCE REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2024****File Number:** F/7**Report Author:** Finance Manager**Report Authoriser:** Chief Executive**Appendices:** 1. Management Accounts for the Period ending 30 November 2024**1. REPORT PURPOSE**

To provide the Committee with a provisional overview of the Council's financial performance for the period ending 30 November 2024.

**2. OFFICER RECOMMENDATION**

That Council:

- a) Receives the report and notes the contents.

**3. BACKGROUND**

3.1. Council's financial year runs from 1 July to 30 June. This report displays the provisional unaudited financial results for the period.

3.2. The budget includes the approved 2024/25 Enhanced Annual Plan budget.

Note: The final position may vary from these provisional results.

**4. CONSIDERATIONS**

4.1. Legal and Legislative Implications

4.1.1. Local Government Act 2022

4.2. Financial

4.2.1. Grey District Council 2024/25 Enhanced Annual Plan

4.3. Existing Policy and Strategy Implications

4.3.1. Grey District Council 2021/31 Long Term Plan

#### 4.4. Significance and Engagement

4.4.1. As the report is information only the assessment of significance is low.

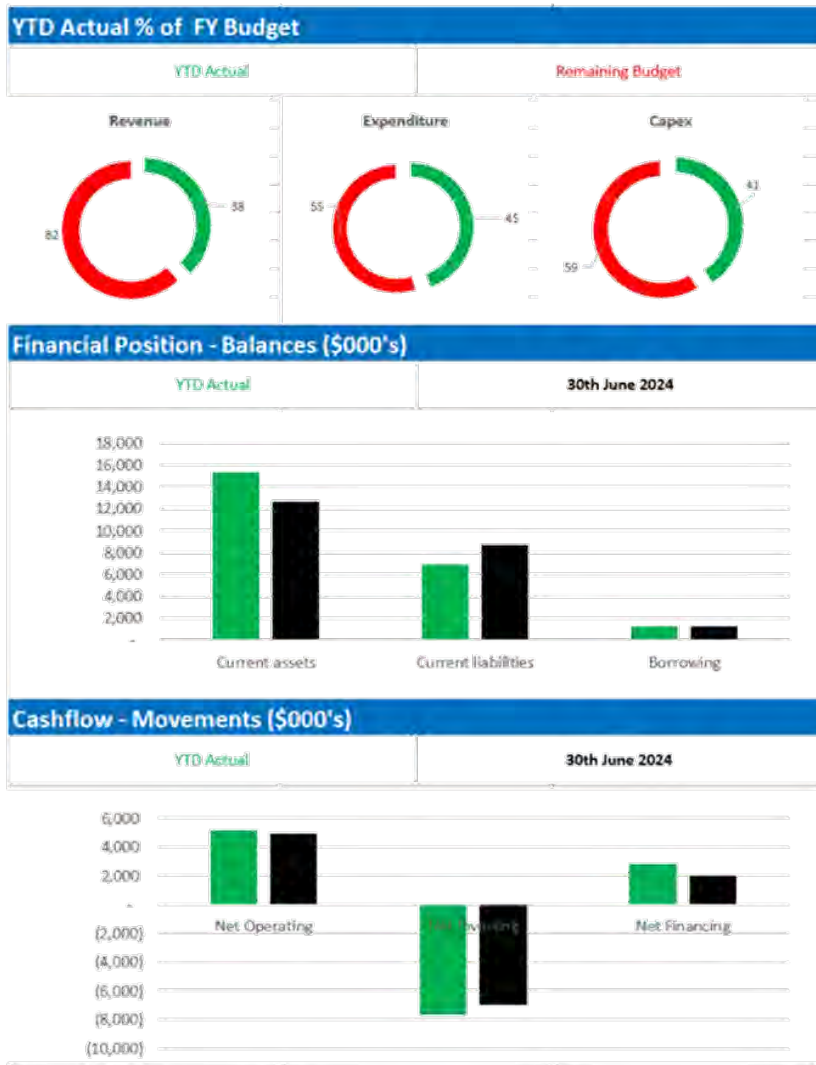
### 5. NEXT STEPS

5.1. The Committee will receive an updated financial report at the next meeting.

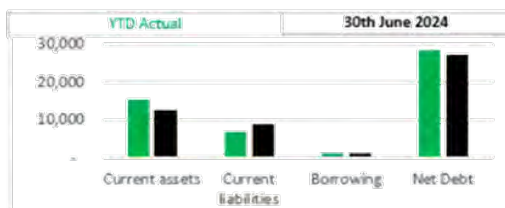
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Whole of Council



Financial Position as at 30 Nov 2024

|                     | YTD Actual \$000's | 30th June 2024 Actual \$000's |
|---------------------|--------------------|-------------------------------|
| Current assets      | 15,384             | 12,636                        |
| Current liabilities | 6,953              | 8,740                         |
| Borrowing           | 35,450             | 32,600                        |
| Net Debt            | 536,845            | 532,614                       |

**ASSETS**

Current assets

|                             |               |               |
|-----------------------------|---------------|---------------|
| Cash and deposits           | 5,359         | 3,471         |
| Receivables                 | 8,246         | 7,525         |
| Prepayments                 | 779           | 640           |
| Other financial assets      | 1,000         | 1,000         |
| <b>Total current assets</b> | <b>15,384</b> | <b>12,636</b> |

Non-current assets

|                                 |                |                |
|---------------------------------|----------------|----------------|
| Property plant & equipment      | 558,154        | 555,608        |
| Intangible assets               | 165            | 165            |
| Investment property             | 5,695          | 5,695          |
| Other financial assets          | 746            | 746            |
| <b>Total non-current assets</b> | <b>564,760</b> | <b>562,214</b> |
| <b>Total assets</b>             | <b>580,144</b> | <b>574,850</b> |

**LIABILITIES**

Current liabilities

|                                  |              |              |
|----------------------------------|--------------|--------------|
| Payables and deferred revenue    | 6,264        | 8,064        |
| Employee entitlements            | 689          | 676          |
| <b>Total current liabilities</b> | <b>6,953</b> | <b>8,740</b> |

Non-current liabilities

|                                      |               |               |
|--------------------------------------|---------------|---------------|
| Borrowings                           | 35,450        | 32,600        |
| Derivative financial instruments     | (351)         | (351)         |
| Provisions                           | 1,247         | 1,247         |
| <b>Total non-current liabilities</b> | <b>36,346</b> | <b>33,496</b> |
| <b>Total liabilities</b>             | <b>43,299</b> | <b>42,236</b> |

**Net Assets**

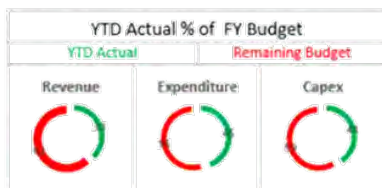
|                   |                |                |
|-------------------|----------------|----------------|
| <b>Net Assets</b> | <b>536,845</b> | <b>532,614</b> |
|-------------------|----------------|----------------|

**EQUITY**

|                          |                |                |
|--------------------------|----------------|----------------|
| Retained earnings        | 225,748        | 221,518        |
| Council created reserves | 9,664          | 9,664          |
| Trust Funds              | 235            | 235            |
| Asset revaluation        | 301,198        | 301,198        |
| <b>Total equity</b>      | <b>536,845</b> | <b>532,614</b> |



Whole of Council



Council Performance  
as at 30 Nov 2024

|  | Year to Date   |                |                         | Full year Budget \$000's | YTD Actual % of FY Budget |
|--|----------------|----------------|-------------------------|--------------------------|---------------------------|
|  | Actual \$000's | Budget \$000's | Variance Budget \$000's |                          |                           |

**Operating Revenue**

|                                         |               |               |                |               |            |
|-----------------------------------------|---------------|---------------|----------------|---------------|------------|
| Rates revenue                           | 10,758        | 10,760        | (2)            | 25,820        | 42%        |
| Subsidies and grants                    | 2,017         | 3,480         | (1,463)        | 8,355         | 24%        |
| Fees & Charges                          | 2,619         | 2,300         | 319            | 5,522         | 47%        |
| Other revenue                           | 158           | 410           | (252)          | 985           | 16%        |
| Development and financial contributions | 130           | 65            | 65             | 150           | 87%        |
| Finance revenue                         | 30            | 115           | (85)           | 280           | 11%        |
| <b>Total Operating Revenue</b>          | <b>15,712</b> | <b>17,130</b> | <b>(1,418)</b> | <b>41,112</b> | <b>38%</b> |

**Operating Expenditure**

|                                    |                |               |                |               |            |
|------------------------------------|----------------|---------------|----------------|---------------|------------|
| Personnel costs                    | 3,228          | 3,225         | (3)            | 7,746         | 42%        |
| Finance costs                      | 505            | 950           | 445            | 2,279         | 22%        |
| Other expenses                     | 9,134          | 7,255         | (1,879)        | 17,410        | 52%        |
| Depreciation Expense               | 4,898          | 4,895         | (3)            | 11,754        | 42%        |
| <b>Total Operating Expenditure</b> | <b>17,765</b>  | <b>16,325</b> | <b>(1,440)</b> | <b>39,189</b> | <b>45%</b> |
| <b>Operating Surplus/(Deficit)</b> | <b>(2,053)</b> | <b>805</b>    | <b>(2,858)</b> | <b>1,923</b>  |            |

**Capital Expenditure**

|                                  |              |              |            |               |            |
|----------------------------------|--------------|--------------|------------|---------------|------------|
| Commercial & Property            | 104          | 3,305        | 3,201      | 7,932         | 1%         |
| Community & Recreation           | 3,879        | 121          | (3,758)    | 291           | 1333%      |
| Democracy & Administration       | 136          | 213          | 77         | 510           | 27%        |
| Land Transport                   | 1,478        | 1,808        | 330        | 4,338         | 34%        |
| Solid Waste                      | 826          | 76           | (750)      | 183           | 451%       |
| Stormwater                       | 69           | 565          | 496        | 1,356         | 5%         |
| Wastewater                       | 390          | 541          | 151        | 1,298         | 30%        |
| Water Supply                     | 563          | 893          | 330        | 2,144         | 26%        |
| Environmental Services           | -            | 28           | 28         | 67            | 0%         |
| <b>Total Capital Expenditure</b> | <b>7,445</b> | <b>7,550</b> | <b>105</b> | <b>18,119</b> | <b>41%</b> |

**Whole of Council**



**Statement of Cashflow  
as at 30 Nov 2024**

|                                                     | YTD Actual<br>\$000's | 30th June 2024<br>Actual<br>\$000's |
|-----------------------------------------------------|-----------------------|-------------------------------------|
| <b>OPERATING ACTIVITIES</b>                         |                       |                                     |
| Rates                                               | 14,314                | 22,324                              |
| Other revenue received                              | 9,580                 | 8,587                               |
| Interest received                                   | 46                    | 380                                 |
| Payments to suppliers and employees                 | (19,700)              | (30,658)                            |
| Finance costs                                       | (549)                 | (1,484)                             |
| Subsidies and Grants                                | 2,990                 | 5,790                               |
| <b>Net operating activities</b>                     | <b>6,681</b>          | <b>4,939</b>                        |
| <b>INVESTING ACTIVITIES</b>                         |                       |                                     |
| Reduction of term investment                        | -                     | 3,963                               |
| Proceeds from sale of property, plant and equipment | -                     | 8                                   |
| Purchase of property, plant and equipment           | (7,643)               | (10,958)                            |
| <b>Net investing activities</b>                     | <b>(7,643)</b>        | <b>(6,987)</b>                      |
| <b>FINANCING ACTIVITIES</b>                         |                       |                                     |
| Drawdown / (repayment) of borrowings                | 2,850                 | 2,000                               |
| <b>Net financing activities</b>                     | <b>2,850</b>          | <b>2,000</b>                        |
| Cash movement                                       | 1,888                 | (48)                                |
| Opening Balance 1st July                            | 3,471                 | 3,519                               |
| <b>Closing Bank Balance</b>                         | <b>5,359</b>          | <b>3,471</b>                        |

Page 1

**5.6 REGULATORY, RECREATION, BUSINESS SUPPORT AND CUSTOMER SERVICES REPORT**

**File Number:**

**Report Author:** Finance Manager

**Report Authoriser:** Chief Executive

**Appendices:** Nil

**1. REPORT PURPOSE**

1.1. This report is to provide an update to Council with respect to the delivery of functions and activities within the Support Group.

**2. OFFICER RECOMMENDATION**

That Council:

1. Receives the report and notes the contents.

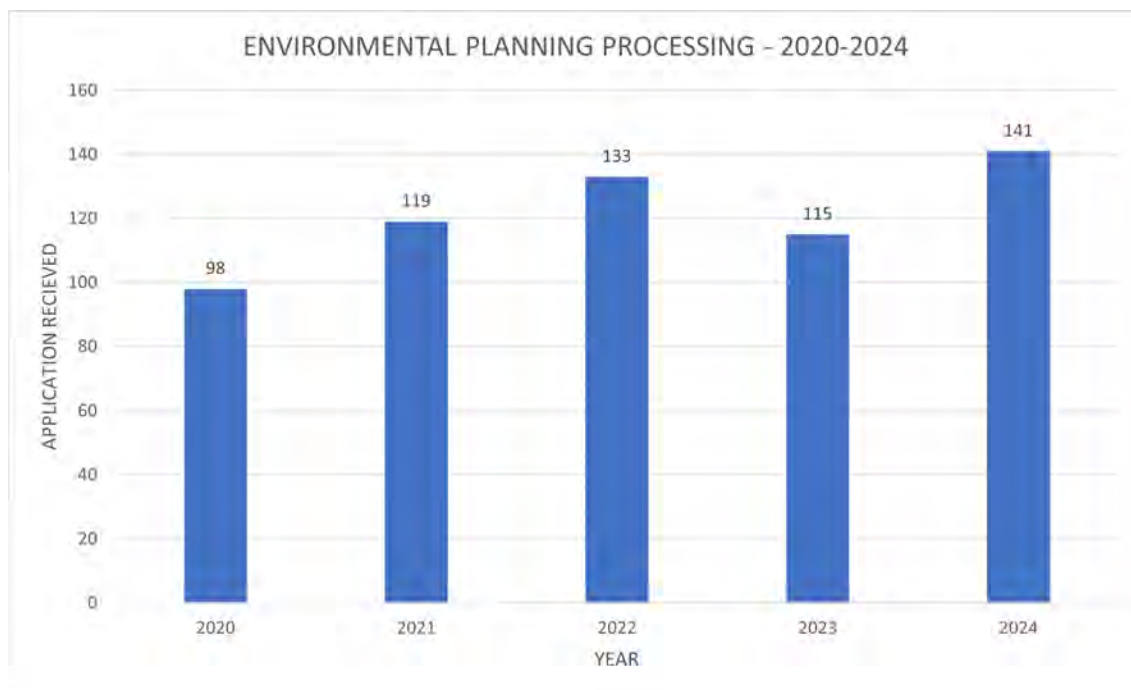
**3. REGULATORY DEPARTMENT**

**3.1. Planning**

**3.1.1. Processing**

- Applications lodged: 5
- Applications granted: 6
- Total applications for year: 141

**3.1.2. Five year comparison**



**3.1.3. Te Tai o Poutini Plan**

Involvement in this process continues with both meeting attendance at the Technical Advisory Team and the Joint Committee levels.

One hearing was held in December. Council did not give evidence at the hearing.

**3.2. Freedom Camping and Parking Compliance**

**3.2.1. Freedom Camping**

Infringement notices issued for December were: **58**

Total infringements for year: **570**

Occupation of the campsites is busy. Infringements have increased in December due to the new “Green Sticker” self-contained warrants for rental vehicles which commenced on the 7<sup>th</sup> of December. Compliance is poor which is causing additional work for Council.

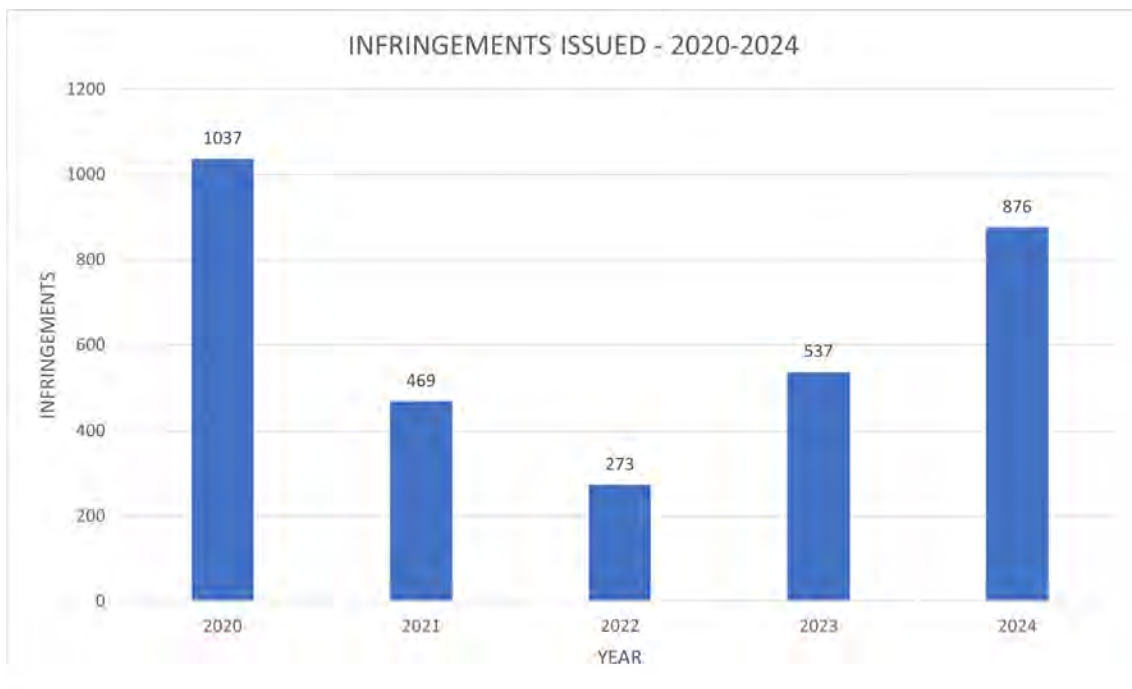
**3.2.2. Parking**

Infringement notices issued for December were: **144**

Total infringements for year: **876**

Parking infringements issued significantly increased in December. This increase can be attributed to the busy time of year and the new Parking Officer “finding his feet”.

**3.2.3. Five year comparison**



**3.3. Food, Health and Liquor Licencing**

**3.3.1. Liquor Licencing**

Applications lodged: **4**

Applications granted: **4**

Total applications for year: **82**

3.3.2. Five year comparison



3.3.3. Food & Health Regulation

Applications lodged:

Applications granted:

Total applications for year:

Unable to report this month due to staff illness.

3.4. **Noise Complaints**

Complaints for December: **25**

Complaints for year to date: **208**

3.5. **Animal Control**

Complaints for December: **17**

Complaints for year to date: **230**

3.6. **Other Regulation**

3.6.1. **Bylaw Compliance**

Fly-tipping

A steady rise in fly tipping especially green waste complaints have been received. Council Compliance officer has investigated all instances logged but due to a lack of evidence no further action was able to be taken.

Untidy Sections

Council has noted a rise in untidy section complaints. This is normal for this time of year due to the atmospheric conditions. Enforcement letters requiring sections to be tidied have been issued.

**3.6.2. RMA Compliance/District Plan Complaints**

Nothing of note to report.

#### 4. COMMUNITY, RECREATION AND CUSTOMER SERVICES

##### Community & Recreation Services Manager

The second half of December was a bit slower due to the public holidays and closures. The team enjoyed a well-deserved short break with family and friends after an eventful year. Customers appreciated and enjoyed using our facilities and programmes on offer during the holidays as per the comments below.

HappyOrNot feedback this month:

Customer Service 27 responses  
 Westland Recreation Services 592 responses  
 Grey District Library 172 responses

*Nice vibe in the gym and staff are friendly and helpful – WRC Fitness*

*Thank you so much for opening the hydroslides early and making our group feel so welcome. We have had an awesome day. Lifeguards and all staff super friendly and helpful. We'll be back 😊 – WRC*

*The service was amazing and everything is organised, thank you for a great library – Library*

*Very polite and respectful front desk, merry Xmas and happy new year!! – Customer Service*

##### Performance Measures

| Area                       | How we'll measure                         | 23/24 target | 23/24 measure | 24/25 December | Comment                             |
|----------------------------|-------------------------------------------|--------------|---------------|----------------|-------------------------------------|
| Customer Service GDC       | % of users satisfied with service         | 80%          | 88%           | 98%            |                                     |
| Library                    | % of users satisfied with service         | 82%          | 86%           | 91%            |                                     |
| Westland Recreation Centre | % of users satisfied with pools           | 75%          | 77%           | 80%            | Pools & stadium combined            |
|                            | % of users satisfied with stadium         | 75%          | 77%           | 82%            | Average of fitness & pools combined |
|                            | % of users satisfied with fitness/classes | 70%          | 79%           | 93%            |                                     |

##### Customer service



##### Library



##### Westland Recreation Centre



##### PNCC – After hour call service

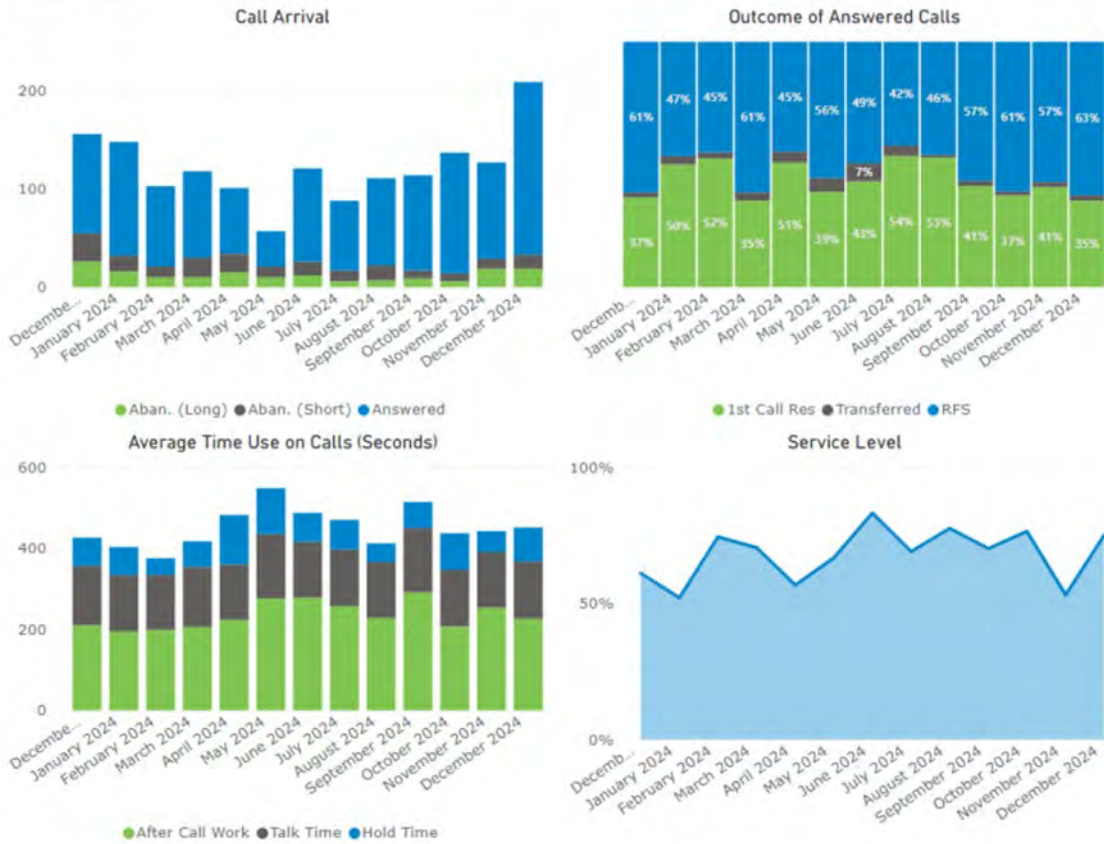
A busy month for the afterhours service which has been a great support to our community during the festive season.

# SUMMARY DECEMBER 2024

## Key Statistics

|                 |              |                     |                  |                      |        |         |
|-----------------|--------------|---------------------|------------------|----------------------|--------|---------|
| <b>December</b> |              |                     |                  |                      |        |         |
| 209 Offered     | 176 Answered | 110 Requests Logged | 9.09% Aban. Rate | 75.00% Service Level | 34 ASA | 377 AHT |

## Annual Trends



| Count of Action         | Column Labels                                 | Handed Call off to Staff/Contractor | Info Only - General Info | Info Only - Known Fault | New Job Logged | Wrap-Up Incomplete | Wrong Number | Grand Total |
|-------------------------|-----------------------------------------------|-------------------------------------|--------------------------|-------------------------|----------------|--------------------|--------------|-------------|
| Animal Control          | <input type="checkbox"/> Existing Job Updated | 2                                   | 4                        | 1                       | 16             |                    |              | 23          |
| Bylaws                  |                                               | 1                                   | 4                        | 1                       | 29             |                    |              | 35          |
| Cemetery                |                                               |                                     | 1                        |                         | 1              |                    |              | 2           |
| Council Details         |                                               |                                     | 11                       | 1                       | 1              |                    |              | 13          |
| Council Property/Alarms |                                               |                                     |                          |                         | 3              |                    |              | 3           |
| Missed Call             |                                               |                                     | 1                        |                         |                |                    | 1            | 2           |
| Parking                 |                                               |                                     | 2                        |                         |                |                    |              | 2           |
| Parks and Reserves      |                                               | 1                                   | 1                        |                         | 1              |                    |              | 3           |
| Rates/Finance           |                                               |                                     | 1                        |                         | 1              |                    |              | 2           |
| Recreation Facilities   |                                               |                                     | 1                        |                         | 1              |                    |              | 2           |
| Roading                 |                                               | 1                                   | 3                        |                         | 19             |                    |              | 23          |
| Stormwater              |                                               |                                     |                          |                         | 2              |                    |              | 2           |
| Waste Management        |                                               |                                     | 3                        |                         | 8              |                    |              | 11          |
| Wastewater              |                                               |                                     | 1                        |                         | 5              |                    |              | 6           |
| Water Supply            |                                               | 1                                   | 8                        |                         | 25             |                    |              | 34          |
| Wrap-Up Incomplete      |                                               |                                     |                          |                         |                | 1                  |              | 1           |
| Wrong Number            |                                               |                                     | 10                       |                         |                |                    | 2            | 12          |
| <b>Grand Total</b>      |                                               | <b>5</b>                            | <b>1</b>                 | <b>51</b>               | <b>3</b>       | <b>112</b>         | <b>1</b>     | <b>176</b>  |

## Projects

**Snap, Send, Solve**, – A slight improvement on response times and customer contact but still a lot more work to be done across the organisation.

**CRMs** – Customer Service team will clean up the backlog of old CRMs again, this isn't sustainable. Managers will be informed by CSOs to attend to urgent CRMs. Reports will be presented fortnightly to ELT to track progress.

**HappyOrNot** – Performance is well on track as per weekly updates to Councillors and staff.

**Museum Services** – CRSM will meet with GM to discuss further.



**PARS** – Draft document endorsed by Council on 09/12/2024. Stakeholder feedback is filtering in and this should be finalised in late January.

**Policies & Procedures review** – ELT deferred to next LTP. The disability and retirement housing amendments need further discussion. CRSM will raise again in 2025.

**LTP** – Community and Recreations Services are on track.

**WRC Roof remedials** – Works are expected to be completed soon when contractors are back from leave.

**EMSOL Energy Audit** – CRSM included the LED stadium light replacement in LTP. Poolside the majority of the lights have been replaced by LED over the last few years.

**Age Friendly Strategy** – This will be discussed with the new GM.

**Community Economic Development Strategy review** – CRSM has submitted a report to CE for further discussion with GMs in 2025.

**Library Supervisor – Report for December 2024**

- **HISTORY HOUSE MUSEUM**

- 1. **Summary**

- Discussions will continue regarding the future of this service and the building at a Council workshop.

- **GREY DISTRICT LIBRARY**

- 1. **Summary**

- There was an average of 192 patrons per day during November at a total of 4,421.
    - The Library welcomed 27 new members.
    - There was a total of 5,835 issues in November across our physical and digital platforms.
    - The absence of a systems and cataloguing Librarian since February continues to impact the Library’s BAU, especially at the top level.

- 2. **Programmes and outreach**

**Christmas Activities:**

Some light craft activities for the children were available leading up to Christmas.



**Holiday Programme:**

The planning for the Summer Holiday Programme was completed and the promotion has begun.

**Other Programmes**

**Colouring-in competition**  
From 06/01 to 01/02  
Pick up a sheet from the Library and return it before 01/02/25. Creations will then be displayed until 07/02 in the Library for everyone to vote!

**Booked for lunch**  
Every Monday: 12pm-1pm  
From 06/01 to 27/01  
Bring your lunch and join others every Monday to read for an hour! Come by yourself or with your family and/or friends, it's up to you! All ages. Children under 7 must be accompanied.

**Guess What? Gallery**  
During opening hours  
From 06/01 to 01/02  
Can you recognise these sea animals?  
Children up to 12 years old. Children under 7 must be supervised.

**GREY DISTRICT LIBRARY**  
For more information:  
SCAN ME  
Or visit:  
<https://www.greycdc.govt.nz/libraries/news-and-events>  
03 768 5597  
library@greycdc.govt.nz  
[www.greycdc.govt.nz/libraries](http://www.greycdc.govt.nz/libraries)  
GreyDistrictLibrary

**GREY DISTRICT LIBRARY**  
**Holiday programme**  
Ocean edition  
2024-2025

**Thursday 09/01 1pm-3pm**  
**Nintendo Switch™**  
Come practice and challenge other players on Mario Kart.  
Up to 17 years old. Children under 7 must be supervised.

**Tuesday 21/01 10.30am-11.30am**  
**Colourful fish**  
Cutting, gluing and folding craft activity. All materials provided.  
6-12 years old. Children under 7 must be supervised.

**Tuesday 28/01 10.30am-11.30am**  
**Crafty Crab**  
Cutting, gluing and folding craft activity. All materials provided.  
Up to 10 years old. Children under 7 must be supervised.

**Tuesday 14/01 1pm-2.30pm**  
**Paper Plane competition**  
Children can build a paper plane from 1pm with the provided materials. Take-off is set for 2pm. Cool prizes to be won!  
Up to 13 years old. Children under 7 must be supervised.

**Wednesday 22/01 2pm-4pm**  
**Lego® Day**  
Create a new species of aquatic life and be in to win a prize!  
All ages. Children under 7 must be supervised.

**Wednesday 29/01 10.30am to 11.30am**  
**Aquatic life on a plate**  
Cutting, colouring in and gluing craft activity. All materials provided.  
Up to 10 years old. Children under 7 must be supervised.

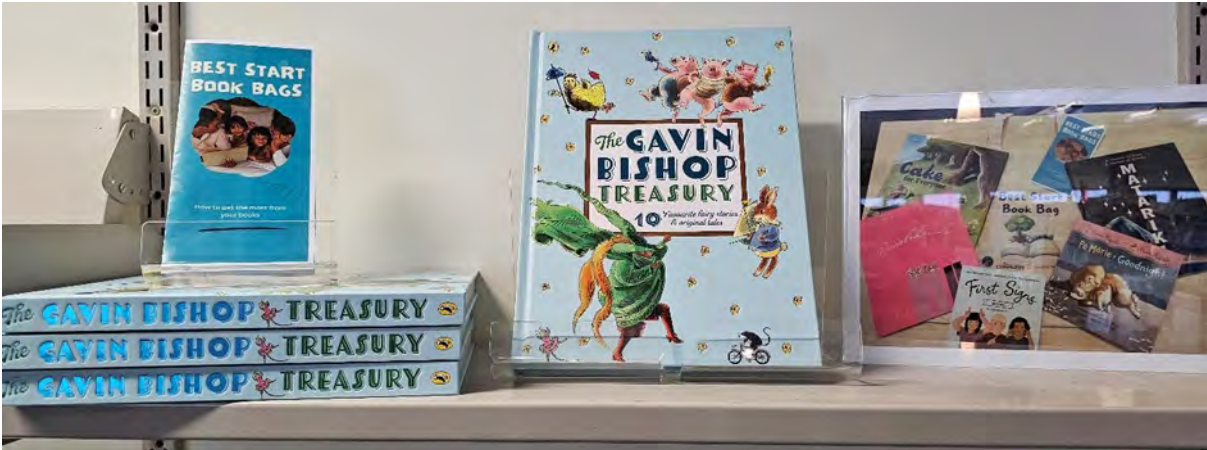
**Wednesday 15/01 2pm-4pm**  
**Games and Snacks**  
Come alone or with your friends! Board games provided but feel free to bring your own.  
From 12 years old.

**Thursday 23/01 2pm-4pm**  
**Tiny Art Competition**  
Come along to create an ocean-themed picture on a tiny canvas. You can glue, paint, whatever you want to do!  
Winner will be picked at a later date.  
12-18 years old.

**Thursday 30/01 10am-12pm**  
**Rock painting with Annie**  
Paint on rocks. That's it!  
All ages. Children under 7 must be supervised.

**Family Start:**

The Grey District Library, together with Westland and Buller District Libraries, are working with Family Start to promote literacy in the community. As part of this initiative, the families supported by Family Start can come to any of the libraries to pick up a bonus book and be introduced to our facilities.



**Displays:**

**Main display:** Christmas Summer Reads

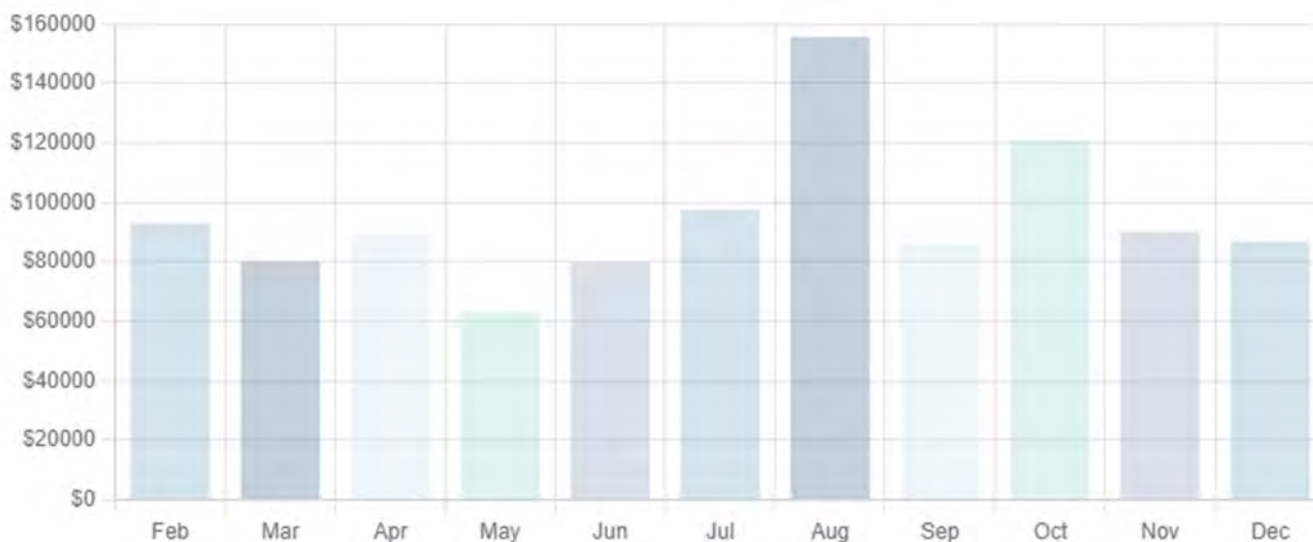
**Reading room display:** Aquatic Life



- **Westland Recreation Centre Supervisor**

**1. Summary**

December was similar to the previous year with less visitors coming with the year-end approaching. We wrapped up our Swim School and Group Fitness classes for the year. Spent some time cleaning up the stadium and storage areas as we brought out all the Christmas decorations. We also made sure to give back to the community with an awesome incentive for our Les Mills Q4 Release.



2. Wet side

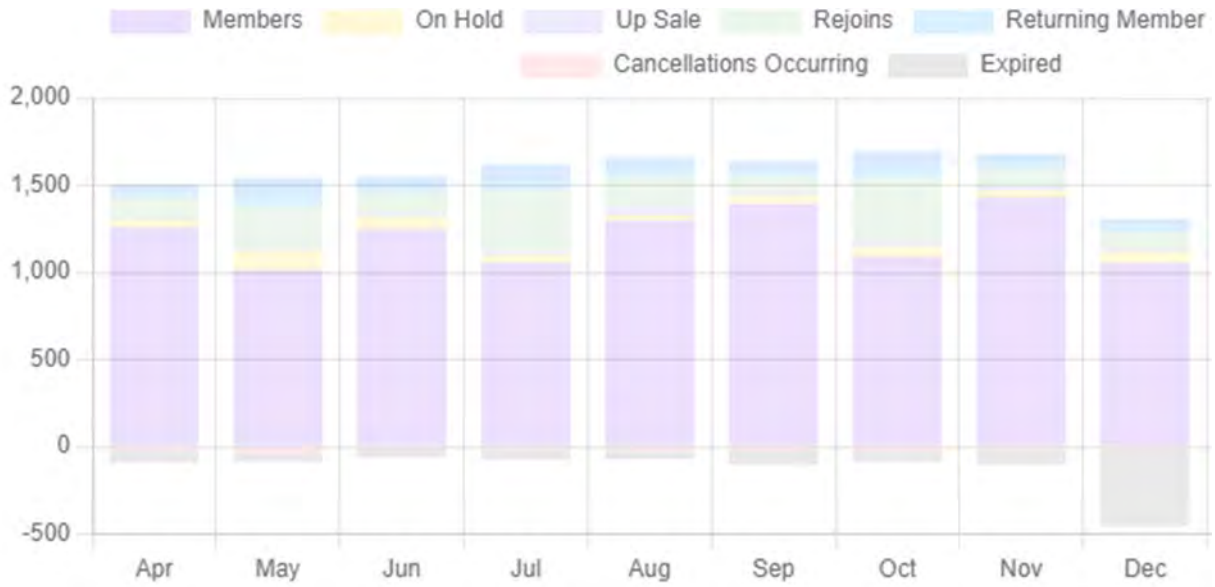
Schools and groups came in to enjoy fun days during the first half of the month and the swim clubs continue to train hard for swim events during this period. We had good visitor numbers over the festive period regardless of the facility being closed for 2 days to ensure staff can spend time with family and friends.

2.1 Swim School

Swim school finished up on the 13th of December as we wrapped things up for 2024. We also managed to recruit 2 new Swim School Tutors who will look to start in January. These two will be great addition to our team as we expect to lose 2 Tutors who are leaving due to attending university. We finished off the final week of term with some Pirate themed games and activities.

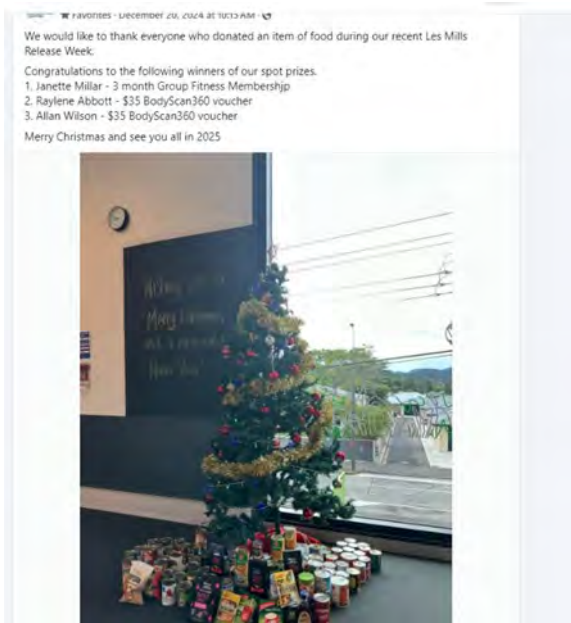


2.2 Dry side



2.3 Fitness Centre

The Fitness Centre finished up the year with the Q4 Les Mills Release. The team along with the Group Fitness Instructors arranged for this release to collect food for the food bank at the salvation army. It was hugely successful as we managed to get a great turn out as well as 4 full 80 litre containers of food.



2.4 Stadium

Another quiet month in the stadium with mainly casual users and Volleyball being the main users for the month of December. We used this opportunity to have a big clean out in the stadium storage area as we prepare for a busy first quarter with some big events coming before we kick off the winter sports season. The scheduled floor maintenance is also booked in for early January to ensure as little as possible impact on customers.

### Customer Service Supervisor

#### Summary

The Customer service team had a steady end to the year, with a number of inquiries and services provided over the counter and phone right up to closing day on December 24th. The usual drop-off didn't occur, and the work was steady through this period.

#### 4.1.1 CRM

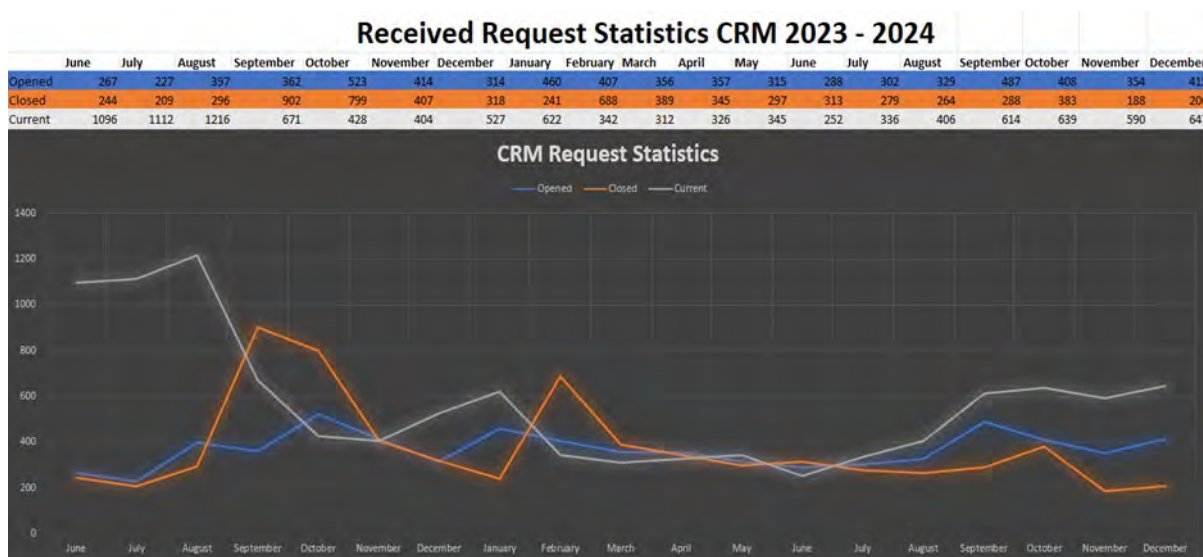
415 Opened in December  
 206 Closed in December  
 647 Current Total

#### Largest demand categories:

Bursting/leaking pipes 42  
 Refuse & Recycling 22  
 Planning 10  
 Noise Complaints 25

#### Department open CRM Totals:

Assets & Engineering 475  
 Corporate Services 56  
 Regulatory/Building 155



#### 4.1.2 Retirement Housing

Percentage empty 0.70%  
 Percentage occupied 99.30%

#### Vacancies

| Address               | Vacant Date | Number of days vacant |
|-----------------------|-------------|-----------------------|
| 092/8 SH 7 Dobson     | 27/11/2014  | 40                    |
| 7 Threadneedle Street | 04/12/2024  | 31                    |

CRSM had a meeting with the Regional Manager from MSD to discuss potential suitable tenants. This was a positive meeting and will continue the collaboration into 2025.

#### 4.1.3 Car Park Leasing

No changes to levels

**4.1.4 Snap Send Solve**

77 Snaps Created  
 206 In Progress Overall Total

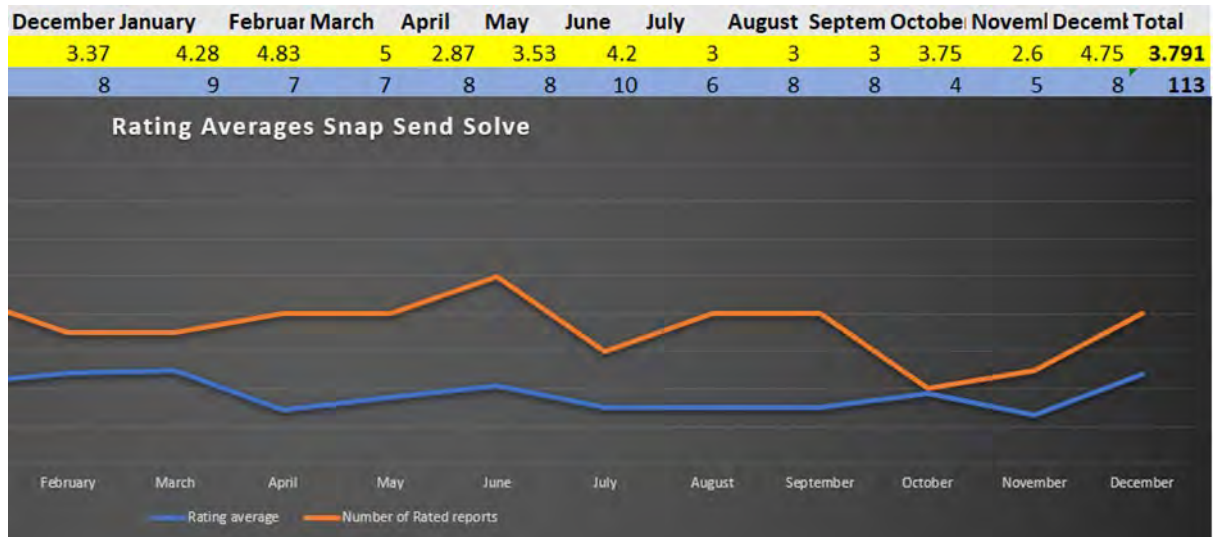
**Live SSS Overall Running Percentages (July 2023 – Current)**

Closed 496  
 In Progress 183  
 Re Assigned 33  
 Total 712

**SSS Ratings**

12 months running rating average 3.71 (Out of 5)  
 Last 6 Months running rating total 3.35  
 Last 3 Months running rating total 3.7

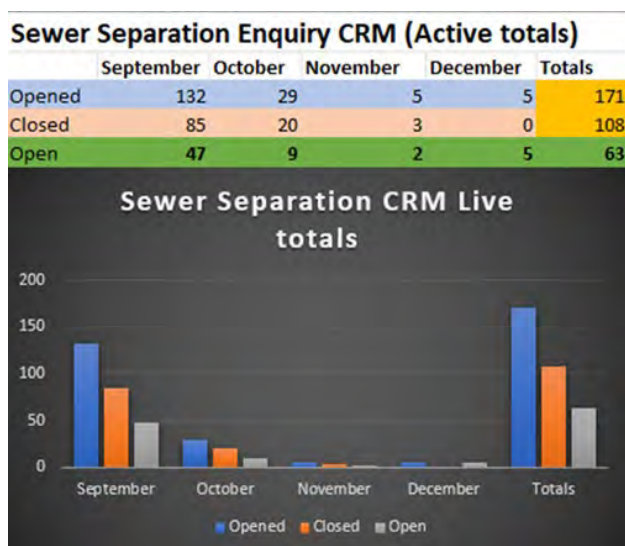
A small improvement on previous month.



**4. 1. 5. Land Information Management (LIMS)**

Total Requested LIMS 23  
 Refunded due to time frame not meeting 0

**4.1.6. Sewer Separation Enquiries (CRM)**



**5. MAYORS’ TASK FORCE FOR JOBS COORDINATOR REPORT**

The MTFJ team took part in the Christmas Parade this year. It was a wonderful way to engage with the community and wrap up 2024.

As the year came to an end, we are proud to share that we have successfully supported 21 young people into full-time employment, which has the year finishing on a high and we look forward to continuing our great work into 2025.

**6. Community Events Facilitator Report**

1. Events

6.1 Christmas Carnival – 6,7, & 8 December 2024

Community events I have continuously liaised with the following community groups: Cobden Community Group for Spring into Summer, Christmas Carnival committee, Business Promotion Association for New Year’s Eve Party.

GDC Staff kids Christmas Party at the Westland Rec Centre

Christmas Tree Festival – decorations and communication with the event organiser

2. Community engagement

Engagement with different event organiser to promote their upcoming events:

BPA – New Year’s Eve Party – ongoing project

Art Gallery – all the ongoing projects/events

Grey District Youth Trust – ongoing projects shared on our marketing channels.

Art in the Park event organiser

Sport Canterbury for acquisition of sport equipment and the upcoming events organised in collaboration.

3. Meetings

Cobden Community Group – Spring into Summer event

Christmas Carnival Committee

New Year’s Eve Party event organiser- Cary Lancaster for organising a family event prior to the concert. Events Facilitator have managed to secure a bouncy castle, face painting, fairy with glitter, pirate with games and entertainment with balloons, storytelling and more.

Waitangi Day committee.

4. Events Marketing



Keeping updated the Grey District Council website events page with the events within the district.  
 Constantly monitoring the local Facebook posts for event details within the Grey District which have been shared on the GDC FB page and local groups for increasing the visibility.  
 Keeping updated a marketing schedule for all the events, GDC and external events organisers.  
 Working on different posters for fundraising event  
 Christmas Carnival market invitation and managing registrations.  
 Liaising with the parties involved for the Christmas Tree installation in Town Square – transport, electrician.  
 Christmas lights installation in town. A few of them need replacement due to malfunction/corrosion.

5. Other

Admin tasks for Christmas Carnival committee such as online payments, float registrations, Communication with Santa scheduled for Friday 6 December, invoices, bands/PA.  
 End of the event financial report for Christmas Carnival committee.  
 Media editing for Christmas Carnival event files such video and photos.  
 BPA paperwork for fireworks event such – LTO, permits.

**7. LAND LEASES**

- 7.1 Staff are continuing to deal with renewals, rental reviews and enquires in relation to Land, Leases and Licences.
- 7.2 As part of work relating to the Long Term Plan, staff are in the process of considering fees and charges for Leases and Licences and will be included in the upcoming fees and charges schedule.

***Update on the total number in progress***

|                                        |                   |
|----------------------------------------|-------------------|
| Current Leases:                        | 119               |
| Lease Rental reviews:                  | 18                |
| Lease CPI Rental reviews:              | 15                |
| Lease renewals:                        | 10                |
| New leases:                            | 2                 |
| New Lease enquiries:                   | 0                 |
| Cancellation of Leases                 | 1                 |
| Variation of Lease Area                | 1                 |
| Current Licences to Occupy:            | 166               |
| Licences to occupy CPI Rental reviews: | 0 (all completed) |
| Licences to Occupy Renewals:           | 154               |
| New Licences to Occupy:                | 4                 |
| Freeholding of Land:                   | 3                 |
| Freeholding Land Enquiries:            | 0                 |
| Land purchase enquiries:               | 14                |

- 7.3 Staff are considering suggestions for Policy additions or amendments which is an ongoing consideration.

## 8. FINANCE

### 8.1 Annual Report 2023/2024

The annual report is on track. Our auditors have started working remotely on the engagement in December and we will be finalising on site date during the next week. The project is on track to be completed and the annual report adopted in March 2025.

### 8.2 Long Term Plan

The 2025-2034 is on the way. Staff have worked with Rationale to complete budgets and work down to proposed budgets, this will be discussed with the elected members in the next workshop.

The budgets are being imported into the LTP model and the funding completed, whereafter the rates effect will be more known.

The project is still on track to meet the 30<sup>th</sup> of June legislative deadline, the budgets, performance framework and funding thereof being the main focus in the next couple of weeks.

The design of the consultation and LTP documents are underway. Staff have started identifying items to consider for consultation and this will be finalised throughout the next couple of weeks.

### 8.3 Financial Control and Control Environment

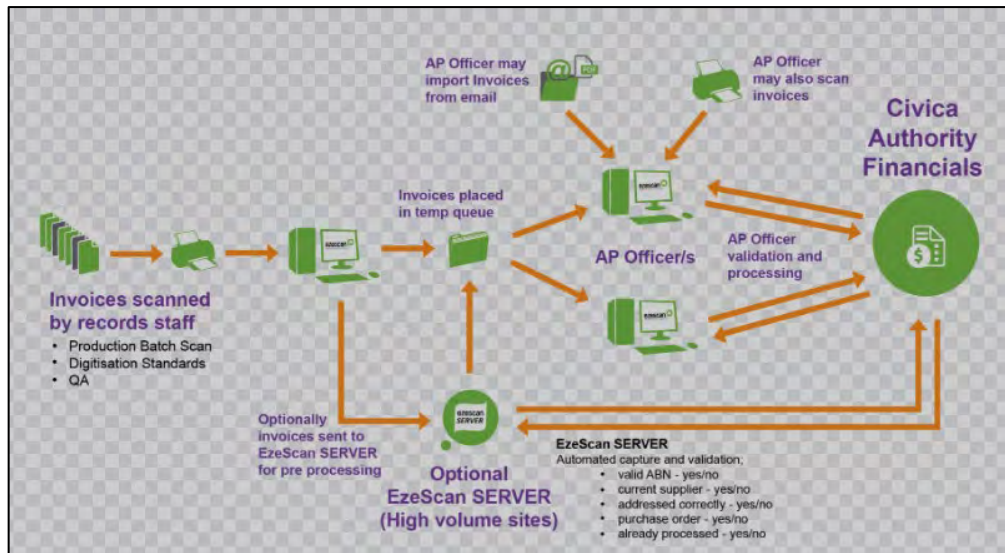
The Finance Manager and Finance Team are working through the financial controls and processes to ensure that there are sufficient controls to mitigate the financial risks, whether due to fraud or error, to an acceptable risk.

### 8.4 Procure to Pay Implementation

Hierarchy set up in Authority where this is all driven from needs to be updated to include the new structure. We are waiting on the confirmation of this to make these changes and complete the set up to start testing.

There has been a new version of Authority come out and this needs to be implemented before the procure to pay can be copied over to this Live environment.

Going live is on hold until all setup testing is complete, and training given to all relevant staff. The final sign off from Civica was moved and is to be completed after all testing is done.



8.5 Creditors

Supplier invoices are paid on the invoice due date or in the next weekly pay run. Any urgent or invoices that arrive late are paid as soon as possible.

8.6 Debtors and debt recovery

Sundry debtor includes all fees and charges that are not otherwise categorised.

| Receivables as at 31 December 2024 |                     |                       |                       |
|------------------------------------|---------------------|-----------------------|-----------------------|
| Category                           | Current             | Overdue               | Total Due             |
| Building Control                   | \$2,102.89          | (\$4,323.34)          | (\$2,220.45)          |
| Building Warrant of Fitness        | \$1,800.00          | \$300.00              | \$2,100.00            |
| Dogs Debtors (from ACS)            | (\$575.55)          | (\$179.14)            | (\$754.69)            |
| Land Leases                        | \$11,124.68         | \$229,378.74          | \$240,503.42          |
| Licence to Occupy                  | (\$5,410.46)        | (\$699.80)            | (\$6,110.26)          |
| Port Accounts                      | \$13,952.79         | \$150,941.96          | \$164,894.75          |
| Resource Consent Bonds             | (\$55,473.28)       | \$193,761.84          | \$138,288.56          |
| Resource Consenting                | \$9,264.68          | \$217,071.17          | \$226,335.85          |
| Retirement Housing                 | \$43,102.13         | (\$61,751.41)         | (\$18,649.28)         |
| Sundry Debtor                      | \$146,896.64        | \$587,011.95          | \$733,908.59          |
| Terms Loans                        | \$0.00              | \$32,804.34           | \$32,804.34           |
| Westland Recreation Centre         | \$8,570.67          | \$31,135.51           | \$39,706.18           |
| <b>Totals</b>                      | <b>\$175,355.19</b> | <b>\$1,375,451.82</b> | <b>\$1,550,807.01</b> |

8.7 Rates and Water Billing

| <b>Rates Debtors as at 31 December 2024</b> |                                     |                          |                        |
|---------------------------------------------|-------------------------------------|--------------------------|------------------------|
| <b>Rates Total Overdue</b>                  | <b>Rates Total Interest Overdue</b> | <b>Current Rates Due</b> | <b>Total Rates Due</b> |
| \$563,717.14                                | \$224,005.57                        | \$12,598,822.11          | \$13,386,544.82        |

| <b>Balance with Resolve Collections as at 31 December 2024</b> |
|----------------------------------------------------------------|
| \$532,640.93                                                   |

A stricter direct debit process has been implemented, recalculating dishonors, and cancelling direct debits after three dishonors within the current rating year. This has reduced dishonors and ensured penalties for ratepayers with insufficient payment arrangements, with debts passed to Resolve Collections.

Close collaboration has helped identify properties for rating sales and issue mortgagee demands to recover debts.

Water rates are all up to date.

8.8 Grants and Claims Submitted

MBIE/BRANZ building consent levies are up to date.

NZTA December claim has been completed.

Better Off Funding has been fully claimed on and no further funding is available.

### Confirmation of Statutory Compliance

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</p> <p>(a) This report contains:</p> <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul> <p>(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5.7 WEST COAST EMERGENCY MANAGEMENT UPDATE

**File Number:****Report Author:** Group Manager Operations**Report Authoriser:** Group Manager Operations**Appendices:** Nil

### 1. REPORT PURPOSE

- 1.1. West Coast Emergency Management (WCEM) staff will provide an update on West Coast Emergency Management activities relating to the Grey District.

### 2. OFFICER RECOMMENDATION

That Council,

1. Receives the report and notes the contents.

### 3. UPDATES

#### 3.1. NEMA Resilience Projects.

Currently there are two project underway:

Emergency Caches for alternate EOCs, and enhanced evacuation planning for Grey, Hokitika and Waiho rivers.

The Emergency Cache project adds to the existing emergency container resources that are already in place for Greymouth.

The enhanced evacuation planning involves utilising the Resilient Westport evacuation planning to improve evacuation processes. This will support Grey District flood plan. This work will commence in early 2025.

#### 3.2. Training and Exercise Updates.

Refer to appendix one for a breakdown of the training numbers across each district for 2024. Also included is the draft programme for 2025 (appendix 2). Staff will be reporting back quarterly to each Coordinating Executive Group (CEG) meeting on the matrix of staff trained across each function to show how well covered each district is with trained staff for their Emergency Operations Centre (EOC).

Grey District Council staff participated in the National Exercise Rū Whenua earlier this year, and again with Exercise Pandora on 7 November 2024. This was the first time the Grey EOC was separated from the regional ECC. The EOC was set-up on level one of the Recreation Centre.

Staff are planning a joint exercise with FENZ in May 2025 to set up and run our Multi Habitation Unit (6m x 9m inflatable tent) along with the resources currently stored in containers to set up an emergency centre.

#### 3.3. Emergency Coordination Centre Facility

West Coast Emergency Management Joint Committee agreed to progress Emergency Coordination Centre (ECC) co-location proposal with FENZ.

WCEM would welcome the opportunity to discuss options for the Grey Emergency Operations Centre (EOC) at a future council meeting.

**3.4. Severe Weather Activation**

Severe weather event over a majority of the region at the start of Labour weekend saw both Buller and Grey districts stand-up Emergency Operations Centres (EOC). Two agency briefings took place on Saturday 26 October. The river levels subsided Saturday night with minimal impact, other than multiple road closures across both districts.

**4. SIGNIFICANCE AND ENGAGEMENT**

**4.1. N/A**

| Issue                                                                                                                                                  | Level of Significance | Explanation of Assessment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| Is there a high level of public interest, or is decision likely to be controversial?                                                                   | N/A                   | N/A                       |
| Is there a significant impact arising from duration of the effects from the decision?                                                                  | N/A                   | N/A                       |
| Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)                                 | N/A                   | N/A                       |
| Does the decision create a substantial change in the level of service provided by Council?                                                             | N/A                   | N/A                       |
| Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?                       | N/A                   | N/A                       |
| Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?                                               | N/A                   | N/A                       |
| Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | N/A                   | N/A                       |
| Does the proposal or decision involve Council exiting from or entering into a group of activities?                                                     | N/A                   | N/A                       |

**Confirmation of Statutory Compliance**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</p> <p>(a) This report contains:</p> <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul> <p>(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Appendix 1**

| ATTENDANCE BY AGENCY |           |              |           |              |           |              |           |
|----------------------|-----------|--------------|-----------|--------------|-----------|--------------|-----------|
| BULLER               |           | GREY         |           | WESTLAND     |           | REGIONAL     |           |
| CIMS4                | 13        | CIMS4        | 6         | CIMS4        | 14        | CIMS4        | 7         |
| INTELLIGENCE         | 1         | INTELLIGENCE | 1         | INTELLIGENCE |           | INTELLIGENCE | 4         |
| PLANNING             | 1         | PLANNING     | 1         | PLANNING     |           | PLANNING     | 2         |
| LOGISTICS            |           | LOGISTICS    | 3         | LOGISTICS    | 1         | LOGISTICS    |           |
| OPERATIONS           |           | OPERATIONS   | 4         | OPERATIONS   | 1         | OPERATIONS   | 2         |
| WELFARE              | 2         | WELFARE      | 4         | WELFARE      |           | WELFARE      | 1         |
| CONTROLLER           | 3         | CONTROLLER   | 2         | CONTROLLER   | 1         | CONTROLLER   | 2         |
|                      |           |              |           |              |           |              |           |
| <b>TOTAL</b>         | <b>20</b> | <b>TOTAL</b> | <b>21</b> | <b>TOTAL</b> | <b>17</b> | <b>TOTAL</b> | <b>18</b> |

| COMMUNITY    |           | AGENCIES     |           | EMERGENCY MANAGEMENT |           |
|--------------|-----------|--------------|-----------|----------------------|-----------|
| CIMS4        | 12        | CIMS4        | 15        | CIMS4                | 2         |
| INTELLIGENCE |           | INTELLIGENCE | 2         | INTELLIGENCE         |           |
| PLANNING     | 1         | PLANNING     | 3         | PLANNING             | 1         |
| LOGISTICS    | 1         | LOGISTICS    | 1         | LOGISTICS            | 1         |
| OPERATIONS   | 1         | OPERATIONS   | 2         | OPERATIONS           | 1         |
| WELFARE      | 3         | WELFARE      | 4         | WELFARE              |           |
| CONTROLLER   | 2         | CONTROLLER   | 1         | CONTROLLER           | 6         |
|              |           |              |           |                      |           |
| <b>TOTAL</b> | <b>20</b> | <b>TOTAL</b> | <b>28</b> | <b>TOTAL</b>         | <b>11</b> |

**Appendix 2**

| Date  | Course                    | Location                  |
|-------|---------------------------|---------------------------|
| Feb   | CIMS4                     | Westport                  |
|       | CIMS4                     | Greymouth                 |
| March | D4H Introduction          | Westport                  |
|       | D4H Introduction          | Greymouth                 |
|       | D4H Introduction          | Hokitika                  |
|       | Planning day              | WCRC/Buller/Grey Westland |
| Apr   | Intelligence              | Westport                  |
|       | Planning                  | Westport                  |
|       | Intelligence              | Greymouth                 |
|       | Planning                  | Greymouth                 |
| May   | PIM                       | Westport                  |
|       | PIM                       | Greymouth                 |
|       | Response Manager          | Greymouth                 |
|       | Controller                | Greymouth                 |
|       | Individual ½ day exercise | WCRC/Buller/Grey Westland |
| June  | CIMS4                     | Hokitika                  |
|       | Response Decision making  | Greymouth                 |
|       |                           |                           |

| Date      | Course                    | Location                  |
|-----------|---------------------------|---------------------------|
| July      | D4H Introduction          | Westport                  |
|           | D4H Introduction          | Greymouth                 |
|           | D4H Introduction          | Hokitika                  |
|           | Individual ½ day exercise | WCRC/Buller/Grey Westland |
| Aug       | CIMS4                     | Westport                  |
|           | CIMS4                     | Greymouth                 |
| September | Regional Exercise         | WCRC/Buller/Grey Westland |
| October   | Logistics                 | Westport                  |
|           | Operations                | Westport                  |
|           | Welfare                   | Westport                  |
|           | Planning day              | WCRC/Buller/Grey Westland |
| Nov       | Logistics                 | Greymouth                 |
|           | Operations                | Greymouth                 |
|           | Welfare                   | Greymouth                 |
|           | D4H Introduction          | Westport                  |
|           | D4H Introduction          | Greymouth                 |
| Dec       | D4H Introduction          | Hokitika                  |
|           | Individual ½ day exercise | WCRC/Buller/Grey Westland |

**2025 DRAFT Training Plan**



## 5.8 ADOPTION OF STANDING ORDERS

### File Number:

**Report Author:** Chief Executive

**Report Authoriser:** Chief Executive

**Appendices:** 1. Standing Orders (under separate cover)

### 1. REPORT PURPOSE

- 1.1. For Council to update and adopt Standing Orders for Council and any of its committees.

### 2. EXECUTIVE SUMMARY

- 2.1. Council is required to adopt a set of Standing Orders.
- 2.2. Standing Orders provide the rules by which Council and its Committees operate their meetings.
- 2.3. In 2024 Taituarā and LGNZ reviewed the Standing Orders templates. The Taituarā Democracy and Participation Reference Group provided much of the expertise required for this review.
- 2.4. The key change to the Standing Orders was to plain English them and to strengthen the principles to give them more prominence. There is no tracked changes version because the whole document was changed.
- 2.5. The previous quasi-legal drafting of the Standing Orders created a barrier to accessing the content for both staff and elected members. Redrafting them into plain English and reformatting with greater use of white space removed those barriers to allow ease of understanding the rules. During the process of plain English translation they were legally reviewed by Simpson Grierson.
- 2.6. Strengthening the principles that underpin the rules provides an understanding of what the rules are there for. From time to time there have been perverse outcomes from interpreting Standing Orders without reference to the overarching intent of them. The principles section is for Mayors and Chairs to refer to as necessary when ruling on points of order.
- 2.7. A legislative change permitting members that attend by audiovisual link to be counted as part of the meeting's quorum was also incorporated into the Standing Orders and adopted by Council in August 2024. (See Section 13.8 of the Standing Orders template).

### 3. OFFICER RECOMMENDATION

That Council:

1. Receives the report.
2. Adopts the attached Standing Orders for use at its meeting.
3. Approves the Grey District Council Standing Orders so adopted for use by any committee or subcommittee of Council.
4. Council authorises the Mayor and Chief Executive to make minor amendments of a grammatical nature (if required) to the Standing Orders and circulate the final version to members.

#### 4. BACKGROUND

- 4.1. Please refer to the information under the Executive Summary above. The Council to enable the ordinary transaction of business at its meetings is required to adopt Standing Orders. This requirement is outlined in Schedule 7, cl 27 (1) & (2) of the Local Government Act 2002 (The Act) which states:
1. *“A Local Authority must adopt a set of Standing Orders for the conduct of its meetings and those of its committees.*
  2. *The Standing Orders of a Local Authority must not contravene this Act, the Local Government Official Information and Meetings Act 1987, or any other Act”.*
- 4.2. Council uses the Local Government Standing Orders template modified for its own circumstances and are attached to this report.

### Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
  - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## 5.9 DELEGATIONS

### File Number:

**Report Author:** Executive Officer

**Report Authoriser:** Chief Executive

**Appendices:**

1. Delegations Manual Part One (under separate cover)
2. Delegations Manual Part Two (under separate cover)

### 1. REPORT PURPOSE

- 1.1. The purpose of this report is to confirm Council's approval for an updated Part One of the Delegations Manual, which incorporates delegations to Council committees and subcommittees, and financial delegations to staff. Council's approval to revoke the current Delegations Manual is also sought.

### 2. EXECUTIVE SUMMARY

- 2.1. The Delegations Manual is the record of the delegations of Council and the Chief Executive and, once approved, is the legal basis for which Council's standing subcommittees, other committees, elected members or staff are able to perform these duties. Council adopted the current version of its Delegations Manual in October 2024.
- 2.2. The Manual is split into two documents. Part One sets out the delegations' philosophy, current governance structure, and financial delegations to staff delegated directly by Council. Part Two contains the Chief Executive's sub-delegations to staff, both statutory and non-statutory.
- 2.3. Part One of the Manual has been updated in accordance with a Council resolution made at an extraordinary meeting held on 14 November 2024 making changes to the Committee structure. The frequency of Council meetings for 2025 was also changed from six-weekly, to occur monthly on the fourth Monday. Where necessary, Committee Terms of References have also been updated and are shown as tracked changes in the amended Delegations Manual (Appendix 1 – attached separately).
- 2.4. The creation of a new Group Manager role, Economic Development & Regulatory Services, and the title change of two other Group Manager roles has also been incorporated into the revised Manual.
- 2.5. Part Two of the Delegations Manual has also been updated to incorporate the new Group Manager roles. Part Two does not need to be formally approved by Council, as the Local Government Act 2002 provides the Chief Executive with the ability to further delegate their power (with some restrictions) but this document is attached herewith for information (Appendix 2 – attached separately).
- 2.6. Once adopted, the new Delegations Manual will be placed on the Council's website for information and transparency's sake.

### 3. OFFICER RECOMMENDATION

That Council

1. Receives the report "Delegations".
2. Adopts the Grey District Council Delegations Manual Part One – Council and Finance (Appendix 1), to take effect from 27 January 2025.

3. Revokes the Grey District Council's Delegations Manual 2021 (as amended on 31 October 2024), to take effect from 27 January 2025.
4. Notes that the Grey District Council Delegations Manual Part Two – Chief Executive will set out the Chief Executive's delegations to staff and will take effect on 27 January 2025, but it will be a living document that is to be continually reviewed and updated by the Chief Executive and Executive Leadership Team.
5. Notes that Part One of the Delegations Manual will be placed on the Council's website after adoption.

#### **4. BACKGROUND**

- 4.1. The Delegations Manual is the record of the delegations of Council and the Chief Executive and, once approved, is the legal basis for which Council's standing subcommittees, other committees, elected members or staff are able to perform these duties.
- 4.2. Delegation means the assignment of a power, function or duty to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.
- 4.3. Council adopted the current version of its Delegations Manual in October 2024.
- 4.4. Part One of the Manual has been updated in accordance with a Council resolution made at an extraordinary meeting held on 14 November 2024 making changes to the Committee structure. The resolution dissolved the following Committees:  
  
Finance, Regulatory & Business Support  
Operations & Capital Programme Delivery  
Commercial & Economic Development  
Grey District Resilience  
  
The Terms of Reference for other Committees/Subcommittees have been updated as necessary and are shown as tracked changes in the amended Delegations Manual.
- 4.5. The creation of the new Group Manager role, Economic Development & Regulatory Services, and the title change of other Group Manager roles has also been incorporated into the revised Manual.
- 4.6. This report's recommendations seek approval for Part One of the Manual to take effect from 27 January 2025.

#### **5. OPTIONS**

- 5.1. To accept the proposed changes to the Delegations Manual Part One.

Note: 5.1 above is the only applicable option as the manual has been updated to incorporate the current governance structure, in accordance with a Council resolution made on 14 November 2024 and to also incorporate a new management structure.

#### **6. CONSIDERATIONS**

- 6.1. Legal and Legislative Implications
  - 6.1.1. Fully compliant with delegation provisions in the Local Government Act.

**7. FINANCIAL**

- 7.1.1. There are no financial or resourcing implications arising from adoption of the Delegations Manual Part One – Council and Finance.
- 7.2. Existing Policy and Strategy Implications
  - 7.2.1. There are statutory limitations on what can be delegated. These are outlined fully in the Delegations Manual Part One – Council and Finance (Appendix A).
  - 7.2.2. The Local Government Act also contains other provisions regarding delegations. The proposed Manual complies with these requirements. The Manual proposed fully complies.
- 7.3. Fit with Purpose of Local Government Statement
  - 7.3.1. The report's recommendations comply with the purpose of local government.
- 7.4. Effects on Mana whenua
  - 7.4.1. N/A.

7.5. Significance and Engagement

7.5.1. The decision to adopt the new Delegations Manual is an important one, but not considered to be significant under the terms of the Council’s Significance and Engagement Policy. It deals with the operation of Council business, and this is not regarded as a significant decision under the Significance and Engagement Policy.

| Issue                                                                                                                                                  | Level of Significance | Explanation of Assessment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| Is there a high level of public interest, or is decision likely to be controversial?                                                                   | Low                   | N/A                       |
| Is there a significant impact arising from duration of the effects from the decision?                                                                  | No                    | N/A                       |
| Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)                                 | No                    | N/A                       |
| Does the decision create a substantial change in the level of service provided by Council?                                                             | No                    | N/A                       |
| Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?                       | No                    | N/A                       |
| Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?                                               | No                    | N/A                       |
| Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | No                    | N/A                       |
| Does the proposal or decision involve Council exiting from or entering into a group of activities?                                                     | No                    | N/A                       |

7.6. Community Wellbeings and Outcomes

7.6.1. The report’s recommendations do not contradict any of the community wellbeings and outcomes.

7.7. Other

7.7.1. N/A.

**8. CONCLUSIONS**

8.1. The proposed new Delegations Manual Part One – Council and Finance includes up to date information about the current governance structure and also a change to the management structure. The new Delegations Manual Part Two has had some minor amendments, to bring it in line with the new management structure and it will continue to be a living document, to ensure flexibility and responsiveness for incorporating amendments relating to minor changes.

**9. NEXT STEPS**

- 9.1. The updated Delegations Manual Part One will be placed on the Council's website for information and transparency's sake.

**Confirmation of Statutory Compliance**

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
  - (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
  - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## 5.10 OPERATIONS AND CAPITAL PROGRAMME REPORT

### File Number:

**Report Author:** Group Manager Operations

**Report Authoriser:** Chief Executive

**Appendices:** Nil

### 1. REPORT PURPOSE

- 1.1. This report is to provide an update to Council with respect to the delivery of functions and activities within the Operations Group.

### 2. OFFICER RECOMMENDATION

That Council

1. Receives the Operations and Capital Programme Report and notes the contents herein.

### 3. TRANSPORT

- 3.1. **Roading Maintenance Contract 2023 – 2026** – The roading maintenance contract led by Isaac Construction remains on track and the contractors are meeting expectations for service delivery. Below are photos of some works that contractors recently completed at various district locations.
- 3.2. **Arnott's Height Slip Remedial Works** – Work will commence once funding is confirmed. The slip has been stable over the past few months. The intention is to move the bunding back, reinstate the carriageway to dual lane and remove the traffic lights.
- 3.3. Additional parking spaces in Moana which were created prior to Christmas have been very well received over the holiday period.
- 3.4. The floating pontoon at Lake Brunner has been repaired, new ladders have been added and the pontoon is now back on the lake.

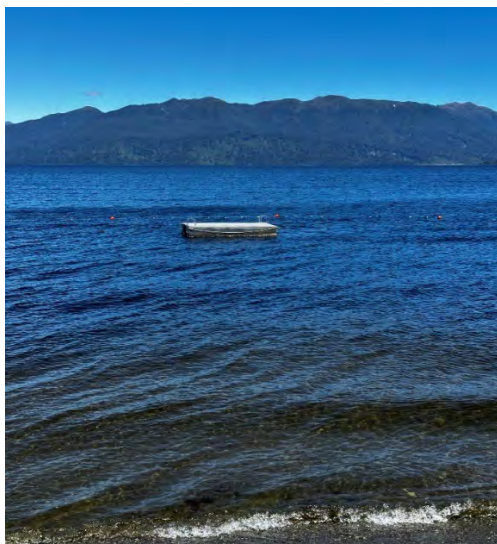


Fig 1: Repaired floating pontoon - Lake Brunner



- 3.5. Top coursing of gravel roads is underway with the material procured from McLeans Landfill at no cost. Gravel roads will be graded and compacted.



Fig 2: New gravel overlaid on Blairs Road, Grey District

- 3.6. District wide pre re-sealing activity is underway. Contractors are making good progress with favourable weather conditions assisting with this work.
- 3.7. Remedial work from the heavy rainfall event prior to Christmas is expected to be completed by mid January.



Fig 3: Damage sustained on Māori Creek Road, Greymouth

**PORT**

- 3.8. After 3 ½ years' service in the lagoon, the Port of Greymouth Digger pontoon from the dredging operation has been brought out of the water to receive maintenance and a full inspection, including painting. This will occur during the four week closure of the slipway, and the vessel will be returned to the water once the winches are operational. This will be managed within operational budgets.
- 3.9. **Port Slipway Winch Replacements** - Work is underway on the demolition of the existing winch shed as pictured below. Pile application will be completed by 17 January in readiness for the new winch shed concrete floor. The winches are ordered and due to arrive on 20 January. The mezzanine floor is being fabricated by Dispatch & Garlick ready for installation in late January.



Fig 4: Demolition of Winch Shed

**4. UTILITIES & INFRASTRUCTURE DEPARTMENT****4.1. Long Term Plan Planning and Asset Management Plans**

Staff continue to work on information to support the long-term plan process, Council workshops and asset management plan. The three waters valuation is going through peer review, which includes some minor updates from the original run of the valuation. This is expected to be completed by the end of January and support ongoing long term plan planning.

**4.2. Water Supplies**

4.2.1. **General operations** – Both staff and our operations contractor are monitoring water supplies closely, as the extended period of fine weather continues. At the time of writing this report, all supplies were operating as normal and managing the additional demand. River and creek levels are lowering, but not resulting in any extraction issues. Contingency infrastructure is in place and includes the additional bore at the Greater Greymouth Water Treatment Plant and the treatment process at the ex-Runanga Water Supply Treatment Plant. Neither have been used as at the time of putting together this report.

4.2.2. **Greater Greymouth Water Supply Additional Bore and Treatment Upgrade** - The additional bore at the Greater Greymouth Water Treatment Plant is now able to be used, if needed. While final control systems to permanently integrate the bore into our operations, is still needed, the bore can be used as needed to support the supply.

Staff are also commencing work on the design of the overall Greater Greymouth Water Treatment Plant, treatment upgrade.

4.2.3. **Water Break Repairs** – December 2024

| <b>Scheme Areas</b>                                                               | <b>Service Repairs</b> | <b>Main/Ridermain Breaks</b> |
|-----------------------------------------------------------------------------------|------------------------|------------------------------|
| Greymouth (including Cobden, Boddytown, Blaketown, Karoro, South Beach and Paroa) | 9                      | 2                            |
| Taylorville/Dobson                                                                | 2                      | Nil                          |
| Stillwater                                                                        | 1                      | Nil                          |
| Runanga/Dunollie/Rapahoe/Coal Creek                                               | 5                      | Nil                          |
| Blackball                                                                         | Nil                    | Nil                          |
| <b>Total</b>                                                                      | <b>17</b>              | <b>2</b>                     |

4.2.4. **Water Pipework Renewals** – Two projects are currently under design and discussion with NZTA. These being the replacement of the Rapahoe Straight and works around the Cobden end of the Cobden Bridge. Once these projects are to tender, staff will turn their focus to the remainder of the renewal on Bright Street.

4.2.5. **Arnott Height Reservoir and Booster Pump Station** – The new reservoir and booster pumping station will be put into service by the end of January 2025. This sees a significant amount of work completed and improved infrastructure for the area. Residents will not notice any physical changes in the water supply during this time but will see contractor and staff testing the new booster pump system, to ensure firefighting capacity is achieved through fire hydrants. Once the new reservoir is completed, the existing reservoir will be taken offline and new inlet installed.

4.3. **Stormwater**

4.3.1. **CBD Capacity Investigation** – Council has now completed a review of the Greymouth CBD network capacity and investigated options for improving drainage within the area. Staff are meeting with our consultant to discuss the findings before a report can be provided to Council. Staff will then check the findings against draft long term plan budget and projects and ensure alignment, for Council consideration.

4.3.2. **Stormwater Renewal** – A number of projects are being considered, for completion before the end of June 2025. Staff are now working towards determining where renewals funds should be invested, while considering the effects of the recent heavy/high intensity rain events (16 December 2024).

4.3.3. **Saltwater Creek Backup/Panthers Creek** – GDC and WCRC staff will have met to discuss possible options to mitigate the backup of Saltwater Creek, by the time of this Council meeting. The backup of Saltwater Creek has occurred twice towards the end of 2024, with significant localised ponding occurring in properties and around the Paroa School. While Council acted to enable relief of ponded water to the sea, this was only a temporary solution which has now been reinstated. A further update will be made to Council following the meeting between Council officers.

4.4. **Wastewater**

4.4.1. **Runanga Wastewater Treatment Plant** – Work will continue on inlet improvements for the treatment facility over the next few months, with all new equipment to be installed and commissioned by the end of June. New septage receival screens and incoming reticulation flow screens will provide a significant improvement to the facility. Once this is completed, Council will turn it focus on desludging the main oxidation pond and ensure design capacity is regained. This work is critical to supporting the parallel work of gaining new discharge permits for the facility.

4.4.2. **Greater Greymouth Wastewater Treatment Plant UV Replacement** – An order for the new Ultraviolet (UV), treatment equipment, was placed at the end of December 2024. This equipment is planned to be delivered before the end of June 2025. Staff are working with our consultant to complete design work on the new UV treatment plant, civil construction design and tender plans. This will be completed for the end of June 2025 and will be tendered as soon as funding is confirmed through the Long Term Plan process.

Once funding is confirmed and the tender process is completed, work is expected to commence on site, in August 2025, with the new plant being commissioned before the end of June 2026. Until the new UV plant is commissioned, Council will continue to have to invest heavily into increased maintenance and consumables to keep to existing UV plant operational. This plant was constructed in 2004, with a small upgrade in 2014.

4.5. **Public Conveniences**

4.5.1. **Anzac Park Toilet Renewal** - It is hoped that a Code Compliance Certificate will have been issued by the time of this Council meeting. Staff and our contractor are working through the final details to enable this at present. The Building Act restricts admission to members of the public to buildings unless they have a Code Compliance Certificate or a Certificate for Public Use. Once achieved, the new facility will be opened to the public and the older toilets permanently closed, before demolition.

4.6. **Refuse and Recycling**

4.6.1. **Waste Management & Minimisation Services Contract** – The tender evaluation process is still underway at the time of writing this report. A further update will be provided to Council once this is completed and direction will be sort from Council and/or the Tenderers Sub-committee. Operations under the new contract will commence on 1 July 2025.

4.6.2. **McLean’s Pit Landfill Cell 3B Construction** – Construction on site, is going well. Our contractor is now back onsite following the Christmas and new year’s break. Work is progressing well, and is expected to be completed before the end of June.

In December, the WCRC visited the site and carried out testing of the temporary leachate treatment discharge. Results of this testing has now been received and staff are reviewing these results against the target levels within the discharge permit. Council will be updated further on the situation once this is completed.

Work to upgrade the leachate treatment facility was completed prior to Christmas and the plant is now operating well. Further test results are expected following Council normal rounds of sampling, but daily monitoring is showing good results.



Fig 4: Construction continues on Landfill Cell3B – Photos showing the exposed mudstone layer, which the landfill is constructed within.

## 5. BUILDING CONTROL

### 5.1. Building Consents

37 Building Consent applications were received in November. Of those:

- 9 applications related to alteration or construction of Commercial Buildings.
- 4 applications for Separation of Services. Compared to 3 applications over August and September.
- 10 applications received for new dwellings.

18 Building Consent applications were received in December. Of those:

- Nil applications for Separation of Services.
- 8 applications received for new dwellings.
- Various other applications for other works including Solid Fuel Heaters and Sheds.

Year to date from 1 July 2024 a total of 16 applications received for separations of Services.

### 5.2. Continuous Improvement and Internal Audits

5.2.1. 18 new BCA Continuous Improvement requests (CIR's) raised in November/December.

The CIR's raised relate to internal audits where non-compliances with BCA Quality Assurance Manual (QAM) procedures were not followed. Non-compliances were minor in nature.

Further CI's will be raised in January to support completion of the IANZ assessment process.

### 5.3. BCA Accreditation

5.3.1. BCA accreditation assessment returned a very positive result this time around, a credit to BCA staff for their continued efforts and engagement in the BCA Quality Assurance system, which was enabled through the structural changes in the building unit, including increased in-house staffing for technical work and the right level of attention to quality assurance through the appointment of a Quality Assurance Officer.

The BCA accreditation assessment was undertaken 3<sup>rd</sup> – 5<sup>th</sup> of December 2024 with an IANZ assessment lead and a technical expert attending at Grey District Council offices in person. The report concluded:

*"The assessment identified that BCA staff were clearly committed to supporting and implementing their systems and procedures to the best of their ability and that technical outcomes of processing and inspection activities were generally seen to be appropriate. Best practice was noted in the BCA's activities in the areas of implementation of internal audits and the recording of concerns about Building Practitioners."*

This comment is a direct result of appointing a Quality Assurance Officer.

One Serious Non-Compliance (SNC) was raised which was as a result of a repeat finding from the previous assessment. However, this was considered to be of a low-level nature relating to the recording of the reasons for granting an extension of time for 12-month lapsing of a Building Consent. Despite this SNC, a low risk level was deemed to be appropriate by the assessment team for the BCA."

There were some issues still outstanding at the end of the assessment, which were raised as General Non-compliances (GNC) and one SNC."

The nature of this SNC is that staff had recorded the consent applicants' reason for the request, as stated in their applications, instead of the BCA's reason for agreeing an extension of time.

BCA staff will provide an action plan to IANZ in January to resolve the outstanding non-compliances. Once the action plan is accepted by IANZ staff will begin implementing the plan through the BCA Continuous Improvements system.

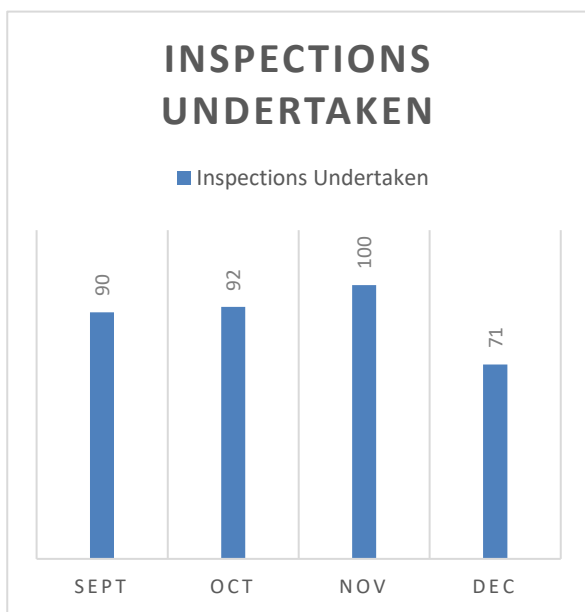
Once the non-compliances are resolved IANZ will recommend ongoing accreditation to MBIE who will then issue a new accreditation certificate.

**5.4. Resourcing and Training**

5.4.1. 2 x Building Team staff will receive Rapid Building Assessment (RBA) training in February. The training will help Council to be better prepared to respond to natural disaster situations that affect buildings.

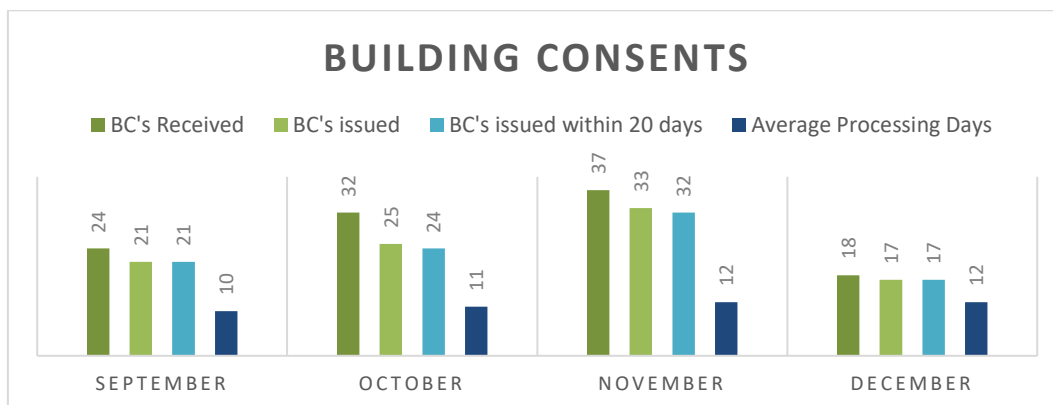
5.4.2. Competency assessment for 1 x new Building Inspector is due in February at which point the BCA should be able to further reduce reliance on subcontractors.

**5.5. Building Consent Statistics Graphics**



|                                                    | Sept | Oct | Nov | Dec  |
|----------------------------------------------------|------|-----|-----|------|
| Building Consents issued within 20 days            | 100% | 96% | 97% | 100% |
| Code Compliance Certificates issued within 20 days | 91%  | 94% | 85% | 81%  |

5.5.1. As indicated in the graphic above, Code Compliance statutory timeframes were not substantially met in November and December. There were multiple contributing factors. The dominant fact is that at times when the actual number of applications in the system is low it only takes 1 or 2 applications that don't meet statutory timeframes to have a substantial percentage impact on the results. During this period BCA staff were focused on the IANZ assessment. There were also a few applications relating to buildings containing complex matters, including Compliance Schedules for which the BCA is currently developing additional capability.



5.6. LTP Performance Measures

| Measure                                                                       | Target   | Current Performance |
|-------------------------------------------------------------------------------|----------|---------------------|
| % of building consent applications issued with statutory time limits          | 100%     | 95%                 |
| % of Code Compliance Certificates issued with statutory time limits           | 100%     | 93%                 |
| % of building inspection undertaken at agreed times                           | 95%      | 99%                 |
| Grey District Council maintains accreditation as a building consent authority | Achieved | Achieved            |

6. BUSINESS & CONTRACTS

6.1. Retirement Housing Maintenance

The Ngarimu Street Roof Renewal work has now been completed on the Ngarimu Street and Murray Street complexes.



Fig 5: Ngarimu Street Roof Renewal work

Staff have undertaken widening of the driveway area to allow for additional parking at the Dobson complex. This is now ready to be sealed.

General tidying up of the garden areas has been undertaken.

6.2. Inhouse Taskforce

Staff are continuing with general maintenance and assisting other Council departments.

Areas where staff have assisted are listed below:

- Removal of illegal dumping
- Runanga School mowing of berm
- Kotare Domain bin install
- Lydia Street vegetation

Rapid grass growth over the warmer months has been challenging for staff to keep up with the mowing programme.

**7. CAPITAL PROGRAMME**

|   | Project                                                | Funded by                                                                | Progress & Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Project on Budget                                         | Project on Programme                     |
|---|--------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------|
| 1 | <b>Port Slipway upgrade (to achieve 150T capacity)</b> | PGF \$3M funding<br>Additional \$400k for winches<br>GDC \$300k          | The Slipway is now closed until the 17th February for installation of the new winch. The current winch has been de-commissioned and will be removed week commencing 13th January. Contractors have been engaged and commence dismantling the current winch house shed week commencing 13th January. Replacement winches will be dispatched from Auckland, after final testing, week commencing 18th January. Installation, testing, and training is booked in to be completed by the 14th February.<br><br>The underwater work to bring that section of the slipway up to 150 Displacement Tonnage capability will be planned once the winches are operational. | Project Budget: \$3,700,000<br>Spend to Date: \$3,626,160 | End of Feb25                             |
| 2 | <b>Development/GDC Library</b>                         | Funded Council (75%) by a Central Government grant funding and DWC (25%) | Work is progressing very well, ahead of schedule and remains under budget to date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Early phase of work, currently within budget              | Late 2025                                |
| 3 | <b>Runanga Sewer Ponds Septage Receival System</b>     | GDC Funded                                                               | Earthworks are complete. New screens and septage receival systems are due to arrive in February. Power to be installed early in the New Year. Followed by reticulation which is likely to be completed by around Easter.                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$500K                                                    | May/June for commissioning               |
| 4 | <b>Runanga Sewer Separations</b>                       | GDC Funded                                                               | Next stage has been designed and will be ready for Tender by February.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           | Expected completion by end of June 2025. |
| 5 | <b>Westland Recreation Centre</b>                      | GDC Funded                                                               | Contract work for roof remedials has now been completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Project Budget: \$220K including contingency              | To be updated by the end of January 2025 |
| 6 | <b>Rapahoe Water Main</b>                              | GDC Funded                                                               | Design is nearing completion and the project will go out to tender as soon as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                           | To be completed by end of June 2025.     |
| 7 | <b>Cobden Wastewater Plant</b>                         | GDC Funded                                                               | Project is now out for tender.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                           | Commissioning by end of June 2025.       |



**7.1. Watchlist Capital Projects Summary**

**Spend on projects are to the end of 24 Jul 2024**

|                 |                                                 |
|-----------------|-------------------------------------------------|
| <b>WSP Opus</b> | External Consultant WSP Opus                    |
| <b>PGF</b>      | Provincial Growth Fund now 'Kanoa'              |
| <b>WCRC</b>     | West Coast Regional Council                     |
| <b>IRG</b>      | Infrastructure Reference Group, part of MBIE    |
| <b>TIF</b>      | Tourism Infrastructure Fund                     |
| <b>LINZ</b>     | Land Information New Zealand                    |
| <b>MBIE</b>     | Ministry of Business, Innovation and Employment |
| <b>RIF</b>      | Regional Infrastructure Fund from MBIE          |
| <b>Rapahoe</b>  | Water Main Renewal                              |

**Confirmation of Statutory Compliance**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</p> <p>(a) This report contains:</p> <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul> <p>(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**6 MISCELLANEOUS ITEMS**

## 7 REPORTS FROM OUTSIDE ORGANISATIONS

### 7.1 RECEIPT OF MINUTES FROM OUTSIDE ORGANISATIONS

**File Number:**

**Report Author:** Democracy Advisor

**Report Authoriser:** Chief Executive

**Appendices:**

1. Minutes of the West Coast Emergency Management Joint Committee Meeting held on 8 August 2024
2. Te Tai o Poutini Minutes held on 12 November 2024
3. Minutes of Cobden Aromahana Sanctuary and Reserve Areas Inc (CASRA) Committee Meeting held on 29 October 2024

#### 1. REPORT PURPOSE

1.1. To receive the minutes from Outside Organisations.

#### 2. EXECUTIVE SUMMARY

2.1. Receipt of minutes.

#### 3. OFFICER RECOMMENDATION

“that

The Minutes of the following outside organisation be received:

1. Minutes of the West Coast Emergency Management Joint Committee Meeting held on 8 August 2024.
2. Minutes of the Te Tai o Poutini Committee Meeting held on 12 November 2024.
3. Minutes of the Cobden Aromahana Sanctuary and Recreation Areas Inc (CASRA) Committee Meeting held on 29 October 2024.

### Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.



**DRAFT MINUTES OF THE WEST COAST EMERGENCY MANAGEMENT JOINT COMMITTEE**

**Joint Committee  
West Coast Emergency Management**

8 August 2024

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p>Joint Committee<br/>                 Chair – Mayor Jamie Cleine and Simon Pickford (BDC), Mayor Tania Gibson and Aaron Haymes (GDC), Mayor Helen Lash, Francois Tumahai, Paul Madgwick, Darryl Lew, Jo Field (WCRC), Cindy Fleming, Pat Waters (NEMA),<br/>                 Apologies: Scott Baxendale (WDC), Paul Pretorius (GDC)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
| <p><b>1. Welcome and apologies.</b><br/>                 a. Mayor Jamie welcomed everyone to the meeting.<br/>                 b. Apologies from Scott Baxendale and Paul Pretorius.</p> <p><b>2. Confirmation of the Minutes of last meeting held on Thursday 8 May 2024.</b><br/>                 a. No matters arising from the previous meeting.</p> <p><b>Motion:</b> Receive the minutes as a true and accurate<br/> <b>Moved</b> Mayor Cleine <span style="float: right;"><b>Carried</b></span><br/>                 Mayor Gibson</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| <p><b>3. WCEM Manager Report – Claire Brown.</b> Report taken as read with the following points highlighted:</p> <ul style="list-style-type: none"> <li>• Both NEMA Resilience Fund applications were successful. These are for three emergency cache based in each district, and funding to plan how aspects of the Resilient Westport evaluation work can be extended to Grey, Hokitika and Waiho rivers.</li> <li>• The number of participants who have attended training so far this year, and the numbers scheduled to attend in the remaining months of 2024 is 139 people.</li> <li>• It was noted a training matrix of trained function staff and district be provided at future meetings.</li> <li>• Planning is started on Exercise Pandora on 7 November alongside Canterbury and Marlborough regions.</li> <li>• Work is on-track revising the Group Plan. It is expected to be submitted to the Minister the first half of 2025.</li> <li>• J Cleine asked that a letter to thanks and appreciation is sent to Te Aroha Cook who has left the region, and who held the role of Group Controller for several years.</li> </ul> <p><b>Motion:</b> Agreed to receive the report<br/> <b>Moved by:</b> Chair Madgwick <span style="float: right;"><b>Carried</b></span><br/> <b>Seconded by:</b> Mayor Gibson</p> |  |  |
| <p><b>4. Coordinating Executive Group Chair and Deputy</b></p> <ul style="list-style-type: none"> <li>• CEG approved the appointment of Simon Pickford as Chair and Darryl Lew as deputy Chair of CEG for the remainder of the triennium (November 2025).</li> <li>• Joint Committee were recommended to endorse the appointments.</li> </ul> <p><b>Motion:</b> Endorse the appointment of Simon Pickford as CEG Chair and Darryl Lew as Deputy through to the end of this current triennium.<br/> <b>Moved by:</b> Mayor Gibson <span style="float: right;"><b>Carried</b></span><br/> <b>Seconded by:</b> Chair Haddock</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |
| <p><b>5. National Exercise Rū Whenua – Claire Brown</b></p> <ul style="list-style-type: none"> <li>• A summary of Day One, Two and Three of Exercise Rū Whenua was provided.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Mayor Cleine and Mayor Lash provided a brief of their experiences attending the exercise workshops in Wellington.</li> <li>• D Lew noted the importance of disaster recovery planning and BCPs across councils. Planning as to how to ensure critical areas and functions were maintained such as IT and finance were discussed.</li> <li>• P Haddock noted the work to better formalise arrangements to utilise resources already in the region, such as those related to the mining, construction and other primary industries.</li> </ul> <p><b>Motion:</b> To receive the report.</p> <p><b>Moved by:</b> Mayor Cleine <span style="float: right;"><b>Carried</b></span></p> <p><b>Seconded by:</b> Chair Haddock</p>                                                                                                                                                            |
| <p><b>6. Emergency Coordination Facilities – Claire Brown</b></p> <ul style="list-style-type: none"> <li>• The committee were advised that CEG agreed to further work on the budget of the proposal of the WCEM office to co-locate with FENZ in Greymouth.</li> <li>• A breakdown of the costs relating to 1) relocating, 2) office fit-out, 3) any additional resources, and 4) ongoing lease costs should first be considered.</li> </ul> <p><b>Motion:</b> To receive the report.</p> <p><b>Moved by:</b> Chair Tumahai <span style="float: right;"><b>Carried</b></span></p> <p><b>Seconded by:</b> Mayor Gibson</p>                                                                                                                                                                                                                                                                                                     |
| <p><b>7. Review into the North Island Severe Weather Event and System Reform</b></p> <ul style="list-style-type: none"> <li>• NEMAs consolidated report ‘Review of Review’ captures the key themes from multiple reviews on the response to the north island severe weather events.</li> <li>• There is regional emergency management representation into the advice to Cabinet on the Government’s response into the inquiry.</li> <li>• A workshop will take place in September for CEG members to review the WCEM work programme based on the key themes from the ‘Review of Reviews’ and Exercise Rū Whenua feedback.</li> <li>• A revised work programme is expected to be reported back to Joint Committee at the next meeting.</li> </ul> <p><b>Motion:</b> To receive the report.</p> <p><b>Moved by:</b> Mayor Cleine <span style="float: right;"><b>Carried</b></span></p> <p><b>Seconded by:</b> Chair Haddock</p> |
| <p><b>8. Resilient Westport – Claire Brown</b></p> <ul style="list-style-type: none"> <li>• A summary of the progress of the enhanced emergency management aspects of the Resilient Westport programme was provided.</li> <li>• The four project areas described were 1) evacuation planning, 2) tools systems and processes, 3) emergency supplies 4) community capability and resilience. There is regional emergency management representation into the advice to Cabinet on the Government’s response into the inquiry.</li> </ul> <p><b>Motion:</b> To receive the report.</p> <p><b>Moved by:</b> Mayor Cleine <span style="float: right;"><b>Carried</b></span></p> <p><b>Seconded by:</b> Mayor Gibson</p>                                                                                                                                                                                                            |
| <p><b>9. NEMA Update – Pat Waters.</b> The report was taken as read with the following points noted:</p> <ul style="list-style-type: none"> <li>• NEMA was not subject to the 6.5% public sector funding cuts.</li> <li>• DPMC was leading work on a report back to Cabinet on the government’s response to the inquiry into the North Island severe weather events. This would inform the construction of the new emergency management system reform Bill expected to be introduced in 2025.</li> <li>• The first draft of the all-of-Government Catastrophic Handbook is being consulted with partner agencies.</li> </ul>                                                                                                                                                                                                                                                                                                  |



- Acknowledged there were planning and communications that could have been improved in relation to Exercise Rū Whenua.
- The four project areas described were 1) evacuation planning, 2) tools systems and processes, 3) emergency supplies 4) community capability and resilience. There is regional emergency management representation into the advice to Cabinet on the Government's response into the inquiry.

|                                           |                        |                |
|-------------------------------------------|------------------------|----------------|
| <b>Motion:</b>                            | To receive the report. |                |
| <b>Moved by:</b>                          | Mayor Cleine           | <b>Carried</b> |
| <b>Seconded by:</b>                       | Chair Madgwick         |                |
| <b>10. Meeting Closed by Mayor Cleine</b> |                        |                |
| Meeting closed 10.46am                    |                        |                |



**MINUTES OF MEETING OF TE TAI O POUTINI PLAN COMMITTEE HELD ONLINE VIA ZOOM AT 1.00PM ON 12 NOVEMBER 2024**

**Present**

R. Williams (Chairman), Mayor T. Gibson (GDC), Kaiwhakahaere P. Madgwick (Makaawhio), Mayor H. Lash (WDC), Cr B. Cummings (WCRC), Cr P. Haddock (WCRC), Cr A. Cassin (WDC), Cr G. Neylon (BDC), Mayor J. Cleine (BDC), Cr A. Gibson (GDC)

**In attendance**

Joanne Soderlund (GDC), Michael McEnaney (GDC), J. Armstrong (TTPP Project Manager), James Beban (Director of Urban Edge Planning Ltd), D. Lew (WCRC), J. Allen (WCRC), Doug Bray (WCRC), Chu Zhao (WCRC), Deborah Patterson (WDC), Alice Balme (Wynn Williams), Adrianna de Ruiter-James (Public), Desna Bruce Walker (Public), Susan Norgart (Public)

**Welcome**

**Apologies**

Kaiwhakahaere F. Tumahai (Ngāti Waewae)

**Moved** (R. Williams/ Mayor Cleine)

*That the apologies be accepted.*

*Carried*

**Public – Adriana de Ruiter - James**

A. de Ruiter – James presented three queries she had about: letters sent to the committee members; the voting from the last meeting; and a query about renotification.

**Confirm minutes of the previous meeting held 10 October 2024**

**Moved** (Cr Cummings / Cr Haddock)

*That the minutes of the meeting held 10 October 2024 be confirmed.*

*Carried*

**Matters arising from previous meetings**

None raised

**Report – Variation 2 Renotification Options**

J. Armstrong noted that the TTPP Hearing Panel issued Minute 53 on the 4<sup>th</sup> of November strongly recommending that the TTPP Committee renotify Variation 2 – Coastal Natural Hazard Mapping and extend the scope to include Natural Hazards objectives and policies and the rules for the Coastal Hazard overlays.

Mrs Armstrong suggested three options: 1. Do nothing; 2. Withdraw Variation 2; 3. Renotify Variation 2. The risks/costs and benefits are tabled on Page 8 of the Committee Meeting Agenda.

James Beban clarified that withdrawing Variation 2 does not mean the coastal hazard provisions/maps disappear, they just go back to those notified at the time when the proposed plan went out.

Mr Beban pointed out that Option 3 – Renotify Variation 2 can fix current mistakes, and that the increased administration costs would be the only disadvantage of this option while the benefits to the submitters are significant.

Mr Beban provided a brief background of natural hazards in the RMA. He highlighted Section 31 – local council authority requirements, Section 106 which relates to subdivisions, and Natural Hazards being a matter of national importance under Section 6. In addition, the New Zealand Coastal Policy Statement provides a clear directive to Councils that they must manage their natural hazard risk within the coastal environment.

Cr Neylon asked if anyone can submit if they are not a property owner covered by the overlay.

Mr Beban replied yes, any party can submit on this.

Cr Gibson raised concerns about the level of information available to the public, and asked if it is going to be any better this time.

Mrs Armstrong responded that staff will send a two-page letter out, the first page will be in plain English explaining what's happened so far, where we are going, and what options are available to people; the second page will cover the more technical RMA content.

J. Armstrong noted that staff would send letters to original submitters to let them know that their submissions are still valid, and submitters can add more to them.

Kaiwhakahaere Madgwick was pleased that the commissioners have stepped in and said what needs to happen here.

Cr Cummings and Cr Haddock commented on the renotification, and both supported this motion.



Mrs Armstrong confirmed that everyone on the West Coast, in New Zealand, or even overseas is able to submit on the Variation.

**Moved** (Mayor Cleine /Cr Cassin)

1. *That the Committee receive the report.*
2. *That the Committee accept Option 3 and direct staff to renotify Variation 2 – Coastal Natural Hazard Mapping on or before 21 November 2024, calling for submissions on the updated coastal hazard maps, Natural Hazards objectives and policies, and the rules for the Coastal Hazard overlays.*

*Carried*

### **TTPP Committee Work Programme for 2025**

Mrs Armstrong noted that there are likely to be variations or plan changes on natural hazards and historic heritage next year. She noted that plan hearings are due to finish in the middle of March, and the commissioners have already started working on the recommendation reports, which will be delivered to staff in tranches. Mrs Armstrong noted that the hearings were divided into 22 topics and the committee members will get separate reports on each of these.

Mrs Armstrong commented that staff will bring some legal advice to the committee members early next year on the implications of not accepting Panel recommendations. She pointed out the table on Page 13 of the meeting agenda identifying different topics and when they might be coming through for Committee consideration.

Cr Gibson asked if the committee got the final say when it comes back from the commissioners.

Mrs Armstrong answered that that is correct.

Mrs Armstrong also noted that the variations they are looking at are to amend coastal hazard and flood hazard overlays in Greymouth, the historic heritage schedule, land instability hazards and to accommodate recommendations from hearing commissioners.

**Moved** (Cr Neylon / Cr Cummings)

1. *That the Committee receive the report.*

*Carried*

### **Financial Report to 30 September 2024**

J. Armstrong noted that there were no unanticipated expenses this month.

**Moved** (R. Williams / Cr Cummings)

1. *That the Committee receive the report.*

4

*Carried*

### **Project Manager's Report**

Mrs. Armstrong noted that the Ministry for the Environment has acknowledged receipt of the Committee's letter providing further information to support its application for a time extension, but no response has been received to date.

J. Armstrong also said that a draft version of the re-notification letter will be circulated to committee members for comment prior to its release.

### **Closing comment**

Mr Williams noted that there are no further meeting dates set for 2024.

Mrs Armstrong confirmed this and said a half-hour online meeting on the 16<sup>th</sup> of January will be scheduled to accept Variation 2 submissions, prior to notifying further submissions on the 17<sup>th</sup>.

Meeting ended at 2.04pm.

### **NEXT MEETING**

(Chair Signature)

Chairman

January 16, 2025

**Minutes of the Cobden Aromahana Sanctuary and Recreation Areas Inc. held on 29 October 2024 at the Ark, 40 Richmond Street, Cobden.**

**Present:**

Rob and Ailsa Harrison, Daniel Lowe, Denis Skates, Henk Stengs, and Nelia Heersink (GDC)

**Apologies:**

Michelle de Vries, Kurtis Perrin-Smith (Grey District Council)

**Confirmation of the minutes of the last meeting held on 23 July 2024**

Ailsa/Rob

**Matters arising**

Henk mentioned that one working bee could be programmed for some gorse and broom control on Cobden Island. It was decided to allocate that work to the December 2024 working bee, with the November 2024 working bee this Saturday to concentrate on releasing most recently planted saltmarsh ribbonwood of convolvulus, and located just south of "the cut".

**Correspondence:**

Rob reported he had asked Kurtis at GDC whether the Council had programmed any work on some resurfacing of wet areas along the eastern side of Lagoon track, and if not CASRA would be prepared to help with that work. Kurtis had responded, with thanks for the offer of assistance, and subject only to receiving a Health and Safety Plan from CASRA. This was forwarded to Council, with work undertaken as below.

A note of thanks had also been sent to Gail Dyeming.

**Financial**

Opening balance in July 2024 of 22,590.23. Currently \$22,090.29 in the bank. Since the last meeting expenditure \$699.94 for field supplies, wheelbarrow repairs and chemicals, with income of \$200.00 donation from Gail Dyeming.

**Progress with development of the recreation area**

Rob reported that since July 2024, CASRA has

1. Assisted with pre-spraying of 3 areas on the old refuse site in preparation for planting. CASRA has contracted Origin Landscapes to undertake planting, which is programmed to start shortly. Other spraying included around the edges of the bund from white steel gate at carpark, following weeding on north side of that bund, and planting of additional hebes. Weed control spraying of the track on eastern side of Lagoon was undertaken also.
2. CASRA entrance signage (corten steel signage) – weeding and flax trimming to make sign more visible, plus spraying around edges.
3. Sweeping and clearing concrete pads where picnic tables located.
4. Release spray approximately 1/3 of saltmarsh ribbonwoods near seating on western side lagoon. Work to be completed as weather allows.
5. Spreading crusher dust at needed sites along the track. Wet spots have been filled, and S.E track entrance also tidied up with crusher dust spread, promoting ease of access for prams or wheelchairs. Some material placed in holes in bitumen track on west side lagoon also. Fulton Hogan kindly supplied a truckload of crusher dust.
6. Maintaining grass trimming at SE entrance to track (pump station entrance).

7. Weekly checking of stoat and rat trap network.

**Update on predator control and bird surveys**

Denis reported a very quiet time for predator catch. He noted only 4 rats, 1 Stoat and 1 Weasel had been captured in the period since July 2024. He also noted that a trap alongside the river had been removed completely by persons unknown, including the chain and waratah attached.

Ailsa said that the next set of bird counts will be undertaken in November.

**Future working bees**

Next working bee will be at the "cut" on 2 November 2024 in order to release the latest planted saltmarsh ribbonwood from weeds, particularly convolvulus.

**Other business**

Next meeting Tuesday 21 January 2025.

Rob thanked those for attendance.

Meeting ended at 6:04PM

## 8 IN COMMITTEE ITEMS

### COUNCIL IN-COMMITTEE

That the public is excluded from this part of the meeting in relation to:

**Agenda items 8.1, 8.2,8.3,8.4,8.5 & 8.6**

The general subject of each matter to be considered while the public is 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 this resolution are as follows:

### OFFICER RECOMMENDATION

| 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                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>8.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF ORDINARY COUNCIL MEETING HELD ON 9 DECEMBER 2024</b></p>                                                            | <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |
| <p><b>8.2 - RECEIPT OF IN COMMITTEE MINUTES OF THE TENDERS SUBCOMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 12 DECEMBER 2024</b></p> | <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to</p>                                                                                                                                                                                                                                                                               | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |

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|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          | <p>protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |
| <p><b>8.3 - IN COMMITTEE MATTERS UNDER ACTION IN COMMITTEE</b></p>       | <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>                                                                                                                                                         | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |
| <p><b>8.4 - OVERDUE DEBTORS REPORT</b></p>                               | <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |
| <p><b>8.5 - LAKE BRUNNER MOTOR CAMP - REQUEST FOR LEASE DECREASE</b></p> | <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out,</p>                                                                                                                             | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |

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|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <p>without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                           |
| <p><b>8.6 - SOLID WASTE CONTRACT</b></p> | <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>s48(1)(a)(i) - 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 would exist under section 6 or section 7</p> |

**9 COUNCIL RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING**