



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 26 June 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 or the Group Manager Corporate Services Risk and Assurance (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated.

- **Ordinary Council Meeting Minutes – 29 May 2025** (pages 7 - 20)
- **Extraordinary Council Meeting Minutes – 4 June 2025** (pages 20 - 22)

MINUTES TO BE RECEIVED:

Nil

6. ACTION LIST (pages 23 - 24)

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Cybersecurity Training** (pages 25 - 26)
M. Schumacher, Technology Infrastructure Officer

PowerPoint presentation slides on the Agenda.

- **Totara Bridge Petition**
B. Manera, Ross Goldfields Information & Heritage Centre

To be circulated under separate cover.

- **History of Hokitika Headquarters**
Captain M. Dowell QSM

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Hokitika Pool Repair** (pages 27 - 29)
J. Visser, Facilities, Property and Compliance Manager

- **Infrastructure Strategy and Activity Management Plans Adoption** (pages 30 - 32)
A. Paulsen, Asset Strategy and Development Manager

Appendices to be circulated under separate cover.

Appendix 1: Activity Management Plans

Appendix 2: Infrastructure Strategy 2025/26 – 2054/55

- **Long Term Plan Adoption** (pages 33 - 67)
Emma Rae, Strategy and Communications Advisor

Appendix 1 to be circulated under separate cover.

Appendix 1: Westland District Council Long Term Plan 2025 – 2034

- **Financial Performance** (pages 68 - 84)
C. Nabben, Graduate Accountant and L. Crichton, Group Manager Corporate Services and Risk Assurance
- **Deed of Transfer Functions Under RMA** (page 85)
B. Phillips, Chief Executive
- **Chief Executive Credit Card** (pages 86 - 96)
B. Phillips, Chief Executive
- **Rates Resolution** (pages 97 - 105)
L. Crichton, Group Manager Corporate Services and Risk Assurance
- **Westroads Statement of Intent** (pages 106 - 129)
L. Crichton, Group Manager Corporate Services and Risk Assurance
- **Destination Westland Statement of Intent** (pages 130 - 150)
L. Crichton, Group Manager Corporate Services and Risk Assurance

9. 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 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.

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
			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)
7.	Remuneration 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)

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	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))

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

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 29 MAY 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 Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Group Manager District Assets; D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

Staff present for part of the meeting:

L. Truman, Finance Manager.

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 Cr Baird, seconded Cr Burden 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 urgent items not on the Agenda for Council's consideration.

Administrative Resolution

- **Warrant of Appointment – Jason Warden and Adonijah Squires, Noise Control Officers**

1. **The reason the item is not on the agenda is:**

J. Warden and A. Squires applications to commence contracted duties as Noise Control Officers were received after the Council Agenda was publicly released.

2. **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**

To enable the contractors to carry out their duties as Noise Control Officers with various functions, powers and duties and discretion pursuant to the relevant legislation.

Moved Cr Neale, seconded Deputy Mayor Cassin 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.

- **Proposed Property Sale of Land and Building**

1. **The reason the item is not on the agenda is:**

The report was not approved in time to enable it to be added to the Agenda.

2. **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**

Destination Westland Ltd wish the property to be sold and the funds created from the sale to be put towards debt reduction.

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

Ordinary Council Meeting Minutes – 17 April 2025

Moved Cr Baird, seconded Cr Manera and **Resolved** that the Minutes of the Ordinary Council Meeting held on 17 April 2025 be confirmed as a true and correct record of the meeting.

The Mayor approved that their digital signature be added to the confirmed Ordinary Council Meeting Minutes of 17 April 2025.

Extraordinary Council Meeting Minutes – 22 May 2025

Cr Burden requested that an amendment be made to page 8 of the Extraordinary Council Meeting Minutes of the 22 May 2025 relating to the reference made to the CCO Oversight Committee be amended to read CCO Review Workshop.

Moved Cr Baird, seconded Cr Burden and **Resolved** that the *amended* Minutes of the Extraordinary Council Meeting held on 22 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 Extraordinary Council Meeting Minutes of 22 May 2025.

Minutes to be received from Standing Committees:

Inaugural Council Controlled Organisation Oversight Committee Meeting – 29 January 2025

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that the Minutes of the Inaugural Council Controlled Organisation Oversight Committee Meeting held on 29 January 2025 be received.

Risk and Assurance Committee Meeting – 28 February 2025

Moved Cr Baird, seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 28 February 2025 be received.

6. ACTION LIST

The Chief Executive spoke to the Action List and provided the following updates:

Item No.	Date Added	Item	Action	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.	Acting Group Manager District Assets	Tabled at Ordinary Council Meeting 29 May 2025	<i>This item was tabled at the 29 May Council Meeting.</i>
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,	<i>Her Worship the Mayor confirmed Council and Iwi representatives will receive a meeting invite to consider the purpose of the Hokitika Museum Trust Board.</i> The draft Terms of Reference (or Trust Deed) to be brought back to the 24 July 2025

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
					including operational costs, the proposed future plans, and the future projections of the Museum.	Council meeting for full Council consideration ahead of formally establishing a Trust.
3	26.09.24	Department of Conservation – Feral Cats	Investigate the Feral Cat programme	Chief Executive	There has been a feral cat programme in South Westland but not in the wider district. DOC will be invited to a future Council meeting to discuss this.	Department of Conservation representatives are presenting to this Council meeting. <i>This item can be removed from the list.</i>
4	28.11.24	Hokitika CBD Strategy		Acting Group Manager District Assets	A Hokitika CBD Strategy group has reconvened and appointed a Project Manager.	<i>The first meeting of the new Hokitika CBD Strategy group is scheduled for 10 June 2025.</i>
5	30.01.25	Consenting and Compliance Committee Terms of Reference (ToR)	Refine the Terms of Reference of the Consenting and Compliance Committee.	Chief Executive	The Terms of Reference needs to be refined to ensure this committee can work to the best of its ability.	<i>The Terms of Reference are to be discussed at the 29 May Council meeting.</i>
6	27.02.25	Waste Management and Minimisation Plan (WMMP)	Council requested information on variable bin sizes, points from Inger Perkins submission and a	Acting Group Manager District Assets	A report is tabled at the 29 May 2025 Council meeting	<i>West Coast Regional Waste Minimisation and Management Plan report be received by Council at the 29 May Council meeting with recommendations</i>

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
			strategy on community information sharing			<i>to adopt the amended draft plan.</i>
7	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.	Mayor	Her Worship the Mayor advised Deputy Mayor Cassin has agreed to Chair the West Coast Wilderness Trail Working Group going forward.	<i>A meeting of the new West Coast Wilderness Trail Working Group has been set for 19 June 2025. The Terms of Reference will be adopted at this meeting.</i>
8	27.03.25	Scope of Works for Hokitika Airport	Definition of the scope of works for the Hokitika Airport required.	Acting Group Manager District Assets		<i>Regional Infrastructure Fund – Hokitika Airport Upgrade report to be discussed at the 29 May 2025 Council meeting.</i>
9	27.03.25	Council briefing on the Hokitika Airport	Briefing to be organised.	Mayor		<i>Regional Infrastructure Fund – Hokitika Airport Upgrade report to be discussed at the 29 May 2025 Council meeting.</i>
10	27.03.25	Letters of Expectation for Westroads Limited and Destination Westland Limited	Circulate the letters to the Chairs of the CCOs.	Chief Executive		Letters were circulated to the Chairs of both Destination Westland Limited and Westroads Limited on 28 March 2025. <i>This item has been completed and can be removed from the list.</i>

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
11	27.03.25	Draft Infrastructure Strategy and Draft Activity Management Plans		Asset Strategy & Development Manager		Council directed staff to undertake consultation with the community alongside the 2025–2034 Long Term Plan. <i>This item has been completed and can be removed from the list.</i>
12	27.03.25	Draft Consultation Document and Draft Long Term Plan 2025-2034		Chief Executive		Council directed staff to undertake consultation with the community on the Draft Consultation Document and Draft Long Term Plan 2025-2034. <i>This item can be removed from the list.</i>
13	17.04.25	Hokitika Racecourse Development		Chief Executive	Discussion on either a monthly or quarterly report being provided to the Council.	<i>A quarterly update is to be provided to the Council.</i>

Moved Cr Burden, seconded Cr Davidson and **Resolved** that the updated Action List from the Chief Executive be received and items 3, 10, 11 and 12 be removed from the list.

7. NGĀ TĀPAETANGA PRESENTATIONS
Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – April 2025**

The Finance Manager stated she took the Financial Performance Report for 30 April 2025 as read and advised that the purpose of the report is to provide an indication of the Council's financial performance for the month to 30 April 2025.

Topics discussed:

- The focus for the end of April report was on financial forecasting and expected year end results. Time has been spent with budget managers reviewing their expectations of where activity costs would be by year-end. The report was compiled using data available at the time.
- The Financial Performance report showed total revenue of \$28.3 million, total expenditure of \$31.40 million, resulting in a total deficit of \$3.11 million.
- Key variances related to Land Transport grant funding, non-cash swaps, emergency road maintenance, audit costs for the Long Term Plan and the demolition of racecourse stand costs.
- There are other adjustments that may need to be made at year-end that are difficult to forecast. For example, last year's annual report included a \$6.1 million impairment due to weather events.
- Finance department confident they will close the deficit to \$1.1 million for year end from the \$3.11 million presently identified for the end of April.
- Processes are being put in place to make forecasting of the New Zealand Transport Agency costs and cost recovery smoother and easier to understand going forward.
- Finance Manager and/or Group Manager District Assets to report back to Council on the variance to Capital Expenditure relating to 'Facilities and Leisure Services – Other' referred to on page 52 of the report.
- The increase in rate arrears should settle by the next instalment.
- The Chief Executive explained that Group Managers are aware of accountability around budgets. The organisation is reviewing the financial reporting process with a view to improved communication and transparency to Councillors and ratepayers.

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the Financial Performance Report for 30 April 2025 be received.

- **Regional Infrastructure Fund – Hokitika Airport Upgrade**

Her Worship the Mayor spoke to this item and went through some queries that Cr Gillett had raised.

The Group Manager District Assets spoke to the Regional Infrastructure Fund – Hokitika Airport Upgrade report and provided Councillors with a copy of the Hokitika Airport Resilience Project Report Number 1.

Topics discussed:

- The Hokitika Airport Upgrade project consists of a \$16.4 million update to the Hokitika Airport delivered through a \$9.8 million suspensory loan from the Regional Infrastructure Fund (FIF) and \$6.6 million from Development West Coast.
- The Hokitika Airport upgrade was selected due to its strategic importance to the region's connectivity, safety and emergency response capability essential to the West Coast's resilience and economic wellbeing.

- The approved scope includes resurfacing the main runway with asphalt, upgrading runway lighting to energy-efficient systems, establishing emergency backup power and extending the starter extensions to improve operational safety and flexibility.
- The project is now in a pre-implementation phase with a dedicated governance group comprising representatives from Council and Destination Westland Ltd to oversee delivery. A Principal Representative has been appointed to act on the Council's behalf, ensuring the project is delivered in line with funding agreements, technical requirements and community expectations. Regular updates will be provided to the Council throughout the project.
- Construction is scheduled to begin in late 2025 with work staged to minimise disruption to airport users and emergency services.
- Forecast costs were initially much larger but reduced based on the rationale on costings completed.
- Confirmation that Council owns the title of the Hokitika Airport.
- Council will be responsible for any cost overrun, however a healthy financial contingency is in place to allow for inflation, engineering expenses and/or delays.
- The project is due to commence in spring which coincides with the start of the busy tourist season. It is understood the upgrade work to be undertaken will not affect scheduled flights and will have minimal disruption to other airport users such as emergency crews.
- The airport runway upgrade is not solely for the purpose of increased capacity. It is also about safety and resilience for users and the community.
- Concerns were raised by Cr Phelps that the project is an overinvestment in the airport infrastructure with a poor return and questions whether revenue will cover the costs to maintain the new infrastructure long term.
- There are a multitude of gains of having a functional runway to sectors such as domestic and general aviation, the health sector, tourism sector, local businesses large and small and the social impact, not just economics.
- The airport upgrade hopes to address AirNZ cancellations caused by issues with lighting and the poor quality of the present runway.
- Her Worship the Mayor acknowledged the work of all of those involved in the Airport Update project.

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

- 1.1. That the report be received.
- 1.2. Council endorses the preferred option to resurfacing the main runway with asphalt, upgrading runway lighting to energy-efficient systems, establishing emergency backup power, and extending the starter extensions to improve operational safety and flexibility.
- 1.3. Council notes that the project is fully funded through a \$9.8 million suspensory loan from the RIF and a \$6.6 million suspensory loan from Development West Coast, with no cost to Council or ratepayers.
- 1.4. Council confirms the governance and delivery arrangements, including Council's oversight role through the project governance group and the appointment of a Principal Representative to manage delivery on Council's behalf.
- 1.5. Council requests that regular updates be provided to Council throughout the delivery phase to ensure visibility of progress, risks, and outcomes.

Cr Phelps recorded his vote against item 1.2 above.

- **Council Headquarters**

The Chief Executive spoke to the report.

- The overarching reason the report has come before the Council is because the Council Headquarters building is classified as being earthquake-prone and under the government legislation, it needs to be remediated by 11 June 2032 or Council Staff must relocate to another building.
- Option 3 is proposed which is to demolish Pakiwaitara Building at 41 Weld Street, and build a new Council Headquarters, which was previously declined, be put forward as a viable option for consideration with a caveat that a more suitable building in size and design be built.
- A budget be allocated up to the value of \$5,000 for design work so a thorough report can come back to Council for consideration.
- Chief Executive is content to bring together all options mentioned in the report including the Government House option.
- A definitive decision on the Council Headquarters needs to be made but to do this Council first needs to have a detailed report assessing the four options on the table.

Moved Cr Burden, seconded Cr Davidson and **Resolved** that the Council Headquarters report be received.

- **West Coast Regional Waste Minimisation and Management Plan – Update and Adoption**

The Group Manager District Assets spoke to the report and provided an update on the current and future waste and recycling services.

Topics discussed:

- Central Government has withdrawn the food waste collection obligation.
- District Assets staff will be working to improve the communication with the public.
- Kerbside glass collection is coming under contract, which is positive for the community.

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

- 1.1. Receive the report.
- 1.2. Adopt the amended Draft Waste Minimisation and Management Plan .
- 1.3. Instruct staff to review current waste and recycling information available. Undertake to improve knowledge to the community. This would include publicising the difference in service provision between the various communities and why. Work with incumbent and new waste management contractors to align services where possible across the whole district in a cost-effective manner. Work with central government agencies to improve service provision and maximise financial support.

- **Readoption of Terms of Reference – Consenting and Compliance Committee**

The Chief Executive spoke to the report and advised that the Terms of Reference had previously been seen by Council, where amendments were made (shown as highlighted text in document) and are now back to Council for readoption.

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

- 1.1. The report be received.
- 1.2. The Council adopt the amended Terms of Reference for the Consenting and Compliance Committee.

- **Administrative Resolution**

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

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

Warrant of Appointment – Andrew Gilmore, Enforcement Officer

Andrew Gilmore as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

Warrant of Appointment – Ayush Yadav, Noise Control Officer

Ayush Yadav as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger pursuant to Section 8 of the Impounding Act 1955
- Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991

Warrant of Appointment – Kathryn Ogilvie, RMA Compliance Officer

Kathryn Ogilvie as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- 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

• Late Agenda Item – Administrative Resolution

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

Moved Cr Manera, seconded Cr Burden and **Resolved** that Council confirm its Seal being affixed to the following documents:

Warrant of Appointment – Jason Warden, Noise Control Officer

Jason Warden as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger pursuant to Section 8 of the Impounding Act 1955
- Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.

Warrant of Appointment – Adonijah Squires, Noise Control Officer

Adonijah Squires as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

- To act in the Westland District as:
- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger pursuant to Section 8 of the Impounding Act 1955
- Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991

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

Moved Cr Baird, seconded Cr Neale and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.15 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 – 17 April 2025	Good reason to withhold exists 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 – Risk and Assurance Committee – 28 February 2025	Good reason to withhold exists 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.	Road Legalisation, Kaniere Cycleway and Property Access – Unbudgeted Expenditure Approval	Good reason to withhold exists 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.	Blue Spur Water Treatment Plant (Hokitika), Chlorine Gas Upgrade – Contractor Approval	Good reason to withhold exists 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.	Remuneration Review	Good reason to withhold exists 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.

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
			Section 48(1)(a)
6.	Proposed Property Sale at Fox Glacier	Good reason to withhold exists 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, 3, 5	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 4, 6	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))
2	Avoid prejudice to measures protecting the health or safety of members of the public.	(S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public	(S.7(2)(e))
2, 5	Maintain the effective conduct of public affairs through:	(S. 7(2)(f))
	(iii) The protection of such members, officers, employees, and persons from improper pressure of harassment	
2, 5	Maintain legal professional privilege; or	(S. 7(2)(g))
2, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1, 2, 3, 4, 5, 6	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, 4	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Davidson, seconded Cr Baird 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 3.42 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 26 JUNE 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.43 PM

Confirmed by the Council at their meeting held on 26 June 2025.

Mayor Helen Lash
Chair

Date: 26 June 2025

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 4 JUNE 2025 COMMENCING AT 1 PM

1. KARAKIA TĪMATANGA OPENING KARAKIA

There was no Karakia for the meeting.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps.

Moved Cr Neale, seconded Cr Gillett and **Resolved** that apologies from Cr Phelps 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; P. Cannell, 3 Waters Assets Engineer; M. Ross, 3 Waters Engineer; N. Sinclair, Senior Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

There were no changes to the Interest Register noted.

3. 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.	Hokitika Wastewater Treatment Plant Project – Options Assessment	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 information where the making available of the information:	
	(i) would disclose a trade secret.	(S.7(2)(b))
	(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	
1.	Maintain the effective conduct of public affairs through—	(S.7(2)(f))
	(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.	
	(ii) the protection of such members, officers, employees, and persons from improper pressure or harassment.	

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 26 JUNE 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.10 PM

Confirmed by Council at their meeting held on the 26 June 2025.

**Her Worship the Mayor
Chair**

Date: 26 June 2025

26.06.25 – Council Meeting Action List

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 is 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 is to be reported back to the July Council Meeting.
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 will meet 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. • 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.

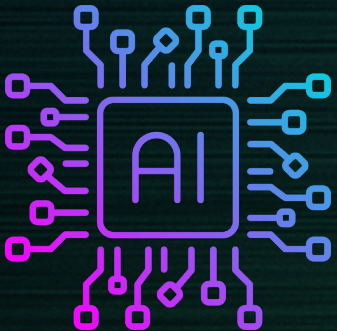
26.06.25 – Council Meeting Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
5.	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.	A meeting of the West Coast Wilderness Trail Working Group was held on 27 May 2025 where the draft Terms 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 in July.
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.
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.	Cr Burden asked to review what was resolved in the CCO Workshop meeting relating to the isite.



59% NZ businesses had a
cyber attack in 2024

91% Incursions started with
a phishing email



1265% AI driven increase in
phishing (2022 – 2024)

[Product Update] New security enhancement for your Google Cloud environment Message (HTML)

File Message Help Laserfiche

Delete Archive Report Reply Reply All Forward Share to Teams All Apps Quick Steps Move Tags Editing Zoom

Phish Alert

Phish Alert

M365

KnowBe4

Thanks for identifying this email as suspicious.

Subject:

[Product Update] New security enhancement for your Google Cloud environment

Show Sender's Details

Email Classification:

☒ Phishing or Suspicious
I think this email is suspicious.

☐ Spam or Junk
I think this email is spam.

☐ Unknown
I'm not sure how to categorise this email.

Scam

4/360

Phish Alert

Report suspicious emails using the Phishing Alert Button

Report to Council



DATE: 26 June 2025

TO: Mayor and Councillors

FROM: Facilities and Properties Manager

Hokitika 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 as budgeted in the draft long term plan (LTP)
- 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 Keep the roofing upgrade cost of \$139,000 in the draft long term plan, but remove the flooring upgrade cost of \$357,000

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, to determine if the roof and/or floor upgrades should remain in the draft long term plan

3. Current Situation

- 3.1. The current situation of the roof is that the roof is generally in good condition but with new fixings, new ridging and a total paint within the next few years the iron will not start rusting. With this done correctly, the roof would be expected to last for at least another 15 years without needing another total repaint. 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: Keep the budgeted \$500,000 for both the roof and floor upgrades in the draft long term plan
- 4.2. Option 2: Amend the budgeted figure of \$500,000 in the draft long term plan to \$139,000 for the roof upgrade only
- 4.3. Option 3: Amend the budgeted figure of \$500,000 in the draft long term plan to \$357,000 for the floor upgrade only
- 4.4. Option 4: Remove the budgeted figure of \$500,000 from the draft long term plan completely

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 – Keep the budgeted \$500,000 for both the roof and floor upgrades in the draft long term plan
- 8.1.1. A total of \$500,00 would have to be kept into the draft long term plan for the year 2026/2027 to complete both the roof and floor upgrades
- 8.1.2. Doing the roof upgrade will ensure the life of the roof is good for at least another 15 years without any further funding requirements
- 8.1.3. Doing the floor upgrade will renew the overall look of the pool with a smooth and even surface
- 8.2. Option 2 – Amend the budgeted figure of \$500,000 in the draft long term plan to \$139,000 for the roof upgrade only

- 8.2.1.A total of \$361,000 can be removed from the draft long term plan
- 8.2.2.The floor will remain as is and could potentially be relouked at later
- 8.2.3.Doing the roof upgrade will ensure the life of the roof is good for at least another 15 years without any further funding requirements

8.3. Option 3 - Amend the budgeted figure of \$500,000 in the draft long term plan to \$357,000 for the floor upgrade only

- 8.3.1.A total of \$139,000 can be removed from the draft long term plan
- 8.3.2.Doing the floor upgrade will renew the look of the overall look of the pool with a smooth and even surface
- 8.3.3.Not doing the roof upgrade will cause the roof to rust and the life of the roof will be shortened. This will require higher maintenance costs further down the line, or capital investment for a new roof

8.4. Option 4 - Remove the budgeted figure of \$500,000 from the draft long term plan completely

- 8.4.1. A total of \$500,000 can be removed from the draft long term plan
- 8.4.2.Not doing the roof upgrade will cause the roof to rust and the life of the roof will be shortened. This will require higher maintenance costs further down the line, or capital investment for a new roof
- 8.4.3.The floor will remain as is and could potentially be relouked at later

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 2

9.2. The reason that Option 2 has been identified as the preferred option is that this provides the best financial outcome of council together with the best result for the life of the asset

10. Recommendation(s)

10.1. That the report be received.

10.2. That the draft long term plan figure of \$500,000 for the roof and floor upgrade in 2026/2027 be amended to \$139,000 for the roof upgrade only and not the floor upgrade

Jan Visser

Facilities and Properties Manager

Report to Council



DATE: 26 June 2025

TO: Mayor and Councillors

FROM: Asset Strategy and Development Manager

Adoption of the Infrastructure Strategy and Activity Management Plans

1. Summary

- 1.1. The purpose of this report is to provide the Infrastructure Strategy and Activity Management Plans for adoption.
- 1.2. This issue arises from Council needing to comply with its Asset Management Policy and its statutory obligations under the Local Government Act.
- 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 the Council receive the report and adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

2. Background

- 2.1 The reason the report has come before the Council is due to the requirements of its Asset Management Policy and its statutory obligations under the Local Government Act.
- 2.2 As stated in the Asset Management Policy Council has chosen to use activity management plans to fulfil its statutory obligations for compliance with the Local Government Act and other legislation.
- 2.3 Under section 101B in the Local Government Act a local authority must, as part of its Long Term Plan, prepare and adopt an infrastructure strategy for a period of at least 30 consecutive financial years.

3. Current Situation

- 3.1. The current situation is that staff drafted an Infrastructure Strategy and Activity Management Plans based on Council workshops. These were reviewed by audit before they went out for consultation.
- 3.2. The draft documents were out for consultation with the community from 31 March – 2 May 2025.
- 3.3. Post consultation, hearings and deliberations were held on the 22nd May.
- 3.4. The following changes were made following the deliberations:
 - i. Removal of the operational budgets for the Pakiwaitara Building;

- ii. Removal of the capital budget for the Hannahs Clearing Landfill Remediation Project;
- iii. Update of the wording for Jacksons Bay Wharf Repair;
- iv. Update of wording for Alternative West Coast Wilderness Trail route to Ross;
- v. Removal of the capital budget for Hokitika Toddlers Pool; and
- vi. Removal of the capital budget for the Carnegie Fit-Out.

3.5. These documents are supporting information for the 2025 – 2034 Long Term Plan.

4. Options

4.1. Option 1: Adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

4.2. Option 2: Do not adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

5. Risk Analysis

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

- Legislative risk: Delaying adoption will delay adoption of the 2025 – 2034 Long Term Plan. This could cause the Council to not meet the 30 June statutory deadline.
- Reputational risk: Delaying adoption will delay adoption of the 2025 – 2034 Long Term Plan. This combined with not meeting the statutory deadline could cause the community to have low confidence in Council.
- Financial Risk: Delaying the adoption due to requests for further amendments could cause an increase in staff time and audit costs.

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 has been undertaken and considered during the Council deliberations.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans. These documents have been audited and are considered to meet the requirements of the Local Government Act. The financial implications of this option are setting of the budgets for the next 9 years.

8.2. Option 2 – Do not adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans. This is not a feasible option as Council need to adopt a Long Term Plan. The financial implications of this option are increased staff and audit costs if further amendments are required.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1 – Adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

9.2. The reason that Option 1 has been identified as the preferred option is that it enables Council to comply with its Asset Management Policy, statutory obligations with respect to the Local Government Act and adopt the 2025 – 2034 Long Term Plan.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

Alicia Paulsen
Asset Strategy and Development Manager

Appendix 1: Activity Management Plans:

1. 3Waters Activity Management Plan
2. Water Supply Activity Management Plan
3. Wastewater Activity Management Plan
4. Stormwater Activity Management Plan
5. Building and Facilities Activity Management Plan
6. Parks, Reserves and Cemeteries Activity Management Plan
7. Solid Waste Activity Management Plan
8. West Coast Wilderness Trail Activity Management Plan
9. West Coast Transport Programme Business Case 2024-27 Addendum

Appendix 2: Infrastructure Strategy 2025/26 – 2054/55

Report to Council



DATE: 26 June 2025

TO: Mayor and Councillors

FROM: Strategy and Communications Advisor

Adoption of the Westland District Council Long Term Plan 2025 - 2034

1. Summary

- 1.1. The purpose of this report is to seek adoption of the Westland District Council Te Kahui o Poutini Long Term Plan 2025 – 2034 (LTP).

Included in the LTP is the Revenue and Financing Policy. Adoption of this policy is part of the adoption of the LTP.

- 1.2. This issue arises from the requirement under the s 93 Local Government Act 2002 (LGA) for Council to at all times have a long-term plan.
- 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 to Council:

1.4.1. That the report be received.

1.4.2. That Council adopts the Revenue and Financing Policy as part of the Long Term Plan.

1.4.3. That the Council adopts the 2025/2026 Fees and Charges as part of the Long Term Plan.

1.4.4. That Council adopts the Westland District Council Te Kahui o Poutini Long Term Plan 2025 – 2034 and directs that it be made available to the public.

2. Background

- 2.1 The reason the report has come before the Council is due to the requirement under s 93 of the LGA for the Council to have a long-term plan that is adopted before the commencement of the first year to which it relates, and continues in force until the close of the third year to which it relates. The previous long-term plan was adopted in June 2021 and should have expired on 30 June 2024.

- 2.2 On 22 February 2024 Council resolved under Schedule 2, cl 48 of the Water Services Acts Repeal Act 2024 (WSARA) to defer adopting the Long Term Plan 2024 – 2034 for 12 months. An Enhanced Annual Plan was developed under year 4 (2024/2025) of the Long Term Plan 2021 – 2031 and adopted on 24 June 2024. The Long Term Plan 2021 – 2031 continued in force, despite s 93 LGA.

2.3 Under Schedule 2, cl 49 WSARA Councils that deferred their long term plan in 2024 must adopt a Long Term Plan for the years 2025 – 2034 by 30 June 2025.

2.4 Public consultation on the draft LTP commenced on 31 March 2025 and closed on 2 May 2025 at 12pm (32.5 days). Council received 69 submissions and heard from 16 submitters at the consultation hearing on 22 May 2025. There were 40 unique items discussed. Following the consultation hearing, Council made the following significant decisions and amendments to the LTP (a full a full analysis of the submissions and decisions is attached as **appendix 3**):

TOPIC	COUNCIL DECISION
Pakiwaitara Building, 41 Weld Street, Hokitika	<p>The Council resolved to include <i>Option 1, Sell the Pakiwaitara building immediately</i>, with a caveat that:</p> <p>Investigations be undertaken to provide costings on two alternative options for the Council Building; namely:</p> <ul style="list-style-type: none"> I. demolished and rebuild on the Pakiwaitara site. II. to occupy the Government Building. <p>Options to be reported back to Council in June 2025.</p>
Hannah's Clearing Landfill Remediation	<p>The Council resolved to adopt <i>Option 3, Remove from the plan entirely</i>. The project was removed from the Long Term Plan.</p>
Jackson Bay Wharf Repair	<p>The Council resolved to keep the Jackson Bay Wharf Repair in the Long Term Plan with external loan funding. If unsuccessful with funding, Council to look at other options available or the Jackson Bay Wharf Repair.</p>
Alternative West Coast Wilderness Trail route to Ross	<p>The Council resolved to include <i>Option 1, Build an alternative route to Ross with external funding</i>, in the Long Term Plan.</p>
Dog Registration Restructure	<p>The Council resolved to include <i>Option 1, Restructure the dog registration fees</i>, noting a 50% reduction to the working dog fee for subsequent working dogs (\$40).</p>
Hokitika Swimming Pool	<p>The Council resolved that:</p> <ul style="list-style-type: none"> I. funding for the Toddler Pool at the Hokitika Swimming Pool be removed from the Long Term Plan. II. funding for the heating upgrade to stay in the Long Term Plan. III. clarification on the breakdown of costs for the roof and floor upgrades be provided to Council in June 2025.
Museum and Carnegie Building	<p>The Council resolved that:</p> <p>A Working Group be formed with the following members:</p>

	<ul style="list-style-type: none"> • Her Worship the Mayor • Cr Davidson • Kw Madgwick, Iwi Representative • M. Waters, Community Services Manager (to assist and facilitate) • Two community stakeholders
Destination Hokitika Rate	<p>The Council resolved that:</p> <p>The Destination Hokitika Rate remain in the Long Term Plan and the rate increase incrementally in line with inflation each year.</p>

3. Current Situation

- 3.1. The current situation is that the LTP has been amended to include the decisions made by Council and has been audited by Audit New Zealand (**Appendix 1**).
- 3.2. The LTP must be adopted by 30 June 2025 to meet statutory requirements under s 93 and Schedule 2, cl 49 WSARA and allow Council to strike rates for the 2025/2026 year.

4. Options

- 4.1. Option 1: Do nothing.
- 4.2. Option 2: Instruct the Chief Executive to make further amendments to the Long Term Plan 2025 - 2034.
- 4.3. Option 3: Adopt the Long Term Plan 2025 – 2034, including the Revenue and Financing Policy and Fees and Charges 2025/2026 (**Appendix 2**).

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified:
- 5.1.1. Legal risk – if the Long Term Plan is not adopted by 30 June the Council will not meet the requirements of the LGA.
- 5.1.2. Financial risk – If the Council does not adopt the Long Term Plan then the Council is unable to strike the rates for the 2025/2026 year.
- 5.1.3. Reputational risk – If the Council does not adopt the Long Term Plan the Council could be seen by the public to be unable to make decisions and meet their obligations.
- 5.2.

6. Health and Safety

- 6.1. Health and Safety has been considered and the following items have been identified :
- 6.1.1. Staff health and wellbeing could be compromised due to the stress of working on further revisions to the Annual Plan if material changes are required.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being high. A long term plan is a significant planning and accounting tool for Council.
- 7.2. Public consultation was undertaken, in accordance with the requirements of s93A of the LGA. Submission feedback was taken into account by Council when making decisions on the content of the LTP.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – It is a statutory requirement to adopt an LTP by 30 June of the relevant year. The community expects Council to adopt the plan with the amendments that have been communicated to the public.

8.1.1. The following financial implications have been identified:

8.1.1.1. The Council cannot strike the rates without a current Long Term Plan.

8.2. Option 2 – If Elected Members request further amendments to the Long Term Plan this would delay the adoption. If the amendments were material further engagement with the community would be required.

8.2.1. The following financial implications have been identified:

8.2.1.1. The Council cannot strike the rates for the new financial year without a current Long Term Plan. Significant delay in adopting could seriously compromise and disrupt cash flows for both the Council and ratepayers.

8.3. Option 3 – Adopting the Long Term Plan 2025 – 2034 allows Council to fulfil its objectives and fund activities.

8.3.1. The following financial implications have been identified:

8.3.1.1. Council can strike the rates for the 2025/2026 year.

9. Preferred Option(s) and Reasons

1.1. The preferred option is Option 3.

1.2. The reason that Option 3 has been identified as the preferred option is that it enables Council to meet its statutory requirements in respect of s 93 of the LGA, to strike the rates for the 2025/2026 year and demonstrates Council's commitment to take community feedback into account while still maintaining sound fiscal stewardship.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopts the Revenue and Financing Policy as part of the Long Term Plan

10.3. That Council adopts the Westland District Council Long Term Plan 2025 – 2034 and directs that it be made available to the public.

Emma Rae
Strategy and Communications Advisor

Appendix 1: Westland District Council Long Term Plan 2025 – 2034

Appendix 2: Fees and Charges 2025/2026

Appendix 3: Analysis of submissions to the Draft Long Term Plan 2025 – 2034 Hearing

Fees and charges 2025/2026

ALL FEES AND CHARGES ARE GST INCLUSIVE UNLESS OTHERWISE STATED

These fees and charges are subject to change after adoption in the event of any legislative or service changes.

Corporate service charges

Customer enquiries

First 30 minutes of staff costs are free, after that pro-rata \$60/hour

Black & White Photocopying

Single Sided - A4	\$0.35
Single Sided - A3	\$0.55
Double Sided - A4	\$0.45
Double Sided - A3	\$0.65
Single Sided - A2	\$3.35
Single Sided - A1	\$4.55
Single Sided - A0	\$7.50

Colour Photocopying

Single Sided - A4	\$2.85
Single Sided - A3	\$4.45
Double Sided - A4	\$3.90
Double Sided - A3	\$5.60

Laminating

A4 - Per Page	\$5
A3 - Per Page	\$7

Binding

Small - less than 100 pages	\$10
Large - more than 100 pages	\$15

Scanning and scanning to email

Large scale format scanning	\$5 per scan
Document scanning via photocopy machine	\$0.10 per page

Requests under the Local Government Official Information and Meetings Act (LGOIMA)

First hour of staff costs	Free
First 20 black and white copies	Free
Additional time	\$41 per ½ hour
Black and white copies in excess of 20 pages	\$0.20
Other costs – recovery	Actual cost
Other charges as per fees and charges schedule	

Meeting room hire

Pakiwaitara building meeting room	\$310 general public \$155 community groups
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Financial Services

Rates settlement refund processing fee	\$32
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Land Information Services

Land online Search—CT or Plan Instrument	\$10
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Land Information

GIS Map—A4	\$11
GIS Map- A4 with aerial photos	\$16.50
GIS Map - A3	\$22.50
GIS Map - A3 with aerial photos	\$34
GIS Client Services (per hour)	\$109

Property Files

Property File	\$30 per file request
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Land information memoranda

LIMs are issued per valuation number. Where multiple valuation numbers are under one title, individual LIMs will be required. Where there is more than one Certificate of Title, obtaining additional titles will be charged. A LIM does not include provision of a Certificate of Title.

Land Information Memoranda – Residential Property	\$360
Land Information Memoranda – Commercial Property	\$567
Urgent residential only - within 48 hours	\$515.5
Hourly rate for time exceeding standard deposit	\$206

Visitor information services

Printing and photocopying	Refer to the Corporate Services fees above.
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Westland Library

Referral to Credit Recoveries – Administration fee	\$20
DVDs	\$2
Replacement cards	\$1
Lost / Damaged Items	Replacement Cost
Interlibrary loans (per item)	\$9.50 - \$250
Overseas Interlibrary loans (per item)	At cost
Activity Packs	\$2 - \$5
Book Covering	\$16 – \$20
Computer print outs A4	\$0.30
Computer print outs A4 – colour	\$2.60

Westland Library

Photocopying

A4	As for computer print-outs
A3 B/W	\$0.60
A3 Colour	\$4.50

Room Hire

Available during library opening hours

History Room	\$30 per hour
Digital Learning Centre	\$62 for 4 hour block \$103 for 8 hour block

Hokitika Museum

Admission fee

Westland residents	Free
Adult 16+ (visitors)	\$10
Youth (visitors) (0 years - 16 years)	Free
Special exhibitions* may incur an additional entry cost.	

*This includes travelling exhibitions and displays that are not part of the Museum's standard exhibition spaces.

Research

Westland Residents - In person enquiry first half hour	\$5
Additional hours thereafter	\$30 per half hour
In person enquiry first half hour – non-Westland Residents	First half hour \$15
Additional hours thereafter	\$36 per half hour thereafter
Written research service (per hour)	\$67 \$36 (minimum charge)
Special project research	By negotiation
Filming under supervision	\$77/hour

Photographs

Laser copy on card	A5/A4: \$10 A3: \$15
Digital image	\$30

Photocopies

Photocopying- Black and white A4 and A3	Refer to charges as set out in Corporate Services Charges
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Reproduction fees The following charges are for reproduction of Museum items for the purposes below, and are additional to the above charges

Commercial reproduction	By negotiation
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Venue Hire

Carnegie Gallery Hire (per week)	\$1000
Commission on sales	30%
Staff supervision outside normal hours	\$60 per hour

Sports field charges

Cass Square (season hire)

Touch Rugby per season	\$500
Softball per season	\$272
Rugby - per season	\$1,417
Cricket per season	\$272
Soccer per season	\$1,417

Cass Square (casual use)

Daily	\$272
Hourly	\$34
Wildfoods Festival	\$13,042
Showers and Changing Rooms	\$91
Changing Rooms only	\$39
Commercial Operators.	To be negotiated depending on type of usage

Hokitika Swimming Pool

Spectator	Free
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Single Admission

Adult	\$6
Senior Citizen (60+)	\$4.50
Child at school	\$3
Pre-Schooler and Adult	\$4
Additional Pre-Schooler with adult	\$1.50
Family (2 adults / 2 children)	\$15

Concession Ticket - 10 Swims

Adult	\$45
Senior Citizen (60+)	\$30
Child at school	\$25
Pre-Schooler and Adult	\$32
Family (2 adults / 2 children)	\$110

3 month pass

Adult	\$100
Senior Citizen (60+)	\$75
Child at school	\$60
Pre-Schooler and Adult	\$75

Season Ticket

Adult	\$340
Senior Citizen (60+)	\$270
Child at school	\$210

Hokitika Swimming Pool

AquaFit Classes (Includes entry to swimming pool)

Single Class

Adult	\$7
Senior Citizen (60+)	\$6
Child at school	\$5

Concession Ticket – 10 Classes

Adult	\$65
Senior Citizen (60+)	\$55
Child at school	\$45

Cemetery Charges

Hokitika

New grave (includes plot, interment and maintenance in perpetuity)	\$2,062
Ashes: plot purchase and interment (includes plot in Ashes Garden area and opening of plot)	\$722
Pre-purchase new Plot (interment added at the time)	\$1,860
Dig Grave site to extra depth	\$258
Additional cost to excavate grave on Saturday, Sunday or Public Holiday	\$440
Reopen a grave site	\$1,031
Inter Ashes in an existing grave	\$360
New grave in RSA area	\$1,031
Reopen a grave in the RSA Area	\$1,031
Inter a child under 12 in Lawn Area	\$2,060
Inter a child in children's section (Hokitika only)	\$722
Research of cemetery records for family trees per hour (one hour minimum charge)	\$40
Muslim burials	At cost

Ross and Kumara

New grave (includes plot, interment and maintenance in perpetuity)	\$2,060
Pre-purchase new plot (interment added at the time)	\$1,855
Inter Ashes (including registration)	\$722
Note: Ashes berms are not currently available in Kumara or Ross but are under development.)	
Reopen a grave site	\$1,031
Research of cemetery records for family trees per hour (one hour minimum charge)	\$40

Animal Control

Dog control

Standard Registration

Certified Disability Assistance Dog	No charge
Unneutered dog	\$115
Neutered dog	\$80
<i>20% discount for Gold Card holders on non- working dog registration fee.</i>	
First working dog	\$80
Additional working dog/s	\$40

Dangerous dogs

Registration Fee: all areas	Standard registration fee plus 50%
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Late Registration

Registration Penalty – from 1 August	50% of applicable registration fee
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Dog Impounding Fees

First Impounding Offence	\$100
Second Impounding Offence	\$250
Third Impounding Offence	\$400

Second & third impounding will apply if occurring within 12 months of the first impounding date.

Feeding per day	\$30
Call-out for Dog Reclaiming (after hours)	\$150
Microchipping per dog	\$35
Bark Collars	\$50
<i>Bond of \$30 is refundable on return of undamaged collar to the Council.</i>	

Investigations

Investigation Fee	\$150 per hour
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Impounding Act

Stock Control Callout Fees	\$225 per callout
Stock poundage and sustenance Fees	Cattle, horse, deer, mule: \$30/head/day Sheep, goats, pigs, other animals: \$10/head/day

Environmental Services

Food Act 2014

Registration of Food Control Plan	\$310
Registration of National Programmes & National Programmes operating under a Food Control Plan	\$310
Renewal of Food Control Plan & National Programmes	\$206
Renewal of National Programmes operating under a Food Control Plan	\$155
Amendment to registration – amendment of Food Control Plan Registration or National Programme	\$155

Environmental Services

Verification / Audit (Includes up to two hours of verification activities) – including site visits and compliance checks with food plans.	\$288 (Any time over and above initial two hours is charged at \$185/hour)
Compliance and Monitoring fee	\$185 per hour

Health Act 1956

Hairdressers Registration	\$360
Offensive Trade Registration	\$410
Mortuary Registration	\$360
Camping Ground Registration	\$360
Camping Ground - fewer than 10 sites	\$255
Transfer of Registration	50% of registration fee
Overdue Health Act Licences	50% penalty day after expiry date

Miscellaneous Charges (Fees)

Transfer of any licence registration of premises	\$113
Inspection or Advisory visit (non-routine)	\$185
Follow-up inspection or corrective action assessment (includes any licence type or audit or compliance inspection type)	\$150
Water or Food Sample Testing	Actual cost
Environmental Health Officer (Hourly rate when extended time required to resolve issues)	\$185

LGA Activities

Trading in Public Places (hawkers and mobile Shops)

Full Year	\$551
1 October to 31 March only	\$385
50% penalty fee for trading outside of this period	

Activities under other Legislation

Amusement Devices

For one device, for the first seven days of proposed operation or part thereof.	\$12
For each additional device operated by the same owner, for the first seven days or part thereof.	\$2.00
For each device, for each further period of seven days or part thereof.	\$1.00

Class 4 Gaming

Class 4 Gambling Venue	\$515.5
Licence inspection Fee	\$258

Resource Management

NOTE: All fees and charges below are non-refundable or transferable, and unless specified as a Fixed Fee, are deposits and minimum fees paid as initial charges on application. Staff time will be calculated at the hourly rates below. Under Section 36 of the Resource Management Act 1991, the costs of staff time and costs incurred processing the consent over the deposit will be invoiced, and where a charge is inadequate to enable the recovery of actual and reasonable costs the Council may require payment of any additional charge. The invoice may be raised partway through the application process.

The costs incurred for the monitoring of consents and investigations of consent related incidents are to be recovered under Sections 36(1)(c) and 36(5) of the Resource Management Act 1991.

The costs incurred for the compliance investigations of non-consented incidents will be recovered under Section 150 of the Local Government Act 2002.

Any external professional fees will be passed on to the applicant as charged to Council.

Printed copy of the District Plan	\$206
Public enquiries (including pre-application meetings) that exceed 30 minutes of staff input	\$206 per hour
Preparation and change to the District Plan deposit	\$10,310

Land Use: Deposit

Consent for single Rural Dwelling	\$1,350
Vegetation Clearance	\$1,650
Commercial Activity	\$1,650
Industrial Activity	\$1,650
Land use activities (not listed elsewhere)	\$1,340
Limited (where more than one party) or Public Notification of resource consents (in addition to deposit)	\$1,031
Hearing	\$5,200

Subdivision: Deposit

Subdivisions 2-5 lots	\$1,3400
Subdivision 2 -5 lots with Land Use	\$1,650
Subdivisions 6-10 lots	\$2,165
Subdivisions 6-10 lots with Land Use	\$3,200
Subdivisions 11+ lots	\$3,700
Subdivisions 11+ lots with Land Use	\$5,250

General & Certificates

Administration fee for every consent application: fixed fee	\$210
Internal engineering review for every consent application	\$52.50
Return of incomplete application	\$210
Variations to Resource Consent	\$928
Existing Use Application	\$950
Surrender of Resource Consent	\$700
Transfer of Resource Consent: fixed fee	\$100
Certificates and Permitted Subdivision (Compliance, marginal and temporary, boundary activities)	\$670
Section 125 Extension of time application: fixed fee	\$928
Section 223 Survey Plan Approval: fixed fee	\$206
Section 224 Approval fee	\$722 plus staff time if inspection required

Resource Management

Monitoring charges	\$206 per hour
Release of covenants, caveats, encumbrances, authority and instruction, amalgamations, easements, right of way approval, esplanade strips or reserve creation/variation or waiver and other title instruments	\$670 plus applicable legal fee

Designations

Variations to Designations	\$2062
New Designations, Notices of Requirement and Heritage Orders	\$3093
Approval of outline plan	\$876
Consideration of waiving outline plan	\$876

Personnel time

Planning staff time per hour.	\$206 per hour
Includes resource consent processing activities	
Compliance staff monitoring and investigation time per hour	\$206 per hour
Administration staff time per hour	\$185 per hour
Incidental costs inclusive of obtaining necessary information	Actual costs of obtaining information
Internal engineering services per hour which exceed 15 minutes	\$206 per hour
Contractor staff processing time per hour for resource consent activities.	At cost
Independent hearing commissioner	At cost

Compliance

Issue of infringement notice	\$300 - \$1,000 pursuant to Schedule 1, Infringement Offences and Fees of the Resource Management Regulations 1999.
Return of items seized pursuant to section 328 of the Resource Management Act 1991: fixed fee	\$618

Recreation contribution

5% of the value of each new allotment or the value of 4,000m² of each new allotment, whichever is the lesser. The minimum charge is \$3,931.72 per new allotment and the maximum charge is \$5,750 per new allotment, both GST-inclusive.

The above contributions are based on average values of the Westland QV Sales Linesflow data from the 1st July 2022 till the 17th February 2023. (\$68.32 per m²)

Performance Bonds

Performance bonds may be put in place from time to time with the amount to be established on a case-by-case basis. Non-refundable lodgement fee \$670

Relocated buildings

In addition to Building Consent Fees, and the Building Research Levy, a minimum deposit of up to \$10,310 is required for buildings being relocated.

Building Act Activity

The cost of your building consent depends on the type of application, costs of the work involved, levies, how long it takes to process and how many inspections you will need.

An estimated number of inspections will be charged for at the outset, with additional inspections charged for at the end of the project. Refunds may be available for any unused inspections, which is calculated at the end of the job.

All building work over a certain value attract MBIE and BRANZ levies and an insurance charge— see end of building consent fees and charges for this.

You, as the owner, are responsible for paying the fees. If you withdraw an application at any stage, you are still required to pay charges incurred for the consent.

All new housing/residential, commercial buildings, major alterations and Certificate of Acceptances require the deposit to be paid. Deposits are non-refundable, please ensure your application is complete before lodging.

Any functions or services that are provided but are not specifically detailed in this schedule will be charged at the relevant officer charge out rate.

Housing / Residential Units – Single and Multi-Unit

Deposit – per application	\$3,000
Project Information Memorandum (with BC application)	\$235 plus processing fees
Compliance Check - RMA / Planning	\$105 plus processing time if over 30 minutes
Consent fee	Category Res 1 & 2 \$595 Res 3 \$775 Multi units x 2 or more \$1,185 All plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Quality Assurance / Accreditation Levy	Single unit \$400 Multi-units \$800
Inspection Fees	\$235 each
Code Compliance Certificate	Category Res 1 & 2 \$593 Res 3 \$775 Multi units x 2 or more \$1,185 All plus processing fees

Commercial/Industrial

Deposit – per application	\$3,000
Project Information Memorandum	\$340 plus processing fees
Compliance Check – RMA / Planning	\$105 plus processing time if over 30 minutes
Consent fee	Category Com 1 & 2 \$775 Com 3 \$950 plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Quality Assurance / Accreditation Levy	\$500
Inspection Fee	\$235 each
Code Compliance Certificate –.	Category Com 1 & 2 \$775 Com 3 \$950 All plus processing fees

Building Act Activity

Accessory Buildings – garages, shed, sleepouts, temporary buildings, pool, signs and demolition outside of Schedule 1 etc

Project Information Memorandum	\$235 plus processing fees
Compliance Check – RMA	\$105 plus processing time if over 30 minutes
Consent & processing	\$215 plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$200
Inspection Fee	\$235 each
Code Compliance Certificate	\$215 plus processing fees

Minor Alterations/Renovations (<\$150,000)

Project Information Memorandum	\$235 plus processing fees
Compliance Check - RMA	\$105 plus processing time if over 30 minutes
Consent fee	\$215 plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$200
Inspection Fee	\$235 each
Code Compliance Certificate	\$215 plus processing fees

Major Alterations/Renovations (>\$150,000 and over)

Deposit - required	\$3,000
Project Information Memorandum	\$235 plus processing fees
Compliance Check - RMA	\$105 plus processing time if over 30 minutes
Consent fee	Category Res 1 & 2 \$595 Res 3 \$775 Category Com 1 & 2 \$775 Com 3 \$916 plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$400
Inspection Fee	\$225 each
Code Compliance Certificate	Category Res 1 & 2 \$595 Res 3 \$775 Category Com 1 & 2 \$775 Com 3 \$916 plus processing fees

Building Act Activity

Free-standing Spaceheater

Set fee, including one inspection	\$635
Additional Inspection Fees	\$235 each
Additional Processing	As per processing section.

Plumbing & Drainage

Project Information Memoranda	\$235
Compliance Check	\$105 plus processing time if over 30 minutes
Consent fee	\$215 plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$65
Inspection Fee	\$235 each
Code Compliance Certificate	\$215 plus processing fees

Application for Project Information Memorandum (PIM) only

BCA Accreditation Levy	\$65
PIM Fees - Residential	\$2357 plus processing fees
PIM Fee - Commercial/Industrial	\$340 plus processing fees
Alpha One / Objective Build online processing charge	\$92
Compliance Check	\$105 plus processing time if over 30 minutes

++Where any building charge is inadequate to enable the recovery of the actual and reasonable costs, a further charge may be payable.

Marquees Only

Consent fee	\$70 plus processing fees
Alpha One / Objective Build online processing charge	\$92 for total value of work less than \$125,000, or 0.075% for total value of work over \$125,000
BCA Accreditation Levy	\$62
Inspection Fee	\$235 each
Code Compliance Certificate	\$70 plus processing fees

Other Building Act Activities

Receiving and Checking Building Warrant of Fitness (BWOFF)

BWOFF - On or before due date	\$65 backflow preventor only \$200 (2 – 4 specified systems) \$300 (5 – 6 specified systems) \$400 (7 or more specified systems)
After due date	\$200 late fee
BWOFF – audits	\$235 per inspection Plus processing time

Building Act Activity

Compliance Schedules

New Compliance Schedules	\$455 plus processing fees \$166
Duplicate/copy Compliance Schedules	
Amendment to compliance schedule	\$235 plus processing fees

Certificate of Acceptance

Certificate of Acceptance – Emergency works	A fee of \$595 plus any fees, charges and levies that would have been payable had a building consent been applied for plus processing fees
Certificate of Acceptance – all other works application fee	\$1,850 flat fee plus any fees, charges and levies that would have been payable had a building consent been applied for in accordance with Section 97 of the Building Act 2004. plus processing fees

Other Building Charges

Withdrawal or Lapse of Building Consent	\$155
Waiver / Modification for Durability	\$155
Notices to Fix	\$546, includes 1 investigation inspection and 1 hour processing time. Additional inspections will be charged accordingly as per the inspection fees.
Notice to Fix – Building Warrant of Fitness	\$285, includes processing fees
Residential Swimming Pool compliance inspection	\$235 per inspection
Certificate of Public Use [CPU] (valid for 12 months from issue)	\$565, includes one hour processing time
Additional CPUs for the same consent	\$820, includes one hour processing time
Minor - Variation to building consent	\$115 plus processing fees
Building consent amendment	\$355 plus processing fees, additional inspections and levies (includes Objective fee charge and quality/ accreditation levy)
Accreditation charge for amendments	\$100
Extension of time for exercise of building consent	\$175
Signing of Certificates for Lodgement (s 72 & s75)	\$350
Deposit to lodge s 72/75 certificate	\$670 (actual costs to be charged) includes lawyers costs,, and lodgement fee.
Signing / Removal of s 73 or 75 certificate	\$350
Section 124 notice – dangerous/insanitary buildings (except in the event of a natural disaster)	\$350
Extension of time for obtaining CCC	\$175
Preparation of Sec 37 Certificate	\$85
Reapply for a CCC once it is refused	\$175
Exemptions under Schedule 1(2)	\$400 plus levies & hourly processing \$92 Objective Build charge fees apply whether the decision is to approve or decline the application.

Building Act Activity

Investigation/Additional / Site Inspections	\$235 each
Desktop / Remote inspection – only with prior approval and 2 day booking	\$160 each
Cancellation of inspection – on the day of	\$130 each
Certificate of compliance (district licencing agency) – building code assessment for fire safety and sanitary facilities in a building, done with a alcohol licence application	\$250, includes one hour processing time
Building Infringement	Relevant set fee plus \$155 administration charge
Application for extension of time – Heritage Earthquake prone building	\$360, includes one hour processing fees
Receiving and reviewing of engineer/ information relating to status of an earthquake prone building	\$460, includes one hour processing fees
Issue of Earthquake prone building notice (S133AL)	\$260, includes 1 hour processing fees
Removal of an Earthquake prone building notice	\$260 includes 1 hour processing fees
Application for or information for Determinations	Hourly rate for staff involved and lawyers' fees
Applications for court orders	\$150 plus processing costs
File lodgement fee for BCA to supplying records to the TA under S238 of the Building Act 2004	\$155

Insurance / Legal Levy

Residential, and accessory buildings: assessed value of work over \$20,000	
Accessory buildings	\$100
Housing / Residential standalone units	\$300
Housing/Residential multi units of 2	\$650
Housing/Residential muti units 3 or more	\$850
Commercial	\$500

Hourly Fee structure for staff – per hour

Processing fees per hour	Refer to Hourly staff fees below
Administration staff	\$155
Compliance, monitoring & enforcement officer	\$210
Residential Building Control Officer	\$210
Commercial Building Control Officer	\$230
Building Team Leader/Manager	\$260
Infrastructure Officer fees	\$210
Meetings charge out rate – staff	Refer to Hourly fee structure for staff (first 30 minutes free)
Specialist / consultancy specific design input	At cost plus 10%

Building Research Levy

In addition to the Building Consent Fee, a Building Research Levy based upon \$1.00 per \$1,000 or part thereof of total value is required to be paid.

Consents of lesser value than \$20,000 are exempt from this levy.

Building MBIE Levy

In addition to the Building Consent, a Building Industry Levy based upon \$1.75 per \$1,000 or part thereof of total value is required to be paid.

Consents of lesser value than \$65,000 are exempt from this levy.

Building Act Activity

Independent Building Consent Authority (BCA)

Where the services of a Building Certifier are used, the fee will be established on a case-by-case basis to ensure full cost recovery.

Election Signs – if not exempt work under Schedule 1 of the Building Act 2004

Up to 3 signs	\$335, plus online fees, accreditation levy and processing time.
Up to 6 signs	\$670 , plus online fees, accreditation levy and processing time.
For each additional sign in excess of 6. signs	\$25

Reports

Monthly building consent reports	\$85
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Baches on Unformed Legal Road

Annual Site Fee	\$2,717
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District Assets

Water Supply Connections

Actual cost recovery relating to the installation of water supply connections.

Sewerage & Stormwater Connections

Actual cost recovery relating to the installation of sewerage and stormwater connections.

Sewerage Supply

Trade Waste charges are levied separately according to waste volume and utilisation of sewerage system.

Minimum fee of \$3000 per annum

Dumping into sewerage system, annually	\$3000
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Water Supply Annual Charges

Hokitika / Kaniere Water Supply	Commercial metered supply per cubic metre \$3.00
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The minimum charge for commercial or significant user metered water connections is the same as the commercial water rate.

Council reserves the right to negotiate metered charges with significant users

Treated Supplies—Rural Towns Fox Glacier / Franz Josef / Commercial metered supply per cubic metre \$3.00

Whataroa / Hari Hari

Vehicle Crossings

Actual cost recovery relating to the installation of vehicle crossings.

Road Damage – New Build

Road damage deposit – refundable deposit	\$2,500
Road Damage (unconsented works) enforcement	\$210 per hour
Remedial action for unconsented road works	Full cost of remedial work required plus staff time

Building and consent process

Internal / External charge	\$210 per hour
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Temporary Road Closures

Non-refundable application fee	\$206
Additional Information request (from applicant)	\$110 per hour
Public Notification on approval	At cost
Management of temporary road closure	At cost
Call Out / Audit of Traffic Management Plan	\$262 per hour (including after-hours)
Not for Profit Organisations	Exempt

Jackson Bay Wharf Charge (prices exclude GST)

Commercial Fishing Vessels operating from the Wharf for discharge of wet fish and / or crayfish must have a licence to occupy.

Annual Charge

Vessels over 13.7 metres (45 feet)	\$5200
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$1,933
Vessels up to 9.1 metres (30 feet)	\$1,385
Casual users landing wet fish (per tonne)	\$30
Casual users landing crayfish (per tonne)	\$390

Other Vessels (not discharging) must pay a daily charge (24 hours) as below

Vessels over 13.7 metres (45 feet)	\$325
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$260
Vessels up to 9.1 metres (30 feet)	\$135
Recreational Boat Ramp use	\$10 per day
Car parking	\$10

WASTE MANAGEMENT

Any legislative charges under the Waste Management Act will be imposed as a levy if required.

Note: Government requires Council to charge a levy of \$70.00 per tonne, or equivalent volume at non weighbridge sites, on all waste disposed of to landfill. This is included in the below fees.

For non-standard loads, the Transfer Station Operators reserve the right:

- To measure the waste and charge the per cubic metre rate or;
- To measure the load and use the Ministry for the Environment Conversion Factors for compacted or dense waste.

Hokitika Transfer Station	
Refuse Site Gate Fees	
General Waste	
Per tonne	\$600
60L bag	\$6.2
Green Waste	
Green Waste per tonne	\$60
60L bag Green Waste uncompacted	\$1
Accepted Recyclable Items*	Free
*All glass will be accepted free of charge.	
Other	
Cars Prepared (Conditions apply, per item)	\$200
Tyres	Up to 5 free at a time
Non-weighbridge Sites	
Uncompacted General Waste	
Per Cubic Metre small loads < 0.5m ³	\$95
Per Cubic Metre large loads > 0.5m ³	\$120
60L bag	\$7
120L Wheelie Bin	\$15
240L Wheelie Bin	\$30
Small Trailer /Ute (0.68m ³)*	\$85
Medium Trailer (0.91m ³)*	\$120
Cage or Large Trailer (2.7m ³)*	\$350
*Haast only	
All sorted glass accepted free of charge	
Uncompacted Green Waste	
Per Cubic Metre	\$11.50
60L bag	\$0.75
Small Trailer /Ute (0.68m ³)	\$7.50
Medium Trailer (0.91m ³)	\$11.50
All Sites: Other Items	
Gas Bottle Disposal	\$15
Whiteware (Fridges must be degassed, per item)	\$17
Tyres (Based on average weight of 7.5kg, per item)	\$15
Tyres over 7.5kg e.g. truck tyres	\$25

Rubbish & recycling receptacles

Replacement and additional recycling bin 240 L (maximum 2x \$175 sets of bins per household)

Replacement and additional rubbish bin 120 L (maximum 2x \$150 sets of bins per household)

Delivery fee per replacement bin \$75

SALE AND SUPPLY OF ALCOHOL

On, Off or Club Licence

Applications and renewals for On, Off or Club Licence are assessed using a cost / risk rating system. The cost / risk rating of the premises is the sum of the highest applicable weighting for the type of premises and type of licence, the hours of operation and any enforcement holdings in the last 18 months.

Cost/risk rating	Fees category	Application fee \$ incl GST	Annual fee \$ incl GST
0-2	Very low	\$368	\$161
3-5	Low	\$609.50	\$391
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1035
26 plus	Very High	\$1,207.50	\$1437.50

The cost/risk rating used to set the fees above is calculated using the tables below.

Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

Type of premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-Licence	Supermarket, grocery store, bottle store	15
	Hotel, Tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

Enforcement holdings

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Definitions for types of premises

Type	Class	Description
Restaurants	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern.
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence and has at least 1,000 members of purchase age and in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Remote sales premises		Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding		A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

SPECIAL LICENCES

The fee payable for a Special Licence is assessed using a cost / risk rating system depending on the size of the event and the number of events applied for.

Large event: Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

Medium event: Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.

Small event: Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Class	Issued in respect of	Application fee \$ incl GST
1	1 large event: More than 3 medium events: More than 12 small events	\$575
2	3 to 12 small events: 1 to 3 medium events	\$207
3	1 – 2 small events	\$63.25

Submission subjects	Sub #	Submission Comments	Staff Comments	Council Decision
1	Pakiwaitara Building 41 Weld Street			
Option 1	Sell the Pakiwaitara building immediately	1, 2, 3, 5, 6, 8, 18, 26, 30, 31, 32, 34, 36, 46, 51, 52, 53, 58, 63, 64, 65, 66 <ul style="list-style-type: none"> History of issues that will never be resolved in a cost effective way. Not fit for purpose and not optimal as office space. Sell immediately negating ongoing issues and liabilities and place proceeds into reserves to assist with future infrastructure needs. No borrowing or putting ratepayers in debt. Include conditions on the sale that ensure the site is developed in a way that is sensitive to the town's CBD character. Seek expressions of interest from developers for a future proofed building that Council could lease under public-private partnership. 	<ul style="list-style-type: none"> This building is earthquake prone and needs significant investment. Council has investigated the costs of remediating the building. This building would need investment before it used as an office space. Council is considering this option. Council will not need to borrow to sell the building. Council will consider this if the building is put on the market for sale. Council could consider this option. 	<p>Resolved that the Pakiwaitara Building be put on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council Building; namely:</p> <p>i)demolished and rebuild on the Pakiwaitara site. ii)to occupy the Government Building.</p> <p>Options to be reported back to Council in June 2025.</p>
Option 2	Delay the sale of the Pakiwaitara Building			~
Option 3	Keep the land and building	4, 10, 26, 28, 35, 42 <ul style="list-style-type: none"> Important to the central township. Rent or lease to preserve future options. Keep the land and build a new Council offices and library then sell the current Council building and land. 	<ul style="list-style-type: none"> This building is earthquake prone and needs investment before it could be rented or leased. Council needs to determine if they should retain the building before any money is spent on it. Council is considering this option. However, underground conditions will play a role in the cost of building a new building on this land. 	~
Comments - no option chosen		37, 38, 39, 41, 56 <ul style="list-style-type: none"> Keep the land and demolish the building. Replace it with a purpose built facility for Council HQ, the library, isite and community spaces. See submission for information on the community building in Bulls. Believes that the purchase of the building was not in good faith and should be re-audited. Put both the Pakiwaitara Building and Council HQ on the open market for expressions of interest prior to making a decision regarding their use. 	<ul style="list-style-type: none"> Council is considering this option. However, underground conditions will play a role in the cost of building a new building on this land. Geotechnical investigations have shown weakness in the sub-structure beneath the Pakiwaitara site. This does not preclude construction on the site. It would entail some possible deep screw piling to stabilise the foundations as the area is sited over an old riverbed. Much like the current council building site, some strengthening to stabilise below the ground is required prior to any major construction. Council owns the building and is asking the community if they should sell it. Council could consider if it is feasible to put both of the buildings on the market for sale. 	~
2	Hannah's Clearing Landfill remediation			
Option 1	Keep in the plan, with full loan funding	3, 6, 11, 25, 26, 30, 36, 42 <ul style="list-style-type: none"> A proactive approach to ensure another Fox River episode is less likely to happen. Clarity on who will be paying the loan. Keep the tip open and support the local area. 	<ul style="list-style-type: none"> Similar to Fox Glacier, Hannah's Clearing is one of our high risk landfill sites. Remediating the landfill is preferable to a repeat of what happened to the Fox Landfill. The loan funding for Solid Waste is part of the general rate, which is paid by all ratepayers across the district. The Hannah's Clearing landfill is currently closed and has been for many years. The only compliant and fully consented landfill is Butlers Landfill near Hokitika. Haast Landfill is due to be closed as it has reached capacity. 	~
		<ul style="list-style-type: none"> Responsible in preventing negative impacts to our environment. Take lessons from the Fox River cleanup. 	<ul style="list-style-type: none"> Similar to Fox Glacier, Hannah's Clearing is one of our high risk landfill sites. Remediating the landfill is preferable to a repeat of what happened to the Fox Landfill. 	

Option 2	Keep in the plan, with grant funding and partial loan funding	1, 10, 12, 18, 23, 27, 31, 39, 48, 51, 52, 53, 54, 58, 59, 61, 64	<ul style="list-style-type: none"> This is a good middle ground for funding. 	<ul style="list-style-type: none"> The majority of external funding that Council receives requires co-funding of approximately 30% - 50% from the Council. 	~
			<ul style="list-style-type: none"> Must be done before the next LTP. 	<ul style="list-style-type: none"> Council will proceed with the project if the funding is approved. 	
			<ul style="list-style-type: none"> Introduce waste-to-energy and stop burying rubbish in landfill. 	<ul style="list-style-type: none"> Waste to energy is not a viable option due to the amount of material (Minimal) and lack of support voiced around this option on previous investigations. 	
			<ul style="list-style-type: none"> Support only if the full grant from CSVLF available to Council. 	<ul style="list-style-type: none"> The CSVLF is a fund that requires Council to co-fund 30-50%. This suggestion makes applying for the fund impossible. 	
			<ul style="list-style-type: none"> In favour of remediation by additional rock protection at the site. Much lower cost and reflects beach accretion and sea distance. 	<ul style="list-style-type: none"> Although the rock protection is effective, it does not fully mitigate the risks the landfill faces. Remediating the landfill is preferable to a repeat of what happened to the Fox Landfill. 	
Option 3	Remove from the plan entirely	8, 28, 34, 46, 63, 65, 66	<ul style="list-style-type: none"> Improve the existing rock protection and let nature have its way. No way should WDC ratepayers be held financial liable for this issue. 	<ul style="list-style-type: none"> Council follows a risk based approach to the management of its assets. Although the rock protection is effective, it does not fully mitigate the risks the landfill faces. Remediating the landfill is preferable to a repeat of what happened to the Fox Landfill. 	Resolved that the Hannah's Clearing landfill remediation be removed entirely from the Long Term Plan.
			<ul style="list-style-type: none"> Leave the dump at Hannah's Clearing. Stop unnecessary cost. 		
			<ul style="list-style-type: none"> Seek a landfill site in South Westland to accommodate the landfills that need to be remediated otherwise Butlers will be overburdened. 	<ul style="list-style-type: none"> As part of the project an extension to Butlers Landfill will be built. This will ensure that Butlers Landfill will continue to be available. As part of the project cost the cell is estimated to cost between \$1.6M - \$1.9M (not including land value as the land is already available). 	
Comments - no option chosen		4, 5, 37, 41, 56, 57, 68	<ul style="list-style-type: none"> Build a wall that will protect the town and road for long term. 	<ul style="list-style-type: none"> Hannah's Clearing Landfill is situated on the beach. Although the rock protection is effective, it does not fully mitigate the risks the landfill faces. 	~
			<ul style="list-style-type: none"> Build a cell near Haast away from river and sea. 	<ul style="list-style-type: none"> The Council has no open landfills near Haast. Building a new landfill has a high capital cost and high ongoing maintenance costs. Estimated costs to build are \$3M, including \$1M to purchase land for a small landfill, \$250k for applying and achieving resource consent, \$250K for design and engineering, \$1.5M to build. Ongoing yearly costs to operate, maintain and undertake compliance requirements are estimated to be \$300K. The commitment to compliance, leachate management, gas control & maintenance of the facility even after closing is at least 30 years. 	
			<ul style="list-style-type: none"> Proceed without delay on this project, ensuring that contents removed is actually waste and not sand / topsoil. 	<ul style="list-style-type: none"> Council will proceed with the project if the funding is approved. This project will only extract waste material from the landfill. 	
			<ul style="list-style-type: none"> Proceed only if 100% externally funded. 	<ul style="list-style-type: none"> The majority of external funding that Council receives requires 30% - 50% co-funding from the Council. The CSVLF Fund requires co-funding, so this is not a realistic option. 	
			<ul style="list-style-type: none"> Do not use ratepayer funds. If the government does not want the rubbish they should fund site remediation. 	<ul style="list-style-type: none"> Council is seeking external funding, but there will still be some ratepayer funding required under co-funding agreements. 	
			<ul style="list-style-type: none"> Neutral on how remediation is funded but strong support to remediate the site. Preventative action required to avoid another Fox River landfill event. 	<ul style="list-style-type: none"> Similar to Fox Glacier, Hannah's Clearing is one of our high risk landfill sites. Remediating the landfill is preferable to a repeat of what happened to the Fox Landfill. 	
			<ul style="list-style-type: none"> Support the proposed remediation and encourage implementation of a long-term strategy for landfill aftercare, particularly in areas susceptible to river or coastal erosion. 	<ul style="list-style-type: none"> Noted We will work with West Coast Regional Council to mitigate the impacts of river and coastal erosion. 	

3	Jackson Bay Wharf repair				
Option 1	Keep in the plan, with loan funding	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 32, 34, 35, 37, 39, 42, 49, 51, 52, 54, 55, 59, 63, 64, 65, 66	<ul style="list-style-type: none"> Huge usage 6 months September through to April during peak fishing and tourist season, supports local industries and essential for some people's livelihoods. Invest in protection and improvement of facilities. Important role in fishing infrastructure 	<ul style="list-style-type: none"> The wharf is a strategic asset for Council, commercial fishing operations and the community. Council is considering options for its repair. 	Resolved to keep the Jackson Bay Wharf Repair in the Long Term plan with external loan funding. If unsuccessful with funding, Council to look at other options available or the Jackson Bay Wharf Repair.
			<ul style="list-style-type: none"> Sale would be detrimental to fishing and West Coast tourism. 		
			<ul style="list-style-type: none"> Safety concerns. 	<ul style="list-style-type: none"> The wharf as it stands currently has some health and safety risks. Council is considering options for its repair. 	
			<ul style="list-style-type: none"> Critical for Civil Defence as the only deep port it may be needed for emergency aid and supplies. 	<ul style="list-style-type: none"> This is one aspect of why the wharf is being considered for repair. 	
			<ul style="list-style-type: none"> Support a reasonable increase in rates to help keep the wharf operational, access for local ratepayers and pedestrian tourists. 	<ul style="list-style-type: none"> Council has to consider affordability of rates across the whole district and will look at how it could implement a user-pays system. 	
			<ul style="list-style-type: none"> Collect a daily charge from non-ratepayer recreational users for a designated trailer parking area / boat ramp with a self-check in kiosk / annual pass. 	<ul style="list-style-type: none"> As part of the project Council is considering how it could implement a user pays system to ensure the on-going maintenance and investment in the wharf. 	
			<ul style="list-style-type: none"> Find funds to repair the wharf if no external funding can be found. 	<ul style="list-style-type: none"> Council will consider all other options. 	
			<ul style="list-style-type: none"> Necessary for the development of the proposed Sports Fishing Club. 	<ul style="list-style-type: none"> The wharf is a strategic asset for Council, commercial fishing operations and the community. Council is considering options for its repair. 	
			<ul style="list-style-type: none"> Commends Council's consistent effort and contribution to protect Jackson Bay Wharf, which has historical significance for Westland District. Allows for preservation of the wharf and future development. HNZPT supports the ongoing use and maintenance of historic places as they contribute to the structure's longevity. 	<ul style="list-style-type: none"> Noted. 	
Option 2	Close the wharf	30	For this option: <ul style="list-style-type: none"> Council's ongoing liabilities could be reduced by reducing the size and retention as a community asset. 	<ul style="list-style-type: none"> The wharf as it stands currently has some health and safety risks. Council is considering options for its repair. 	~
			<ul style="list-style-type: none"> If closed needs to be removed or modified to reduce ongoing risks. 	<ul style="list-style-type: none"> If this option is preferred, Council will consider the best approach to mitigate risk. 	
		23	In the event of AF8 the road will likely be blocked off, and inaccessible anyway.	<ul style="list-style-type: none"> The wharf will provide an option for supporting emergency response capabilities as well as maintaining vital supply chains. 	
			Against this option: <ul style="list-style-type: none"> Historic value. Economic loss. No access in event of a natural disaster. Tourism growth largely dependent on the wharf. 	<ul style="list-style-type: none"> Noted. 	
		1, 8, 31, 36, 53, 58	For this option: <ul style="list-style-type: none"> If there is commercial interest in it. 	<ul style="list-style-type: none"> Council is uncertain if there will be commercial interest in purchasing the wharf. Especially given it needs significant investment for it to continue to be operational. 	
			<ul style="list-style-type: none"> Wharf not self-funding. 	<ul style="list-style-type: none"> As part of the project Council is considering how it could implement a user pays system to ensure the on-going maintenance and investment in the wharf. 	
			<ul style="list-style-type: none"> If the wharf is sold, there needs to be a requirement for Civil Defence / emergency services access or use. 	<ul style="list-style-type: none"> Council will consider this and could negotiate an arrangement if the wharf is sold. 	

Option 3	Sell the wharf		<p>Against this option:</p> <ul style="list-style-type: none"> The wharf has been paid for by local ratepayers since 1939 and is managed by the Westland District Council, meaning it's essentially owned by the people in the district. If the wharf is sold to a private owner, they would have full control and could limit public access, charge high fees, and even stop emergency or recreational use, which would negatively affect families, fishers, and tourists. Sale will likely mean a new owner will eventually ask Council for funding to support ongoing maintenance. 	<ul style="list-style-type: none"> The wharf was gifted to us by the Department of Conservation in the late 1980s, Council has managed the wharf ever since. The sale of the wharf could impact negatively on the recreational users and residents of the Westland District. 	~
Comments - no option chosen		41, 46, 48, 60	<ul style="list-style-type: none"> Proceed with the repair only if there is a guarantee from the government for ongoing road maintenance. Don't spend money for further repairs. Users should be paying. Important to Haast so they should decide and maybe help fund the repair. Believes high fees deter fishermen. Wharf was built before the roads were built, there is no need to have it there now. 	<ul style="list-style-type: none"> Council will continue to negotiate on-going funding for the road with NZTA. As part of the project Council is considering how it could implement a user pays system to ensure the on-going maintenance and investment in the wharf. The wharf is a strategic asset for Council, commercial fishing operations and the community. Council is considering options for its repair. 	~
4	Alternative West Coast Wilderness Trail route to Ross				
Option 1	Build an alternative route to Ross with external funding	1, 8, 11, 12, 18, 20, 27, 30, 32, 33, 35, 37, 39, 42, 45, 49, 51, 52, 53, 54, 58	<ul style="list-style-type: none"> All funding MUST be external. NO WDC ratepayer monies must be used for any repairs or improvements to any section of the cycle trail. Register it as a heritage site as it would qualify for additional funding. External funding should come from the Government, not local trusts. Primary users of the trail and businesses that primarily benefit should contribute to use of the trail. Totara Rail Bridge is not listed on the New Zealand Heritage List / Arrange Kōrero, however HNZPT understands the historic and cultural value it holds within the district and is concerned to see its closure and deterioration. HNZPT supports the Council's intention to include funding in the capital plan and undertake the project if external funding support is obtainable. HNZPT also notes the benefit for ratepayers by allowing the project to continue if external funding is available, to avoid further impacts on rates. 	<ul style="list-style-type: none"> The majority of external funding that Council receives requires co-funding from the Council. Heritage structures cannot be altered. A significant investment is required before the bridge could be re-opened. Council has applied for funding support from MBIE in the latest round of Great Rides submissions. This is a Central government fund. Council is reviewing how the trail is funded and how businesses would contribute. Council is happy to discuss options for the Totara Rail Bridge with HNZPT. 	Resolved to build an alternative West Coast Wilderness Trail route to Ross with external funding.
Option 2	Fully fund an alternative route to Ross	2, 4, 28, 34, 36, 63, 64	<ul style="list-style-type: none"> Build a safe new bridge within the current bridge to keep the history alive. It was a highlight of the ride. 	<ul style="list-style-type: none"> Council has applied for funding support from MBIE in the latest round of Great Rides submissions. This project would see an alternative suspension bridge built alongside the existing Totara Rail Bridge. 	~
Option 3	Do not build an alternative route to Ross	3, 5, 10, 26, 31	<ul style="list-style-type: none"> Alternative: a cable car above the bridge. Old Ross railway line station at Pakakamai with a formed road that could be connected to SH6. The clip-ons off the old Taramakau bridge are in a paddock north of the new Taramakau bridge. 	<ul style="list-style-type: none"> This could be a viable option to investigate if necessary going forward. The SH6 alternative requires immense infrastructure construction which is cost prohibitive. The engineering design and cost is prohibitive without major Central Government support. Any of the bridges scoped for a detour have never been initially designed for these additional items so their structural integrity or ability would have to be investigated. 	~

			<ul style="list-style-type: none"> An alternative route would cause farmers to lose valuable space to raise cattle. 	<ul style="list-style-type: none"> Any future alternative would need support from the local community, inclusive of adjoining landowners. 	
Comments - no option chosen		29, 41, 46, 48, 56, 57, 61, 65, 66	<ul style="list-style-type: none"> An alternative route is a necessity for the Ross community to support businesses and ensure rider safety. The heritage of Ross needs to be kept intact, if not usable at least visible for residents and tourists. Proceed with the project only if external funding is obtained from central government. Put the road rail bridge back in action with warning signs. Important to Hokitika and Ross so they should look at how they want to fund this. Believes predicted costs are incorrect and should be reviewed. Conduct further investigation into the possibility of using the existing bridge with practical load testing. Howe Truss engineer to do a report. Publish all 3 bridge reports from May 2023 - August 2024. 	<ul style="list-style-type: none"> The West Coast Wilderness Trail provides benefit to the wider Westland District. Council would like to see the trail re-opened so it is fully utilised. Noted. We cannot leave the bridge open to users when we have received reports advising it is structurally unsafe. The West Coast Wilderness Trail provides benefit to the wider Westland District. Council would like to see the trail re-opened so it is fully utilised. Noted. Numerous engineering reports have already been sought for the Totara Rail Bridge. Reports available on our website here: https://www.westlanddc.govt.nz/media/lc4g0bfv/wcwt-totara-bridge-structural-reports-apx.pdf 	~
5	Dog registration restructure				
Option 1	Restructure the dog registration fees	2, 3, 10, 18, 26, 35, 39, 52, 53, 59, 63, 64, 65, 66	<ul style="list-style-type: none"> What are already responsible owners paying for? Love the idea of cheaper registration for neutered dogs. Ensure good support for dumped and abandoned dogs, and money needs to come from somewhere. Costs associated with dog control should be met by dog owners. Submit that the discount for additional working dog/s should be 50% (and the fee \$40). 	<ul style="list-style-type: none"> Dog registration fees pay for dog control, including law enforcement and attending to complaints and incidents, administering the dog shelter, signs and advertising and public education. These help to create a safe and healthy environment for residents, dog owners and their pets. Noted. The fee structure is a fairer way of apportioning the activity to dog owners; however, the wider community also receive a benefit from dog control. Noted. 	Resolved to restructure the dog registration fees, noting a 50% reduction to the working dog fee for subsequent working dogs (\$40 is 50% of the neutered rate).
Option 2	Do not change the dog registration fees	1, 4, 5, 8, 11, 12, 25, 27, 28, 30, 31, 32, 33, 34	<ul style="list-style-type: none"> Affordability. Share the costs among all ratepayers, not just residents that do the correct thing. Discontinue the Gold Card holder discount, this increases the cost for under 65's. Unclear where the rates contribution is funded from. Increase registration fees in a year where there are no rates increases. 	<ul style="list-style-type: none"> Noted. Council deems that where a benefit is applied to a specific class, the cost should be based on user pays. There should be some ratepayer contribution as all residents receive a benefit from this activity. However, the majority of the benefit is for dog owners. Noted. The rates contribution for this activity is funded from General rates. Noted. 	~
Comments - no option chosen		41, 46	<ul style="list-style-type: none"> Dog registration should be on a 100% cost recovery basis. Charge less and reduce staff. 	<ul style="list-style-type: none"> Council deems that where a benefit is applied to a specific class, the cost should be based on user pays. There should be some ratepayer contribution as all residents receive a benefit from this activity. However, the majority of the benefit is for dog owners. There is only one FTE staff member in this activity. 	~
			<ul style="list-style-type: none"> Reduce or stop spending on external consultants. 	<ul style="list-style-type: none"> Noted. 	

6	Financial accountability	8, 37, 38, 39, 56, 60	<ul style="list-style-type: none">• Debt levels are concerning and need to be used wisely and with caution.• Council has mishandled government funding, especially for Three Waters services (Better Off Funding).• WDC keep within its means the next 10 years.• Proposed plan contradicts goal of prudent and sustainable financial principles because debt set to double within 3 years and proposed rates increases for next 2 years are well over inflation.• Propose cost reduction through 10% departmental budget reduction, merging senior management roles.• Reduce spending and debt.• Disagrees with paying lease on library when Council used to own a library building.	<ul style="list-style-type: none">• Market forces and central Government legislation is driving service costs.• Market forces and asset replacement costs are driving the debt levels.• Noted.	Noted
7	Three Waters	8, 40, 41, 47, 56, 57, 68	<ul style="list-style-type: none">• The most important issue at the moment is building the Hokitika Wastewater treatment plant. Nothing else must be started until this is done.• Instead of investing in the proposed Hokitika Wastewater Treatment Plant project, invest in a short-term solution while onsite advanced technological systems are developed.• Opposes the Hokitika Wastewater Treatment Plant project, suggests enhancing the current system instead.• Pressing issues regarding compliance to meet three waters requirements.• No extra costs for water service. The drinking water is fine.• Action to address the vulnerability of Franz Josef wastewater infrastructure. Prioritise development and implementation of a sustainable, long-term solution urgently and address short-term protection measures while the long-term solution is sought.• Support activities to improve 3 waters infrastructure as they protect and promote health and wellbeing of residents and visitors.• Inter-council collaboration on drinking water is critical to delivering consistency of service, and asset planning alignment.• The wastewater projects are of significant interest to WCRC due to systemic compliance issues, future consenting requirements, and the need for strategic alignment. In particular, we seek planning and budgeting for the relocation of the Franz Josef oxidation ponds to occur as soon as possible.• The programme of stormwater reticulation improvements in Hokitika needs to connect with WCRC's role in stormwater discharge regulation and flood hazard mapping.	<ul style="list-style-type: none">• Council is currently working on this project. Council works on multiple projects at one time, prioritising as necessary.• Council is subject to resource consents which will expire in 2026. It is unlikely that the current wastewater treatment solution will be reconsented.• Compliance for 3 Waters is under Central Government Legislation for all Councils. This is led by the Water Regulator - Taumata Arowai, Regional Councils, Department of Internal Affairs.• Council must continue to invest in its infrastructure. All of our Council owned water supplies have been upgraded in the past 10 years to meet compliance standards. Some of the components at the water treatment plants have a shorter life span and therefore require replacing on a more regular basis (approx. 10yrs) to ensure there is continuity in operations.• Noted.• Council will continue to invest in water infrastructure to ensure the continuity of service and compliance with regulatory requirements.• Council has been working alongside both Grey and Buller District Councils with regards to Local Water Done Well. Consultation for Local Water Done Well was released on the 16th of May.• Council currently has a consent for the oxidation ponds in Franz Josef. We have allowed budget in the LTP for land purchase and new location of Franz WWTP. The proposed new Wastewater Environmental Performance Standards (set by the Water Regulator - Taumata Arowai) will guide compliance conditions and designs. The resource consent runs out in 2034.• Stormwater catchment management plans have been budgeted, but this project has not started.	Noted Franz Josef/Waiiau – extension of the work. Future Franz programme.

8	Boat Ramp at Jackson Bay	10		<ul style="list-style-type: none"> Noted 	Noted
9	Glacier Country community funding	17, 44, 47, 48	<ul style="list-style-type: none"> To our knowledge, the Fox Glacier community has not requested the removal of this funding, and we believe the position remains vital for the ongoing support and development of our community. Propose that the funding for the Fox Glacier community development officer be set at \$35,500 per annum, and township development fund remain at \$27k per annum. We also request that Council outline a process by which we can submit requests for any potential increases to this rate should additional needs arise within the community. Request that the Glacier Country Promotions rate be renamed, "Franz Josef Community Development Rate", "Fox Glacier Township Development Rate", to more accurately describe the purpose of these rates. Request the Township Development Fund included in the Fox Glacier Community Rate is included in the "Fox Glacier Township Development Rate" to consolidate community-facing development funding, aligning with actual use. Support the request the Township Development Fund included in the Fox Glacier Community Rate is included in the "Fox Glacier Township Development Rate" and request that the Township Development Fund included in the Franz Josef Community Rate is included in the "Franz Josef Community Development Rate". Please update the geographic boundaries to collect the rates: Franz Josef Community Development Rate - ratepayers within the area Lake Mapourika to the bottom of the Fox Hills. Fox Glacier Community Development Rate - across ratepayers between Karangura river and the bottom of the Fox Hills. Request that each 3 year renewal of the Franz Josef Community Development Rate a standard inflationary factor be applied to the targeted rate. 	<ul style="list-style-type: none"> The Fox Glacier CDO rate has not been removed from the Long Term Plan; it is described as the Fox Glacier – Glacier Promotions Rate. The funding is shown on p 164 of the draft LTP document. The Fox Glacier Community Development Society were invited to suggest an alternative name for the rate as their preferred description. Fox Glacier and Franz Township Community Development Officer total cost is \$71,000 which is included in the plan but historically has been split 33.4% to Fox Glacier and 66.6% to Franz Josef. This can be updated to 50/50 if preferred. The township development fund is \$35,000 each and is included in the plan under the community rates. Council will look at a process for increases as requested. Council can change the name of the rate but there needs to be a clear distinction between the existing Township Development Funds and this fund, which is for the Community Development Officer, unless the two are combined into the same rate (Total \$70,500 each for Fox Glacier and Franz Josef). This can either be a separate rate just for the existing \$35,000 for the Township Development Rate or it could be combined with the "Glacier Country Rate" with a total of \$70,500 each for Fox Glacier and Franz Josef. A new separate rate for \$35,000 could be set up from and including the 2026/27 rating year but not the 2025/26 year, at this stage. Noted Ratepayers in the bordering locations would be adversely affected as these communities are also rated for their own township development funds. Council can do this, but it should be noted that it would increase the Franz Josef Community Development Rate. 	Noted
10	Hokitika Swimming Pool	18, 30, 37, 41, 45, 56, 57	<ul style="list-style-type: none"> Include a sauna in the swimming pool redevelopment. It would be beneficial to the community and reduce travel to Greymouth. Disagrees with further funds being spent on the swimming pool. Fees should be further increased year-on-year, 20% in 2025/2026 and 10% annually thereafter. 	<ul style="list-style-type: none"> Council to consider. Noted. Council reviews its fees and charges annually as part of the Annual Plan. 	<p>Resolved that:</p> <p>i) funding for the Toddler Pool be removed from the Long Term Plan.</p> <p>ii) funding for the heating upgrade to stay in the Long Term</p>

			<ul style="list-style-type: none"> • Instead of the proposed upgrade project, put a dividing wall in the main pool at the 25m mark to create the paddling pool and do not repair the roof or add shore shield flooring. • Supports investment in the Hokitika Swimming Pool as aquatics facilities are essential recreational, sporting and well-being infrastructure to support an active vibrant community. 	<ul style="list-style-type: none"> • Council has investigated putting in a divider, but this is expensive. Council previously investigated reducing the size of the main pool to accommodate a paddling pool, however community feedback was against this. • Not repairing the roof will shorten the lifespan, requiring significant investment sooner. • Providing swimming pools is part of Councils core service. 	Plan. iii) clarification on the breakdown of costs for the roof and floor upgrades be provided to Council in June 2025.
11	Chlorination	24	<ul style="list-style-type: none"> • Disagrees with Chlorination to the Haast drinking water system and the source of water is pure. • Concerned about the associated costs of chlorination and the effect on rates increases. 	<ul style="list-style-type: none"> • Council must adhere to regulations set by Central Government through the Water Regulator - Taumata Arowai under the Water Services Act 2021. 	Noted
12	Rates	24, 30, 37, 38, 41, 52, 53, 59	<ul style="list-style-type: none"> • Rate increases are unsustainable and place an excessive burden on ratepayers without any clear improvements to services. • Rate increases are higher than wages increases or inflation. • Limits on rates should be on a downward trajectory and at the predicted rate of inflation. There should be a separate target for each rates type with an aim of lowering them. • Rates are concerning but understandable for the investment required. Levels for 2029 onwards do not seem achievable to continue required investment. • Commercial rating and Tourism promotion rate do not provide an increase in services for those ratepayers. • Request reduction or exemption on water rates for Churches. Many use very little water. The decreasing amount of parishioners and increasing maintenance and rates costs putting historic buildings at risk. • High increase in general rates for each property type. How can ratepayers be sure this is equal and fair to all ratepayers. Appears that Rural and Commercial significantly subsidise residential rates. • Rental properties should be commercially rated the same as Airbnb properties for fairness - both for commercial gain. • Concern about the high rate increases for rural properties that are remote from Council's services. We request that council provide more detail of the rates that make up the total rates shown in the benchmark examples on pages 27 and 28 of the consultation document. • Support Council maintaining an internal limit on rates increases. This metric should be shown in future consultation documents on Long-term and Annual Plans. 	<ul style="list-style-type: none"> • Noted. • Rate increases are based on the cost of providing the services. • As we move further out in our budgeting the information around the cost of services is less accurate. We have to make an estimate based on current information. • Noted. • Charges to Churches are as per the Local Government (Rating) Act 2002. Remitting these charges to all churches would put a greater burden on other ratepayers. • Noted. • General rates are based on capital values and the property use, there is no subsidisation. • Residential properties are generally recognised as not being a commercial venture. • General rates are based on capital values. • Individual ratepayers can look at the breakdown of their rate types online. • This is included in the Long Term Plan and the Annual Plan under the financial prudence benchmarks. 	<p>Noted</p> <p>Cr Gillett noted that Councillors haven't done any work on OPEX and this is to be discussed with the Chief Executive. Agreed that Cr Gillett take the lead on rate charges, allocations and written format.</p> <p>Rates for Churches</p> <p>Group Manager Corporate Services advised that 15 Churches are charged for services (not rates) to a total of \$50,000. They do not pay rates on the land the church sits on but do on the Presbyterian buildings. Ratepayers have the option to waiver the water service charges or receive a half rate charge.</p>
			<ul style="list-style-type: none"> • Aspirational vision that does not mention Affordability or Sustainability. Revisit the guiding principles to address affordability for all and ensuring what we have to facilitate our life here is sustainable. 	<ul style="list-style-type: none"> • Noted. 	

13	Council's vision and community outcomes	30, 49	<ul style="list-style-type: none"> Generally supports Council's vision to enrich the Westland district and its people by respecting the cultural heritage of Poutini Ngāi Tahu. We commend the Council's proactivity and pledge to future proof and safeguard the district's unique natural environment and cultural heritage to support communities resilience in the face of social, economic and environmental challenges. Supports the strategic framework within the Plan for community outcomes through the upgrading of public amenities and facilities to benefit the growing population and benefit community wellbeing. 		Noted
14	West Coast Wilderness Trail	30, 37, 45, 57	<ul style="list-style-type: none"> Disagrees with further spending on the wilderness trail. The Wilderness Trail was supposed to be cost-free for ratepayers. Support continued investment in the West Coast Wilderness Trail for maintenance, upgrade and continuing to create more off-road trail. 	<ul style="list-style-type: none"> The West Coast Wilderness Trail is a strategic asset for the district and has community benefits. The trail is subsidised by Central Government, but there are additional costs that Council has to cover. Noted. 	<p>Noted</p> <p>Working Group meeting will be held on Tuesday 27 May to discuss the structure and how the trail will be managed going forward. Noted that this item will come back Council.</p>
15	Ross Swimming Pool	37, 45, 57	<ul style="list-style-type: none"> When will the work to remediate the roof structure on the Ross pool begin? Would like to see works outside of Hokitika prioritised for the community. Supports investment in the Ross Swimming pool, which is identified as a key aquatics opportunity in the West Coast Spaces and Places Plan. 	<ul style="list-style-type: none"> This project has started and is currently underway. Initial structural concept designs have been received, and the tender process will start in June 2025. Noted. 	Noted
16	Destination Westland / Wildfoods Festival.	37	<ul style="list-style-type: none"> Would like open financial reporting from DW about the Wildfoods festival and Council to make a decision about its future. 	<ul style="list-style-type: none"> Noted 	<p>Noted</p> <p>A further meeting of the Council Controlled Oversight Committee will be held on the 5 June 2025.</p>
17	Rubbish bins	37	<ul style="list-style-type: none"> Offer a selection of rubbish bin sizes. 	<ul style="list-style-type: none"> Council has previously investigated this. Although it is an option, the overall collection cost would remain the same. 	Noted
18	Communications and engagement	37, 39	<ul style="list-style-type: none"> Communication and engagement could be improved. Interested in project information not Council support of causes. 	<ul style="list-style-type: none"> Noted Some community members have expressed interest in what Council staff do in the community. 	<p>Noted</p> <p>Noted</p>
19	Council Auditors	38	<ul style="list-style-type: none"> Are not holding the Council accountable for poor financial management. 	<ul style="list-style-type: none"> Noted 	Noted
20	Debt	38, 41, 56, 59, 60	<ul style="list-style-type: none"> Debt loading limit is too high for low rating base, caused by unnecessary spending and poor financial decisions. New debt should only fund intergenerational assets (lifespan over 50 years). Concern about rising debt and impact on ratepayers, especially those on fixed incomes. Concern about WDC being a guarantor borrower with LGFA and risk of being exposed to other Councils' defaults. Good to see the council working well within the Local Government Agency's debt limit. 	<ul style="list-style-type: none"> Noted Debt funding is seen as intergenerational and is only used when no other sources of funding are available. Noted There is an extremely small risk as there are other methods for the LGFA to collect other Councils' default. Noted. 	<p>Noted</p> <p>Noted</p>
21	Infrastructure	28, 30, 40, 57, 59, 62	<ul style="list-style-type: none"> Infrastructure – Three Waters, Waste management, Transport is Council core business. Invest in projects that bring lasting support to the region not projects that only benefit specific demographics. 	<ul style="list-style-type: none"> Council has a range of assets which provide community benefit. 	Noted

21	Infrastructure	30, 33, 43, 51, 53, 58	<ul style="list-style-type: none"> Supports Council's investment in the district's roading and footpaths, and three waters management, which will benefit the community by improving road safety and attending to current challenges within service systems. Consider maintenance on unsealed roads in South Westland. 	<ul style="list-style-type: none"> Council is open to discussion with the community on services levels provided on unsealed roads in South Westland. 	Noted
22	Museum and Carnegie Building	38, 41, 56, 57	<ul style="list-style-type: none"> How much has the Carnegie Building restoration cost? Propose transitioning Museum operations to a voluntary board and grant fund like the Hokitika Regent Theatre. This model is similar to museum operations of other small towns. Do not proceed with additional expenditure on the Museum, saving \$300k. Incorporate the isite into the Museum site. Support investment into the Museum. 	<ul style="list-style-type: none"> The original project to restore the Carnegie Building cost \$3.9 million, which was funded by Council, Ministry of Culture and Heritage and Development West Coast. Council is considering the Governance structure for Museum. The \$300k project is for the fitout of the Museum which is currently in progress. The museum space is not large enough to house the isite. Noted. 	<p>Resolved that a Working Group be formed with the following members:</p> <ul style="list-style-type: none"> Her Worship the Mayor Cr Davidson Kw Madgwick, Iwi Representative M. Waters, Community Services Manager (to assist and facilitate) Two community stakeholders
23	Feral cats	38	<ul style="list-style-type: none"> Council should leave this issue to expert organisations. 	<ul style="list-style-type: none"> Council is not involved in managing feral cats 	Noted
24	Dogs	38	<ul style="list-style-type: none"> Who made the decision to put a dog park at Prossers Bush? Is it a "nicety ticket" for taking away the racecourse area? 	<ul style="list-style-type: none"> Prossers Bush was identified as a temporary dog park due to the Racecourse development. 	Noted
25	Council Controlled Organisations	38, 46, 60	<ul style="list-style-type: none"> Council-Controlled Organisations (CCOs) aren't delivering good financial returns, and leadership salaries are too high. Not mentioned in the plan. 	<ul style="list-style-type: none"> Noted CCO's are included on pp 259 - 265 of the draft LTP. 	Noted
26	Buildings	40	<ul style="list-style-type: none"> Questionable building practices in earthquake prone areas. Council should not spend \$5m on the HQ building - use the money to reduce debt. 	<ul style="list-style-type: none"> The Building Control activity adheres to legislation. The current Council Headquarters is earthquake prone and must be remediated by June 2031. If the Council Headquarters building is not strengthened, an alternative location for the Council Headquarters will need to be found and could potentially increase the cost and debt levels. 	Noted
27	Pre-election commitments	41	<ul style="list-style-type: none"> Despite promises to cut spending and reduce debt, Council debt has risen sharply, and rates are up nearly 20%, with plans for further increases—directly contradicting pre-election commitments. 	<ul style="list-style-type: none"> Central Government imposed legislation is driving the rates and debt increases. 	Noted
28	isite	41	<ul style="list-style-type: none"> Transition the isite to a kiosk model to reduce costs, budget of \$50k, plus fit out cost of \$50k. The business model should not be in competition with local tourism retailers. 	<ul style="list-style-type: none"> Noted. 	<p>Councillors discussed the costs for the isite and West Coast Wilderness Cycle Trail.</p> <p>Cr Burden asked to review what was resolved in the CCO Workshop relating to the isite.</p>
			<ul style="list-style-type: none"> Hokitika Hockey Club are requesting that Council includes provision for a multi-sport code artificial surface in Hokitika in the 2025-34 long Term Plan that can be developed in a similar way to the Westland Sports Hub, not ratepayer funded. Having the project on the LTP2025-34 is an import step to enabling partnerships, securing external funding and prioritising the project should funding become available through Council from profits off the racecourse development which are earmarked for Sport and Recreation in the district. 	<ul style="list-style-type: none"> This could be considered as part of Racecourse recreation development engagement work 	

29	Sport and recreation	43, 45, 57, 62	<ul style="list-style-type: none"> Encourage Council to link the racecourse development with the upcoming Greater Canterbury Spaces and Places review from Sport Canterbury and use the document to support future decision-making and investment. Council should consider the impact of proposed increase to fees and charges for sport and recreation. Commend the Council on the Cass Square playground development. Strongly support Council's proposed investment in community facilities - playgrounds and parks, development of parks and reserves strategy and plans for Cass Square and the racecourse. Consider the needs of the sporting community and look at options to develop a 2 - 3 court stadium as the current single court is shared between Basketball, Badminton, Football and Netball during the winter season. 	<ul style="list-style-type: none"> Council staff are involved in the development of the Greater Canterbury Spaces and Places Review and have already attended a workshop. This document will be used to help prioritise future investment in the district. Noted. This could be considered as part of Racecourse recreation development engagement work. 	Noted
30	Public toilets	45, 57	<ul style="list-style-type: none"> Consider users of sport and recreation facilities when making decisions around public toilet facilities. Strongly support Council's proposed investment in community facilities - public toilets. 	<ul style="list-style-type: none"> Council provides numerous public toilet facilities across the district. Noted. 	Noted
31	Staffing	46	<ul style="list-style-type: none"> Reduce costs in staff and leadership. 	<ul style="list-style-type: none"> Noted 	Noted
32	Tourism Promotions Rate	47	<ul style="list-style-type: none"> Request that Council review the purpose and application of the Tourism Promotions rate to ensure it is fair, fit for purpose and equitable. Glacier Country Promotions Group requests a more equitable share of the rate: \$125k per annum (current allocation \$13k per annum) Greater transparency around how the funds are spent, particularly regarding Hokitika isite and West Coast Wilderness Trail. Request a full and detailed breakdown of expenditure. 	<ul style="list-style-type: none"> All rates are reviewed as part of any budgeting process. The rate is based on cost of operations, the amount allocated is at the request of the Fox and Franz community groups. Increasing this amount would increase the rates payable. Submitted this request as a LGOIMA for direct response to the submitter. LGOIMA responses are released onto the Council website. 	Noted
33	Heritage Buildings	49	<ul style="list-style-type: none"> HNZPT encourages Council's consideration of assistance to heritage building owners through a heritage grant scheme. To assist with financing maintenance, repairs, strengthening and upgrade of district's heritage buildings. HNZPT supports incentivizing mechanisms such as free or subsidised processing of applications involving the maintenance, repair, strengthening or upgrading of heritage places, and the provision of free specialist advice to heritage building owners. HNZPT encourages Council's consideration of assistance to heritage building owners through additional methods to promote continued protection of heritage. 	<ul style="list-style-type: none"> The cost of a Council grant would increase the rates burden on the community. This would require further rates increases as the costs of consents is based on user pays and cost recovery. 	Noted
34	Community grant	50	<ul style="list-style-type: none"> Westland Community Centre Inc. (WCCI) supports provision in the LTP of a grant towards the operations of the Hokitika Regent Theatre of \$67,798 + GST including CPI increase on 2024. The 2024 business plan was endorsed by WDC and WCCI commits to continuing to keep WDC informed about progress against the business plan. 	<ul style="list-style-type: none"> The Regent Theatre Grant for 2025/2026 is \$76,877.50 GST inclusive (\$68,850 excl. GST), this is inflation adjusted throughout the life of the plan. 	Noted

35	Westland Safer Community Coalition	57	<ul style="list-style-type: none"> • Pleased to see Council's commitment to continuing with this valuable coalition across the life of the Plan. 	<ul style="list-style-type: none"> • Noted. 	Noted
36	Hokitika History	60	<ul style="list-style-type: none"> • Concerns about Council actions around historic monuments around Hokitika. 	<ul style="list-style-type: none"> • Noted 	Noted
37	Ross Cemetery	65, 66	<ul style="list-style-type: none"> • Make public the ground engineers report for the new site at Woolhouse Road. 	<ul style="list-style-type: none"> • No report is held as it was not required for the new cemetery site. 	Noted
38	Natural Hazards	68	<ul style="list-style-type: none"> • Encourage Council to use WCRC flood hazard information to inform future development decisions and evacuation planning. 	<ul style="list-style-type: none"> • Council staff use information provided by West Coast Regional Council. Evacuation planning is a priority of the Civil Defence and Council Staff. 	Noted
39	Franz Josef Southside Master Planning	68	<ul style="list-style-type: none"> • WCRC wish to see resources and budget committed to a master planning project for the southside of the Franz Josef as per the 'Future Management of the Waiho River' report. 	<ul style="list-style-type: none"> • Council will consider this. 	Noted and refers to the Future Franz Project.
40	Destination Hokitika Rate	69	<ul style="list-style-type: none"> • Propose that DH rate is levied as it currently stands for the duration of the Long Term Plan, allowing for a small annual increase. We propose that the increase be the lower of inflation and the general rates increase. 	<ul style="list-style-type: none"> • The Hokitika Promotions Rate is \$44,850 GST inclusive (\$39,000 excl. GST) in 2025/2026. Inflation adjustment is included in subsequent years. 	Resolved that the Destination Hokitika Rate remain in the Long Term Plan and the rate increase incrementally in line with inflation each year.

Report to Council



DATE: 26 June 2025

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE – May 2025

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 May 2025.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 May 2025.

2. Background

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

3. Current Situation

- 3.1. The information in the report is of a summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.
- 3.2. With the inclusion of the sustainability report, it is not necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report. A number of these indicators make up part of the covenants required to be reported half-yearly to the Local Government Funding Agency.

- 3.3. The financial performance report to 31 May 2025 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
 - 3.3.2.Statement of Comprehensive Revenue and Expense
 - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense
 - 3.3.4.Revenue and Expenditure Graphs
 - 3.3.5.Funding Impact Statement
 - 3.3.6.Statement of Financial Position
 - 3.3.7.Debtors
 - 3.3.8.Debt position
 - 3.3.9.Capital Report

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 May 2025.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 May 2025.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

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

8. Assessment of Options (including Financial Considerations)

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

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 31 May 2025 be received.

Lynley Truman
Finance Manager

Appendix 1: Finance Performance Report for 31 May 2025

Appendix 1



Financial Performance

Year to 31 May 2025

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Total revenue	Total expenditure	Total surplus/(deficit)
\$32.82M	\$34.38M	\$(1.56)M
Is 9.08% less than the total budget of \$36.09M	Is 9.28% more than the total budget of \$31.46M	Is 133.67% less than the total budget of \$4.63M

SUSTAINABILITY

Surplus/(Deficit) Key Variances

Budgeted surplus/(deficit)	\$4.63M	
Actual surplus/(deficit)	<u>\$(1.56)M</u>	
Variance:		\$(6.19)M

Key Variances:

Land Transport grant funding	\$(4.26)M	
Non-Cash Swaps	\$(0.78)M	
Emergency road maintenance	\$(0.51)M	
Audit costs for LTP	\$(0.22)M	
Demolition of racecourse stand costs	<u>\$(0.16)M</u>	
Total key variances:		\$(5.93)M

Refer to the Notes to the Statement of Comprehensive Revenue & Expenditure for further information on these and other variances.

Rates to operating revenue	63.81%
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Rates Revenue	\$20.94M
Operating Revenue	<u>\$32.82M</u>

63.81% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio	95.46%
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Operating revenue	\$32.82M
Operating expenditure	<u>\$34.38M</u>

Operating revenue should be equal or more than operating expenditure.

- Operating revenue excludes vested assets and asset revaluation gains.
- Operating expenditure includes depreciation but excludes landfill liability and losses on asset revaluations.

As at May, operating revenue was 95.46% of operating expenditure. The shortfall is primarily explained in the Key Variances note above, with further details available in the Notes to Revenue and Expenditure section.

Interest to rates revenue (LGFA Cov.)	2.80%
--	--------------

Net interest and finance	\$0.59M
Rates Revenue	\$20.94M

2.8% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.8% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue	1.79%
--------------------------------------	--------------

Net Interest and finance	\$0.59M
Operating revenue	\$32.82M

1.79% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.79% indicates that interest revenue is less than interest expense.

Liquidity Risk (LGFA Cov.)	115.00%
-----------------------------------	----------------

Gross debt	\$30.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$3.15M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 115%.

Essential services ratio	71.21%
---------------------------------	---------------

Capital expenditure	\$3.93M
Depreciation	\$5.52M

Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roading. Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 71.21% of depreciation. This is largely due to changes to the Land Transport Programme where funding for capital projects has been reallocated. It is unlikely that this benchmark will be met this financial year.

Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	22,873	22,958	20,954	20,940	(14)	(0.07%)
Grants and subsidies	02	9,229	13,268	10,523	6,611	(3,912)	(37.18%)
Interest Revenue	03	1,163	1,121	1,027	970	(58)	(5.60%)
Fees and Charges	04	3,226	2,603	2,402	2,888	486	20.25%
Other Revenue	05	1,718	1,610	1,187	1,408	221	18.66%
Total Operating Revenue		38,209	41,560	36,093	32,818	(3,276)	(9.08%)
Expenditure							
Employee Benefit expenses	06	7,479	7,162	6,566	6,846	280	4.26%
Finance Costs	07	1,910	1,760	1,613	1,644	31	1.91%
Depreciation	08	8,991	9,074	8,318	8,242	(76)	(0.91%)
Other Expenses	09	20,251	19,616	14,962	17,646	2,684	17.94%
Total Operating Expenditure		38,632	37,612	31,459	34,378	2,918	9.28%
Operating Surplus/(Deficit)		(423)	3,947	4,634	(1,560)	(6,194)	(134%)

NOTE: Forecasts have been prepared in consultation with budget managers. As well as the known variances, the Finance team has relied on their advice to determine expected results for the year ending 30 June 2025. Potential changes at year end, such as non-cash Swap movements; and gains/losses on any asset disposal or potential Fair Value asset adjustments have not been factored into this forecast.

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

01 Rates

Variance is due to metered water charges being higher than forecast.

02 Grants and subsidies

- Transport grants to date total \$4,167k (this does not include the Gorge Bridge claim mentioned below). The original budget for Capital and Operational Grants for Transport was prepared before the actual funding allocation was finalised in August 2024. Therefore the Grant revenue budget will not be achievable in 2024-25.

Other Grants received:

- \$160k for Otira Conveniences, fully offset by carryover budget.
- \$150k 2nd claim for the Hokitika Gorge Bridge (\$50k of this project is funded by WDC, the rest is grant funded).
- \$142k funding for Franz Josef Water Treatment Plant Emergency works.
- \$120k final claim for the Hokitika Swimming Pool.

03 Interest Revenue

- \$272k of interest revenue relates to CCTO interest recovered (refer also note 7 offset).
- Swaps interest is under budget by \$195k (but refer to note 9)

04 Fees and charges

- Building and resource consent fees are over by \$42k and \$272k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged).
- The above increased revenue is offset by higher costs as per Note 09.
- Waste disposal levies are \$102k over, and refuse site fees for rubbish removal to Butlers Landfill are \$54k over, both due to higher than expected tourist numbers and escalations.

05 Other Revenue

- Key variance is the revenue recovery for staff dedicated to the Carnegie building capital project. Recording of the cost recovery ensures the expense is reflected in capital costs without affecting the net operational result.

06 Employee benefit expenses

- No specific material variances but refer to Note 5 for recovery offset.

07 Finance Costs

- Includes unbudgeted interest expense on loans held on behalf of our CCTO (refer also note 3 offset)

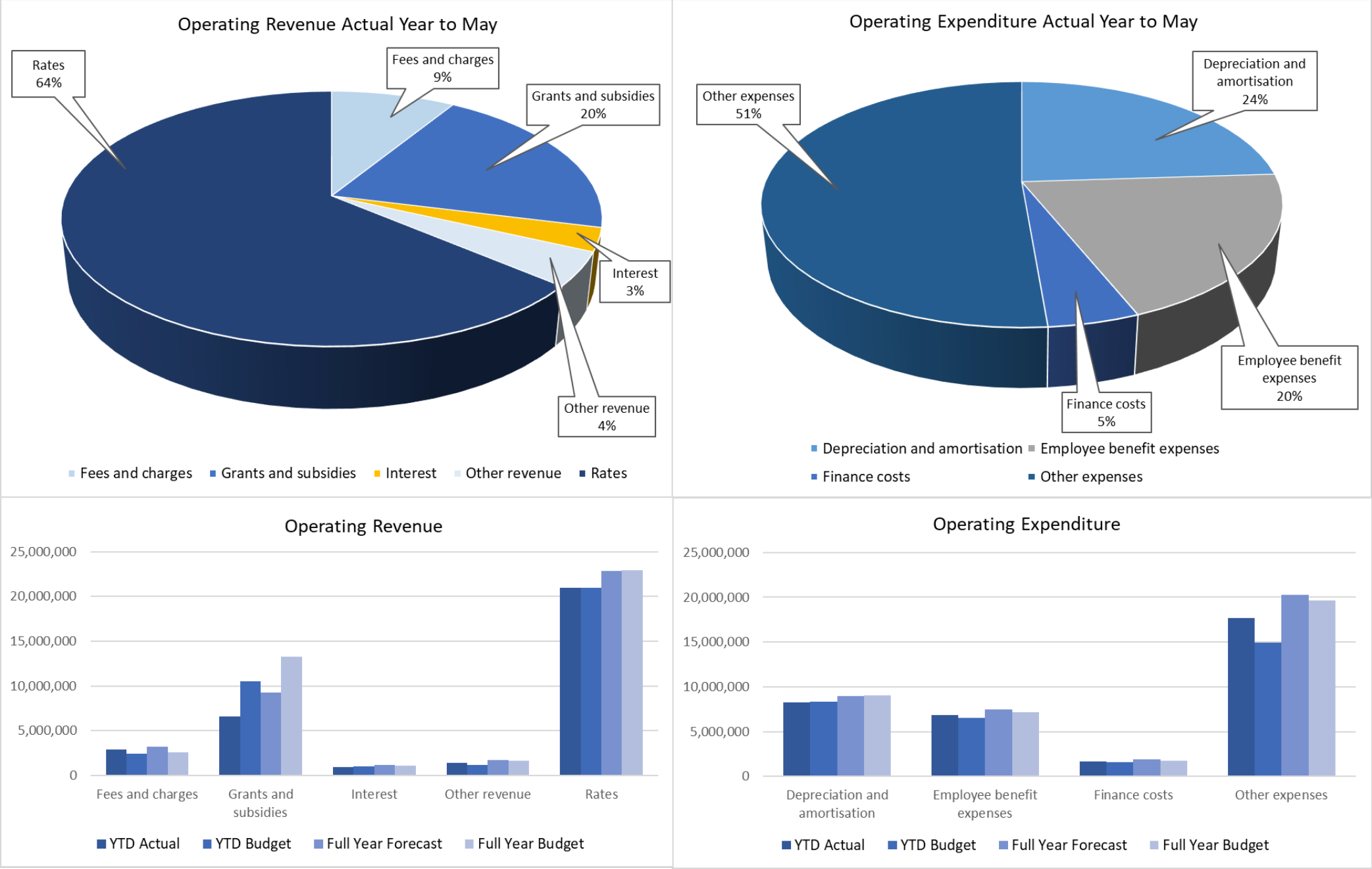
08 Depreciation

- Depreciation is on track.

09 Other expenses

- Non-cash loss on swaps of \$782k recognized this year due to a significant drop in interest rates. Swaps are market driven and also move to par as they move to the maturity date.
- \$219k ITP audit costs were budgeted in the prior year so there is an approved carried forward budget.
- \$167k demolition costs for the Westland Racecourse were not budgeted for but are funded by reserves.
- Building & Resource consent processing costs are \$124k over (refer also to note 4 offset).
- Legal fees relating to Resource and Building consents are \$136k over (refer also to note 4).
- \$112k consultancy fees for the Local Water Done Well support package project (Refer also to note 5 offset).
- Hokitika refuse collection costs are over by \$158k due to pricing escalations.
- Recoverable \$511k emergency road maintenance for slip removal

Revenue & Expenditure Graphs



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2024 Annual Plan \$000	2024 Annual Report \$000	2025 Annual Plan \$000	2025 Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	11,131	11,174	10,925	9,895
Targeted Rates	8,135	7,717	12,034	11,044
Subsidies and grants for operating purposes	2,638	3,508	4,242	3,626
Fees and charges	2,232	2,744	2,603	2,838
Interest and dividends from investments	518	1,482	1,371	1,232
Local authorities fuel tax, fines, infringement fees, and other receipts	985	1,413	1,360	1,183
Total Operating Funding (A)	25,639	28,038	32,534	29,819
Applications of Operating Funding				
Payments to staff and suppliers	21,916	25,210	24,306	24,485
Finance Costs	1,130	1,803	1,760	1,644
Total Applications of Operating Funding (B)	23,047	27,013	26,066	26,129
Surplus/(Deficit) of Operating Funding (A - B)	2,592	1,025	6,468	3,690
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	7,205	6,373	9,026	2,986
Increase (decrease) in debt	6,887	4,500	3,888	(3,500)
Gross proceeds from sale of assets	-	125	-	-
Total Sources of Capital Funding (C)	14,092	10,998	12,914	(514,456)
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	252	177	818	352
- to improve the level of service	10,600	6,656	7,600	4,208
- to replace existing assets	9,770	4,598	12,602	3,754
Increase (decrease) in reserves	(3,938)	591	(1,638)	(5,139)
Increase (decrease) of investments	-	-	-	-
Total Applications of Capital Funding (D)	16,684	12,023	19,382	3,175
Surplus/(Deficit) of Capital Funding (C - D)	(2,592)	(1,025)	(6,468)	(3,690)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Statement of Financial Position

	At 31 May 2025 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
Assets			
Current assets			
Cash & cash equivalents	3,149	7,022	5,320
Debtors & other receivables	5,111	3,776	3,613
Inventory	233	-	208
Tax receivable	-	-	-
Derivative financial instruments	7	53	181
Other financial assets	4,553	128	8,271
Total Current Assets	13,053	10,978	17,594
Assets held for sale			
Land held for sale	446	-	446
Total Assets Held for Sale	446	-	446
Non-current assets			
Council Controlled Organisation	12,480	12,695	12,480
Deferred Tax	-	-	-
Intangible assets	114	74	141
Assets Under Construction	13,614	16,450	5,435
Derivative financial instruments	66	642	441
Other Financial Assets	1,549	776	1,703
Investment property	-	-	-
Property, Plant and Equipment	525,367	555,720	533,816
Term Inventory	-	-	-
Total Non-current assets	553,190	586,357	554,016
Total Assets	566,690	597,335	572,056
Liabilities			
Current liabilities			
Creditors & other payables	1,780	3,825	3,548
Employee benefit liabilities	611	545	589
Borrowings	4,418	6,000	8,218
Derivative financial instruments	-	-	-
Other	2,487	619	987
Total Current Liabilities	9,296	10,989	13,343
Non-current liabilities			
Deferred Tax	68	-	68
Employee benefit liabilities	43	32	36
Provisions	3,137	3,335	3,137
Borrowings	28,826	31,707	28,826
Derivative financial instruments	251	-	18
Total Non-Current Liabilities	32,324	35,073	32,084
Total Liabilities	41,620	46,062	45,427
Net Assets	525,070	551,273	526,630

	At 31 May 2025 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
Equity			
Retained Earnings	163,187	178,124	164,747
Restricted Reserves	10,295	7,110	10,295
Revaluation reserves	351,458	365,878	351,458
Other comprehensive revenue and expense reserve	130	161	130
Total Equity	525,070	551,273	526,630

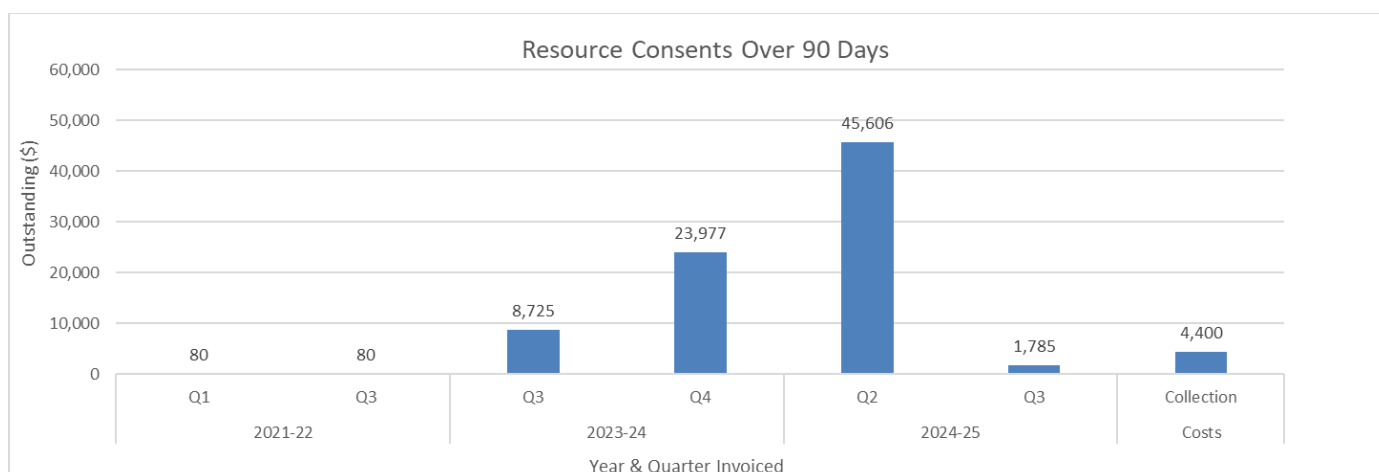
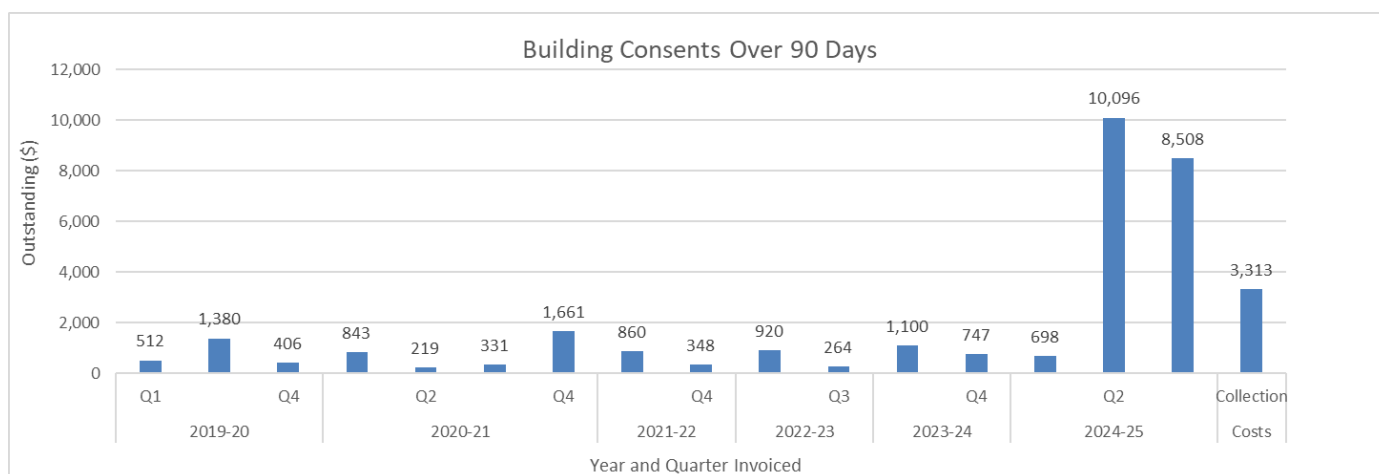
Debtors at 31 May 2025

31/05/2025 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	32,205	4,402	1,046	(14,770)	22,883
Building Warrants	1,516	471	-	5,267	7,254
Resource Consents	84,653	19,625	150	76,916	181,344
Sundry Debtors	77,448	58,362	25,101	91,397	252,308
Grants Debtors	-	164,368	25,923	-	190,292
Grand Total	195,822	247,230	52,220	158,809	654,081

Grants outstanding as at 31/05/2025

Date Invoiced	Project	Total (\$)
7/03/2025	Hokitika Swimming Pool - Final Claim	138,000
11/03/2025	Civil Defence - Better Off Funding	26,368
17/04/2025	Cycle Trail - Claim for November Weather Event	25,923
		190,292

31/05/2024 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	33,130	12,185	7,416	47,153	99,884
Building Warrants	331	-	48	4,553	4,932
Resource Consents	17,530	16,575	33,775	44,050	111,930
Sundry Debtors	75,667	115,890	49,423	57,134	298,113
Grant Debtors	128,228	-	-	184,994	313,222
Grand Total	254,886	144,649	90,663	337,883	828,081



Rates Debtors at 31 May 2025

Rates Debtors at 30 April 2025		4,387,318
Adjustments	(2,290)	
Less payments received	(3,649,179)	
Paid in advance change	196,216	
Previous years write off's	(1,167)	
Write off's	(359)	
Penalties	35,070	
Discounts	-	
Court Cost	-	
		(3,421,708)
Total Rates Debtors at 31 May 2025		965,610
Arrears included above at 31 May 2025	965,610	
Arrears at 31 May 2024	837,501	
Increase/(decrease) in arrears		128,109

Rates debtors reduced over May by 78.0% as the 4th instalment of the year was invoiced in April. Rates are invoiced quarterly and the majority of payments are due on the 20th month following the invoice date, however we are continuing to arrange more payment plans which spread the rates cost over the year.

Debt Position

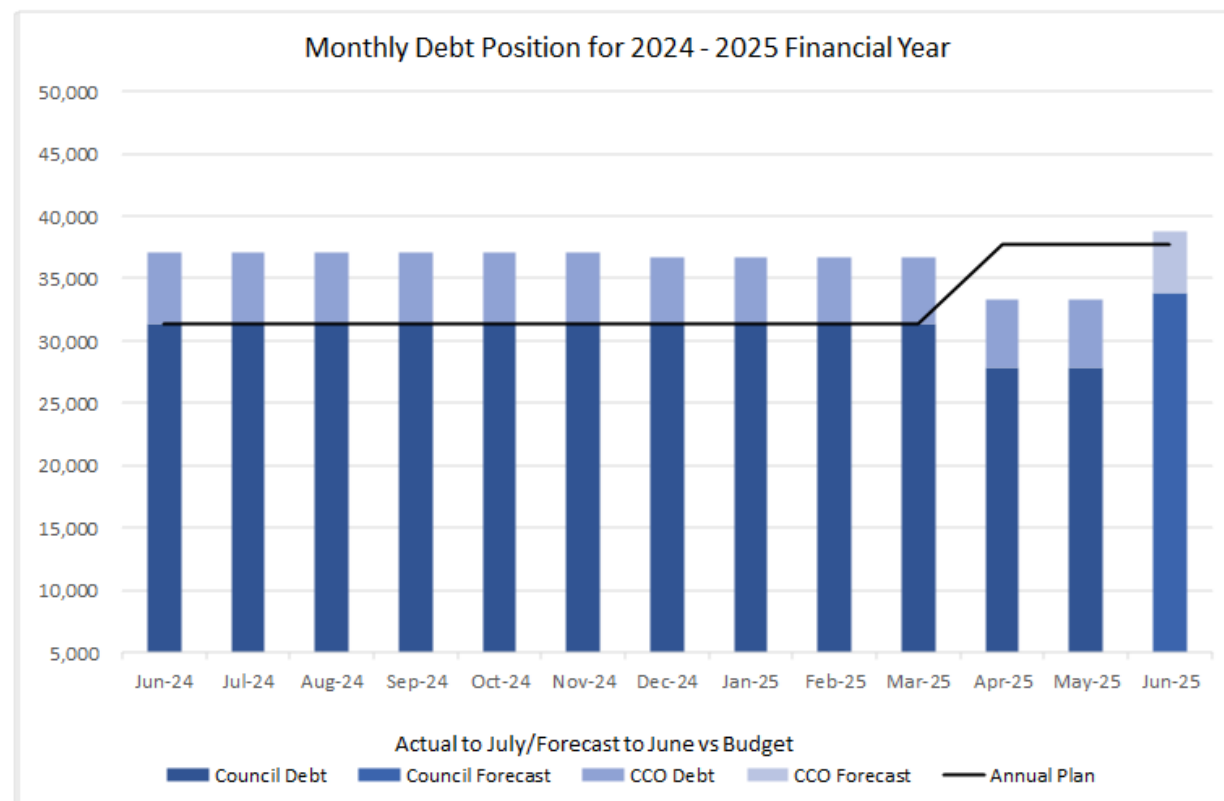
Debt Position 2024/2025 (\$'000)

	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual Debt Position	37,044	37,044	37,044	37,044	37,044	37,044	36,744	36,744	36,744	36,744	33,244	33,244	
Budget	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	37,706	37,706	37,706
Forecast													38,744

Forecast Debt Position for 2024-2025 Financial Year

Forecast as at	Jun-24
Opening balance	37,044
Loan funded capex forecast	8,900
Forecast repayments	-7,200
Forecast balance June 2025	38,744

Figures include CCTO loans not originally budgeted for



Capital Expenditure

Capital Projects 2024/25 As at 31/05/2025			
Project / Activity	YtD Expenses	Annual Plan	Forecast
Leadership	352,349	577,291	520,615
Planning & Regulatory Services	0	186,939	0
Library & Museum	58,134	113,126	70,666
Water Supply	740,887	2,516,011	1,165,631
Waste Water	604,737	4,555,618	743,185
Solid waste	301,912	767,891	566,795
Storm water	228,073	1,392,340	246,657
Cemeteries	19,324	98,129	92,332
Swimming pools	13,319	635,249	16,671
Facilities & leisure services - other	2,619,249	2,611,444	4,519,593
Parks & reserves	385,589	1,036,786	417,050
Land transportation	1,781,078	9,240,974	3,773,264
Better Off Funded Projects	293,814	622,586	293,814
Less Operational Better Off Funding	(110,077)	(392,804)	(110,077)
	183,737	229,782	183,737
Unbudgeted capital expenditure	434,024	0	471,379
Funded Projects	403,682	0	403,682
Total	8,236,171	24,354,384	13,301,334
Total Less Operational Better Off Funding	8,126,093	23,961,580	13,191,257

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

Noting Paper



DATE: 26 June 2025

TO: Mayor and Councillors

FROM: Barbara Phillips

Deed of Transfer Functions under the Resource Management Act 1991.

Summary

This paper provides an update on the proposed approach for Westland District Council (WDC) to resume all functions, powers, and duties currently delegated to the West Coast Regional Council (WCRC) under a deed of transfer agreement.

Current Situation

Under the current arrangement, mining activities within the Westland District are consented by the WCRC pursuant to a deed of transfer dated 13 June 2017. This deed was established under Section 33 of the Resource Management Act 1991 and transferred certain functions from WDC to WCRC.

The WCRC processes land use consents for mining activities under the Operative Westland District Plan. However, over time it has become apparent that WDC has limited oversight of consents issued under this arrangement, leading to reduced visibility and influence over district planning outcomes.

The original intent of the deed was not to establish a permanent transfer of authority. Despite this, the delegation has remained in place for several years. Moreover, such delegation is not standard practice across the region. For instance, both Buller and Grey District Councils retain these consenting functions in-house, ensuring greater local accountability and consistency with district planning priorities.

The WCRC planning team initiated discussions with WDC staff, which led to a conversation between the Chief Executives about their support for the initiative. Both parties agree, are supportive of the approach, and wish to progress further.

Conclusion

In line with the provisions of the deed, consultation between WDC and WCRC has taken place. Both councils have agreed that the functions, powers, and duties transferred under the deed will revert to the Westland District Council, reinstating it as the appropriate and primary consent authority.

A letter will be provided to WCRC confirming the above.

Barbara Phillips
Chief Executive

Report to Council



DATE: 26th June 2025

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services and Risk Assurance

CHIEF EXECUTIVE CREDIT CARD

1. Summary

- 1.1. The purpose of this report is for Council to approve a Westland District Council credit card for business expenses incurred by the Chief Executive.
- 1.2. This issue arises from the need to incur business expenses in carrying out duties.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approve a credit card for the Chief Executive for business use.

2. Background

- 2.1 The reason the report has come before the Council is that during recent travel the Chief Executive incurred some expenses that were paid for using a personal card with the need to make a claim back for those expenses.
- 2.2 Staff generally claim expenses back through the Laser fiche system and are paid in the following payroll run.

3. Current Situation

- 3.1. The Chief Executive has requested a credit card for the purpose of business expenses.
- 3.2. Credit cards are included within the sensitive expenditure policy, a copy of which is attached as **Appendix 1** with updated wording including tracked changes to include the provision of a credit card for the Chief Executive.
- 3.3. The Delegations Manual must also be updated to include a credit card for the Chief Executive.
- 3.4. The Chief Executive does not believe there is any further risk to the organisation, as the credit card management will be the same as the current company credit card in the name of the Corporate Services and Risk Assurance. This card is used as per the sensitive expenditure policy for one-off payments where this is the only option for payment. Generally such things as software.

3.5. The credit limit requested is \$5,000 and expenditure would be signed off by the Chief Executive and Mayor together.

3.6. It should be noted that expenditure on a credit card provided to a Mayor or Chief Executive is publicly available information.

4. Options

4.1. Option 1: That Council approve a credit card for the Chief Executive for business use.

4.2. Option 2: That Council does not approve a credit card for the Chief Executive for business use.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified: financial loss if used incorrectly. Loss of GST reclaimed if tax receipts are not provided. Reputational risk.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as the report is for administrative purposes only.

7.1.1. No public consultation is necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: That Council approve a credit card for the Chief Executive for business use.

8.2. Option 2 – That Council do not approve a credit card.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The credit limit is small at \$5,000 per month, and provided the Chief Executive retains receipts for finance to process GST refunds there should be little risk.

If Council do not approve a credit card, the Chief Executive will still be able to claim business expenses through the staff expenses reimbursement system.

Having to claim expenses occurred does reduce risk of mispend as the person claiming must provide tax receipts in order to receive reimbursement.

Having to claim expenses through the staff expenses reimbursement system will incur a delay of up to two weeks for expenses to be paid through payroll.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approve a credit card for the Chief Executive for business use with a credit limit of \$5,000.

- 10.3. That Council approve the updated wording in the sensitive expenditure policy to include the provision of a credit card for the Chief Executive.
- 10.4. That Council direct staff to update the wording in the delegations manual to include the provision of a credit card for the Chief Executive.

Lesley Crichton
Group Manager, Corporate Services and Risk Assurance

Appendix 1: Sensitive Expenditure Policy

1. Purpose

The purpose of this policy is to provide elected members and managers with a clear framework for managing sensitive expenditure and ensure 'sensitive expenditure' is appropriately controlled.

This policy has therefore been developed, based on the Office of the Auditor General's 'Guidelines on Sensitive Expenditure for Public Entities'.

1.1 Scope

This policy applies to all elected members, employees, as well as any other individuals who may incur expenditure on Council's behalf or seek reimbursement from Council for expenditure incurred.

1.2 Commencement

This policy comes into force on 18 March 2024

1.3 Definitions

- **Entertainment Expenses**
Expenditure on food, beverages, tickets for events, and related supplies for events, involving one or more Council employee(s)/Elected Members and/or one or more guests, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.
- **Official Function**
Social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the Council. Such functions must be sanctioned by the Chief Executive.
- **Public Money**
Funds/money collected by either central or local government. The Controller & Auditor-General guide states that because councils are dealing with public money and as such should be subject to the standards of probity and financial prudence expected of a public entity. These expectations are higher than those that exist in the private sector.
- **Sensitive expenditure**
Any WDC expenditure that provides, or has the potential to provide, or has the perceived potential to provide a private benefit to an individual employee or elected member that is additional to the business benefit to the entity of the expenditure.
It also includes expenditure that could be considered unusual for WDC's purpose and/or functions.
Travel, accommodation, gifts and hospitality, credit cards and private use of Council assets are all examples of sensitive expenditure.

2. Policy Statements – Principles and Ethics

2.1 Principles and Ethics

WDC spends public money and, as a consequence, all expenditure should be subject to a standard of probity and financial prudence expected of a local authority and be capable of withstanding public scrutiny.

Council is obliged to safeguard and use its resources in a responsible manner. Furthermore, Council staff and elected members must guard against actual or perceived conflicts of interest in regard to the use of those resources. Due to the risk of perceived or actual personal benefit to the elected member or employee arising from certain expenditure categories, such as travel, accommodation, gifts and hospitality, the Controller and Auditor-General defines them as 'sensitive' expenditure.

WDC expects all employees involved in arranging, making or approving expenditure to apply the following principles:

- do so only for WDC purposes;
- exercise prudence and professionalism;
- not derive personal financial gain;
- act impartially;
- ensure expenditure is moderate and conservative in the context of the given situation;
- have read and adhered to this and other relevant Council policies.

The Council's Codes of Conduct identify the required behavioural standards for staff and elected members in all areas of their work.

2.2 Determining when sensitive expenditure is appropriate

In deciding what appropriate sensitive expenditure is, elected members and employees need to take account of both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, WDC could be criticised for extravagance and waste.

2.3 Responsibility of the Mayor, Councillors and Executive Team Leaders

Overall responsibility for this policy rests with the Mayor, Councillors and Executive Leadership Team (ELT). This group must make it clear to staff what is and is not 'acceptable' sensitive expenditure and model those behaviours to the highest standard.

2.4 Controls and Judgement

In the absence of a specific rule for a given situation, the Mayor, Councillors and ELT are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Mayor, Councillors and ELT are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

3. Policy

3.1 Travel and accommodation and meals expenditure

3.1.1 Elected members and employees may need to incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas.

3.1.2 All travel involving flights or rental cars and accommodation requires approval from the traveller's manager or for elected members, the Mayor.

3.1.3 Travel and accommodation should be booked by the business support officers using WDC approved travel consultants using the Laserfiche form. Travel should be booked well in advance unless urgent travel, to secure the most cost-effective airfares available.

3.1.4 Accommodation should be moderate, cost effective and appropriate to requirements, taking into account location, standard, safety and security, and preferably have a charge back facility for meals (not including Alcohol). Persons are encouraged to use this facility. Meals are required to be reasonable. Council will not reimburse any purchase of alcoholic beverages.

Where the chargeback facility is not used or unavailable all claims must be supported by tax receipts. Council will not reimburse mini bar expenses.

If meals are part of another package such as lunches and dinner included in conference registration, meal expenses cannot be claimed.

3.1.5 Travel arrangements will only be made for employees, elected members or other persons that Council are engaging for work purposes unless specifically pre-approved by the Chief Executive. Travel and associated costs of accompanying spouses, partners or other family members will not be organised or paid for by Council unless specifically pre-approved by the Chief Executive.

Care for dependants is generally a personal cost. Care of dependents in exceptional circumstances - the Chief Executive may authorise the reimbursement of actual and reasonable costs for care of dependent. Situations where this reimbursement may be appropriate include, when a staff member is unexpectedly required to perform additional duties at very short notice, or a dependant unexpectedly requires additional care that the staff member cannot provide because of the essential nature of their duties at the time.

3.1.6 Staff may be allowed to take private travel before, during or at the end of travel on business provided no additional cost is incurred and the private travel is incidental to the business purpose. Pre-approval is required by the traveller's manager.

3.1.7 Where the employee chooses to stay privately with friends or family that is not their main residence, provided this will not significantly result in extra travel or other costs being incurred, a daily allowance of \$50.00 per night may be claimed to allow for a gift or contribution to be given to the host.

3.1.8 While travelling in New Zealand tipping should not occur or will be a personal charge. While travelling outside NZ the principle of moderate and conservative should apply.

3.1.9 Council will not pay for membership of airline clubs. Air points earned as part of business travel accrue to the individual, air travel must not be used in order to accrue air points.

3.2 Motor Vehicles

3.2.1 The most economical forms of transport appropriate to the purpose of travel are expected to be used. Council vehicles should not be used for private purposes except as provided for in formal employment arrangements.

3.2.2 The most economical type and size of rental car, consistent with purpose of travel is to be used when required for Council business.

Private use of a rental car should not incur any additional cost to Council and should be reasonable.

3.2.3 Staff members are expected to comply with traffic, parking, and other laws when on Council business. The driver is responsible for any fines for parking or traffic offences incurred while using Council, rental or own vehicle for company business.

3.2.4 Reimbursement rates for private vehicle use will be in line with the rate set by IRD. A completed claim based on distance travelled will be required through the employee reimbursement procedure.

3.2.5 Parking will be reimbursed provided that the most cost-effective parking option is utilised and the purpose of the trip is for approved Council business. A valid receipt must be provided.

3.2.6 The use of taxis should be moderate, conservative, and cost-effective relative to other forms of transport. Council travel bookers can pre-book taxis at the time of booking other travel arrangements.

3.3 Entertainment and Hospitality

3.3.1 Employees receiving hospitality from external parties should refer to the Staff Gifts and Hospitality Policy which must be read in conjunction with this policy.

3.3.2 Expenditure on entertainment and hospitality should be claimed by the senior member of the group and only for the following purposes:

3.3.2.1 Building relationships.

3.3.2.2 Representing the organisation.

3.3.2.3 Reciprocity of hospitality where the case has a clear business purpose and is within normal bounds; and

3.3.2.4 Recognising significant business achievement.

3.3.3 Supporting internal organisational development may also be a legitimate business purpose for moderate expenditure. This should be limited to:

3.3.3.1 Small team events to recognise achievement;

3.3.3.2 Would be no more than \$25; and be

3.3.3.3 Substantiated by appropriate documentation that includes receipts, when the event took place, and the reasons for the expenditure.

3.3.4 Allowances or expense reimbursement for hospitality and/or entertainment greater than \$25 will only be considered where these are:

3.3.4.1 Cost-effective and appropriate for the occasion.

3.3.4.2 Approved at the relevant level as per the delegation's manual (for the CE this would be the Mayor), with clear and appropriate limits on quantities.

3.3.4.3 Expenditure on alcohol will not be reimbursed.

3.3.4.4 Substantiated by appropriate documentation that includes receipts, name and number of parties entertained, and the reasons for the entertainment and hospitality.

3.4 Donations

3.4.1 Donations made by Council must be approved by the Chief Executive and must be lawful in all respects, disclosed in aggregate in Council's Annual Report and made to a recognised organisation directly to the recipient's bank account.

3.4.2 Council must not donate to political organisations.

3.5 Koha

3.5.1 Koha is a gift, token or contribution given on appropriate occasions including:

- tangihanga;
- attendance at an event/meeting;
- for use on or for a marae; and
- kaumatua support for pōwhiri, mihi whakatau meetings, or other events.

3.5.2 The probity issue associated with koha is that it is discretionary and usually un-receipted expenditure. Therefore, Koha should reflect the occasion, and be clearly documented including the date, amount, description, and purpose.

3.5.3 Koha should be pre-approved by the CE.

3.5.4 Generally payment should not exceed \$500 and preferably be paid by bank transfer if at all possible.

3.5.5 The following cannot be described as koha as there may be tax implications;

- Payments for personal services which may attract tax
- Provision of services or fee for services is a business transaction
- Payment for use of marae premises involving accommodation, food, drink and/or other services is a business arrangement
- Any other payment that is not an unconditional gift which is assessable for tax in one form or another

3.6 Gifts

3.6.1 Employees receiving gifts from external parties should refer to the Staff Gifts and Hospitality Policy which must be read in conjunction with this policy.

3.6.2 Giving gifts by WDC to external parties may be appropriate as a gesture of gratitude and appreciation towards member(s) of the public or other organisations that have volunteered and contributed to WDC. This includes where a staff member has visited another organisation to gain assistance with WDC business.

3.6.3 Prior authorisation of the Chief Executive in consultation with the relevant group manager is required for giving gifts to external parties.

3.6.4 Giving of gifts or prizes must be appropriate, transparent, and reasonable, and must be approved by the Chief Executive.

3.6.5 They should be coded appropriately so that they can be assessed for Fringe Benefit Tax.

3.6.6 Elected members should not abuse the advantages of their official position for personal gain, nor solicit or accept gifts, rewards or benefits that might compromise their integrity. Personal judgement is required by the elected member to determine whether to accept a gift or declare the gift as a 'gift to the office' as opposed to the individual.

3.6.7 The exchange of gifts during official international or inter-council visits is accepted practice. These gifts are generally regarded as being to the office rather than to the individual. Any such gifts should be entered onto the Council Gift Register.

3.7 Credit Cards

3.7.1 Using credit cards is not a type of sensitive expenditure, however they are a common method of payment for such expenditure.

3.7.2 There are two cards only issued to, the Group Manager, Corporate Services with a limit of \$10,000. The Chief Executive with a limit of \$5,000 for business expenses only.

3.7.3 The use of the credit card issued to the Group Manager Corporate Services and Risk Assurance is restricted to;

3.7.3.1 International and online purchases

3.7.3.2 Purchases/registrations/subscriptions/other where credit card is the only available payment option.

3.7.3.3 Urgent Emergency payments.

3.7.4 Credit card usage is monitored monthly with the statement approval being obtained from the Group Manager, Corporate Services and the Chief Executive signing together (or those acting together in their absence) following reconciliation of card transactions to the statement and the supporting invoices.

3.7.5 The credit card statement for the card issued to the Chief Executive is to be signed off by the Chief Executive and The Mayor together after reconciliation of card transactions to the supporting receipts.

3.7.6. Credit card transactions must be supported by tax invoices or other original documentation.

3.7.7 All purchases must be pre-approved in compliance with the delegation's manual.

3.7.8 On the card holder's termination of employment, the card will be returned to Finance who will arrange for the card to be cancelled and physically destroy the card.

3.7.9 Credit cards may not be used for cash advances, or private expenditure.

3.7.10 Credit card payments made online need to reflect good security practice as per below;

3.7.10.1 Purchase only from established and reputable companies

3.7.10.2 Online purchases must comply with Council's Procurement Policy.

3.7.10.3 Credit card details must not be saved on internet websites for future purchases.

3.8 Sale of surplus assets to staff

3.8.1 Refer to the Asset Disposal Policy which should be read in conjunction with this policy.

3.8.2 Staff responsible for disposing of assets should not benefit from the disposal.

3.9 Loyalty reward schemes

3.9.1 Loyalty reward schemes benefit customers who continue to use a particular supplier.

3.9.2 To preserve impartiality and integrity, it is expected that staff making procurement decisions would not personally receive any loyalty rewards as a result of those decisions.

3.9.3 Where rewards accrued from Council business in any one financial year equate to a value of less than \$100, the points may be retained by the individual.

3.9.4 Where rewards accrued in any one financial year equate to a value in excess of \$100, the points in excess of \$100 may be retained by Council.

3.9.5 Staff should keep a record of loyalty rewards accrued and supply Council with the record.

3.10 Private use of Council assets

3.10.1 Council assets, including photocopiers, stationery, telephones, mobile phones and internet access, should not generally be used for private use unless permitted by relevant policy.

3.10.2 Refer to the ICT Acceptable use policy for what is considered acceptable use.

3.10.3 Where an employee is provided with equipment to be housed at their place of residence to assist Business Continuity reasonable personal use is permitted.

3.11 Council use of personal assets

3.11.1 Refer to the ICT Acceptable use policy for what is considered acceptable use of ICT assets.

3.11.2 From time to time Council employees may need to use a private motor vehicle for business travel. The travel must be approved by the immediate manager and will be reimbursed through the purchase order system at the current IRD mileage rate.

3.12 Personal use of Council suppliers

3.12.1 Managers are responsible for ensuring that the selection of suppliers is in Council's interests and is not affected by purchasing privileges available to staff.

3.12.2 Access to staff preferential purchases from suppliers is subject to:

3.12.2.1 Use of such privileges being moderate.

3.12.2.2 Personal purchases not being made on behalf of third parties (such as family members, friends).

3.12.2.3 Payment being made in full at time of purchase by the staff member to the supplier.

3.12.2.4 Council not being used as a source of credit.

3.12.2.5 Staff time should not be used to procure goods and/or services for an employee's personal benefit.

3.12.2.6 Value and quantity limits being set where appropriate.

3.12.2.7 Finance department monitoring staff purchases to avoid risks to future procurement decisions.

4. Reporting

Documentation and receipts are required for all sensitive expenditure with appropriate approvals where required and will be used for both internal purposes and external audit review.

Reimbursements must be made through payroll using the employee reimbursement procedure Laserfiche form.

5. Breach of this policy

Investigation and disciplinary action may result from any breaches of this policy.

Serious breaches that may constitute an instant of fraud could result in investigation by external agencies.

6. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Staff Code of Conduct
- Elected Members Code of Conduct
- Fraud Policy and Framework
- Protected Disclosures (Protection of Whistleblowers) Policy
- Safe Driving Policy
- Delegations Manual
- Gifts and Hospitality Policy
- ICT Acceptable Use Policy
- Conflict of Interest Policy
- Procurement Policy

The following Legislation relates to this policy:

Sensitive Expenditure Policy

- Local Government Act 2002
- Local Authority (Members' Interests) Act 1968
- Controller and Auditor-General's publication, Controlling sensitive expenditure: Guidelines for public entities

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

Staff are also referred to:

- Employment Agreements

7. Policy Review

A review of this policy will take place in MONTH YEAR.

Created:	March 2024	Date for review:	March 2027
Author:	GMCS & RA	Authorised by:	Council 26 June 2025
Consulted on:		Version	V4

Report to Council



DATE: 26 June 2025

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services and Risk Assurance

Rates Resolution 2025-2026

1. Summary

- 1.1. The purpose of this report is to set the rates for the year ended 30 June 2026.
- 1.2. This issue arises as a result of the consultation on the Long Term Plan 2025/2034, Council's Revenue and Financing Policy, and the requirements of the Local Government (Rating) Act 2002 (LGRA).
- 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 Adopts all of the rates described and quantified in the Rates Resolution in **Appendix 1** and instructs the Chief Executive to strike the rates for the year ended 30 June 2026 in accordance with the Long Term Plan 2025/2034.

2. Background

- 2.1. The reason the report has come before the Council is because section 23 LGRA requires that rates must be set by resolution and in accordance with the relevant provisions of the local authority's Long-Term Plan and Funding Impact Statement for the relevant financial year.

3. Current Situation

- 3.1. The current situation is Council's forecast revenue excluding gains and internal recharges for 2025-2026 is \$39,920,702. Of this 65.37% is derived from rates, which is within the parameters prescribed by the Revenue and Financing Policy.
- 3.2. The rate types and descriptions contained in the resolution tables, reflect the decisions of Council following consultation on the Long Term Plan 2025/2034.
- 3.3. The distribution of rates and factors applied, are reflected in the Funding Impact Statement contained in the Long Term Plan 2025/2034. The Rating Resolution gives effect to the Funding Impact Statement.
- 3.4. Council will adopt the rates factors, which means that any changes to the Rating Information Database (RID) between adoption of the rates resolution and end of the day 30 June 2025 will not affect the rates factors; however, changes to the RID will affect the total amount of rates collected.

4. Options

- 4.1. Option 1: Resolve to strike the rates for 2025-2026 as proposed.
- 4.2. Option 2: Undertake further consultation.
- 4.3. Do nothing.

5. Risk Analysis

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

- 5.1.1. There is reputational risk from not adopting the rates and striking the rates by the statutory deadline. If the rates resolution is not adopted by the statutory deadline and staff cannot strike the rates, financial risk will be created.

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 to strike rates is administrative in that it gives effect to decisions made as a result of the Long Term Plan process.

- 7.1.1. Public consultation was undertaken through the Annual Plan process.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Adopt the rates resolution as proposed and instruct the Chief Executive to strike the rates in accordance with the Long Term Plan 2025/2034. The decision enables Council to lawfully strike rates.

- 8.1.1. There are no financial implications to this option.

- 8.2. Option 2 – Undertaking further consultation would mean that Council does not meet the statutory deadline and may be unable to strike rates. If Council cannot deliver a rates assessment within 14 days of when payment 1 is due LGRA s 50 takes effect and Council may only be able to strike a rate of 25% of the previous year's rates.

- 8.2.1. The following financial implications have been identified.

- 8.2.1.1. This means that Council will be underfunded and cannot meet the levels of service described in the Long-Term Plan.

- 8.3. Option 3 – Do nothing is not a viable option. Council would not be able to meet its financial commitments and must strike rates to provide the services as detailed in the Long-Term Plan or borrow to fund capital expenditure.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1, that Council adopts all of the rates described and quantified in the Rates Resolution and instructs the Chief Executive to strike the rates for the year ended 30 June 2026 in accordance with the Long Term Plan 2025/2034.

9.2. The reason that Option 1 has been identified as the preferred option is that it enables Council to generate sufficient revenue to carry out its objectives as described in the Long Term Plan 2025/2034.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopts all the rates described and quantified in the Rates Resolution 2025-26.

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

Lesley Crichton

Group Manager, Corporate Services and Risk Assurance

Appendix 1: Rates Resolution 2025-2026.

Appendix 1

Resolution to Set the Rates - 2025/26 Financial Year

Recommendation:

Council resolves to set the rates and due dates for payment and authorise the penalty regime for the 2025/26 financial year commencing 1 July 2025 and ending 30 June 2026, in accordance with the Funding Impact Statement contained in the Long Term Plan 2025/34 as follows; all amounts are GST inclusive:

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Must be read in conjunction with the Funding Impact Statement				
General Rate	Set at different rates in the dollar of rateable value for different categories of rateable land on the capital value of each rating unit in the District.	§13(2)(b)		
Residential			\$0.0025708	\$2,664,545
Rural Residential			\$0.0019281	\$1,410,799
Commercial			\$0.0051416	\$3,348,261
Rural			\$0.0025708	\$2,809,560
Uniform Annual General Charge	Set at a fixed amount per rating unit on each rating unit in the District.	§15(1)(a)	\$841.31	\$5,248,951
Kumara Community Rate	Set for different categories of land, at an amount per rating unit, on each rating unit in the Kumara Community Rate Zone.	§16(3)(b) §16(4)(b)		
Residential			\$187.85	\$39,204
Rural Residential			\$187.85	\$30,822
Commercial			\$187.85	\$2,859
Rural			\$187.85	\$22,166
Hokitika Community Rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Hokitika Community Rate Zone.	§16(3)(b) §16(4)(b)		
Residential			\$1,000.69	\$1,771,035
Rural Residential			\$750.52	\$617,174
Commercial			\$2,001.38	\$488,998
Rural			\$750.52	\$489,729
Ross Community Rate	Set for different categories of land, at an amount per rating unit, on each rating unit in the Ross Community Rate Zone.	§16(3)(b) §16(4)(b)		
Residential			\$533.03	\$91,948
Rural Residential			\$533.03	\$15,991
Commercial			\$533.03	\$8,795
Rural			\$533.03	\$71,427

Harihari Community Rate	Set for different categories of land, at an amount per rating unit, on each rating unit in the Harihari Community Rate Zone.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Residential			\$122.89	\$11,367
Rural Residential			\$122.89	\$4,522
Commercial			\$122.89	\$1,929
Rural			\$122.89	\$16,221
Whataroa Community Rate	Set for different categories of land, at an amount per rating unit, on each rating unit in the Whataroa Community Rate Zone.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Residential			\$216.80	\$12,791
Rural Residential			\$216.80	\$20,433
Commercial			\$216.80	\$5,799
Rural			\$216.80	\$24,281
Franz Josef Glacier / Waiau Community Rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Franz Josef/Waiau Community Rate	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Residential			\$471.67	\$63,415
Rural Residential			\$353.75	\$18,834
Commercial			\$943.33	\$63,496
Rural			\$353.75	\$25,824
Fox Glacier Community Rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Residential			\$640.76	\$46,468
Rural Residential			\$480.57	\$5,046
Commercial			\$1,281.53	\$53,799
Rural			\$480.57	\$24,509
Bruce Bay Community Rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Rural Residential			\$60.18	\$2,771
Commercial			\$60.18	\$268
Rural			\$60.18	\$6,379
Haast Community Rate	Set for different categories of land, at an amount per rating unit, on each rating unit in the Haast Community Rate Zone.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Residential			\$131.96	\$10,491
Rural Residential			\$131.96	\$30,899
Commercial			\$131.96	\$4,797
Rural			\$131.96	\$29,493

Water Rates	Set differentially depending on the nature of the connection to the land and the use to which the land is put.	§16(3)(b) §16(4)(b)		
Treated water – Connected Commercial	Per Connection		\$1,462.71	
Treated water – Connected non commercial	Per Connection		\$835.83	
Treated water – Unconnected Commercial	Per unit		\$417.92	
Treated water – Unconnected non commercial	Per unit		\$731.36	
Rural Untreated – Connected non commercial	Per Connection		\$626.88	
Rural Untreated – Unconnected	Per unit		\$313.44	
				\$2,640,067
Metered Water Rates	Set on all rateable properties located in a specified location and for the quantity of water provided as a fixed charge per unit of water supplied	§19(2)(a)		
Metered Water Rates [excluding Milk Treatment Plant]			\$3.00 m3	\$1,146,396
Milk Treatment Plant Fixed Water Rates		§16(3)(b) §16(4)(a)		
Hokitika Milk Treatment Plant fixed water rate	Per Rating unit			\$2,213,348
Milk Treatment Plant Metered Water Rates	Set on the property used as a milk treatment plant in Hokitika for the quantity of water provided as a fixed charge per unit of water supplied up to 2,214,565m3. Water supplied over that amount will be charged at the current metered water rate.	§19(2)(a)		
Hokitika Milk Treatment Plant metered water rate			\$1.05m3	
Sewerage Rates	Set as a fixed amount for rating units which are provided or has available to the land a council funded sewerage supply service.	§16(3)(b) §16(4)(b)		
Connected	Per Water Closet or Urinal Commercial, Per Connection Residential		\$553.68	
Unconnected	Per Rating Unit		\$276.84	\$2,435,081

Refuse Collection Rates	Set as a fixed amount for rating units, located in a specific location, which is provided with a refuse collection service and according to where the land is situated.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Refuse Collection	Per Bin Set		\$334.20	\$1,092,500
Tourism promotions rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the District.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Commercial rating units Over \$10 million capital value			\$8,516.94	\$76,652
Commercial rating units greater than \$3 and up to \$10 million capital value			\$4,258.47	\$55,786
Commercial rating units greater than \$1 and up to \$3 million capital value			\$1,703.39	\$176,369
Commercial rating units greater than \$0 and up to \$1 million capital value			\$851.69	\$306,141
Residential, Rural Residential and Rural			\$12.90	\$74,230
Hokitika Area Promotions Rate	Set as a fixed rate per rating unit on all rateable properties defined as commercial use properties and located in the Hokitika community zone (as mapped in the Rating Policy).	<div> <div> s16(3)(b) </div> <div> s16(4)(a) </div> </div>	\$190.02	\$44,850
Kokatahi / Kowhitirangi Special Targeted Rate	Set differentially as a fixed rate and as rate on the land value of all rateable properties located on the Kokatahi / Kowhitirangi area.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Land Value			\$0.000101	\$17,418
Rating Unit			\$82.94	\$17,418
Franz Josef Glacier / Waiau - Glacier Township Development Rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Franz Josef/Waiau Community Rate Zone.	<div> <div> s16(3)(b) </div> <div> s16(4)(b) </div> </div>		
Residential			\$149.50	\$20,100
Rural Residential			\$112.12	\$5,969
Commercial			\$298.99	\$20,125
Rural			\$112.12	\$8,185

Fox Glacier - Glacier Township Development Rate	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$134.60	\$9,791
Rural Residential			\$100.95	\$1,060
Commercial			\$269.20	\$11,301
Rural			\$100.95	\$5,149
Kaniere Sewerage Capital Contribution Rate	Set as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.	s16(3)(b) s16(4)(a)	\$417.00	\$15,012
Hannah's Clearing Water Supply Capital Repayment Rate	Set as a fixed rate per rating unit on all rateable properties located in Hannah's Clearing where the nature of the connection is a Council funded water supply and the capital amount has not been repaid.	s16(3)(b) s16(4)(a)	\$575.00	\$1,725
Emergency Management Contingency Fund Rate	Set on the capital value of all rateable properties in the district.	s16(3)(a) s16(4)(a)	\$0.00	\$0.00

Instalments

Rates will be collected by four equal quarterly instalments due on the following dates. Payments will be applied to the oldest debt first.

Instalment Number	Due Date
One	20-Aug-25
Two	20-Nov-25
Three	20-Feb-26
Four	20-May-26

Water by Meter

Water by Meter is invoiced Monthly and Quarterly at the following dates:

31-Jul-25	30-Nov-25	31-Mar-26
31-Aug-25	31-Dec-25	30-Apr-26
30-Sep-25	31-Jan-26	31-May-26
31-Oct-25	28-Feb-26	30-Jun-26

Payments are due on the 20th of the month following invoice date.

Penalty Regime

- 1.** A 10% penalty is added under s.58(1)(a) within the next 5 business days to so much of any instalment not paid by the due date.
- 2.** A 10% penalty will be added to rates under s.58(1)(b) that remain unpaid from previous years. This will be added on 1 July 2025, or 5 working days after Council has passed the rates resolution (whichever is the later).
- 3.** A further 10% penalty will be added to rates under s58(1)(c) that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above if the rates remain unpaid.

Delegations

Council confirms that all matters that can be delegated under s.132 of the Local Government (Rating) Act 2002 are delegated to the Chief Executive, Group Manager: Corporate Services, Finance Manager and Rates Officer.

Report to Council



DATE: 26 June 2026

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services and Risk Assurance

Westroads Ltd (WRL) Statement of Intent 2026

1. Summary

- 1.1. The purpose of this report is to present the Westroads Ltd Statement of Intent (Sol) for the period 1 July 2025 to 30 June 2026.
- 1.2. This issue arises due to the amalgamation of Westland Holdings Ltd into Destination Westland Ltd and therefore Westroads Ltd is now owned 100% by Westland District Council (WDC).
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Westroads Ltd Statement of Intent for the period 1 July 2025 to 30 June 2026.

2. Background

- 2.1. The reason the report has come before the Council is due to the requirements of the Local Government Act 2002 (LGA) Part 5 s64 that every Council Controlled Organisation must prepare and adopt a statement of intent in accordance with Part 1 of Schedule 8.

3. Current Situation

- 3.1. The current situation is that the directors of WRL are presenting the Sol to Council for adoption.
- 3.2. Under the Local Government Act 2002 (LGA) Schedule 8 the Sol must reflect information in respect of the financial year it relates to and the following two financial years.
- 3.3. The WRL Sol contains the budget for 2025/26 financial year and forecasts for 2026/27 and 2027/28 therefore appears to meet the requirements of the LGA Schedule 8.
- 3.4. WRL board of directors were provided with a letter of expectation and update the Final Sol in line with that letter.
- 3.5. The directors of Westroads Ltd presented the Sol to the Council Controlled Organisation Oversight Committee, where it was recommended to be adopted by Council.

4. Options

4.1. Option 1: That Council adopt the Westroads Ltd Statement of Intent 2026.

4.2. Option 2: That Council request changes to the Statement of Intent 2026.

5. Risk Analysis

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

5.1.1. Compliance risk if the Sol is not adopted by the statutory deadline.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as the report is for administrative purposes only.

7.1.1. No public consultation is necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council adopt the Westroads Ltd Sol.

Under the LGA the shareholder must adopt a statement of intent by 30 June each year. The statement of intent includes specific mandatory information which allows the shareholder to understand the performance of the CCO and should align with Council strategy.

Council have had an opportunity to review and challenge the draft Sol that was provided to Council, where any Council requirements should now be included in the draft Sol.

8.1.1. There are no financial implications to this option.

8.2. Option 2 – That Council request changes to the Statement of Intent.

If Council request changes to the Sol's this could mean the statutory deadlines are not met.

There is opportunity under the LGA Schedule 8 to carry out an amendment to the Sol's after the adoption which would allow for deadlines to be met. Any amendment would be by resolution of Council.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that the Sol has been provided in draft form to Council earlier in the year, which allowed for Council to provide comments and changes to the plan already.

Therefore adoption of the final Sol should just be an administrative task at this time.

With the establishment of a CCO Oversight Committee there are opportunities for enhanced Sol's and performance monitoring of the CCO's going forward.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopt the Westroads Ltd Statement of Intent 2026.

10.3. That Council direct staff to make the Sol available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

Lesley Crichton
Group Manager, Corporate Services and Risk Assurance

Appendix 1: Westroads Ltd Cover Letter
Appendix 2: Westroads Ltd Statement of Intent 2026

11th June 2025

The Mayor
Westland District Council
36 Weld Street
Hokitika

Your Worship

Following review by the Westroads Board of the Westland District Council Letter of Expectation, and in line with the letter provided in response, please find attached our updated Final Statement of Intent 2025 / 2026.

Regards



Mark Rogers
Chairman
Westroads Limited





Westroads

Statement of Intent
2024/2025



Contents

1. Introduction
2. Company Mantra and Values
3. The Objectives of the Company
4. Nature And Scope of Activities
5. Governance
6. Performance Targets
7. Ratio of Consolidated Shareholders' Funds to Total Assets
8. Distribution Policy
9. Capital Expenditure
10. Procedures For Acquisition of Other Interests
11. Commercial Value of Shareholders' Investment
12. Risk Mitigation
13. Reporting To Shareholders
14. Accounting Policies
15. Financial Forecasts

Introduction

This Statement of Intent is prepared in accordance with section 64 and schedule 8 of the Local Government Act 2002.

Westroads Limited (the Company) is a council-controlled organisation for the purposes of the Local Government Act 2002 and is registered under the Companies Act 1993.

From 1st July 2024 the company will be owned 100% by Westland District Council (the Council).



2: Company Mantra and Values

At Westroads “Excellence” is a way of life

The following Values guide our activities and actions, in our pursuit of excellence.

We pursue improvement in all that we do



- Learning from our mistakes
- Looking for better ways
- Being innovative
- Embracing change



2: Company Mantra and Values

We are committed to the team



Safety comes first

- Keep ourselves, our team and the public safe
- We all lead by example
- Have courage to correct unsafe behaviour
- Follow established procedures
- Ask if unsure

Respect goes a long way

- Respect ourselves, our teammates, clients and the public
- Respect the Company's assets and image
- Trust our people to do the right thing
- Listen openly
- Respect and protect the environment

Value our people

- Together we achieve more
- "Please" and "Thanks" goes a long way
- Care enough to provide constructive feedback
- Develop our people through training, mentoring and support
- Provide opportunities for career advancement
- Reward competitively

2: Company Mantra and Values

We are Performance Driven



Plan and Communicate

- Understand the requirements in detail
- Plan using team knowledge
- Communicate effectively

Always do our best

- Come to work to work
- Deliver the plan efficiently
- Do it right first time

We Take Pride

- Lead by example
- Take pride in ourselves, our work and our Company
- Enjoy work and celebrate success



3: The Objectives of the Company

Priority objectives of the Company are:

- A. Returning a distribution that makes a significant contribution to the Council.
- B. Maintaining a significant presence in Westland including employing local people and having equipment available throughout the district.
- C. Successfully bidding for contestable contracts tendered by the Council and other significant organisations and businesses.

4: Nature and Scope of Activities

Westland District Council

Westroads Limited
(100%)

The nature of Westroads Limited activities will be that of a general contractor and a trading organisation offering goods and services for sale and plant and equipment for hire. Its activities will include:

- A. Three Water Services – maintenance and construction
- B. Roading-maintenance and construction, including bridge maintenance and construction.
- C. Greenspace maintenance and construction, including maintenance of council parks and reserves.
- D. Waste Management services including landfill and transfer station operation.
- E. General civil contracting activities include carpark, driveway and building pad construction.
- F. Vehicle and equipment maintenance services including automotive maintenance and engineering services.
- G. The manufacture and supply of aggregates/sand and base course products.
- H. The supply of goods, materials, services and equipment for sale or hire.
- I. Any other relevant activity as determined by the Directors from time to time.

5: Governance

The Company is governed by a four-member board of directors including:

- Mark Rogers (Chair)
- Rob Caldwell (Deputy Chair and Chair Risk and Assurance)
- Peter Cuff
- Ross Pickworth

The director's role includes:

- A. Strategic governance
- B. Financial oversight
- C. Management performance review
- D. Overseeing tender prices for major tenders
- E. Ensuring statutory and regulatory compliance

One director retires each year in rotation. Directors can make themselves available for re-appointment.

Board evaluation is conducted at least biannually and is facilitated by the Chair. Directors consider training requirements annually to ensure that professional standards are adhered to.



6. Performance Targets

6.1 Financial Performance Targets

- The ratio of net profit before taxation and revaluations (before extraordinary items) to average shareholder funds shall be at least 10% for the three years commencing 1 July 2024
- An annual dividend to the shareholder within a range of 40-70% of the Company's net profit after tax, after adjusting for returns to shareholders via a subvention payment;
- Compliance with statutory and regulatory requirements that will allow the Company and the Council to comply with the Local Government Act 2002.

6.2 Social Performance Targets

Westroads Limited is committed to:

- Attracting and retaining the best people for our organisation.
- Maintaining a high level of transparent and effective communication with our shareholder.
- Being an asset to the community through returns to the Council.
- Supporting local community initiatives.
- Providing employment in the district and ensuring the community receives competitive prices for work done.



6.3 Employee and Safety Performance Measuring

The Company has the following performance measures regarding employees and safety:

- Number of incidents notifiable to WorkSafe – Target Zero
- Continue to promote Safety First
- Achieving a TRIFR below 1.5 per 100,000 manhours
- Training expenditure as a percentage of Revenue Target – Target 0.8%
- Staff turnover rates excluding fixed term and temporary workers < 20%

6.4 Strategy

The company will update its Strategy document every year and provide a copy of this to the Council.



7. Ratio of Consolidated Shareholders' Funds to Total Assets

The ratio of consolidated shareholder funds to total assets shall be greater than 45%. Shareholders' funds are defined as the paid-up capital, plus any tax paid profits earned less any dividends distributed to shareholders. They include undistributed profits which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".

8. Distribution Policy

Distributions will be paid, by way of dividends and subvention payments to the Council in accordance with the annual Statement of Intent, as agreed.

The level of profit retention/distribution will be agreed annually with the Council, subject to the following criteria:

- The Company will utilise Group losses to the maximum extent available and pay for the use of the losses at the current tax rate by way of Subvention Payments.
- The amount of any distribution will consider the Company's ability to fund future capital expenditure requirements, to maintain and expand its operations, to meet its obligations under the Companies Act 1993 and to address matters related to the debt structure of the Company.



9. Capital Expenditure

The board's policy is to replace plant and equipment on a "wear and tear" basis, with all items requiring board approval.

Approval of the Council must be obtained for any significant purchases or developments more than \$500,000 for any one project, including the funding mechanism for the purchase or development. For general plant replacement items, amounts in excess of \$750,000 need to be referred to the Council as above.

10. Procedures for Acquisition of Other Interests

The Company will not subscribe for, purchase, or otherwise acquire shares in any company or other organisation without first being authorised to do so by a special resolution from the Council.



11. Commercial Value of Shareholders' Investment

The director's estimate that the opening balance of shareholders' funds, fairly reflects the commercial value of the investment. The directors will advise the Council on an annual basis if they believe the value to differ materially from this amount.

The value of the investment will be reassessed every three years by evaluating the movement in asset values, in particular changes in land and improvements as recorded on the tri-annual government valuations.

12. Risk Mitigation

The Company shall regularly review key risks together with strategies for mitigation of these risks.

The Company has a formal Fraud Policy in place. All Directors and staff are aware of this policy.



13. Reporting to Shareholders

The following information will be made available to the Council:

13.1 Draft Statement of Intent

On or before the 1st of March each year, the directors shall deliver to the Council a draft Statement of Intent with tracked changes which fulfils the requirements of clause 9 of schedule 8 of the Local Government Act 2002.

13.2 Completed Statement of Intent

On or before the 30th of June each year, the directors shall deliver to the shareholders a final Statement of Intent.



13.3 Half Yearly Report

On or before the end of February each year, the directors shall deliver to the shareholders an unaudited report containing the following information as a minimum in respect of the half year under review:

- A. A revenue statement disclosing actual and budgeted revenue and expenditure, and comparative figures in second and subsequent half yearly reports;
- B. A statement of financial position at the end of the half year;
- C. A commentary on the results for the first six months of the year together with a report on the outlook for the second six months with reference to any significant factors that are likely to influence the company's performance, including an estimate of the financial result for the year based on that outlook;
- D. A report on non-financial performance measures; and
- E. A copy of the auditor's management report for the previous year.

13.4 Annual Report

By the 30th of September each year, or such later date set by government and approved by the shareholder, the directors shall deliver to the shareholders an annual report and audited financial statements in respect of the financial year ending on the preceding 30 June, containing the following information as a minimum:

- A. directors' report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend;
- B. A revenue statement disclosing actual and budgeted revenue and expenditure, and comparative figures in second and subsequent annual reports;
- C. A statement of financial position at the end of the year.

13.5 Annual Budget

An annual budget shall be provided for the coming financial year and the following two years, at such a time to enable it to be included within the draft Annual Plan for the Council.

13.5 Quarterly Report

A report containing financial and operational information as agreed between the Company and the Council shall be supplied each quarter. These quarterly reports shall include commentary on the quarterly operations performance and outlook of the Company and any special events likely to affect the Company's performance.



14. Accounting Policies

Reporting Entity

Westroad's accounting policies will comply with legal requirements of the Companies Act 1993, the Financial Reporting Act 1993, the Local Government Act 2002 and with New Zealand Generally Accepted Accounting Practice (NZ GAAP). The financial statements comply with New Zealand equivalents to International Financial Reporting Standards. For the purposes of complying with NZ GAAP the company is a for-profit entity



15. Financial Forecasts (\$000S)

	SOI Budget	Budget	Forecast	Forecast
	2023/24	2024/25	2025/26	2026/27
Gross Revenue	28,726,074	31,202,777	32,888,483	34,532,907
Cost of Sales	21,598,315	23,350,849	24,566,355	25,794,673
Gross Profit	7,127,759	7,851,928	8,322,127	8,738,233
Other Income	168,000	179,760	192,343	201,960
Administrative Expenses	4,002,685	4,393,659	4,582,674	4,811,808
Depreciation	1,946,340	2,094,480	2,228,365	2,339,783
Finance Costs	217,683	215,200	249,225	261,687
Net Profit Before Tax	1,129,051	1,328,349	1,454,206	1,526,917
Tax Expense	260,134	315,938	351,178	371,537
Subvention Payments	200,000	200,000	200,000	200,000
Total Comprehensive Income for the Year	668,917	812,411	903,029	955,380
Other Performance Targets				
Dividends	262,458	329,788	379,514	390,000
Earnings Retained	406,458	482,623	523,515	565,380
Closing Shareholder's Funds	12,028,106	12,510,729	13,034,244	13,599,624
Pre Tax & Subvention Return on Average Shareholder's Funds	9.39%	11.04%	11.62%	11.71%

Subvention payments to be paid instead of dividends where possible.



267 Kaniere Rd,
Hokitika,
Westland 7811

03 756 8044

www.westroads.co.nz



Report to Council



DATE: 26 June 2026

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services and Risk Assurance

Destination Westland Ltd (DWL) Statement of Intent 2026

1. Summary

- 1.1. The purpose of this report is to present the Destination Westland Ltd Statement of Intent (Sol) for the period 1 July 2025 to 30 June 2026.
- 1.2. This issue arises due to the amalgamation of Westland Holdings Ltd into Destination Westland Ltd and therefore Destination Westland Ltd is now owned 100% by Westland District Council (WDC).
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Destination Westland Ltd Statement of Intent for the period 1 July 2025 to 30 June 2026.

2. Background

- 2.1. The reason the report has come before the Council is due to the requirements of the Local Government Act 2002 (LGA) Part 5 s64 that every Council Controlled Organisation must prepare and adopt a statement of intent in accordance with Part 1 of Schedule 8.

3. Current Situation

- 3.1. The current situation is that the directors of DWL are presenting the Sol to Council for adoption.
- 3.2. Under the Local Government Act 2002 (LGA) Schedule 8 the Sol must reflect information in respect of the financial year it relates to and the following two financial years.
- 3.3. The DWL Sol contains the budget for 2025/26 financial year and forecasts for 2026/27 and 2027/28 therefore appears to meet the requirements of the LGA Schedule 8.
- 3.4. DWL board of directors were provided with a letter of expectation and update the Final Sol in line with that letter.
- 3.5. The directors of Destination Westland Ltd presented the Sol to the Council Controlled Organisation Oversight Committee, where it was recommended to be adopted by Council.

4. Options

4.1. Option 1: That Council adopt the Destination Westland Ltd Statement of Intent 2026.

4.2. Option 2: That Council request changes to the Statement of Intent 2026.

5. Risk Analysis

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

5.1.1. Compliance risk if the Sol is not adopted by the statutory deadline.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as the report is for administrative purposes only.

7.1.1. No public consultation is necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council adopt the Destination Westland Ltd Sol.

Under the LGA the shareholder must adopt a statement of intent by 30 June each year. The statement of intent includes specific mandatory information which allows the shareholder to understand the performance of the CCO and should align with Council strategy.

Council have had an opportunity to review and challenge the draft Sol that was provided to Council, where any Council requirements should now be included in the draft Sol.

8.1.1. There are no financial implications to this option.

8.2. Option 2 – That Council request changes to the Statement of Intent.

If Council request changes to the Sol's this could mean the statutory deadlines are not met.

There is opportunity under the LGA Schedule 8 to carry out an amendment to the Sol's after the adoption which would allow for deadlines to be met. Any amendment would be by resolution of Council.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that the Sol has been provided in draft form to Council earlier in the year, which allowed for Council to provide comments and changes to the plan already.

Therefore adoption of the final Sol should just be an administrative task at this time.

With the establishment of a CCO Oversight Committee there are opportunities for enhanced Sol's and performance monitoring of the CCO's going forward.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopt the Destination Westland Ltd Statement of Intent 2026.

10.3. That Council direct staff to make the Sol available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

Lesley Crichton
Group Manager, Corporate Services and Risk Assurance

Appendix 1: Destination Westland Ltd Statement of Intent 2026



Statement of Intent

For three years commencing
1 July 2025





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COMMERCIAL VALUE OF SHAREHOLDERS

INVESTMENT

RISK MANAGEMENT

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ACCOUNTING POLICIES

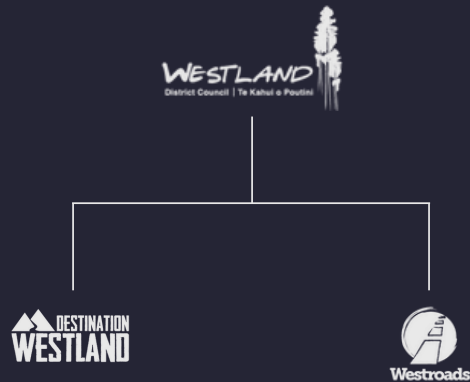
DISTRIBUTION POLICY

SALES OF GOODS/SERVICES TO LOCAL AUTHORITY

INTRODUCTION

Destination Westland Limited is a Westland District Council-Controlled Organisation for the purposes to the Local Government Act 2002 and is registered under the Companies Act 1993.

This Statement of Intent (SOI) is prepared in accordance with Section 64 and Schedule 8 of the Local Government Act 2002 and outlines the overall objectives and forecasts for Destination Westland for three years commencing from 1 July 2025



COMPANY MISSION STATEMENT

Striking a balance between investing in capital to maintain and improve our assets and producing long-term profitable operational results





OUR VALUES

S **AFETY:**

Health and Safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents.

T **RUST:**

Acting with credibility, professionalism and integrity every day.

A **CCOUNTABILITY:**

Being responsible for our actions and behaving openly and straightforwardly

R **ESPECT:**

Recognising each other's differences. Being considerate to each other and our environment.

T **EAMWORK:**

Our unifying Value: We are One Team working together in a positive spirit towards the same goal.

OUR GOALS AND OBJECTIVES

HEALTH, SAFETY & RISK MANAGEMENT

We will foster a proactive health, safety, and risk management culture that prioritises continuous improvement and learning.

We will:

- Embed a Civil Aviation Authority (CAA) compliant Safety Management System across both of our aerodromes, ensuring that these safety practices are integrated into all our operational activities.
- Promote health, safety, and wellness through regular discussions with our whole team and ensure it is central to all that we do.
- Identify critical risks and develop plans to mitigate them.

COMMERCIAL

- Develop new opportunities across the core strategic focus areas - Manage and Leverage Assets to Attract Investment.
- Provide quality, efficient and cost-effective management services on a commercially competitive basis.
- Conduct business in a professional manner in accordance with the mandate and Company statement of Intent.
- Consistent with achieving the objectives stated, deliver both financial & nonfinancial returns to the Shareholder.

GROWTH FOCUS

- Grow and diversify revenue streams from existing activities.
- Seek out opportunities for new revenue streams.
- Be enabling for partnership in new activities.
- Enhance the value of the Shareholders' investment.

Destination Westland Ltd exists to manage and develop key community, infrastructure, and commercial assets on behalf of the Westland District Council (WDC), contributing to the social and economic wellbeing of the district. Our strategic intent is to operate as a commercially-focused Council-Controlled Organisation that delivers value through efficient asset management, responsible growth, and support for regional connectivity.

We align with the priorities of WDC's Long-Term Plan, particularly around infrastructure resilience, sustainable development, and effective stewardship of public resources.

Key Strategic Focus Areas (5–10 Years)

Airport and Heliport Development

Destination Westland owns the aeronautical infrastructure at Hokitika Airport and Glacier Country Heliport. Over the next decade, we will prioritise maintenance and upgrades to ensure regulatory compliance (CAA Part 139) and support long-term regional air connectivity and resilience.

Commercial Growth and Land Development

We will seek to maximise value from leased and underutilised land through commercial development initiatives, ensuring compatibility with aviation use and local planning. Growth opportunities will be pursued where they align with our mandate and offer clear community or commercial return.

Property Portfolio Management

The residential and commercial property portfolios will be managed to improve performance, enable potential divestments, and ensure maintenance standards are met, subject to shareholder direction and financial sustainability.

Operational and Digital Efficiency

We will continue investing in systems and practices that enhance performance visibility, compliance, automation, and decision-making across the company.

Environmental Sustainability

Sustainability considerations will be embedded in asset management and development decisions, including the exploration of renewable energy (e.g. solar feasibility) and low-impact infrastructure design.

STRATEGIC DIRECTION

GOVERNANCE

The Directors of Destination Westland are appointed to govern and direct the company's activities, and have the following roles:

- 1.Strategic vision and governance.
- 2.Develop strategy implementation plans with management, to ensure consistency with vision and governance objectives.
- 3.Financial planning and management to achieve strategic and governance objectives.
- 4.Company performance monitoring and review.
- 5.Manage relationships with Shareholders, iwi, stakeholders and external parties at a governance level.
- 6.Ensure “no surprises” communication with Council on all matters of significance or substance, maintaining transparency and trust
- 7.Manage Company Risk and Compliance requirements
- 8.Ensure the Governance Culture aligns with the delivery of the stated Vision, Values and Objectives of the Company.

The board will continue to work closely with Council to ensure alignment on expectations and accountability, and actively foster a culture that supports long term performance and value.

Directors are appointed by the shareholder, Westland District Council. The Directors are appointed on rotation policy. The current Board of Directors and rotation dates are:

Director	First Appointed	Current Term End Date	Eligible for Reappointment
Chris Gourley (Chair)	June 2020	AGM 2027	Yes
Marie-Louise Tacon	November2021	AGM 2025	Yes
Peter De Goldi	December 2022	AGM 2026	Yes

Board evaluation will be conducted annually and facilitated by the Chair. Directors will consider training requirements annually to ensure that professional standards are adhered to.

ACTIVITIES OF THE COMPANY



Managing core infrastructure

Developing and executing a long-term strategy to oversee and enhance the critical infrastructure of Westland, including the ***Airport, Heliport, and Property.***

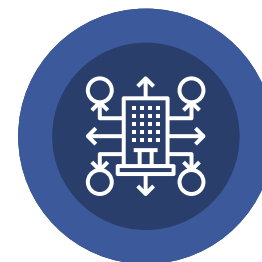


Leveraging our assets

Generate operating profits that align with our primary focus areas:

Airport - Heliport Property

Achieve this by boosting aviation movements, enhancing land utilisation, and fostering business expansion linked to our assets.



Attracting investment

Collaborate with local and central government entities to establish robust investment streams that promote appropriate levels of capital and infrastructure expenditure.


Engage with private investors aligned with our core focus areas:

Airport - Heliport - Property





PERFORMANCE MEASURES & TARGETS



Financial Results

Measure		Target
	Manage financial performance to show year on year growth while maintaining a strong balance sheet	Interest Cover >2 Pre-Tax ROE 1-6% Net Debt/EBITDA <5x FIFO/Net Debt 12-20%


Communication

Measure		Target
	Maintain high level of communication with Shareholder	Meet communication requirements with CCO committee
	Annual Independent Tenant Satisfaction Survey to be undertaken	Complete the tenant Survey by 30 June 2025

Health, Safety and Risk

Measure		Target
	Meet our obligations and standards under Civil Aviation Act Rules	"Major " findings - Zero Independent Review of SMS completed
	Meet our obligations under the Health & Safety at Work Act and drive safety improvements.	Notifiable incidents to Worksafe - Zero TRIFR < 2
	Monitor performance and activities to ensure risks/hazards are managed	Quarterly review of Health & Safety systems and performance.

Environmental

Measure		Target
	Pursue sustainability initiatives that reduce our carbon footprint.	Annual reduction of Green House Gas emissions.
	Support transition to net zero carbon emission by 2050	Prepare 5 year plan that shows clear evidence of progress
	Minimise waste as part of shift to a circular economy.	Annual reduction of waste

Aeronautical

Measure		Target
	Annual passenger movements (arrivals and departures at Hokitika Airport)	Increase Passenger numbers by 20%

1. An occurrence or deficiency involving a major system that caused, or had the potential to cause, significant problems to the function or effectiveness of that system.



CAPITAL EXPENDITURE & ASSET MANGEMENT

Destination Westland's capital and asset management framework focuses on the efficient and compliant stewardship of the company's assets. Over the next 10 years, we intend to:

- Maintain and renew aeronautical assets to ensure safety, regulatory compliance, and operational continuity.
- Invest in infrastructure enhancements that support future air service development, heliport growth, and compatible commercial activities.
- Strengthen asset management capability through improved data, systems, and forecasting tools.
- Align capital expenditure with strategic priorities, lease terms, and shareholder expectations, ensuring clear justification and benefits for each investment.

Destination Westland will annually review it's 10-year capital plan, in consultation with WDC, to ensure transparency and alignment with our Shareholder direction and LTP.

The approval of Westland District Council must be obtained for any significant purchases or asset developments, including the funding mechanism for any purchase or development in excess of \$500,000.

ACQUISITION OF OTHER INTERESTS

The Company will not subscribe for, purchase, or otherwise acquire shares in any company or other organisation without first being authorised to do so by a special resolution of the Shareholder.

SALE AND DISPOSAL OF ASSETS

The Company will not sell or dispose of any Company assets exceeding \$100,000 in value without first being authorised to do so by a special resolution of its Shareholder.

COMMERCIAL VALUE OF SHAREHOLDER INVESTMENT

The Directors estimate that the commercial value of the Shareholders' investment in Destination Westland Limited will be represented by the opening balance of Shareholders' Funds. The Directors will advise the Shareholders on an annual basis if they believe the Shareholder Investment Value will differ materially from this amount.

The Directors may elect to revalue land improvements and investments on an annual basis in line with current Audit New Zealand policy.

RISK MANAGEMENT

The Company shall complete and document a risk management analysis together with strategies for mitigation of these risks.

The Company shall work with Westland District Council to agree on formal communication protocols to improve communication with Council's elected representatives, relevant staff and stakeholders as it relates to the activities of the Company.

The company has formal Fraud and Communication Policies in place and all Directors and staff are to be aware of this policy.

HOKITIKA AIRPORT - PROJECT HARP COLLABORATION

Destination Westland Ltd acknowledges the significant capital works programme at Hokitika Airport, led by Westland District Council. While Council retains overall responsibility, Destination Westland will work closely with the project team to support safe, compliant, and coordinated delivery.

We will:

- Work alongside the Council-appointed team to help maintain the project management plan.
- Ensure airport operations continue safely in line with CAA Rule Part 139.
- Coordinate staging, airside access, and operational continuity with contractors.
- Participate in risk reviews and assist with documenting mitigation measures.
- Support governance through clear communication and joint planning.

This collaborative approach helps enable critical upgrades while ensuring safe and compliant airport operations.

26.06.25 - Ordinary Council Meeting



REPORTING TO SHAREHOLDERS

DWL operates on a 'no surprises' basis in respect of significant shareholder-related matters, especially on matters likely to cause community or political concerns, to the extent possible in the context of commercial sensitivity and confidentiality obligations.

Statement of Intent

- Draft to be delivered to the shareholder on or before 1 March in the year preceding the financial year to which the draft Statement of Intent relates.
- Comments from the shareholder on draft Statement of Intent, if any, to be provided to NAL by 1 May.
- Final Statement of Intent to be delivered to the shareholder following consideration of any shareholder comments by 31 May, or later if allowed by the shareholder. In any case not later than 30 June.
- Final Statement of Intent to be made available to the public following adoption by the shareholder.

Half Yearly Financial Report

To be delivered to shareholders by 28 February. The half-yearly report will include:

- A Directors' Report which includes commentary on DWL's operations and performance against non-financial performance measures
- A condensed Statement of Comprehensive Income
- A condensed Statement of Changes in Equity
- A condensed Statement of Financial Position
- A condensed Statement of Cash Flows
- Appropriate Notes to the condensed Financial Statements

Quarterly Report

Between the annual report and half yearly report, DWL will:

- Deliver to WDC a quarterly report
- Provide commentary on the quarterly operations performance and future outlook and any special events likely to affect the performance of areas of operation

Annual Report

- To be delivered to the shareholder by 30 September unless shareholder advises otherwise.
- A Directors' Report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives.
- A Statement of Comprehensive Income disclosing actual and budgeted revenue and expenditure and comparative actual figures from the previous year.
- A Statement of Changes in Equity with actuals and comparative figures from the previous year.
- A Statement of Financial Position with actuals and comparative figures from the previous year.
- A Statement of Cash Flows with actuals and comparative figures from the previous year.
- An Auditor's Report on the above statements and the measure of performance in relation to objectives.

Annual Shareholder Meeting

To be held by 31 December each year.

ACCOUNTING POLICIES

The reporting entity for accounting and financial reporting purposes is Destination Westland Limited. Destination Westland Limited has a balance date of 30 June.

Destination Westland's accounting policies comply with legal requirements of the Companies Act 1993, the Financial Reporting Act 2013, the Local Government Act 2002 and with New Zealand Generally Accepted Account Practice (NZ GAAP).

The Company reports financially under the Accounting Standards Framework implemented by the Financial Accounting External Reporting Board. For financial reporting purposes Destination Westland Limited is a public benefit entity (PBE). By Virtue of the size of the business the Company reports under the Reduced Disclosure Regime to Tier 2 requirements.

Accounting Polices are set out in detail in Destination Westland Limited's Annual Report which is available on the Company's website at www.destinationwestland.co.nz





DISTRIBUTION POLICY

Distributions will be paid, either by way of Dividends to Westland District Council or Subvention Payment to Westland District Council, as agreed with Westland District Council.

A subvention payment is defined as a payment based on a dollar for a dollar of tax loss.

The degree of profit retention/distribution will be agreed annually with Westland District Council, and included in the annual Statement of Intent, subject to the following criteria:

- The amount of any distribution considers Destination Westland Limited's ability to fund future capital expenditure requirements, to maintain and expand its operations, or to address matters related to the debt structure of the Company.
- Total liabilities not to exceed 30% of the total assets without the approval of Westland District Council.

SALE OF GOODS/SERVICES TO LOCAL AUTHORITY

It is considered likely that Destination Westland Limited will carry out some activities for which the Board will seek compensation from the Westland District Council, or its subsidiaries. These charges could be related to the sale, rental or leasing of property owned or managed by the Company or by Council or any other services as required.

Any compensation received and details of the undertaking will be reported in the annual report of Westland District Council.

Any commercial activities carried out for and or by Destination Westland Limited in relation to Westland District Council, or its subsidiaries will be at market rates.

PROJECT HARP

Hokitika Airport Capital Works Collaboration

Destination Westland Ltd acknowledges the significant capital works programme at Hokitika Airport, led by Westland District Council. While Council retains overall responsibility, Destination Westland will work closely with the project team to support safe, compliant, and coordinated delivery.

We will:

- Work alongside the Council-appointed team to help maintain the project management plan.
- Ensure airport operations continue safely in line with CAA Rule Part 139.
- Coordinate staging, airside access, and operational continuity with contractors.
- Participate in risk reviews and assist with documenting mitigation measures.
- Support governance through clear communication and joint planning.

This collaborative approach helps enable critical upgrades while ensuring safe and compliant

PROSPECTIVE STATEMENT OF

COMPREHENSIVE INCOME

FOR THE YEARS ENDING 30 JUNE

	2026 \$000	2027 \$000	2028 \$000
Revenue from Exchange Transactions			
Lease Income	1,563	1,768	1,837
Services	68	74	80
Landing Fees	647	729	824
Total Revenue from Exchange Transactions	2,278	2,571	2,741
Revenue from Non-Exchange Transactions			
Total Revenue from Non-Exchange Transactions	-	-	-
Total Revenue	2,278	2,571	2,741
Less Expenditure			
Operating Expenses	949	972	981
Depreciation & Impairment Losses	325	350	375
Change in Fair Value of Investment Property	40	20	20
Interest Expense	105	100	90
Service Delivery Costs	91	105	122
Occupancy Costs	592	658	730
Total Expenses	2,102	2,205	2,318
Surplus/(Deficit) before Income Tax	176	366	423
Income Tax Expense/(Credit)	49	102	118
Surplus/(Deficit) for the Period	127	263	303
Other Comprehensive Income			
Gain on Land, Building & Runway Revaluation	450	-	-
Deferred Taxation on Revaluation	(126)	-	-
Total Other Comprehensive Income	324	-	-
1. Total Comprehensive Income	451	263	303
Financial Targets			
EBITDA	281	465	511
Interest Coverage	2.68	4.66	5.70

PROSPECTIVE STATEMENT OF

FINANCIAL POSITION

AS AT 30 JUNE

	2026 \$000	2027 \$000	2028 \$000
EQUITY			
Share capital	9,130	9,130	9,130
Retained Earnings	771	1,033	1,336
Asset Revaluation Reserve	5,907	5,907	5,907
Total Equity	15,808	16,070	16,373
represented by:			
CURRENT ASSETS			
Total current assets	898	1,045	780
CURRENT LIABILITIES			
Working Capital (Deficit)	412	456	189
NON-CURRENT ASSETS			
Total Non-Current Assets	20,577	20,795	20,865
NON-CURRENT LIABILITIES			
Total Non-Current Liabilities	5,181	5,181	4,681
Net Assets	15,808	16,070	16,373

AERONAUTICAL ASSETS

FOR THE YEARS ENDED 30 JUNE

	2026 \$000	2027 \$000	2028 \$000
Revenue from Aeronautical Assets	647	729	824
Aeronautical Assets Value	6,015		

26.06.25 - Ordinary Council Meeting

Note: Forecasts prepared with out the inclusion of Project Harp assets as grant/equity treatment not confirmed at time of collation.

PROSPECTIVE STATEMENT OF

CASH FLOWS

FOR THE YEARS ENDED 30 JUNE

	2026 \$000	2027 \$000	2028 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
NET CASH FLOWS FROM OPERATING ACTIVITIES	742	617	550
CASH FLOWS FROM/(TO) INVESTING ACTIVITIES			
NET CASH FLOW FROM/(TO) INVESTING ACTIVITIES	(500)	(500)	(295)
CASH FLOW FROM/(TO) FINANCING ACTIVITIES			
NET CASH FLOW FROM/(TO) FINANCING ACTIVITIES	-	-	(500)
Net increase/(decrease) in cash for the year	242	117	(245)
Add opening bank accounts and cash	286	528	645
Closing bank accounts and cash	528	645	400
<i>Made up of:</i>			
Current Accounts	528	645	400
	528	645	400



Hokitika Airport
13 Airport Drive
Hokitika 7810

www.destinationwestland.co.nz

