

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 24 July 2025** commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated.

- **Extraordinary Council Meeting (Local Waters Done Well) Minutes – 26 June 2025** (pages 6 - 10)
- **Ordinary Council Meeting Minutes – 26 June 2025** (pages 11 - 24)

MINUTES TO BE RECEIVED:

Nil

6. ACTION LIST (pages 25 - 27)

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Three Mile Domain Committee Funds** (pages 28 - 34)

Beryl Agnew and Gary Jellie, Three Mile Domain Committee, to present this item, with Bob Gaiger, Westland Industrial Heritage Park, in attendance to answer questions as required.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Hokitika Swimming Pool Roof** (pages 35 - 36)
Facilities, Property and Compliance Manager to speak to the report.
- **Rates Write-off and Remissions 2024-25** (pages 37 - 39)
Rates Officer to speak to the report.
- **Future Delivery of Water Services** (pages 40 - 45)
Asset Strategy and Development Manager to speak to the report.
- **Chief Executive's Quarterly Report – 1 January to 30 June 2025** (pages 46 - 64)
Chief Executive to speak to the report.
- **Draft Hokitika Museum Advisory Committee Terms of Reference**
Chief Executive to speak to the report.

To be circulated under separate cover.

9. ADMINISTRATIVE RESOLUTION

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

- Warrants of Appointment –

Noise Control Officer: Logan Roy Ogilvie	An Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts: To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991
Project Manager – Water Delivery Services: Jakobus Smit	An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; <ul style="list-style-type: none"> • An Enforcement Officer under the Westland District Council Bylaws; • An Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; • An Authorised Officer (General Powers) under Section 23 of the Health Act 1956; • An Authorised Officer (Inspections) under Section 222 of the Building Act 2004; • An Engineer under the Water Supplies Protection Regulations 1961; • An Authorised Person under Sections 110 & 111 of the Public Works Act 1981; • An Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974
Senior RMA Compliance Officer Jason Nairn	To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to s 174 of the Local Government Act; AND • An Officer under the Westland District Council Bylaws; AND • Enforcement Officer pursuant to s 38 of the Resource Management Act 1991, including the power of entry pursuant to s 332 and s 333 of the Resource Management Act 1991.

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

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 26 June 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
2.	Enabling Infrastructure Project – Hokitika Racecourse Development	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Options for Council Headquarters	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2	Protect information where the making available of the information:	
	(i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
3	Maintain the effective conduct of public affairs through: (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or	(S. 7(2)(f))
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 AUGUST 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



EXTRAORDINARY COUNCIL MEETING MINUTES LOCAL WATERS DONE WELL CONSULTATION

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 26 JUNE 2025 COMMENCING AT 9 AM

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

The purpose of the Extraordinary Council Meeting was to hear, deliberate and decide on submissions to the Local Water Done Well Consultation.

Her Worship the Mayor welcomed the Council members, members of the public attending and those watching the live stream and for those speaking to their submission today. Council have read the submissions prior to the meeting and will seek points of clarification and questions.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that the apology from Cr Davidson be received and accepted.

ABSENT

Cr Phelps
Kw Tumahai

STAFF PRESENT

B. Phillips, Chief Executive (in attendance from 9.49am); A. Paulsen, Asset Strategy and Development Manager; E. Bencich, Group Manager District Assets; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Rae, Strategy and Communications Advisor; (via Zoom); M. Waters, Community Services Manager; D. Maitland; Executive Assistant; N. Sinclair, Senior Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

4. PŪRONGO KAIMAHI STAFF REPORTS

- **Submissions on the Local Water Done Well Consultation**

A. Paulsen, Asset Strategy and Development Manager introduced the item. Councillors were in receipt of the following documents:

- Table of Submitters and Table of Submissions to be Heard
- Submission analysis.
- Submissions.

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

- 1.1. The report be received.
- 1.2. Council hear the verbal submissions and consider the written submissions.
- 1.3. Council deliberates on the submissions on the Local Water Done Well Consultation.

5. SUBMISSION HEARINGS

- Hearing the submissions and feedback to the Local Waters Done Well consultation was in the open section of the meeting.
- Deliberations will be held in the open section of the meeting.
- Decisions will be made by Council in the open section of the meeting.

Moved Cr Burden, seconded Cr Gillett and **Resolved** that Lez Morgan be added to the agenda to speak to his submission.

THE FOLLOWING MEMBERS OF THE PUBLIC WERE IN THE COUNCIL CHAMBERS OR CONNECTED VIA ZOOM TO SPEAK TO THEIR SUBMISSION:

Schedule of Verbal Submissions

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

Submitters	Topics Spoken to:
Jacque Grant ONZM	<ul style="list-style-type: none">• Concerned about the Local Waters Done Well consultation and that not enough information has been provided to Council and ratepayers to be able to make an informed decision.• Lack of transparency as to the projected water charges for residents.

	<ul style="list-style-type: none"> • Potentially high establishment and legal costs for setting up a joint CCO that may negate any long-term savings. • Concerned over the loss of decision-making power on the use of water assets owned by ratepayers. • Concerned geographical and operational challenges have been underestimated. • A separation of water services will inevitably leave Council with significant overheads costs such as leadership, IT systems and administration functions. • No controls have been detailed to ensure the joint CCO does not borrow too much money. • Supports an Internal Business Unit however concerned with the Council's preparedness and capacity to meet the Governments requirements for financial sustainability and governance. • Concerned that essential infrastructure investment made by an Internal Business Unit would be to the detriment of other Council services. • The projected \$27 million for the Hokitika Wastewater Treatment plant is an unnecessary burden on ratepayers. • Suggests Council initiate a tactical public pushback to Central Government for the benefit of ratepayers.
Hemi Bedggood, Senior Regional Policy Advisor, Federated Farmers of New Zealand (via Zoom)	<ul style="list-style-type: none"> • Not enough information has been provided to enable Federated Farmers to form a definitive view, however the organisation is not opposed to a joint CCO subject to Council's reassurance on the following matters: <ul style="list-style-type: none"> ○ A review and further consultation on the chlorination in rural areas be undertaken in line with the Local Waters Done Well restructure. ○ Lack of transparency to the governance and management structures of a joint CCO, and how rural communities will interact with an independent board. ○ Clarity sought around how targeted rating zones will be applied. Rural households should not have targeted rates when they are not connected to the mains service. ○ Reassurance that a truly sustainable and cost-effective approach to meeting regulatory expectations is adopted by a joint CCO.
Greg Maitland	<ul style="list-style-type: none"> • There is a lack of information provided by the Department of Internal Affairs to make an informed decision on the Local Water Done Well proposal. • There is no evidence that our local water services are failing. • The options considered by Council do not disclose the financials or systems to be used to ensure a fair distribution of costs between the three Councils. • The projected costs associated with providing water services in the future as stated in the documents are far from achieving financial sustainability. • Would like to see all Councils in New Zealand unite and reject the government's water legislation and manage water under the current legislation. • Concerns over the viability of Westroads Ltd if the water entity take skilled staff.

	<ul style="list-style-type: none"> • Rural areas not connected to the mains supply should be able to opt out. • Concerned that Westland ratepayers will be subsidising other Council's debt under the new CCO structure. • The release of Westland ratepayer's water assets to an unelected board is an undemocratic process. • Central Government receives 2.5% royalty for minerals extracted on the West Coast but no money comes back to the region out of \$2 billion in extraction. Asked that Council negotiate royalties with Central Government.
Lez Morgan	<ul style="list-style-type: none"> • Supports an Internal Business Unit to deliver services. • Support for water assets to remain with ratepayers and managed by Council. • Ratepayers' voice over water delivery could be lost to a separate CCO entity. • Hokitika superannuants are struggling financially due to projected increases in Regional and Council rates, water and electricity. • There is no certainty that rural ratepayers will not be rated for water in the future. • Review of the cost of building infrastructure versus maintaining infrastructure. • The impact of decisions on ratepayers.
<p>Moved Cr Manera, seconded Cr Burden and Resolved that the meeting adjourn for a morning tea break at 10.00 am.</p> <p>The meeting reconvened at 10.10 am.</p> <p>Cr Baird left the meeting at 10.00 am, and returned at 10.16 am (via Zoom). Cr Manera left the meeting at 10.25 am, and returned at 10.26 am. Cr Burden left the meeting at 10.39 am, and returned at 10.41 am. Kw Madgwick arrived at the meeting at 11.17 am.</p>	

The following people had requested speaking rights, but were unable to attend the meeting on the day:

Maurice Sullivan

DELIBERATION AND DECISIONS ON SUBMISSIONS:

Council were in receipt of a copy of the analysis of all the submissions and deliberated in the open part of the meeting.

Council deliberated on the submissions and agreed unanimously that:

- 1.1 A summary of the concerns and questions raised by submitters and Councillors through the Local Waters Done Well consultation process be circulated and discussed firstly at an internal Council Workshop (on 4 July 2025) and then at a meeting with the Department of Internal Affairs (on 9 July 2025).

- 1.2 A summary of the points sought for clarification be prepared and circulated to Councillors.

Her Worship the Mayor closed the meeting by thanking the Councillors and all those from the Community who took the time to enter a submission and to those who presented in person and online.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 JULY 2025, 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 11.25 PM

Confirmed by Council at the 24 July 2025 Council Meeting.

**Her Worship the Mayor
Chair**

Date: 24 July 2025

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 26 JUNE 2025 COMMENCING AT 1.00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Deputy Mayor Cassin.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Cr Davidson.

Moved Cr Manera, seconded Cr Gillett and **Resolved** that the apology from Cr Davidson be received and accepted.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Group Manager District Assets; M. Waters, Community Services Manager; E. Rae, Strategy and Communications Advisor (via Zoom); D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

Staff present for part of the meeting:

C. Nabben, Financial Accountant; A. Paulsen, Asset Strategy and Development Manager; M. Schumacher, Technology Infrastructure Officer.

Also in attendance for part of the meeting:

Biddy Manera, Ross Goldfields Information and Heritage Centre and Captain Max Dowell QSM.

**3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST**

The Interest Register had been circulated to the Mayor and Councillors. There were no changes made to the Interest Register.

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

Moved Deputy Mayor Cassin, seconded Cr Neale and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of Council's adopted Standing Orders, the following item be added as an urgent item not on the Agenda for Council's consideration.

CONFIDENTIAL - Ernst and Young Closing Report for the Audit of the 2025-34 Long Term Plan

- i) **The reason the item is not on the agenda is:**
The report was not received in time to be included on the agenda.
- ii) **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**
It is the close out for the Long Term Plan which must be adopted by 30 June 2025.

WITHDRAWAL OF AGENDA ITEM

In accordance with section 9.9 of Council Standing Orders, the following item has been withdrawn from the agenda.

- **Hokitika Pool Repair.**

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

Ordinary Council Meeting Minutes – 29 May 2025

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on **29 May 2025** be confirmed as a true and correct record of the meeting.

The Chair approved that their digital signature be added to the confirmed Ordinary Council Meeting Minutes of 29 May 2025.

Extraordinary Council Meeting Minutes – 4 June 2025

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that the Minutes of the Extraordinary Council Meeting held on **4 June 2025** be confirmed as a true and correct record of the meeting.

The Chair approved their digital signature be added to the confirmed Extraordinary Ordinary Council Meeting Minutes of 4 June 2025.

Minutes to be received from Standing Committees:

Nil

6. ACTION LIST

The Chief Executive went through the Action List as follows:

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street	Business case for the scope of work after structural analysis and report.	April 25	Group Manager District Assets		This item to be reported back to the July Council Meeting.
2.		Pakiwaitara Building, 41 Weld Street, Hokitika	Options to be reported back to Council at the 26 June Ordinary Council meeting.			Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolished and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	This item to be reported back to the July Council Meeting.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
3.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	<i>The Hokitika Museum Trust Working Group met on 1 July 2025.</i> The draft Terms of Reference (or Trust Deed) to be brought back to the 24 July 2025 Council meeting for full Council consideration ahead of formally establishing a Trust.
4.	28.11.24	Hokitika CBD Strategy	Working Group to be established	May 25	Group Manager District Assets	This process is currently underway. <ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	A meeting of the Hokitika CBD Strategy Group was held on Tuesday 10 June 2025. Further meeting outcomes will be reported back to Council.
5.	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference	March 2025	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a	A meeting of the West Coast Wilderness Trail Working Group was held on 27 May 2025 where the draft Terms

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
			to be tabled at a future Council meeting for adoption.			future Council meeting.	of Reference were discussed. The Terms of Reference will be agreed upon at the next meeting to be held in early July with the exact date to be confirmed.
6.	27.03.25	Scope of Works for Hokitika Airport	Definition of the scope of works for the Hokitika Airport required.		Group Manager District Assets	Her Worship the Mayor instructed the Acting Group Manager District Assets to provide the Chair of the CCO Oversight Committee with a definition of the scope of works funded for the Hokitika Airport.	<i>This item has been completed and can be removed from the list.</i>
7.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update is to be provided to the Council at the 24 July Council meeting.
8.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	There was a request for a round table meeting to discuss those issues raised regarding Lake Kaniere. A roundtable discussion will be scheduled in

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							July and reported via the Chief Executive's Quarterly report to Council on 24 July.
9.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	<p>Cr Burden asked to review what was resolved in the CCO Workshop meeting relating to the isite. Chief Executive to review minutes of Workshop minutes from approximately two years ago and report back.</p> <p>Chief Executive suggested a review of the isite brief be widened to include the contributing services of the isite to the tourism experience for Westland.</p> <p>Chief Executive gave thanks to the isite staff on the excellent work they do to represent the Council</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							and the community.

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

1. The updated Action List be received and item 6 be removed from the list.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Cybersecurity Training**

The Technology Infrastructure Officer provided a Powerpoint presentation as follows:

Topics covered:

- Cybersecurity training for staff is important for the organisation.
- 59% of New Zealand businesses had a cyber-attack in 2024.
- 91% of incursions started with a phishing email.
- Council has partnered with KnowBe4 platform to deliver cybersecurity awareness training and testing.
- Training is mandatory for everyone that has a Council mailbox including Elected Members, Staff and volunteers.
- The training courses are kept up to date with current exploit methods.
- The training course is 45min in duration, with a likely 15min refresher course undertaken annually.
- Initial tests before training showed a click-rate of 25% that reduced to only 4% post training, demonstrating the effectiveness of cyber training.

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the presentation from the Information Technology Officer be received.

- **Totara Bridge Petition**

Biddy Manera, Ross Goldfields Information and Heritage Centre was in attendance for this part of the meeting. Ms Manera presented a petition to Council to have the Totara Rail Bridge listed with Heritage New Zealand.

Topics covered:

- Seeking Council's support to list the historic Totara Rail Bridge with Heritage New Zealand. Council are the legal owners of the bridge.
- Signed petition from people locally, throughout New Zealand and abroad.
- The West Coast Wilderness Trail, via the Totara bridge, supports the economy of the township of Ross.
- Group Manager District Assets to work with Heritage New Zealand to clarify the requirements or constraints of the bridge becoming listed in liaison with B. Manera and the Save The Historic Totara Rail Bridge group.

Moved Cr Gillett, seconded Cr Neale and **Resolved** that Council receive and accept the petition from the Save The Historic Totara Rail Bridge Group to have the Totara Bridge listed with Heritage New Zealand.

- **History of Hokitika Headquarters**

Captain Max Dowell QSM spoke to this item.

Topics covered:

- Council Headquarters Building.
- Pioneer Monument.
- Hokitika port.
- Fox Moth.
- Stafford Cemetery.
- Surf rescue.
- Cass Square Cenotaph.
- Tambo.
- Ross Swimming Pool.

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the verbal presentation from Captain Max Dowell QSM be received with thanks.

8. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Infrastructure Strategy and Activity Management Plans Adoption**

The Asset Strategy and Development Manager spoke to this item.

Topics discussed

- The new Hokitika Gorge Bridge is not included in the current plan, this will be included in the review in two years.

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

- 1.1 The report be received.
- 1.2 Council adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

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

- **2025-34 Long Term Plan Adoption**

Moved Deputy Mayor Cassin, seconded Cr Manera and **Resolved** that the discussion on the Long Term Plan Adoption and Rates Resolution items be moved to after the Public Excluded Ernst and Young Closing Report for the Audit of the 2025-34 Long Term Plan.

- **Financial Performance**

The Financial Accountant and L. Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

Topics covered:

- Total revenue of \$32.82 million, total expenditure of \$34.38 million with a deficit of \$1.56 million.
- Key variances included Land Transport grant funding, non-cash swaps, emergency roading maintenance, audit costs for the Long Term Plan and demolition of the racecourse stand.
- The finance team have met with budget managers to review their predicted activity costs by year-end. The report was compiled using data available at the time.

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

- 1.1 The Financial Performance Report for 31 May 2025 be received.

- **Deed of Transfer Functions Under the Resource Management Act 1991**

The Chief Executive spoke to this item.

- Subsequent information had become available that was not included in the report and there needs to be a change process to ensure Council has done realignment. This item will be brought back to Council in due course.

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the Noting Paper for the Deed of Transfer Functions Under the Resource Management Act 1991 be withdrawn.

- **Chief Executive Credit Card**

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

- Currently, the procedure around expenses is that the Chief Executive pays the expense and reclaims through Laserfiche by providing receipts of items purchased.
- The Chief Executive proposed to provide a quarterly reconciliation report to track usage back to Council.

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

- 1.1 The report be received.
- 1.2 Council approve a credit card for the Chief Executive for business use with a credit limit of \$5,000.
- 1.3 Council approve the updated wording in the Sensitive Expenditure Policy to include the provision of a credit card for the Chief Executive.
- 1.4 Council direct staff to update the wording in the Delegations Manual to include the provision of a credit card for the Chief Executive.

- **Westroads Ltd Statement of Intent**

The Group Manager Corporate Services and Risk Assurance spoke to this item.

Topics covered:

- All obligations under the Local Government Act have been met.
- An amendment will need to be made to the report (page 118) to advise that Peter Cuff has retired as a Director.

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

- 1.1 The report be received.
- 1.2 Council adopt the Westroads Ltd Statement of Intent 2026, with the amendment of Directorship showing Peter Cuff as retired.
- 1.3 Council direct staff to make the Statement of Intent available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

- **Destination Westland Ltd (DWL) Statement of Intent 2026**

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

Topics covered:

- All obligations under the Local Government Act have been met.
- M. Tacon will fill the role of Chair as C. Gourley will finish at the end of June 2025.

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

- 1.1 The report be received.
- 1.2 Council adopt the Destination Westland Ltd Statement of Intent 2026.
- 1.3 Council direct staff to make the Statement of Intent available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

9. **KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI**

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Manera, seconded Cr Phelps and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.35 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 29 May 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Minutes – Extraordinary Council Meeting 4 June 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	South Westland Waste Management Contract	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Land and Property Review	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Future Maintenance Delivery Services – West Coast Wilderness Trail	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
7.	Remuneration Review (this item was withdrawn from the agenda.	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
8.	Ernst and Young Closing Report for the Audit of the 2025-34 Long Term Plan.	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1, 2, 5, 7	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 4, 6, 8	Protect information where the making available of the information: (i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
5, 7	Maintain the effective conduct of public affairs through: (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or	(S. 7(2)(f))
7	Maintain legal professional privilege; or	(S. 7 (2)(g))
1, 2, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
4, 7	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S.7(2)(i))

1, 2, 3, 7	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))
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Moved Cr Gillett, seconded Cr Burden and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed, and accordingly, the meeting went back to the open part of the meeting at 3.34 pm.

Reconvened to the Public Section of the meeting at 3.36pm.

- **2025 – 2034 Long Term Plan Adoption**

The Strategy and Communications Advisor spoke to this item.

Topics covered:

- Burial costs at the Hokitika Cemetery.
- Destination Hokitika Rate.
- Westreap Cactus Youth Programme.
- Rates strike at 13.2%, up from 12.9%.
- Jackson Bay Wharf.
- Alternative route to Ross on West Coast Wilderness Cycle Trail.

It was acknowledged of the extensive work all of the Council staff put into producing the Long Term Plan.

Moved Cr Manera, seconded Cr Neale and **Resolved** that the report be received, with the following amendments:

- 1.1 Council adopts the Revenue and Financing Policy as part of the Long Term Plan.
- 1.2 Council adopts the Westland District Council Long Term Plan 2025 – 2034 and directs that it be made available to the public, subject to the following amendments:
 - I. Hire fees for the Carnegie Gallery be amended to read \$100.00 per week rather than \$1,000.00 per week (page 31).
 - II. Cemetery Charges. Muslim burial charges be amended to read base cost of a new grave plus additional costs incurred (page 41).
 - III. Subdivisions 2-5 lots to read \$1,340.00 (page 44).

Cr Manera left the meeting at 3.47 pm, and returned 3.50 pm.

- **Rates Resolution 2025-2026**

The Group Manager Corporate Services and Risk Assurance spoke to this item.

- There may be slight changes to the rating database up until the 30 June 2025.

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

- 1.1 The report be received.
- 1.2 Council adopts all the rates described and quantified in the Rates Resolution 2025-26 in the Report to Council.

- 1.3 Council instructs the Chief Executive to strike the rates for the year ended 30 June 2026 in accordance with the Long Term Plan 2025/2034.

Cr Gillett recorded his vote against the motion.

MEETING CLOSED AT 4.20 PM

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 JULY 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by the Council at their meeting held on 24 July 2025.

Mayor Helen Lash
Chair

Date: 24 July 2025

Council Meeting Action List – 24 July 2025

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report. Options to be reported back to Council at the 26 June Ordinary Council meeting.	April 25	Group Manager District Assets	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolished and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	These items combined will be reported back to the July Council Meeting.
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	The Hokitika Museum Trust Working Group met on 1 July 2025. The draft Terms of Reference (or Trust Deed) to be brought back to the 24 July 2025 Council meeting for full Council consideration ahead of formally establishing a Trust.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	Group Manager District Assets	This process is currently underway. • Community parking questionnaire closed 20 December 2024.	A meeting of the Hokitika CBD Strategy Group was held on Tuesday 10 June 2025.

24.07.25 – Council Meeting Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						<ul style="list-style-type: none"> Review current feedback and hold further workshops from February 2025. 	Further meeting outcomes will be reported back to Council in due course.
4.	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference to be tabled at a future Council meeting for adoption.	March 2025	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting.	<p>A meeting of the West Coast Wilderness Trail Working Group was held on 14 July 2025 where amendments to the Draft Terms of Reference were made.</p> <p>The next meeting for the West Coast Wilderness Trail Working Group is to be held on 12 September, 3pm in Council Chambers where the Terms of Reference will be adopted.</p>
5.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update is to be provided to the Council at the 24 July Council meeting.
6.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	There was a request for a round table meeting to discuss those issues raised regarding Lake Kaniere. A roundtable discussion will be scheduled in July and reported via the Chief Executive's Quarterly report to Council on 24 July.
7.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	Cr Burden asked to review what was resolved in the CCO Workshop meeting relating to the isite. Chief Executive to review minutes of Workshop minutes from approximately two years ago and report back.

24.07.25 – Council Meeting Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							<p>Chief Executive suggested a review of the isite brief be widened to include the contributing services of the isite to the tourism experience for Westland.</p> <p>Chief Executive gave thanks to the isite staff on the excellent work they do to represent the Council and the community.</p>

Three Mile Domain Committee Funds Presentation

Beryl Agnew and Gary Jellie, Three Mile Domain Committee, to present this item, with Bob Gaiger, Westland Industrial Heritage Park, in attendance to answer questions as required.

Supporting Information:

- Minutes of the Three Mile Domain Committee Meeting held on 16 June 2025.
 - Councillors to note the motion that was passed unanimously by the Three Mile Domain Committee Meeting on 16 June 2025.
- Westland Industrial Heritage Park – The Heritage Craft Centre report.

MINUTES OF A MEETING OF THE THREE MILE DOMAIN COMMITTEE MEETING HELD 16/6/25 2pm

PRESENT: Beryl Agnew, Gary Jellie, Jenny Keogan, Graham Bill, Jayne Beaumont

Bob Gaiger & Ian Gilbertson Westland Industrial Heritage Park

MEETING PURPOSE

At a previous meeting with Westland Industrial Heritage Park members it was voted unanimously ***“that we work with Westland Industrial Heritage Park members to display the history of Three Mile at the Park once Vaughan has completed his research. Also a paperback book be produced for sale which will contain the gathered history. Any monies left over after these projects have been completed, should be donated to the WIHP”***

We have been approached again by members of the Heritage Park as a project they had planned and applied for funding for, was approved but for a smaller amount. They have asked whether our Committee would be prepared to put a motion forward to the Westland District Council monthly meeting to be held on 26th June requesting a balance of \$50,000.00 be allocated to the Westland Industrial Heritage Park to assist their Committee with seed funding.

Presentation by Bob Gaiger & Ian Gilbertson from Westland Industrial Heritage Park (attached)

Vaughan Bradley has completed some work on the proposed Three Mile book however his spare time recently has been absorbed up with extra hours in his employment so the Three Mile research has been put aside. He envisages he will have the time again from July to get back into his research and will need at least until the end of the year to complete.

Vaughan has supplied the following costings:

Book & Interpretation Panel Production Costs at 11/5/25

Printing (100 copies @ \$29.00 per unit)	\$2900.00
Layout & Design and Cover	\$3500.00
Barcode	\$50.00
Couriers/Delivery of books	\$200.00
Photo royalties (80)	\$500.00
Proofing	\$2500.00
Interpretation Panels - Print x 3	\$643.69
Interpretation Panels - Design x 3	\$3600.00
	<hr/>
	\$13893.69
GST	\$2084.05
	<hr/>
	\$15977.74
Writing & Research	\$14000.00
	<hr/>
TOTAL COST	\$29977.74

Suggested amount to hold back to complete this project = \$35000.00.

Jenny Keogan/Beryl Agnew

MOTION

Moved that the Committee present to the Westland District Council for it's inclusion in their meeting dated 26th June 2025 the following Motion:

“The balance of the Three Mile Domain fundraising monies as at 31 March 2025 is \$85414.22.

The planned Three Mile book production and interpretation panels estimated cost of \$35000 (including price increases) will remain in the Three Mile Domain account and will be drawn down by the Committee. These projects may take approximately another year to finalise but are being worked on.

A balance of \$50,000.00 be immediately allocated to the Westland Industrial Heritage Park to assist their Committee with seed funding.”

The motion was passed unanimously by all Committee members

Meeting closed 3.15pm



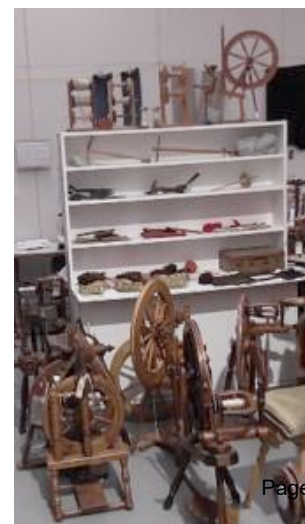
2024/25 Development Programme

- In 2024 the Westland Industrial Heritage Park embarked on a development programme to widen the visitor experience to the Park.
- This development incorporated three elements:
 - Wheels and Tracks (completed)
 - Maritime Centre (completed)



Heritage Craft Centre

- History:
 - Started 2020 with a few antique sewing machines.
 - Has grown to one of the largest collections of sewing machines in NZ, plus looms, spinning wheels and period clothing.
 - Interactive displays with an educational focus.
 - Community involvement with Westland Creative Fibre and West REAP programmes being facilitated.
 - Has developed into a premium product at the Park, attracting visitors from children to octogenarians.



Heritage Craft Centre - current status

- 80+ heritage sewing machines, 30 of which are specialist machines (button hole, hemming, embroidery etc).
- 12 domestic hand or foot powered machines for the use of visitors with an emphasis on children who have little or no experience of this technology.
- Machines dating back to 1870 and as “modern” as 1960, including the oldest electric sewing machine in Hokitika (1937).
- Active restoration programme with photographic and video records being kept.



Heritage Craft Centre - Proposal

- Programmes available or under development:
 - Women in industry, current Park displays are very male oriented and the story of how women supported their families both directly and indirectly via employment in the textile and clothing industry will be told.
 - Clothing the workforce telling the story of local clothing industry with examples of machines and products (eg: Lane Walker Rudkin).
 - Reproduction of heritage clothing articles for the use of visitors.

Heritage Craft Centre - Opportunities

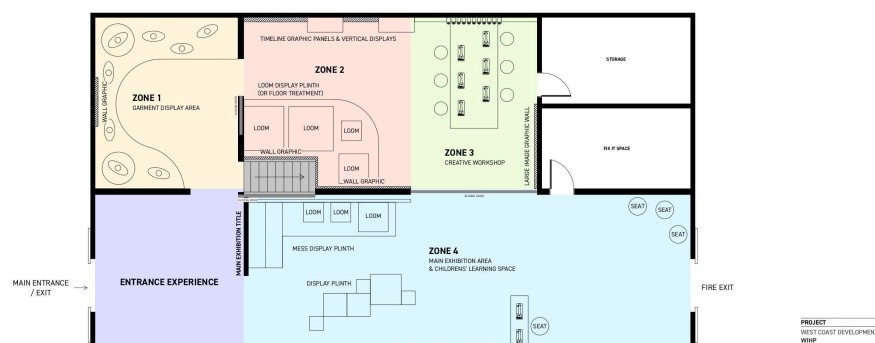
- In addition to the current programmes, the following opportunities exist:
 - School holiday programmes (learn to use sewing machines).
 - Use of the facility for West REAP courses (such as upholstery classes).
 - Craft and cottage industry workshops.
 - Creative Fibre funded workshops



Heritage Craft Centre - Proposal

- Construction of a dedicated building (12m x 20m) to include:
 - Dedicated workshop for maintenance and restoration.
 - A craft workshop for programme use.
 - A library
 - A display area
- The building will be fitted with a heat pump or similar to provide a dry, insulated environment for the machines and equipment, library and to facilitate conducting educational programmes.

Heritage Craft Centre – conceptual plan



Heritage Craft Centre - Costs and financing:

- Total cost of the building and fit out is estimated to be between \$300,000 and \$325,000.
- The Park, with support from the WDC, has already received funding via TIF and Better Off funding to support the Wheels and Tracks and the Maritime Centres.
- Partial funding for the Heritage Craft Centre has been secured from the Lotteries Commission and from a private donor. Fund raising and support from Charitable Trusts such as the Lion Foundation, will be used for the balance. The Three Mile Hall contribution will form part of this funding.

Three Mile Hall Committee - proposal:

- The Three Mile Hall Committee is responsible for managing the residual funds held by the WDC
- The Committee wishes to create a record of the Three Mile Hall and the role it played in the community.
- The Committee, in conjunction with Hokitika Museum staff, are preparing display material to be erected in an appropriate place to ensure the record is available to the community.
- It is proposed by the Committee that the remainder of the Three Mile Hall funds, held by the WDC, are distributed to the Westland Industrial Heritage Park to enable the construction of the Heritage Craft Centre, which will become the site of the display material being developed.

Report to Council



DATE: 24 July 2025

TO: Mayor and Councillors

FROM: Facilities and Properties Manager

Hokitika Swimming Pool Roof

1. Summary

- 1.1. The purpose of this report is to provide clarification on the breakdown of costs for the roof and floor upgrades to the Hokitika Swimming Pool.
- 1.2. This issue arises from a request for clarification on the cost breakdown for the roof and floor upgrades to the Hokitika Swimming Pool during the Extraordinary Council Meeting held on 22 May 2025.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the report.

2. Background

- 2.1 The reason the report has come before the Council is due to the cost of \$500,000 for the roof and floor upgrades being combined into one project in the draft long term plan, budgeted for 2026/2027.
- 2.2 During the Extraordinary Council Meeting of 22 May 2025 where the draft long term plan submissions were heard by council, and later deliberated on, a request from council sought clarification on the breakdown of the costs for the roof and floor upgrades at the Hokitika Swimming Pool.
- 2.3 Council requested staff to present back to council during the June 2025 Ordinary Council Meeting, clarifying the breakdown of the costs for the floor and roof upgrades at the Hokitika Swimming Pool.

3. Current Situation

- 3.1. The current situation is that the roof is generally in good condition. With the application of new fixings, new ridging and a total paint within the next few years will assist in rust prevention. With these items undertaken the roof would be expected to last for at least another 15 years without needing further attention. The cost for the repairs and painting of the roof totals \$133,000. With an expected increase in labour and material costs of 5% per year, the cost during the 2026/2027 year would be \$139,000.
- 3.2. The current situation of the flooring is that the concrete surface is generally in good condition, with some surface cracks. Structurally the surface is sound and not at risk of becoming a health & safety risk to users. During the stage 2 redevelopment project, some of the concrete surfacing had to be broken up and replaced for new pipe installations. Following the stage 2 redevelopment project, there are two distinct surface types in the pool concourse. The proposed flooring upgrade is purely for cosmetic purposes.

3.3. The concrete areas that have not been redone during the stage 2 redevelopment project has no damp proof membrane installed, and to do a topcoat, it would be recommended to first redo the concrete with new reinforcing and damp proofing. A topcoat could then be applied on a smooth surface to provide a consistent finish across the pool concourse. The cost for the new concrete and topcoat works totals \$340,000. With an expected increase in labour and material costs of 5% per year, the cost during the 2026/2027 year would be \$357,000.

4. Options

4.1. Option 1: That council receives the report.

4.2. Option 2: That council does not receive the report.

5. Risk Analysis

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

5.1.1. If the repairs and painting on the roof is not done and the roof starts rusting, this will shorten the life of the roof and council will have to pay larger costs for repairs and possible replacement of the roof

5.1.2. There is no risk if the flooring upgrade is not completed.

6. Health and Safety

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

7. Significance and Engagement

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

7.1.1. Public consultation was undertaken in the form of the draft long term plan process.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council receives the report.

8.1.1. Council would be satisfied that the clarification of costs for the roof and floor upgrades at the Hokitika swimming pool has been provided, enabling them to decide on how to proceed in the future.

8.2. Option 2 – That Council does not receive the report.

8.2.1. Council would not be satisfied that the clarification of costs for the roof and floor upgrades at the Hokitika swimming pool has been provided, not enabling them to make an informed decision on how to proceed in the future.

9. Preferred Options and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that this report is only a clarification on the cost split between the roof and floor upgrades.

10. Recommendation

10.1. That the report be received.

Jan Visser
Facilities and Properties Manager

Report to Council



DATE: 24 July 2025

TO: Mayor and Councillors

FROM: Rates Officer

Rates write offs and remissions 2024-25

1. Summary

- 1.1. The purpose of this report is to request Council approval to write off rates debts deemed uncollectable, and to apply remissions, for the financial year ended 30 June 2025.
- 1.2. This issue arises due to the provisions in Council's delegations manual that require staff to report to Council all the debt written off during the year.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Enhanced Annual Plan 2025/2026. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approve the write-off, adjustment and remission of rates receivables and penalties totalling \$284,298 including GST (\$241,653 ex GST) for the financial year ending 30 June 2025.

2. Background

- 2.1. Remissions are applied in accordance with Council's Rates Remissions Policy.
- 2.2. Write-offs are a last resort after Council exhausts all reasonable avenues to collect outstanding rates receivables. There are two circumstances which compromise Council's ability to recover overdue amounts:
 - 2.2.1 Section 65 of the Local Government (Rating) Act 2002 (LGRA) precludes the commencement of any court action to recover unpaid rates that are more than six years past due.
 - 2.2.2. Part 4 of the LGRA provides that rates are not collectable on unoccupied Māori land, unless it can be proven that income is derived from that land. To that extent, Māori land that is vested in trustees is liable for rates only to the extent of any money derived from the land, and that rates on multi ownership unoccupied Māori land are the liability of each owner only to the extent of their own interest in the land. These provisions render the rates on unoccupied Māori land uncollectable.

3. Current Situation

3.1. Analysis of the reason for the rates write offs and remissions are in the below table with comparative data from the previous financial year 2023-24.

Reason	24/25	23/24
Agreement	24119	10,501
Correction	7710	8531
Half Rateable	35995	40164
Contiguous Uniform charges	1768	5181
Non Rateable (DOC/Low CV)	3976	0
Non-Contiguous Remission on UAGC and Targeted Rates	103,540	99215
Paid Full Year/Corrections	4822	
Payment Plan		
Pre 7 Years	11133	11133
Subdivision	60919	
Unoccupied Maori Land	30316	39641
RID Review Adjustments		878
	284298	215,245
Special arrangement/Annual Review		
Wastewater Annual Review		10535
Grand Total	284298	225,779

3.2. Analysis of the type of write-offs and remission are in the below table.

Workings Current Year Write Offs			24/25
Action	Type	Reason	Inc GST
Remission	Penalties	Correction	7,710
	Rates	Half Rateable (Community Remission)	35,995
		Uniform charges Contiguous	1,768
		Non Rateable	3,976
		Subdivision	60,919
Remission Total			
Write Off	Arrears	System Error	
		7th Year	11,133
		Unoccupied Maori Land	30,316
		Correction Unoccupied Maori	
	Penalties	Correction	24,119
		Paid Full Year	4,822
		Payment Plan	
	Rates	Correction	
AIRBNB ADJ			
Write Off Total			180,758
WO Previous Years Arrears - Unoccupied maori land			
Non-Contiguous Remission on UAGC and Targeted Rates	UAGC Field 86	Council Policy	103,540
Wastewater School Review 2024-25	LTP	Annual Review	
Grand Total - Current year Write Offs			284,298

3.3. The total has increased compared to 2023-24, due to the continuing review of the rating information database in the previous year and a large subdivision remission application which was applied for that year.

3.4. The budget for rates write-offs and remissions for the financial year 2024-25 is \$150,000 excluding GST. The total write-offs and remissions are \$241,653 excluding GST resulting in a variance of \$91,653. This is due to a reduction to our budgeted amount dropping from \$200,000 in the Annual Plan budgets.

- 3.5. Rating units that qualify for remissions at the start of the financial year are identified during the preceding year and the amount to be remitted is allowed for when the rates are struck via a redistribution in the rating information database.

4. Options

- 4.1. Option 1: Approve the write-offs and remissions amounting to \$284,298 including GST.
- 4.2. Option 2: Do not approve the write-offs and remissions.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being low as the decision is administrative, however, it is of interest to the ratepayers of Westland District Council.
- 7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Provides for a variance of \$91,653 against budget. This option is consistent with Council's rates remission policy and is prudent in respect of the write-off.
- 8.1.1. The financial implications have been identified.
- 8.2. Option 2 would breach Council's rates remissions policy. Were the write-offs not applied it is certain that they would require provision, which would have the same financial impact as Option 1.

9. Preferred Options and Reasons

- 9.1. The preferred option is Option 1.
- 9.2. The reason that Option 1 has been identified as the preferred option is that it is consistent with Council policy and PBE accounting standards.

10. Recommendations

- 10.1. That the report be received.
- 10.2. That Council approves the total proposed rates write-offs and remissions of \$284,298 including GST.

Craig Stanton
Rates Officer

Report to Council



DATE: 24th July 2025

TO: Mayor and Councillors

FROM: Asset Strategy and Development Manager

FUTURE DELIVERY OF WATER SERVICES

1. Summary

- 1.1. The purpose of this report is to adopt a recommendation for the future delivery of water services.
- 1.2. This issue arises from the requirements of Local Water Done Well Legislation.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approves to progress with the establishment of a joint water organisation owned by Westland, Grey and Buller District Councils.

2. Background

- 2.1. In September 2024, the Coalition Government enacted the first significant legislation under its Local Water Done Well policy. This policy aims to tackle New Zealand's water infrastructure challenges, focusing on financial sustainability, improved regulation of water services, and providing communities and councils the flexibility to determine how water services will be delivered. This also repealed the previous Government's Affordable Waters reform, known as the 3 Waters reform.
- 2.2. The Local Government (Water Services Preliminary Arrangements) Act 2024 (the Act) includes transitional provisions requiring Council, along with other district councils, to draft and submit a Water Services Delivery Plan (WSDP) to the government. This must be forwarded to the Department of Internal Affairs by 3 September 2025.
- 2.3. The Water Services Delivery Plan must outline the current state of Council's water assets and services while detailing plans for these services. Additionally, the Local Government (Water Services) Bill, currently under consideration in Parliament, will provide a comprehensive framework for managing and delivering water services once enacted. The Bill has gone through the Finance and Expenditure Select Committee and is expected to be finalised by late 2025.
- 2.4. Westland District Council assessed delivery models for water services within the parameters set by Central Government and identified three options for public consultation. The community was encouraged to provide feedback on the three options and share their views on how Westlands water services should be delivered.

2.5. Councils are not required to consult on their draft or final Water Services Delivery Plan. However, they are required to consult on their anticipated or proposed options for delivering water services before writing the plan. Any chosen option will be subject to new requirements for managing water services. These are:

- **Minimum requirements:** New minimum requirements exist for local government water service providers in the legislation.
- **Economic regulation:** A new economic regulation regime for local government water service providers will be implemented by the Commerce Commission to ensure consumer protections and maintain an independent perspective with a focus on affordability.
- **Drinking water regulation:** Changes are being made to improve the efficiency and effectiveness of the drinking water regulatory framework. This includes the approach taken by the Water Services Authority, Taumata Arowai, in regulating the regime.

3. Current Situation

3.1. Council has now completed consultation on Local Water Done Well. Consultation was completed between 16th May and 16th June 2025.

3.2. The consultation document provided three options:

- i. Joint 3 Council Controlled Organisation – A regional entity formed in partnership with Grey and Buller District Councils.
- ii. Internal Business Unit – Water services remain within Council, with ring-fenced revenue and expenditure to meet financial and regulatory requirements.
- iii. Westland + 1 other Council Controlled Organisation – A shared entity with one other neighbouring district.

3.3. Council received a total of 13 submissions during the consultation period, with 5 submitters wishing to speak to their submissions.

3.4. The hearings and deliberations were held on 26th June from 9 – 11.25am.

3.5. Of the 13 submitters that nominated a preferred option, 30.8% were in favour of the proposed West Coast Council Controlled Organisation (Option 1 – Preferred Option), and 38.5% were in favour of an Internal Business Unit (Option 2).

3.6. The submissions had a range of comments, with the following being the key themes:

- **Governance and Local Control:** Strong desire for local input and representation, concern that a Council Controlled Organisation (CCO) could diminish local and rural voice and that local decision making is at risk.
- **Employment:** Concern that in-house expertise and institutional knowledge could be lost.
- **Delivery Model and Transparency:** Concerns a COO would be a top-heavy structure, another bureaucracy, create fragmentation of regional water management, be more complex, and less efficient. Setting up another organisation would mean a lack of transparency over the delivery of services.
- **Geographically Diverse Region:** Long distances for staff and contractors creating logistical challenges.
- **Cost Fairness and Cross-Subsidisation:** Concern about the increasing cost to ratepayers, potentially crippling transition costs and subsidisation of other regions on the West Coast. And opposition to rural properties paying for services they do not use.
- **Financial Modelling and Low Rating Base:** Concern that the financial modelling has a lot of assumptions and uncertainty. The West Coast has a low rating base and there is concern that there will be continued challenges regardless of whether a CCO is set due to funding constraints.
- **Asset Transfer:** Disagree with asset transfer.
- **Collaboration:** Strong desire for collaboration without a CCO. And ensuring that collaboration between iwi and industry is considered.

- **Stranded costs:** Council will end up with stranded costs resulting in rates rises for Council services (i.e. overheads, leadership, IT, administrative functions etc).

3.7. Overall, submissions were well considered by submitters. Although they were generally concerned about the lack of information available and in general, they were not supportive of a Council Controlled Organisation.

3.8. Councillors met with the Department of Internal Affairs on 9th July to discuss the future delivery of water services. The Department of Internal Affairs provided Councillors with an overview of the upcoming challenges and the changes to the legislation. The Department of Internal Affairs articulated that there would be significant increases in monitoring and reporting requirements alongside comprehensive economic regulation, which would require more staff if Council were to proceed with an in-house business unit. New financial and other IT systems would also be required as a business unit would need to act independently of Council. This forum provided Councillors an opportunity to answer questions and discuss the best approach for the delivery of water services across the Westland District.

3.9. Grey and Buller District Council have both voted in favour of water services being delivered through the preferred structure of a joint Water Services Council Controlled Organisation with two or more District Councils, Grey and Westland.

3.10. Initial discussions with Grey and Buller District Councils are underway to discuss key governance decisions. Further discussions will need to be had to reach an agreement on the principles within the negotiation brief.

4. Options

4.1. Option 1: Progress with the establishment of a joint Council Controlled Organisation with Grey and Buller District Council.

4.2. Option 2: Progress with the establishment of an internal business unit for the delivery of water services.

5. Risk Analysis

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

- Compliance and Regulatory Risk – Delaying or not making a decision risks not meeting the legislative timeframe of submitting a Water Services Delivery Plan to the Department of Internal Affairs by 3rd September.
- Strategic Risk – Council's preferred option is a joint CCO with two other Councils, not making a decision risks our partnership with Grey and Buller District Council.
- Reputational Risk – If Council does not make a decision, there is a risk of damage to Council's reputation as the public will perceive that Council does not take their views into account in making decisions after consulting on the topic.
- The risks associated with each option are discussed in Table 1 and Table 2.

6. Health and Safety

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

7. Significance and Engagement

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

- Public consultation was undertaken 16th May and 16th June 2025.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 - Progress with the establishment of a joint Council Controlled Organisation with Grey and Buller District Council. The considerations for this option are shown below in Table 1.

Table 1. Considerations for Option 1

Considerations	
Governance	<ul style="list-style-type: none"> • Westland appoints one position on the CCO board and has voting rights. • Westland is able to continue to plan and consult publicly through the Long Term Plan process, noting that an iterative planning approach is likely to be needed between councils and the CCO to ensure LTPs reflect the balance of strategic / investment priorities. • Westland continues to set strategic priorities for the district. • The CCO would prepare the Water Services Strategy and consult with Council. • The CCO would have strategic responsibility for system management, asset management, and deliver all capital and operational work. • Council can influence pricing through its planning processes; however, pricing would ultimately be driven by investment requirements for the district as well as measures set out by the economic regulator. • Levels of service could potentially be influenced by the Council; however, there may be benefits or requirements for the CCO to standardise levels of service between districts over time. • The CCO will have a direct relationship with customers. Provisions will be in place to ensure that consumer voice is heard through consumer panel and/or advocacy council, dispute resolution process, and consultation requirements.
Ownership	<ul style="list-style-type: none"> • Council's water assets could be transferred to, and owned by, the CCO, with each council holding economic shares. Each Council's shareholding would be based on an agreed shareholding basis, such as net assets contributed, population, or equal shareholding. • The shareholding structure will enable additional districts to join the CCO in the future (subject to council approvals).
Risks for Implementation	<ul style="list-style-type: none"> • High implementation costs for legal and establishment requirements. • The CCO can utilise and build upon existing processes. However, forming a new company will require additional resourcing, time, and costs to determine staffing changes, establish new resourcing models, and execute setup tasks (e.g. Service Level Agreements for the initial period). This cost would be shared between the Councils. • A joint company could bring higher risks in aligning resourcing and processes across multiple districts. • Grey and Buller District Councils have already agreed to join with us.
Long Term Risk	<ul style="list-style-type: none"> • The structure and governance of the CCO can be set up to enable more districts to join the CCO in the future, subject to council approvals. Geographic expansion of the service area has the potential to enhance future investment and commercial opportunities. • The CCO would be set up to manage the increased compliance, monitoring, economic regulation and reporting requirements.
Financial Sustainability	<ul style="list-style-type: none"> • Establishment costs to form a new company. • On-going overhead costs of a new management structure. • The CCO will need to plan for significant investment into 3 Waters assets, the same as what is proposed in the 9-year Long Term Plan. • The Council may need to provide financing to the CCO or provide support to enable it to borrow from the LGFA. • Setting up a CCO would leave stranded overhead costs to Council.

The advantages and disadvantages of this option and the financial implications were outlined in the consultation document.

- 8.2. Option 2 - Progress with the establishment of an internal business unit for the delivery of water services. The considerations for this option are shown below in Table 2.

Table 2. Considerations for Option 2

Considerations	
Governance	<ul style="list-style-type: none"> Water services are delivered by an internal business unit which is directly accountable to elected members, and subject to Council's governance oversight and monitoring processes. Westland prepares the district's water services strategy and continues to have control of water decision-making within regulatory parameters and economic regulation requirements (reduced flexibility relative to the status quo). 3Waters infrastructure funding would continue to compete with other Council services.
Ownership	<ul style="list-style-type: none"> Westland continues to directly own the district's water assets, reflecting that the community values water infrastructure. An internal business unit would be set up within Council but separate from other Council services.
Risks for Implementation	<ul style="list-style-type: none"> Changes to internal operations and processes would need to be implemented to support significant increases in compliance, monitoring, reporting and economic regulation. New financial and other IT systems would also be required to demonstrate that water-related costs and revenue are ring-fenced. Additional staff would need to be hired to meet the regulatory requirements. This includes 3 Waters engineers and support staff, such as finance and IT.
Long Term Risk	<ul style="list-style-type: none"> Council would need to implement any future changes from regulatory standards. Central Government is advocating a preferred delivery option being a CCO. Choosing a different pathway could result in amalgamation in the future. Buller and Grey District Council have agreed to partner with us; declining this would put us at a disadvantage if we were required to join with them at a later date. If we are required to join a CCO at a later date, there would be no negotiation on our principles.
Financial Sustainability	<ul style="list-style-type: none"> High costs for establishing and maintaining an internal business unit, including changes to internal operations, financial and IT systems and additional staff. Ongoing costs to support compliance, reporting, and economic regulation. Over the 9-year Long Term Plan period, Westland is planning significant investment into 3 Waters assets. Staff have modelled the 3 Waters programme and the investment does not exceed our debt threshold. Although, Council is constrained by its LGFA covenants for debt levels which may impact the investment into 3 Waters infrastructure in the future. Historically, Central Government has supported 3Waters infrastructure with funding grants.

The advantages and disadvantages of this option and the financial implications were outlined in the consultation document.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that there are advantages to working in collaboration with the other West Coast District Councils. This could provide long-term benefits and be more cost-effective for communities across the West Coast.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approves to progress with the establishment of a joint water organisation owned by Westland, Grey and Buller District Councils.

Alicia Paulsen

Asset Strategy and Development Manager

Report to Council



DATE: 24 July 2025

TO: Mayor and Councillors

FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT (1 January to 30 June 2025)

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District and update Council on any matters of significance and priority.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council receive the Chief Executive's Quarterly Report dated 24 July 2025.

2. Background

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

3. Regulatory and Planning

3.1 Building Department

Territorial Authority

During the 1 January 2025 – 30 June 2025 period the Territorial Authority has undertaken the following work:

Activity	Number
Building warrant of fitness – onsite audits	36
Receive and checked Building Warrant of Fitnesses	79
Certificates of public use granted	6

Removal of earthquake prone building notice	0
Investigation of unconsented work from complaints	26
Investigations undertaken that identified no breach	9
Compliance schedules	1
Compliance schedule amendments	16
Notices for earthquake prone buildings	0
Notice to fix – breaches of Building Act	22

The TA remains constantly busy with numerous investigations being undertaken on unconsented building work, with 26 investigations being undertaken. These are extremely time-consuming and require a thorough investigation before decisions can be made if enforcement is required. Some investigations identify that work is exempt from the need for building consent and no further action is required.

36 on-site Building Warrant of Fitness audits have been undertaken. These are a requirement of MBIE that must be undertaken, and the frequency is determined by the risk of the building. High risk – being overnight accommodation are on an annual basis, and low to medium are every 5 years. The decision of the government to lay charges against the owners and managers of the Loafers Lodge building highlights the importance of these audits, as they highlight any areas of concern and give owners a chance to work to resolve it for the safety of their building users.

3.2 **Building Consents**

Building control

Date range	Number of Consents issued	% issued within 20 days	Code of Compliance certificates issued	% issued within 20 days	Inspections undertaken
1 Jan 2025	118	100%	87	98.9%	483

The Building Department has been working with the Information Management team to create a continuous improvement system that meets the requirements of the Building Accreditation Regulations and streamlines processes for change and the effectiveness of those changes. The system is currently being trialled and staff are excited by the results so far.

The Bi-annual IANZ assessment to remain a Building Consent Authority is in July.

3.3 **Planning Department**

The Planning Department successfully migrated all files previously stored in T: Drive into the Laserfiche system. Ongoing support is being provided by the Information Management team, with effective

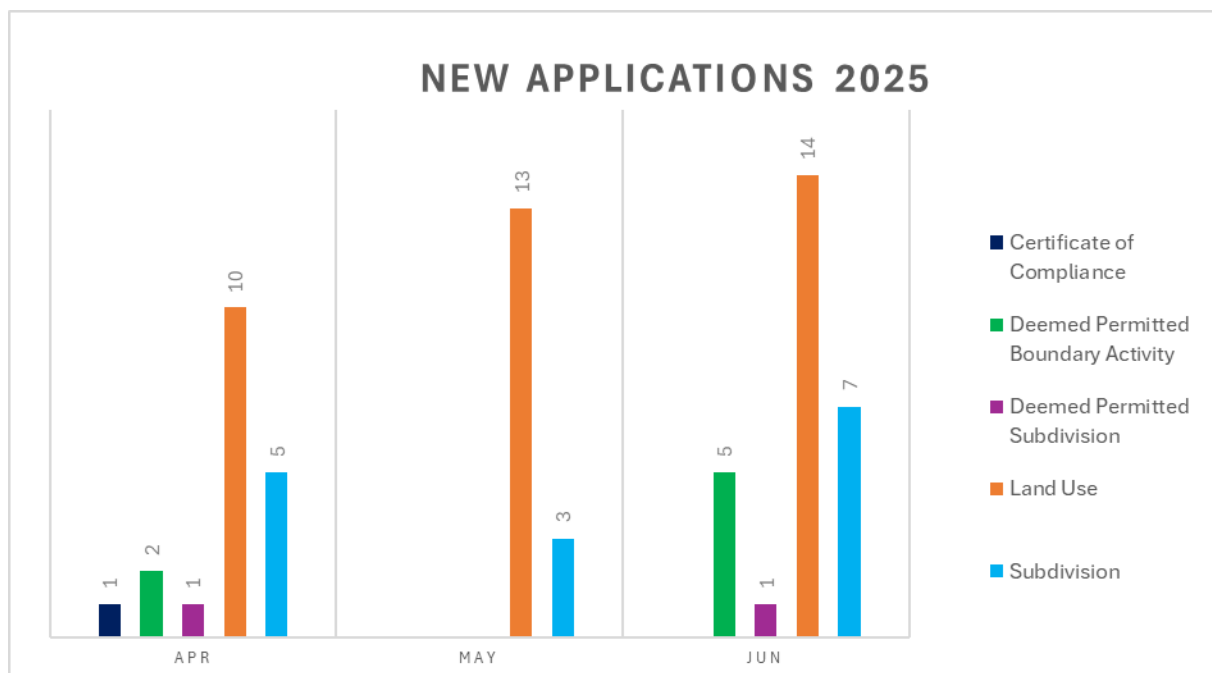
collaboration between departments throughout the process. The benefits of the migration are already being recognised within the Planning function — for example, searching for files is now more efficient, sharing links for easy access is straightforward, and the ability to see when a document is in use helps avoid duplication. Additional features within Laserfiche will continue to be explored and implemented by the Planning team over time.

Recruitment for the vacant Senior RMA Compliance Officer role was successfully completed this quarter. Filling this role will strengthen our organisational oversight, ensuring regulatory requirements are proactively met while supporting transparency, accountability, and effective risk management across the organisation.

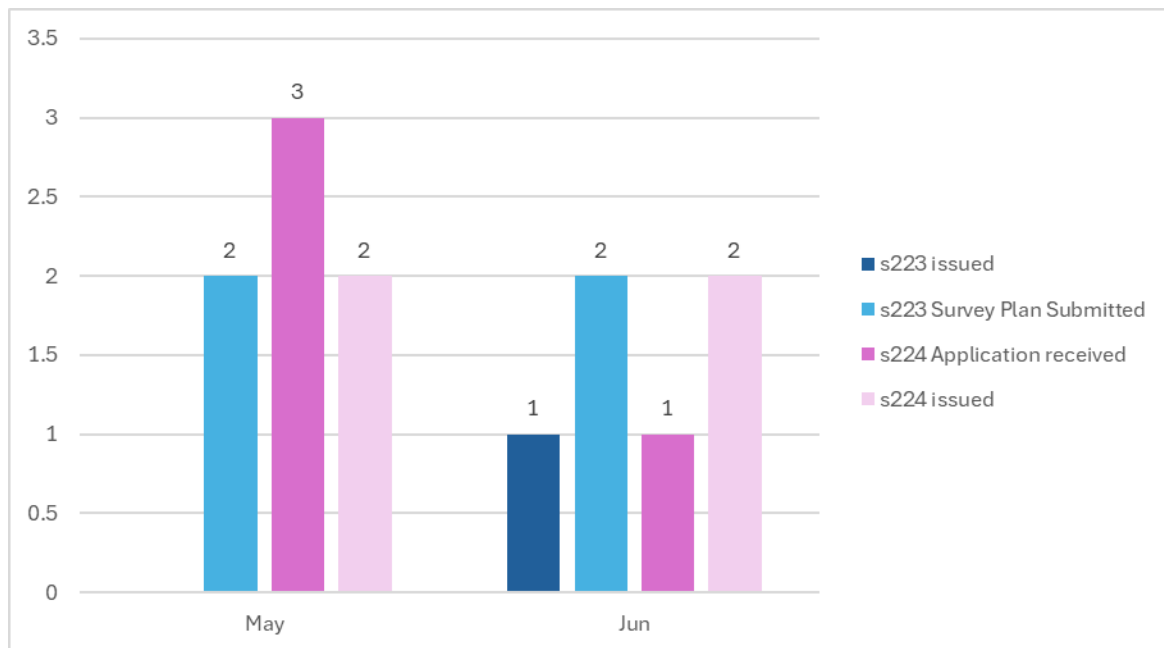
The Te Tai o Poutini Plan process continues, with recommendations expected from the Independent Commissioners within the next couple of months. Significant work remains to be completed once these recommendations are received, ahead of the final decision. The Project Team is providing training and visibility on the upcoming steps to support both the Technical Advisory Team and Committee members. Final notification of the Te Tai o Poutini Plan is expected in early October 2025.

3.4 Resource Consents

During the last quarter, the Planning Department received 62 new applications for resource consent. These applications comprised of the following:



In addition to new applications for resource consent, the Planning Department also received and certified the following s 223 (survey plan) & s 224 (conditions met) requests:



The Planning Department granted 37 Consent decisions and 4 Certificate decisions in this quarter, with 100% issued under delegated authority. 24 Land use consents, 13 Subdivision consents and 4 permitted boundary activities were issued, 98% within statutory timeframes.

4 Community Services

4.1 Westland District Library

Library Spaces – Providing safe, inclusive and welcoming spaces for learning, social and recreational purposes that support individual and community wellbeing and resilience.

The library continues to provide a safe, welcoming, and accessible space for residents of all ages. Visitor numbers totalled 43,486, tracking slightly ahead of last year's figures. The library remains an important gathering place for the community, offering comfortable environments for reading, studying, and socialising. Regular use of study areas, meeting spaces, and social seating demonstrates the library's role in supporting individual wellbeing and community connection. In a recent survey, 76.3% of library users felt that their use of the library had increased their feelings of belonging to a community.

Programmes and Events – aiding literacy, learning, social connection and citizenship.

Library programmes and events remain well-attended, with a total of 3,000 participants across 251 programmes and events this year. The Library outreach over the last quarter included five Easter-themed storytimes delivered to local playgroups and six Matariki storytimes hosted at local primary schools, connecting tamariki with stories that celebrate seasonal traditions and cultural heritage. The library also welcomed a local author, a travelling poet, and an artist for talks and creative sessions, each drawing strong community interest. Regular programmes such as Books and Banter, Conversation Café, Rōpū Kōrero, Tai Chi for Arthritis and Falls Prevention, Poetry Group, and Wriggle and Rhyme continue to attract consistent attendance, supporting wellbeing, social and cultural connection.

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

There were 73,193 items borrowed this year, reflecting strong community demand for library materials. While physical item lending has slightly decreased, digital borrowing continues to rise, with notable growth in eBooks, eAudiobooks, digital newspapers and magazines, and streaming services. This shift reflects changing community preferences and highlights the library's commitment to offering

diverse, accessible collections in both physical and digital formats. The library continues to actively manage and develop its physical and digital collections to ensure it remains relevant and responsive to community needs.

Digital Inclusion – providing equitable access to the internet, equipment and skills to access it.

The library remains a key access point for digital inclusion within the district. Public computers, free Wi-Fi, and printing services continue to be well-used by community members, supporting access to essential online services. Additionally, the library provides informal and formal support for digital skills, with staff available to assist with device use, accessing eResources, and basic digital troubleshooting. Initiatives such as Book-A-Librarian help reduce digital barriers and improve equitable access to technology.

4.2 Hokitika Museum

The Hokitika Museum reopened on 27 June 2025, with over 520 visitors across the opening weekend. The event was attended by Hon. Paul Goldsmith and MP Maureen Pugh and was met with strong community support and positive feedback.

The Nga Whakaturanga Project (the Museum refurbishment and permanent collection reopening), was delivered on time and budget, with strong iwi partnerships, high community engagement, and the successful rollout of a new brand identity.

Groundwork for the reopening was laid in Dec 2024 with the opening of Galleries 1 and 2 and the *Kura Pounamu – Our Treasured Stone*, a national touring exhibition from Te Papa. This successful exhibition attracted over 15,000 visitors during its five-month run and significantly raised the museum’s profile.

The Nga Whakaturanga project has re-established the Hokitika Museum as a key cultural asset for the West Coast, a significant visitor attraction and laid a solid foundation for the Museum development into the future.

Period	Event/Exhibition	Visitor Numbers
27 June 2025 – 30 June 2025	Grand Opening Weekend	550
4 December 2024 – 30 April 2025	<i>Kura Pounamu – Our Treasured Stone</i> Exhibition	15,760

4.3 Hokitika Westland isite

Footfall

	Numbers	% increase on previous year
1st January 25 – 30th June 25	26,593	54% increase
1st July 24 – 30 June 25	43,110	50% increase

Total Reservations - does not include commission on other income generating activities

	Dollar Value	% Increase on previous year
1st January 25 – 30th June 25	\$86,436.57	72% increase
1st July 24 – 30 June 25	\$151,244.07	59% increase

West Coast Retail Sold:

	Dollar Value	% Increase on previous year
1st January 25 – 30th June 25	\$25,034.61	81% increase
1st July 24 – 30 June 25	\$39,669.35	53% increase

A summer season highlight included moving the isite to the sunny side of Hokitika's Weld Street. The move has increased visibility and accessibility and customer feedback has been positive.

isite is New Zealand's official visitor information network with over 47 isites nationwide. Westland's isite align activities with Tourism New Zealand's direction and have built on its reputation of providing quality, face-to-face advice to visitors, ensuring they have a fantastic experience in our district.

The Hokitika Westland isite is currently rebuilding online capabilities and is on track to have a booking service for international visitors live for the coming tourist season. With this functionality, we expect a 25% increase in last season's reservations across our sales channels, benefiting operators throughout Westland.

The isite has focused on increasing the local product range over the last six months, which has resulted in increased sales.

The customer service team continue to upskill their knowledge in product and operator offerings. This expertise makes a big difference to the visitor experience and reinforces the value of face-to-face interactions. The value of these interactions is sometimes hard to demonstrate as it may not lead to an immediate booking or reservation.

4.4 Hokitika Centennial Swimming Pool

The Hokitika Pool experienced a very busy summer season with both locals and tourists using the facility. During the Christmas Holidays the toy obstacle course was opened for up for two hours several times a week. This attracted customers and provided controlled fun for younger people. Hokitika pool will run the same programme during holiday periods. The second six months in this financial year saw a 15% increase in pool entries on the first six months (we had 15,224 pool entries in the 12 months ending June 2025).

In February 2025 the swimming pool received the pool safe accreditation. This is the management system used by pools to demonstrate quality standards. Pool safe accreditation provides customers with reassurance they have safe water to swim in and requires Hokitika Pool to have skilled and qualified staff. Pool Safe is a yearly accreditation demanding work to stay current with evolving pool safe standards.

In June there was a successful annual 3-week pool shut down. A range of maintenance tasks were completed including plant and boiler room service, painting, and a deep clean of facilities. In and out of water staff training was also conducted.

4.5 Community Development and Assistance

Over the last six months another round of the creative communities funding has been administered and distributed to community groups. A second funding round will be advertised and administered later in the year.

The Safer Westland coalition has continued to meet every two months, enabling information sharing and networking amongst organisations with an interest in local community safety. Council adopted the Safer Westland Coalition Terms of Reference in January.

The Community Service Manager attended several community meetings in Fox Glacier and Franz Josef helping maintain relationships with our southern communities.

The welcoming communities programme has been working to its activity plan. This MBIE funded programme has part-time coordinators based in Hokitika and Fox Glacier. In the northern district the coordinators have engaged with Grey Power, the Allied Health team from the Hokitika Health Centre, Westland High School, the Electoral Commission, the West Coast Multicultural Council, WestReap, Cool Little Market, and Lion's Club of Hokitika. In the southern district engagement has occurred with the Fox Glacier Community Development Society, Fox Glacier School, and the Fox Glacier Health Centre. The coordinators have activated various newcomer focused events in the north and south.

4.6 Mayors Taskforce for Jobs

With resignations in late 2024 from the team which had been managing the MTFJ office the facility was largely unstaffed from December 2024 to March 2025. During this time a review of the MTFJ programme in Westland was undertaken and the target for FY24/25 was reduced from 30 required outcomes to a total of 24 outcomes required. The total outcomes achieved for Westland MTFJ for 2024/25 was 27 with 3 of those work placements being made in May/June 25 following the reopening of the MTFJ office. Six youth seeking employment have been carried over from 24/25 to 25/26.

The review of the Westland MTFJ programme resulted in the recruitment of a new Employment Navigator who took over the role on 31 March and the relocation of the MTFJ office. Following an induction period, and set up of the new office, the doors to the MTFJ office were reopened in May 2025.

In May, the MTFJ Employment Navigator attended the West Coast Employment Expo which expedited connections with schools, training organisations, and employers across the Westland District. In addition to the contacts made through the event there were 3 active job seeker signups with each of these youth either securing employment before EY24/25 or in active discussions to finalise appointments early in the 25/26 year.

The new Employment Navigator has made connections and developed constructive relationships with supporting agencies – WestREAP, Te Hono, Grey District MTFJ, Poutini Waiora, MSD, etc and has both received referrals from these agencies and referred youth to their services.

With a significantly reduced budget for 25/26 the MTFJ is facing a new landscape with new challenges. However, in alignment with the decreased budget is lower target of 15 outcomes for the 2025/26 year (of which 8 are required to be MSD registered referrals) the Employment Navigator is optimistic about achievable results for the 25/26 year. The relationship with MSD is collaborative, with referrals from MSD being steady at approximately one per fortnight.

Mayors Taskforce for Jobs needs to be agile and adaptable in a changing landscape, and closing out 2024/25 with good traction has set up the Employment Navigator to move forward with current and new connections to secure outcomes for youth in Westland.

4.7 **Animal Control**

For the 6 months from 01/01/25 to 30/06/25.

Impounded dogs	5
Infringements issued	16
Warnings issued by the ACO	20
Infringements withdrawn	2
Stock attacks dealt with	2
Menacing classifications	2
After-hours call-outs	51
Dog-related service requests	53 recorded in MagiQ
Threatening behaviour incidents referred to Police	1
Dogs euthanised	0
Anti Bark collars issued	30

Other matters

- New clearer and more prominent signage was installed around the CBD and Cass Square relating to dogs on lead areas and picking up after your dog.
- New dog registration fees were proposed, discussed, and set.
- The new Lifetime tag system with Doggone was introduced.
- A Dog Control bylaw amendment proposed regarding securing dogs on vehicles was submitted.
- A general animal control bylaw was drafted and submitted.

4.8 **Environmental Health and Liquor Licencing**

During this period the Compliance team have continued to transition taskings.

Food verifications are required under the Food Act 2014 and the Food Regulations 2015. Frequency of these verification visits can range. In general, about 95% of visits result in follow up visits.

All liquor licence applications for either new premises or renewal of licences are subject to a visit prior to the completed application being sent to agencies for their response.

In addition, random monitoring visits to licenced premises to check on compliance with liquor licencing laws.

Administration of a new MPI food premises levy to be carried out by local authorities.

Numbers below relate to the 6 months from 01/01/25 to 30/06/25

Verification visits	30
Verification revisits	24
Liquor inspections	22
Managers Certificates issued	41
On - licences issued	10

Off-licences issued	9
Club licences	2
Temporary Authorities issued	0
Total food premises	89
Total Licenced premises	50
Hearings	0

5 Human Resources

5.1 Human Resources

New Starters

Since 1 January 2025, 11 new staff members have joined Council.

Leavers

Since 1 January 2025, 12 staff members have left Council.

Current Vacancies

Council is currently recruiting for two permanent, full-time roles.

Training

Two staff members became Health and Safety Representatives.

Well-being Initiatives

Well-being initiatives for the remainder of 2025 are as follows:

- Free Financial Wellness Workshop 13 August 2025
- Daffodil day 29 August 2025
- Women's Health Week 11-17 August 2025
- Mental Health Awareness Week 15-21st September 2025
- Māori Language Week 15-22nd September 2025
- Breast Cancer Awareness Month October 2025
- World Kindness Day 13 November 2025
- Door decorating and Christmas December 2025

5.2 Health and Safety

Incidents, Accidents and Near Misses listed below have been resolved.

Month	Details	Near Miss	Incidents	Accidents	Level	Resolved
January	Hokitika Swimming Pool - minor incidents.		2		Low	Yes
February	Hokitika Swimming Pool – minor incidents.		3		Low	Yes
March	Hokitika Swimming Pool – minor incident.		1		Low	Yes

April	Contractors working at height at the Pakiwaitara Building with no Health and Safety paperwork.		1		High	Yes
	Hokitika Pool – minor incident.		1		Low	Yes
May	Hokitika Pool – minor incidents.		4		Low	Yes
	Contractor working at the Hokitika Museum in a hazardous way at height.	1			High	Yes
June	Abusive behaviour incident in the Customer Service area.		1		Medium	Yes
	A contractor did not comply with Health and Safety policies for working in a restricted space.		1		Medium	Yes

Initiatives

- VHF Radio training was completed with staff, and a base radio relocated to Customer Service where it is now monitored throughout the day.
- A hazard identification and risk management presentation was provided to the Building, District Library and Hokitika Museum staff.
- A Fire Warden brief was provided to the staff identified as fire wardens regarding their duties during a fire drill exercise.
- Council approved contractor details in the Laserfiche program is ongoing with the older documents now being archived.
- Fire drills were completed for the Hokitika Museum, District Library and Council Building.
- Working with FENZ to update Council's Building Evacuation schemes with FENZ.

6 Corporate Services

6.1 Strategy and Communications

Throughout the third and fourth quarters of 2024/2025 the focus for the Strategy and Communications Advisor has been working with the Auditors and Finance team to complete the Long Term Plan 2025 - 2034. This was adopted by the Council on 26 June 2025.

6.2 Finance

Finance completed the 9-year Long Term Plan within the statutory deadlines and have now moved on to completing the Annual Report at 30 June 2025. There will be no revaluations this year, but assets still need to be reviewed and assessed for any potential Fair Value adjustment. Currently the Finance Team are finalising the accounts and making adjustments where necessary. Historically, it can be as late as August before all supplier invoices relating to supplies/contracts for the year ended June have been received and can be accrued. During the year accruals are made based on both actual invoices and estimates but at year end these accruals must be made based on actual invoices.

Last year the Annual Report was also audited by Ernst and Young (EY). As a result, finalising the Annual Report was a long, drawn-out process and the figures changed as more information came to hand; therefore no June report was provided to Council.

With respect to the auditing process, EY completed interim audits earlier this year but the final audit effectively starts in September. The statutory deadline for the sign-off of the Annual Report is 31 October 2025.

6.3 **Information Technology**

This quarter has seen some excellent new innovations in the IT area.

- Intramaps is being replaced with a new GIS interface for both internal use and external-facing customers. Intramaps had reached end of life and our in-house version was no longer being supported by the vendor – TechOne. The new product is called InfoMap and is New Zealand designed and built. It is a major step up from what we currently have with lots of exciting new features. The system is currently in the build and testing phase at the moment with a launch date to be in the next few weeks.
- Council has just gone through a major change on Dog registration with the new fee structure and moving to lifetime tags. Information Technology's involvement has mostly been the interaction between DogGone (the lifetime tag provider) and MagiQ (setting up the new fees and making sure DogGone get the correct owner information they need to reunite dog and owner).
- As part of continuous improvement, Council has changed its Internet Service Provider (ISP) The new internet connection is about 3 times as fast as the previous connection and assists with Council's resilience by enabling timely backups and improving remote working options.
- The other improvement is Council now has a direct connection with V-Bridge – Council's off-site backup repository. Council has the ability to stand up servers and operate from this repository in the event of a disaster.

6.4 **Information Management**

During the past quarter, significant progress has been made across key areas of Information Management.

The migration of all Planning Department files into the Document Management System has been successfully completed, with a total of 78000 files transferred. These records now benefit from enhanced version control, audit tracking, and the full suite of Electronic Document and Records Management System (EDRMS) features.

All LIM requests have been processed within statutory timeframe with input from teams across the organisation.

Published in the Document Management System are over 120 Standard Operating Procedure (SOP) documents that spell out how to complete tasks within WDC using our systems. These SOP's go a long way in improving resilience and standardising the service delivery.

The Retention and Disposal Schedule has been finalised and submitted to Archives New Zealand. This marks the culmination of a major project that involved identifying all record categories and types held by the organisation and assigning appropriate disposal rules for each. The process was guided by ALGIM best practice and supported by input from staff across departments.

The audit of the Archives Room is nearing completion, with over 2600 folders now catalogued. This has provided a clear and searchable inventory of the room's contents. The next phase will involve applying the new Retention and Disposal Schedule to determine long-term management actions for the archival holdings.

A staff survey on Information Technology and Information Management experiences was also completed. Insights from this survey have directly informed an expanded training programme, now offering additional support in areas such as digital processes, document management, and emerging technologies, including artificial intelligence.

7 Water, Wastewater and Stormwater

7.1 Local Water Done Well

All three West Coast Councils have completed their Local Water Done Well consultation on service delivery options. Buller and Grey have opted to go with the combined CCO model. Westland's direction will be confirmed in this meeting.

7.2 Three Waters Projects

- **Ross and Franz Josef Watermains Upgrades**

This combined contract to replace aged infrastructure was awarded to Tru-Line Civil Ltd, with work beginning on the 23rd June 2025. Work is on target for completion by end of August. Project work includes a sub-main on Cron St, Franz Josef and a continuation of previous upgrades on Moorhouse Street Ross.



- **Kumara Reservoir Upgrade**

Durastruct Ltd were engaged to reline the existing treated water reservoir in Kumara. This was a more cost-effective solution than a full replacement. Additional to this work, other improvements were undertaken at the reservoir as recommended in the WSP Assessment Report. Due to ownership change over with part of the access road (currently owned by the Crown), final completion and commissioning of the Burst Valve have been delayed until the final part of the road is transferred to Westland District Council.



- **Water Meter Upgrades**

A water meter replacement programme was undertaken on the aged assets in Hokitika and Franz Josef. Hokitika was completed by May, with the Franz Josef section still underway. It is estimated that the final part of the project will be completed by September.

- **Harihari UV and Filter Upgrade**

After approval of bringing this project forward to the 24/25 financial year, Marshall Projects Ltd designed, supplied and installed a UV Filter skid housing 2 UV units and 2 filters. The skid now enables this supply to comply with the Drinking Water Quality Assurance Rules and provides resilience for the supply with the 2 UV units instead of the previous one.



- **Wastewater Pump Stations**

Various upgrades throughout the Hokitika Wastewater Pump Stations have been undertaken and continue to be worked on. Upgrades include a permanent generator and enclosure at Sewell Street, new pumps at Sewell Street and a new drive unit at Fitzherbert Street.

8 Solid Waste Management

8.1 Solid Waste

- The Waste Minimisation and Management Plan (WMMP) was worked on, updated and signed off in a combined effort throughout the West Coast region.

- SMART Environmental has been appointed as new contractors to deliver kerbside recycling and waste services in the upper regions of Westland. Included in their activities is kerbside glass bin collections for Kumara – Hokitika – Ross on a fortnightly basis. This company will also take over street litter bin services in the same areas from the first of September this year. This will close out MT Drums participation in providing service to council at present.
- A special extension was granted to South Westland rubbish removals to allow proper tendering without interfering in service delivery in the southern areas in the coming tourist season.
- Government levies continue to rise on a yearly basis, now established at \$65 per tonne of waste to landfill from \$10 per tonne 6 years ago. This has meant increasing receiving charges in all areas including fees for household bin usage.
- Since the last report, Westland district have brought in an additional recycling initiative “tyrewise” service to reduce dumping of tyres to landfill at no charge to participants for 5 tyres per visit.
- The team is also working with other West Coast councils to address lithium battery issues and source a safe recycling method. Charges for bulk commercial recycling will be introduced from September which will bring Westland District in line with the other West Coast councils and reduce external material being shipped into our area due to no cost.

9 Transportation

9.1 Transportation Update

Last reseal season saw a total of 17.9km of network resurfaced and this coming 2025/26 Season has 17.4km (4.5%) presently identified for resealing. NZTA (through the NZ Government) have requested that future targets of 9% (35.4km) are worked towards. This may cause financial challenges as presently the budgets as set can only achieve 4.5-5%. This is a nation-wide directive.

With financial assistance from DOC and affected Landowners the Jackson River Road was reopened for under \$100,000 to a slightly lower level of service than previous. There has been a gate installed near Lake Ellery that will be closed when it is unsafe to enter the area.

Slips on the Jackson Bay Road are slowly starting to settle, although we still have small diversions in place for the medium term until we see a better level of stability in this area.

La Fontaine Bridge on River Road was decommissioned and removed, along with the relocation of the Guy Menzies Memorial plaque and kiosk. This also accompanied the development of a carparking area at the new end of this short section of road.

10 Other Projects

10.1 Hokitika Racecourse

The Hokitika Racecourse development project has been progressing over the last quarter, with the stormwater and wastewater portions of the enabling infrastructure project being completed. The drinking water and Park Street extensions are currently being worked on, with a planned completion date of end September 2025. Quarterly reports to Council will continue until the end of the project.





10.2 **Beach Street Toilets**

The Beach Street toilet upgrade has been completed, which included a full interior and exterior paint, new door frames, door locks and signage.





10.3 **Swimming pool plant maintenance**

During the annual shut-down period at the Hokitika Centennial Swimming Pool, an annual service was done on the diesel boiler and the plantroom equipment. Minor painting touch-ups were also done, together with new grab rails installed in the pool-side showers, and minor repairs

11 **Asset Strategy and Development**

11.1 **Infrastructure Strategy and Activity Management Plans**

- Council signed off the 2025 – 2054 Infrastructure Strategy and the 9 Activity Management Plans (one for each infrastructure activity).

- These were developed over the past six months.
- This planning will put Council in a good position for the planning and renewal of its infrastructure.

11.2 **Local Water Done Well**

- The Local Government (Water Services Preliminary Arrangements) Act requires that Council consults on options for the future delivery of water services.
- Public consultation commenced on Friday 16th May 2025 and closed Monday 16th June 2025.
- Council's preferred option in the consultation was a joint Council Controlled Organisation with Grey and Buller District Councils.
- Council received 13 submissions and is expected to make a decision on the direction in this Council meeting.

11.3 **RAMM Migration**

- All asset data, excluding transportation which already sits in RAMM, has been migrated across.
- The reconciliation between Asset Finda and RAMM is currently being finalised.
- All maintenance contracts have been set up in RAMM and work is currently underway with the Contractor to support them through the implementation process.
- Training was held with Council Staff and Contractors on the 18th and 19th June 2025.
- The MagiQ API has been built and is currently being tested so that all service requests will be automatically populated in RAMM. This will go live on 1 August 2025.

11.4 **Land Sale Review**

- A review of the current land parcels Council owns was undertaken.
- This has identified several parcels that Council may not need in the future.
- A paper was presented at Council last month in the confidential section.
- Council staff will continue to work through the necessary work to ready the identified pieces of land for potential sale.

11.5 **External Funding**

- In collaboration with the Mayor, the Acting Chief Executive (at the time), Destination Westland Ltd and Development West Coast staff put together a bid for consideration for an upgrade at the Hokitika Airport. This funding was received, and the project is now underway.
- In collaboration with the Mayor and Chief Executive, staff put together a bid for an upgrade of the Jackson Bay Wharf. This will include works to the wharf, a security mechanism and a carpark. We expect to hear back this month.
- Three applications have been submitted for the West Coast Wilderness Trail via Maintaining the Quality of Great Rides Fund through the Ministry of Business, Innovation and Employment (MBIE). These include a new suspension bridge to replace the Historic Totara Rail Bridge, replacement of the Mahinapua Boardwalks and a new section of trail to improve the safety at Larikins Road.
- Council has secured \$1.6 million in funding for the new suspension bridge across the Totara River from Central Government, with the money coming from the International Visitor Conservation and Tourism Levy. This was announced on 10 July 2025.
- Council has applied for funding of up to \$190,000 to cover the cost of kerbside glass collection from the Waste Minimisation Fund.

11.6 **Policies and Bylaws**

- Work on a development contributions policy is underway in collaboration with Grey and Buller District Councils.

- Work is underway on a review of bylaws.

12 Options

- 12.1 Option 1: To receive the report.
- 12.2 Option 2: To not receive the report.

13 Risk Analysis

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

14 Health and Safety

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

15 Significance and Engagement

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

16 Assessment of Options (including Financial Considerations)

- 16.1 Option 1 is the preferred option.
There are no financial implications to this option.
- 16.2 Option 2 is not the preferred option.
There are no financial implications to this option.

17 Preferred Options and Reasons

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

18 Recommendation

- 18.1 That the Quarterly Report from the Chief Executive dated 24 July 2025 be received.

Barbara Phillips
Chief Executive