



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

Risk and Assurance Committee

to be held on **Thursday, 7 November 2024** commencing at **1 pm** in the Westland District Library, 20 Sewell Street, Hokitika and via Zoom

Chairperson:	Rachael Dean
Members:	Her Worship the Mayor
	Cr Baird
	Cr Phelps
	Cr Neale
	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. **NGĀ WHAKAPAAHA APOLOGIES**

2. **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.

3. **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.

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The minutes of the previous meetings were circulated.

- **Risk and Assurance Committee Meeting Minutes – 8 August 2024** (Pages 6 – 10)
- **Extraordinary Risk and Assurance Committee Meeting Minutes – 17 October 2024** (Pages 11 – 12)

5. ACTION LIST (Page 13)

6. NGĀ TĀPAETANGA PRESENTATIONS Nil

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Workplan** (Page 14)
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Asset Management Policy** (Pages 15 – 22)
Alicia Paulsen, Asset Strategy and Development Manager
- **Procurement Policy** (Pages 23 – 32)
Alicia Paulsen, Asset Strategy and Development Manager
- **Land Acquisition and Disposal Policy** (Pages 33 – 46)
Alicia Paulsen, Asset Strategy and Development Manager
- **Quarterly Report – Q1 – 1 July – 30 September 2024** (Pages 47 - 108)
Emma Rae, Strategy and Communications Advisor and Cody Nabben, Graduate Accountant

8. 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 – 8 August 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

			of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Extraordinary Minutes – 17 October 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Health and Safety Initiatives at 31 October 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Quarterly Report on Whistle Blower Services at 30 September 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Verbal Insurance Update	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.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1, 3	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
1, 3	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
1	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (S. 7(2)(e))
1, 4	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
1, 4, 5, 6	Maintain legal professional privilege; or (S. 7(2)(g))
1, 3, 4, 5, 6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1, 2	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	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

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

RISK AND ASSURANCE COMMITTEE MEETING MINUTES

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

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

1. MEMBERS PRESENT AND APOLOGIES

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

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

NGĀ WHAKAPAAHA APOLOGIES

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

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

STAFF PRESENT

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

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.

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

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

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

5. **ACTION LIST**

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

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

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

6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Staff Conflict of Interest Policy**

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

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

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

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

- **Committee Rolling Work Plan**

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

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

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

1. The Committee Rolling Work Plan be received.

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

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

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

1. The discussion item be received.

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

(to consider and adopt confidential items)

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

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

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

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

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

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

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

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

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

MEETING CLOSED AT 1.50 PM

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

Rachael Dean
Chair

Date:



EXTRAORDINARY RISK AND ASSURANCE COMMITTEE MINUTES

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

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

1. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

ABSENT

Kw Tumahai

STAFF PRESENT

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

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Draft Annual Report 2023/2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1	Prevent the disclosure or use of official information for improper gain or improper advantage. (s. 7(2)(j))

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

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



MEETING CLOSED AT 2.17 PM

Confirmed by:

Rachael Dean
Independent Chair

Date:

09.11.23 – RISK AND ASSURANCE COMMITTEE – ACTION LISTING

Date		COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
1	09.11.21		Workshop: Evaluation of the performance of the Committee	Workshop to be scheduled with the first meeting of 2024.	Workshop has been scheduled for early next year.	Chair
2	29.10.24		Staff Conflict of Interest Policy	To return policy to R&A committee after including recommendations	To be returned to February 2025 R&A Committee	GMCS

RISK AND ASSURANCE COMMITTEE ROLLING WORK PLAN

Item	Nov-24	Feb-25	May-25	Aug-25
External Audit	Work will commence on audit review of items to be included in the LTP.	LTP audit work to start this quarter. Audit work on consultation document to progress in March.	Update on work towards audit recommendations from 2024 annual report.	
Financial and Service Delivery Reporting	Quarterly Financial and Service Delivery Report.	Quarterly Financial and Service Delivery Report.	Quarterly Financial and Service Delivery Report.	No Quarterly Financial and Service Delivery Report due to preparation of Annual Report.
Insurance	Verbal update			
Risk Management Framework	Review Risk Register Health & Safety Report	Review Risk Register Health & Safety Report	Review Risk Register Health & Safety Report	Review Risk Register Health & Safety Report
Internal Control Framework	PwC quarterly Whistleblower Report Policy Review - Asset Management Policy - Procurement Policy - Land Acquisition and Disposal Policy	PwC quarterly Whistleblower Report Policy Review: - Staff Conflict of Interest Policy	PwC quarterly Whistleblower Report Policy Review:	PwC quarterly Whistleblower Report Policy Review:

Report to Committee



DATE: 7 November 2024
TO: Risk and Assurance Committee
FROM: Asset Strategy and Development Manager

ASSET MANAGEMENT POLICY

1. Summary

- 1.1. The purpose of this report is to review the revised Asset Management Policy.
- 1.2. This issue arises from part of the Committees Terms of Reference including reviewing policies.
- 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 Risk and Assurance Committee receive the Asset Management Policy, as attached in **Appendix 1**.

2. Background

- 2.1 The reason the report has come before the Risk and Assurance Committee is due to the delegated authority to review policies.
- 2.2 This policy is reviewed every three years prior to a Long Term Plan being written.
- 2.3 The Asset Management Policy should have been reviewed in November 2022 however was overlooked.

3. Current Situation

- 3.1. This policy will guide the implementation of good practice asset management across Council. This will bring current practices in line with recent standards, address existing shortcomings, and prepare for future needs.
- 3.2. The revised policy broadens the scope of the existing policy by outlining our approach to the asset management system.
- 3.3. This policy was adopted by Council at the September 2024 Council meeting.

4. Options

- 4.1. Option 1: That the Risk and Assurance Committee receive the report and revised Asset Management Policy.

5. Risk Analysis

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

5.1.1. There is a risk that Council's asset management will remain largely reactive rather than proactive. The ageing state of our infrastructure, coupled with external challenges such as extreme weather events and increased compliance requirements, has compounded the reactive nature of asset management.

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 process of community engagement will occur during the Long Term Plan process.

7.1.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Receive the report and revised Asset Management Policy.

8.1.1. There are no financial implications to this option.

8.1.2. The Committee would be carrying out due diligence as part of the Committee's Terms of Reference.

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 without due diligence and adequate consideration, the consequences of reactive asset management can have unexpected financial implications for Council. Poor maintenance strategies lead to more frequent component replacements and rebuilds. Adequate consideration through the adoption of this policy reduces this risk, as a maintenance programme can be budgeted and funded.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the updated Asset Management Policy be received.

Alicia Paulsen

Asset Strategy and Development Manager

Appendix 1: Asset Management Policy

Asset Management Policy



1. Purpose

The purpose of the Asset Management Policy is to define the principles, objectives and responsibilities for implementing good practice asset management across Westland District Council.

1.1 Background

The Local Government Act 2002, Section 10 set outs the requirement for “the provision of efficient and effective infrastructure that meets the existing and foreseeable needs of the community”.

Asset management is a process to guide the planning, acquisition, operation, maintenance, renewal and disposal of assets. The objective of asset management is to maximise service delivery potential while managing related risks and costs over the lifecycle of the assets.

Council acknowledges and adheres to the legislation and strives to improve its asset management maturity through continuously improving process and practice.

1.2 Scope

Council provides a wide range of services to the community across the district. This policy applies to the following infrastructure assets:

Activity	Descriptor
Transportation	Roads, bridges, culverts, footpaths, kerb and channels, streetlights, signs and road markings.
Water Supply	Treatment Plants, pipelines, and pump stations.
Wastewater	Treatment plants, gravity mains, rising mains, and pump stations.
Stormwater	Pipelines and pump stations.
Solid Waste	Landfill and transfer stations.
Property & Facilities	Land and buildings.
Parks, Reserves & Cemeteries	Public reserves, cemeteries, playgrounds and walkways.
Cycle Trail	Cycle trail, bridges, drainage, shelters and signs.

This policy does not apply to Council owned furniture, IT equipment and passenger vehicles, or the assets of the Council Contractors.

It applies to all staff who are involved in the management of assets, including the acquisition, construction, and disposal of assets, together with all staff or contractors responsible for maintaining and reporting on assets.

1.3 Commencement

This policy comes into force on 27th September 2024.

1.4 Definitions

“**Asset Management Maturity/Index**” means the level of advancement of asset management practices within an organisation or activity. The maturity index classifications are Aware, Basic, Core, Intermediate and Advanced.

“**Asset/Activity Management Plan (AM Plan)**” means a plan that outlines how Council will achieve the outcomes for the community based on the set levels of service.

“**Asset Management System (AMS)**” means a management system for asset management, a set of interrelated or interacting elements which establishes policies, objectives, and processes to achieve the objectives.

“**Depreciation**” means the systematic allocation of the depreciable amount (often referred to as the cost of consumption of the asset by ratepayers) of an asset over its useful life.

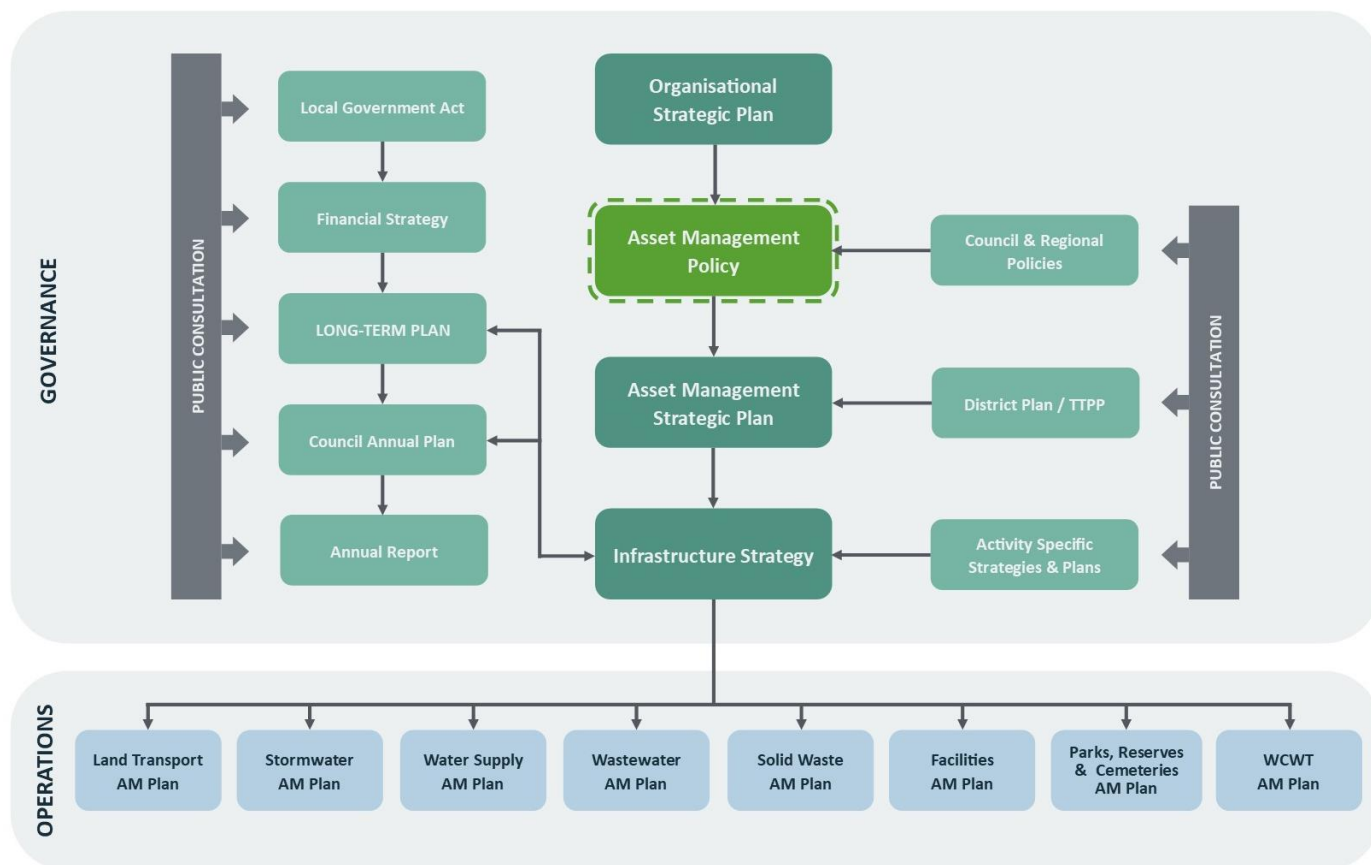
“**International Infrastructure Management Manual (IIMM)**” means a comprehensive manual on how to prepare and use Asset Management Plans.

“**Level of Service**” means the defined intended standards of outcome to be provided to the community relative to their desire to pay, and how this standard will be measured to ensure performance.

2. Policy

2.1 Strategic Context

There are a number of internal and statutory documents that specify the asset related functions and activities of Council. The relationship between this policy, Infrastructure Strategy, Long Term Plan and other asset management documents is shown in the diagram below.



2.2 Policy Statement

Council will manage the districts assets and deliver associated activities in a well planned, cost effective, coordinated and sustainable manner at an agreed level of service.

Council will develop activity management plans that are industry standard and appropriate for the scale of assets being managed. These plans will reflect the strategies and priorities of Council and will be used to drive day to day management and decision making.

Council will use activity management plans to fulfil its statutory obligations for compliance with the Local Government Act and other legislation.

2.3 Policy Principles

Council will adhere to the following principles in asset management planning:

- Align asset management decisions with organisational strategy and goals
- Incorporate lifecycle management, from planning to disposal, in decision making
- Consult with stakeholders to determine appropriate levels of service
- Recognise the risks associated with the delivery of the agreed level of service and manage them appropriately
- Make decisions with a long term, inter-generational approach
- Monitor, measure and report on assets and asset management performance
- Develop the capability of people and teams and ensure all staff understand their roles and responsibilities
- Ensure asset information is accurate and up to date as possible and use it to make evidence based decisions
- Support implementation of asset management systems and tools
- Implement efficient and effective service delivery models
- Ensure compliance with all legislative and regulatory requirements
- Incorporate climate resilience considerations in decision making
- Measure, advance and improve the asset management system to a core level of maturity

2.4 Policy Objectives

1. To provide a consistent approach to asset management planning and ensure plans reflect the strategic direction of Council.
2. To demonstrate to the community that Council recognises the importance of managing the districts assets in a sustainable manner to deliver appropriate levels of service across current and future generations.
3. To drive asset management maturity within Council.

3. Roles and Responsibilities

The roles and responsibilities for Council staff are:

Role	Responsibility
Council Elected Members	<ul style="list-style-type: none"> • Represent the interests of the community. • Review, approve and/or Adopt the Annual Report, Annual Plan, Long-Term Plan, Infrastructure Strategy and Asset Management Plans. • Strategic governance oversight of operational and capital expenditure.
Executive Leadership Team	<ul style="list-style-type: none"> • Agree the Asset Management Policy Strategy, and Asset Management Plans, ensuring alignment with LTP, and present to council for approval. • Provide strategic oversight and monitor and review the operational performance against the Strategy and improvement plans. • Implement the Asset Management Policy and Strategy, within the financial resources. • Ensure appropriate asset management capability and capacity is developed to meet current and future needs.
District Assets Senior Management	<ul style="list-style-type: none"> • Implement the Asset Management Policy, Strategy, Asset Management Plan, and improvement plans. • Develop and implement maintenance, renewal, and capital works programmes in accordance with the Asset Management Policy, Strategy and Plans. • Engage with iwi, community, and stakeholders on long term asset planning. • Deliver levels of service to agreed acceptable risk and within approved financial parameters. • Provide quality asset data and trend information to support strategic decision making. • Lead the integration of asset management principles into operational planning practices and processes.

4. Reporting

None perceived.

5. Related Documents and Acts

The following Westland District Council documents relate to this policy:

Policy, Plan or Strategy	Relationship to 'the Policy'
Existing Asset Management Planning Policy	The existing Asset Management Planning Policy will be superseded by this document.
Infrastructure Strategy	Subordinate to the policy and contains the 30-year strategy for managing infrastructure activities at a higher level of detail than individual Activity Management Plans.

Long Term Plan	Subordinate to the policy and contains the 10-year plan for managing activities across Council.
Strategic Asset Management Plan	To be developed – Subordinate to the policy and will contain asset management objectives and Councils strategic approach to asset management.
Activity Management Plans	Subordinate to the policy and highlights levels of service and lifecycle management of assets for each activity.
Annual Plan	Subordinate to the policy and includes any changes from the Long Term Plan since it was prepared.
Annual Report	Subordinate to the policy and reports against the Long Term Plan on financial and non financial criteria.
Financial Strategy	Subordinate to the policy and outlines how the Councils Long Term Plan will be funded.
Council Risk Framework	The Risk Framework prescribes in detail the risk approach used by Council. This approach will be used in asset management decision making – as outlined in this policy.

The following Legislation relates to this policy:

- Local Government Act 2002,
- Building Act 2004,
- Burial and Cremation Act 1964,
- Health Act 1956,
- Land Transport Management Act 2003,
- Reserves Act 1977,
- Resource Management Act 1991.
- Climate Change Response Act 2002,
- Litter Act 1979,
- Waste Minimisation Act 2008,
- Heritage New Zealand Pouhere Taonga Act 2014,
- Walking Access Act 2008,
- Health and Safety Act 2015,
- Utilities Access Act 2010,
- Taumata Arowai Water Services Regulator Act 2020

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

This policy also refers to best practice which is outlined in the:

- International Infrastructure Management Manual (IIMM)
- ISO 55000 Asset Management Standards

6. Implementation of the Policy

This policy will be implemented in conjunction with Activity Management Plans and the Long Term Plan. And will be actively communicated during planning and operational delivery.

Gaps in asset management practice will be identified through an asset management maturity assessment following the Long Term Plan Process. These will be transferred to the asset management improvement programme for action and will be monitored by the District Assets Team.

7. Policy Review

A review of this policy will take place every three years as part of the of the Long Term Plan process.

Created:	15-03-2024	Date for review:	27-09-2027
Author:	Alicia Paulsen	Authorised by:	Council
Consulted on:	26-09-2024	Version	1

Report to Committee



DATE: 7 November 2024
TO: Risk and Assurance Committee
FROM: Asset Strategy and Development Manager

PROCUREMENT POLICY

1. Summary

- 1.1. The purpose of this report is to review the revised Procurement Policy.
- 1.2. This issue arises from part of the Committees Terms of Reference including reviewing policies.
- 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 Risk and Assurance Committee receive the Procurement Policy, as attached in **Appendix 1**.

2. Background

- 2.1 The reason the report has come before the Risk and Assurance Committee is due to the delegated authority to review policies.
- 2.2 This policy is reviewed every three years.
- 2.3 The Procurement Policy should have been reviewed in August 2021 however was overlooked.
- 2.4 This Policy sits alongside the Procurement Strategy that was adopted by Council in May 2021 and is due for renewal in July 2025.

3. Current Situation

- 3.1. This policy will guide the implementation of best practice procurement. As well as reflecting changes in the relevant rules and legislation.
- 3.2. The revised policy includes several key changes:
 - 3.2.1.Changes to the thresholds for procurement methods;
 - 3.2.2.Inclusion of procurement plans for moderate, significant and major expenditure (above \$20,000);
 - 3.2.3.Inclusion of a short form agreement for physical or professional works;
 - 3.2.4.Additional information on procurement documentation; and
 - 3.2.5.Options for a pre-approved contractor list.
- 3.3. This policy was adopted by Council at the September 2024 Council meeting.

4. Options

4.1. Option 1: That the Risk and Assurance Committee receive the report and revised Procurement Policy.

5. Risk Analysis

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

5.1.1. For any organisation it is good practice to have clear and concise guidelines in place for spending funds. When it comes down to public and government funds it is a requirement to be able to show transparency in how these funds are being spent. To not have a clear policy for procurement exposes the Council to an unacceptable 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 it details procedural matters that relate to how business is conducted within Council.

7.1.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Receive the report and revised Procurement Policy.

8.1.1. There are no financial implications to this option.

8.1.2. The Committee would be carrying out due diligence as part of the Committees Terms of Reference.

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 without due diligence and adequate consideration there is a risk that the consequences of procurement will have unexpected financial implications to Council. Council staff require clear guidelines to protect Councils. The risk of challenge to procurement decisions is better managed when policy procedures are followed.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the updated Procurement Policy be received.

Alicia Paulsen
Asset Strategy and Development Manager

Appendix 1: Procurement Policy

Procurement Policy

1. Purpose

This policy outlines the approach that Council will take for planning, sourcing and managing its procurement activities.

1.1 Scope

This procurement policy applies to all supply arrangements of any value for products, services or works, procured by or on behalf of Council.

This policy excludes:

- Employment agreements;
- Variations to existing contracts;
- Purchases and procurement of services required for Civil Defence Emergencies; and
- Purchases of land, buildings and investments which follow a different approval process.

1.2 Commencement

This policy comes into force on 27th September 2024.

1.3 Definitions

“Closed Competitive” means inviting a minimum of three suppliers to submit a quote or proposal for goods and/or services.

“Open Competitive” means publicly advertising an opportunity to submit a quote, proposal, or tender for goods and/or services.

“Direct Purchase” means purchasing from a single supplier, without seeking quotes or proposal for goods and/or services.

“Local” means suppliers located, or established, in the West Coast region.

“Officers/Staff” means Council employees.

“Suppliers” means sole traders, commercial companies, and not for profit organisations, providing goods and/or services.

“Emergency Procurement” means procurement required as part of the response to a sudden unforeseen event, where life, health, property, or equipment is at immediate risk, or to maintain Council’s service delivery to the community.

“Procurement” All of the business processes associated with purchasing, from the identification of needs to the end of a contract of the end of the useful life and subsequent disposal of an asset. It includes the specification of sourcing of products or services, negotiation and contracting, the management of supply arrangements, and it finishes with the disposal of products or when the service contracts or agreements come to an end.

“Business Case” Provides the reasoning for undertaking a new project or service. A business case will include the background information, the expected benefits of the project, options considered, expected costs, resources required and an analysis of potential risk. The requirement for submitting a business case is usually met by:

- Long Term Plan or Annual Plan budget processes; or
- Council or Committee reporting.

2. Policy

2.1 Policy Statement

Council will carry out the procurement of works, goods and services in a manner that will support Council community outcomes, agreed levels of service, organisational goals, strategic challenges, and its values.

Council will develop templates and processes to ensure that purchasing activities are documented and recorded appropriately.

2.2 Policy Principles

In making procurement decisions, Council will have regard to the below key principles governing public spending:

- **Accountability:** Council will be accountable for its performance and be able to provide complete and accurate accounts of the use of public funds. Council will have suitable governance and management arrangements in place to oversee funding arrangements.
- **Openness:** Council will be transparent in its administration of funds, to support accountability, promote clarity and develop a shared understanding of respective roles and obligations between Council and any external parties entering into funding arrangements.
- **Value for Money:** Council will use resources effectively, efficiently, economically and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes Council is trying to achieve. The principle of value for money for procuring goods or services does not necessarily mean selecting the lowest price but rather the best possible outcome for the total cost of ownership (or whole-of-life cost).
- **Lawfulness:** Council must act within the law and meet its legal obligations.
- **Fairness:** Council has a general public law obligation to act fairly and responsibly. It must be, and must be seen to be, impartial in its decision-making.
- **Integrity:** Anyone who is managing public resources must do so with the utmost integrity. The standards applying to public servants and other public employees are clear and Council needs to ensure, when funding other organisations, that it expects similar standards from them.

2.3 Policy Objectives

1. To ensure purchasing decisions are consistent, transparent, fair and lawful.
2. To achieve best value for money over the whole life of the goods, services, or asset.
3. To ensure products, services and works are fit for purpose and are bought using commercially astute and appropriate processes.
4. To facilitate efficient purchasing practices and minimise procurement costs for both suppliers and Council.
5. To appropriately manage and fairly allocate risks associated with procurement processes and contract management.
6. To support sound environmental procurement and sustainability where feasible to do so.
7. To ensure Councils purchasing activities are managed in accordance with its statutory and legal responsibilities.
8. To ensure a healthy balanced supplier market, including providing local suppliers with opportunities to compete for Council business.

2.4 Procurement Considerations

The following considerations must be taken into account as part of a procurement activity:

Procurement Planning

Purchases may only be made when there is an approved, allocated budget, and if the purchase is within delegated financial authority. Where a purchase exceeds an officer’s delegated financial authority, the approval of the relevant delegated financial authority must be obtained.

Procurement Plans must always be developed for procurements over \$20,000; or where complexity or risks to successful contract outcomes are identified. Procurement Plans must take into account risks and opportunities to add value, that are potentially under suppliers’ control. Where applicable, they must be approved prior to sign-off of procurement documentation prior to launch to the market.

Situations where this may not apply are covered in Procurement Methods - Non Standard.

Purchase Orders

A purchase order must be raised for all goods and services prior to purchase. When the total value of a contract is known, a purchase order shall be raised for the full contract amount. Suppliers shall include the purchase order number on all invoices relating to that contract.

Contract Requirements

All contractual relationships entered into by Council must meet industry guidelines, performance standards, and best practice, to form a contract with all appropriate documentation.

Procurement Probity Assurance

Procurements that are large, complex, of significant public interest, or involve involvement of parties that may have potential or perceived conflicts of interest, should be supported with external Procurement Probity Advice and/ or assurance audits.

2.5 Procurement Methods

Purchase methods are either direct purchase, closed competitive, or open competitive, and must meet the minimum thresholds set out in the table below:

Total Estimated Value	“Minimum” purchase method
Minor Expenditure (Up to \$20,000)	Direct purchase through purchase order.
Moderate Expenditure (\$20,000 and \$50,000)	Closed competitive. Direct purchase permitted following approval from the relevant delegated financial authority as defined in the WDC Delegations Manual.
Significant Expenditure (\$50,000 - \$100,000)	Open competitive. Direct purchase permitted following approval from the relevant delegated financial authority as defined in the WDC Delegations Manual.
Major Expenditure (\$100,000 +)	Open competitive. Direct purchase permitted following approval from the relevant delegated financial authority as defined in the WDC Delegations Manual.

Minor Expenditure: (up to \$20,000)

- Verbal quotes can be used for purchasing goods and services when the transaction value is less than \$20,000. This is an efficient way to explore the market and determine availability and price. Verbal quotes

need to be followed up with a written quote or an invoice as records must be kept of the evaluation and decision, proportionate to the value and risk of the individual procurement.

- Council may purchase directly from a supplier for purchases less than \$20,000 as the cost of seeking quotes or tenders would be impractical, or disproportionate to the benefits obtained.

Moderate Expenditure: (\$20,000 - \$50,000)

- Written quotes must be used for expenditure above \$20,000 but below \$50,000. Three quotes should be sourced as per the closed competitive method. All quotes must be sought with identical specifications and work scope and have a set closing date and time. Records must be kept of evaluation and decision, proportionate to the value and risk of the individual procurement.
- A Procurement Plan must be prepared. It must include a detailed description of the goods and services being procured, undertakes a supplier market analysis, and identified risks and opportunities under suppliers' control that will differentiate suppliers. Key timeframes, required service levels, the procurement method and evaluation process must be included.
- Council may purchase directly from a supplier for purchase above \$20,000 and below \$50,000 when:
 - The required goods and services are available from only one supplier or provider.
 - The services required are specialist technical or professional services.
 - Standardisation or compatibility with existing equipment or services is necessary or desirable.
 - Council is part of a joint procurement process.
 - Unacceptable responses were received through open competition for the same core requirements, carried out within the last 3 months; or
 - The products, services or works are an addition to, and necessary for the complete delivery of an existing supply arrangement, provided that the original supply arrangement was openly advertised, and a change of supplier cannot be made for economic, technical, or practical reasons.

Approval to procure without three written quotes must be recorded in writing by the appropriate delegated authority.

Significant Expenditure: (\$50,000 - \$100,000)

- Where the value of goods or services proposed to be purchased is between \$50,000 - \$100,000, an open competitive process should be used. Note that a closed competitive tender may be used if a Pre-Approved Contractor list has been established; or under exemptions listed under Rule 14 of the Government Procurement Rules. Situations where this may not apply are covered in Procurement Methods - Non Standard, which contains all of the information that suppliers need to prepare and submit a tender.
- A Procurement Plan must be prepared. It must include a detailed description of the goods and services being procured, undertakes a supplier market analysis, and identified risks and opportunities under suppliers' control that will differentiate suppliers. Key timeframes, required service levels, the procurement method and evaluation process must be included.
- In the RFX documentation, where applicable, relevant pre-conditions should be used to exclude unsuitable suppliers. If evaluation criteria are being used, an indication of the relative importance of each criterion must also be provided.

Major Expenditure (\$100,000 +)

- Where the value of goods or services proposed to be purchased is more than \$100,000, an open tender must be used.
- A Procurement Plan must be prepared. It must include a detailed description of the goods and services being procured, undertakes a supplier market analysis, and identified risks and opportunities under

suppliers' control that will differentiate suppliers. Key timeframes, required service levels, the procurement method and evaluation process must be included.

In the RFX documentation, where applicable, relevant pre-conditions should be used to exclude unsuitable suppliers. If non-price evaluation criteria are being used, an indication of the relative importance of each criterion must also be provided.

As per the delegations manual, procurement which is valued above the Chief Executives delegated authority (major expenditure) must be approved by Council.

Procurement Documentation and Methods

An Expression of Interest (EOI) can be used to shortlist potential suppliers before seeking detailed bids from the shortlisted tenderers, however this should only be used if there is little available information about potential suppliers or it is expected that a large number of suppliers may respond.

An Advance Notice may be issued to gauge market interest in a Council procurement opportunity; however this should not be used as a shortlisting tool.

A Request for Quotation (RFQ) is used when pricing is the primary consideration for supplier selection; and conformance above a defined standard is not relevant (i.e. Lowest Price Conforming evaluation)

A Request for Tenders is normally includes both price and non-price responses, which must be collected and evaluated separately (or in sequence, with Non-Price evaluation finalised before pricing is known. This is used for Weighted Attributes or Price-Quality Method Evaluation.

A Request for Proposal (RFP) can be single or a multi-staged process and is used when the project or requirement has been defined, but where an innovative or flexible solution is sought. This normally does not include Price considerations, as price is an unsuitable differentiator or cannot feasibly be determined at that stage (e.g. solution has not yet been designed).

2.6 Procurement Methods - Non-Standard

The following are instances where the Standard Procurement Procedures may not apply. All other provisions of this policy remain applicable.

Emergency Procurement

Where unforeseen events/incidents occur without warning, it may be necessary to bypass some aspects of the normal procurement process. Circumstances that mandate Emergency procurement will normally only be when there is a natural disaster (e.g. major storm event, flood, volcano, earthquake, sudden pandemic, tsunami) or a civil unrest situation (war, terrorist attack, etc), or a major failure in infrastructure assets that results in:

- Life, property, or equipment being immediately at risk;
- Infrastructure assets are at risk or damaged and access needs to be re-established without delay; or,
- Standards of public health, welfare or safety need to be re-established without delay (such as disaster recovery).

Emergency procurement procedures should never be used to short-cut proper procurement planning processes, development of effective procurement (RFX) documentation, or impartial, robust evaluation processes. When initiating emergency procurement procedures, applicable legislative processes should also be considered, and appropriate measures taken to ensure compliance.

Joint Procurement

Council may participate in collective buying schemes that offer value for money, such as All of Government supply contracts. In these circumstances, competitive procurement is undertaken by the group as a collective.

Standing Arrangements

Standing arrangements are procurement agreements where Council purchase goods or services directly from a provider for a fixed period. These can be either direct (although the thresholds in Procurement Methods above apply) or established through open tendering. Council can set up standing arrangements after a competitive or negotiated process.

However, standing arrangements can be suitable procurement approach for goods or services that are high value but low risk. Examples include fuel, motor vehicles, air travel and stationery.

Short-form Agreements

Standard Procurement Procedures will be used before entering these agreements, based on a reasonable estimate of cost of the work/service required. It is recognised that the final cost of the work/service will not always adhere to the Standard Procurement Procedure requirements, given the nature of these agreements (based on hourly rates) and, in some circumstances, ambiguity regarding the extent of work necessary.

Policy Variation

Council Executive Leadership Team may, in exceptional circumstances, approve a temporary variation to the Policy for some or all of Council's procurement, for a defined time period. Such temporary variations will be reported to the Risk and Assurance Committee.

2.7 Value for Money and Whole of Life Costs

Council shall take into account the ever-present need to ensure it is getting the very best value for money in order to deliver the most cost-effective outcomes for households and businesses, not only in the short term, but over the life of the asset. This means using resources effectively and economically, weighing up the total costs and benefits of a supply arrangement, and the outcome achieved. It is important to note that the best possible value for money is not always the cheapest price.

Council shall take into account the Whole of Life Costs including health, safety, cultural, environmental and sustainability considerations rather than merely the initial "upfront" cost. Typically, this involves consideration of the cost of the initial purchase, plus implementation/transition, support and maintenance, operations, and end-of-life/disposal.

Healthy, Balanced Market including Local Suppliers

Council officers will provide right-sized opportunities for a range of contracting businesses, including SME businesses as well as larger companies. Council will ensure that local suppliers are given fair opportunities to compete for all Council business.

Supplier Privacy

Council may retain the details of any supplier for internal use only. These details will not be made public without the authorisation of the supplier, unless required by law.

3. Staff Roles and Responsibilities

The roles and responsibilities for Council staff are:

Role	Responsibility
Chief Executive and the Executive Leadership Team	<ul style="list-style-type: none"> • Modelling the highest standards of compliance with the Policy. • Ensure that they and their staff are appropriately trained in the Councils procurement processes and procedures. • Monitor that staff comply with the Policy.
All Staff	<ul style="list-style-type: none"> • Conduct procurement in the best interests of the council and the community. • Comply with the requirements of the procurement framework and associated processes and procedures.

Delegations

All procurement activity must be carried out in accordance with the annual budget or specifically approved budgets, and within delegated authority as defined in the Delegations Manual.

Council contractors cannot make purchases or commit to spend on Councils behalf without prior authorisation.

Staff Purchasing

The use of Council funds for the purchase of items for personal use is prohibited.

If staff purchase personal goods and services using discounts obtained through Council buying privileges schemes, the transaction must be paid for by the staff member personally.

Endorsement

Generally, employees must not endorse any products or services. If an employee receives a request to endorse any product or service, they must refer the request to the appropriate Group Manager.

Staff may, with the approval of their manager, act as referees for contractors or consultants who are bidding for external contracts.

Conflicts of Interests

Conflicts of Interest may arise at any time during the procurement process. All employees must act in accordance with the Staff Conflicts of Interest Policy and declare any real or potential conflicts of interest in writing to their manager at the start of their involvement in a procurement process; and if any issues that could be raised as potential or perceived conflicts of interest emerge during a procurement process.

Gifts and Hospitality

Any offers of gifts or hospitality from suppliers must be managed in accordance with the Staff Gifts and Hospitality Policy.

Confidentiality

All Council staff must always maintain the confidentiality of a procurement process.

4. Records Management

Appropriate records of dealings with all suppliers should be kept. This should include details of:

- A procurement plan is to be prepared detailing the rationale behind the selection of the procurement method.
- Tender or other comparisons processes and selection procedures.

- Copies of all agreements entered into, including purchase orders should be saved electronically.
- Performance records, including any items under dispute; and, correspondence, including but not limited to, notices, contract variations, contract extensions, and price change documentation.

5. Related Documents and Acts

Council policies and strategies:

- WDC Delegations Manual, WDC Procurement Strategy, Staff Conflict of Interest Policy, Staff Gifts and Hospitality Policy

Relevant legislation includes but it not limited to:

- Commerce Act 1986, Sales of Goods Act 1908, Fair Trading Act 1986, Consumer Guarantees Act 1993, Health and Safety in Employment Act 1992, Public Finance Act 1989, Financial Reporting Act 1993, Privacy Act 1993, Official Information Act 1982, Local Government Official Information and Meetings Act 1987, Local Government Act 2002, Building Act 2004, Resource Management Act 1991, Land Transport Management Act 2005, Electronic Transactions Act 2002, Records Act 2005, Public Audi Act 2001; Construction Contracts Amendment Act 2015.

Central Government Guidelines, include but are not limited to:

- Ministry of Business, Innovation and Employment, Government Procurement Rules, Rules of planning your procurement, Approaching the Market and Contracting, www.procurement.govt.nz;
- Office of the Auditor General, June 2008, Procurement Guidance for Public Entities www.oag.govt.nz;
- NZTA Procurement Manual: [Procurement manual | NZ Transport Agency Waka Kotahi \(nzta.govt.nz\)](http://www.nzta.govt.nz/procurement-manual)

Industry Standards and Guidelines include but are not limited to:

- NZS 3910: Conditions of contract for building and engineering construction.
- NZS 3915: 2005 Conditions of contract for building and civil engineering construction (where not person is appointed to act as engineer to the contract).
- IPENZ standard contract conditions.
- NZ Institute of Architects Standard Conditions of Contract.
- NZ 3916-2013 Conditions of contract for building and civil engineering – design.
- 3917-2013 Conditions of contract for building and civil engineering – fixed term.

6. Implementation of the Policy

This policy will be implemented across Council staff and will be actively communicated during planning and operational delivery.

The implementation of this policy is delegated to the Group Manager – District Assets.

7. Policy Review

A review of this policy will take place in September 2027.

Created:	24-05-2024	Date for review:	27-09-2027
Author:	Alicia Paulsen	Authorised by:	Council
Consulted on:	26-09-2024	Version	1

Report to Committee



DATE: 7 November 2024
TO: Risk and Assurance Committee
FROM: Asset Strategy and Development Manager

LAND ACQUISITION AND DISPOSAL POLICY

1. Summary

- 1.1. The purpose of this report is to review the revised Land Acquisition and Disposal Policy.
- 1.2. This issue arises from part of the Committees Terms of Reference including reviewing policies.
- 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 Risk and Assurance Committee receive the Land Acquisition and Disposal Policy, as attached in **Appendix 1**.

2. Background

- 2.1 The reason the report has come before the Risk and Assurance Committee is due to the delegated authority to review policies.
- 2.2 This policy is reviewed every five years.
- 2.3 The Sale of Land Policy should have been reviewed in June 2024 however was overlooked.

3. Current Situation

- 3.1. This policy will guide the delivery of Council's land acquisitions and disposals, which is a key part of ensuring that Council plans for and provides affordable fit for purpose services and enhances the quality of life for current and future residents.
- 3.2. The policy broadens the scope of the existing policy by incorporating land acquisition.
- 3.3. The policy removes all references to buildings with the view that a separate policy will be developed.
- 3.4. This policy was adopted by Council at the September 2024 Council meeting.

4. Options

4.1. Option 1: That the Risk and Assurance Committee receive the report and revised Land Acquisition and Disposal Policy.

5. Risk Analysis

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

5.1.1. There is risk of property being acquired without consideration of a strategic approach which includes; strategic fit, community requirements, costs and land value, restrictions on land use, alternative ownership and acquisition options, site condition and suitability, tenure, cultural heritage and disadvantages of proceeding.

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 process of community engagement will occur at the time of the acquisition and disposal of land if necessary.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Receive the report and revised Procurement Policy.

8.1.1. There are no financial implications to this option.

8.1.2. The Committee would be carrying out due diligence as part of the Committees Terms of Reference.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.1.1. The reason that Option 1 has been identified as the preferred option is that without due diligence and adequate consideration there is risk that the consequences of acquiring and selling land will have unexpected financial implications to Council. Such matters include consideration of legal processes required to dispose of property or encumbrances required to be added or removed from titles to protect Council infrastructure. Adequate consideration through the adoption of this policy reduces the risk of financial implications to Council.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the updated Land Acquisition and Disposal Policy be received.

Alicia Paulsen
Asset Strategy and Development Manager

Appendix 1: Land Acquisition and Disposal Policy

Land Acquisition and Disposal Policy

1. Purpose

This policy outlines the approach that Council will take for the acquisition and disposal of land.

2. Background

Council manages land which provides space for Council offices and public facilities, open spaces and recreation areas, public works such as water infrastructure, and set asides parcels for future public use. Council also owns land that contributes to the protection of, and access to, environmental, cultural and heritage sites of importance to the community.

The management, acquisition and disposal of Council owned land is governed by multiple pieces of legislation. The most significant being the Local Government Act 2002 and the Reserves Act 1977.

Section 12 of the Local Government Act provides the Council with the powers to acquire and dispose of land for the benefit of the district with provisions within the Act on how consultation should be carried out. Section 189 provides the Council with the power to acquire land in accordance with the Public Works Act 1981.

The Reserves Act governs the process to be followed when considering or undertaking the disposal of any reserve land. The process depends on the classification of a reserve (for example, recreation, local purpose, scenic). Because reserves have generally been provided to, vested in or created by the Council or the Crown for a community purpose, a higher level of community consultation is required when considering disposal and some special consultative provisions are provided for within the Act.

Council land acquisition and disposal requires strategic oversight to ensure the best use is made of public funds.

3. Scope

This policy applies to any Council owned land.

Land is held for the following Council activities: transportation, water supply, wastewater, stormwater, solid waste, facilities, parks, reserves, cemeteries and the cycle trail. Council also owns land that contribute to the protection of, and access to, environmental, cultural and heritage sites of importance to the community.

This Policy should be read in conjunction with Revenue and Financing Policy, Asset Disposal Policy and Delegations Manual.

4. Commencement

This policy comes into force 27th September 2024.

5. Definitions

“Acquisition” means the procurement of land or property via purchase, gifting and vesting.

“Annual Plan” means a one year document that is a revised version of one year of the Long Term Plan (see below).

“Area Plan” means a document that takes a long-term view of a particular geographical area, reflecting the local community’s preferences on how it should or should not be developed.

“Disposal” means to sell or otherwise relinquish ownership of land or property.

“Growth Strategy” means a document that addresses the opportunities and challenges of managing projected residential, commercial and industrial growth and development in a sustainable way.

Land Acquisition and Disposal Policy

“Long Term Plan” means a ten year document that is reviewed every three years and can be amended by a Council at any time via a special consultative procedure. It describes the services Council plans to provide, the community outcomes it plans to contribute to, and the cost of this.

“Market Value” means the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in a transaction.

“Open Market Process” means the competitive process which provides unrestricted access to potential purchases.

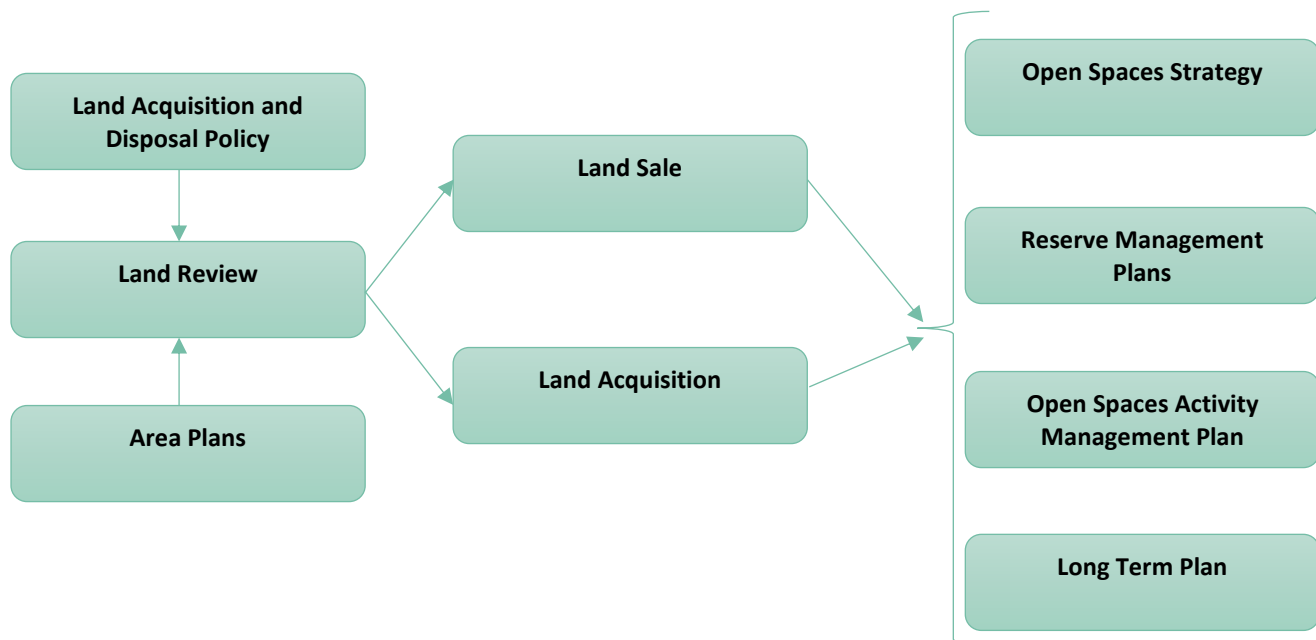
“Road Stopping” means a formal legal process where the road is ‘stopped’ taking away its legal status as ‘road’, and then changed into freehold land, enabling the land to be sold.

“Structure Plan” means a framework to guide the development or redevelopment of an area by defining the future development and land use patterns, areas of open space, the layout and nature of infrastructure, and other key features and constraints that influence how the effects of development are to be managed.

6. Policy

6.1 Strategic Context

This policy is part of the following framework:



6.2 Policy Statement

Council will manage the acquisition and disposal of land within the Westland District in a way that is consistent, predictable, equitable and transparent.

6.3 Policy Principles

Council will adhere to the following principles in land disposal and acquisition:

- a. Strategic approach – decisions on the acquisition and disposal of land will be made in the wider context of long-term trends, impacts and will reflect Councils strategic future planning.
- b. Adequate Provision – land will be held to support the timely provision of infrastructure and enhance the unique natural, cultural and historic heritage of the district.

- c. Transparency – Processes will be run in an open and transparent manner to ensure the Council is seen to be responsibly managing public funds, whilst acknowledging that protecting landowner rights with respect to land acquisition and disposal will often require that certain information be kept confidential.
- d. Public interest – The Council will ensure that all land decisions are made in the best interests of the public. Consideration will be given to the original intention of the land ownership and whether it is appropriate from the community perspective to sell or acquire.
- e. Financial responsibility – The Council will exercise financial responsibility to get the best value for public money and seek to maximise the value of its land assets and minimise whole of life costs.
- f. Statutory and regulatory compliance – The Council will always operate within the framework of applicable statutes and regulations.

6.4 Policy Objectives

The objectives of this policy are to:

- 1. Provide a consistent and transparent approach to the acquisition and disposal of land.
- 2. Ensure any acquisition and disposal of land supports the achievement of Councils strategic objectives.
- 3. Demonstrate to the community that Council recognises the importance of managing land assets via the adoption of a prudent and holistic approach.
- 4. Support the timely acquisition and disposal of land.

6.5 Land Acquisition

1. General

- a. A report to Council will be required for any land acquisition proposal.
- b. Market value will be assessed by a registered valuer. If the valuation is over \$500,000 excluding GST (if any) then a second valuation will be obtained to verify market value.
- c. When a need to acquire land is identified, the Council will also assess and explore non-ownership alternatives and their consequences such as leasing or joint ventures.
- d. All acquisitions should be identified, planned and budgeted for in the Long Term Plan or Annual Plan documents. Exemptions may apply as outlined below in *2.7 Ad hoc Acquisition or Disposal*.

2. Purpose of Acquisitions

Council acquires land for the following purposes:

Public Works	Where the Council provides infrastructure, e.g. roads or drinking water, it may need acquire land to provide additional capacity for growing communities or increase levels of service provided by existing infrastructure. In these instances, the Council acquires land through the Public Works Act 1981 and must comply with its obligations under this legislation.
Open Spaces	Open spaces serve a variety of purposes from recreation, amenity and preservation to providing and being part of views, protecting significant landscapes and sites, and providing a community a focal point for the local area. There are many different types of open spaces and a diverse range of these make up our districts open space network. These include foreshore reserves, local parks, playgrounds, cycle ways and public gardens. The Council acquires open spaces to accommodate growth of our communities, and developers are required to contribute either funds (through financial or development contributions) or land towards providing this.

	If this land is classified as a reserve, the Council has obligations for the management, including rules for the disposal, under the Reserves Management Act 1977.
Esplanade Strips/Reserves	The Council acquires esplanade reserve when landowners subdivide titles along water bodies and the coast. Whilst esplanade reserves are vested as a separate title with the Council, esplanade strips are simply recognised by an instrument on the certificate of title of the underlying lot and therefore remain in private ownership, however there will likely be requirements relating to public access, fencing, planting and so on.
Offsetting	The Council may acquire land where a development is required under a resource consent to vest land in the Council to offset a negative effect of the development.
Strategic Investment	The Council may acquire land for the purpose of investment, where the acquisition is strategically important to the Council and/or the community, or to maximise value for rate payers.

3. Methods

Council can use the following methods to acquire land:

Willing Seller – Willing Buyer	Direct negotiation occurs between Council and the landowner. Terms of the sale, including the price paid for the land is determined through the negotiation process.
Compulsory Acquisition	The Public Works Act 1981 provides Council with the ability to compulsorily acquire land for public work, with or without the agreement of the landowner. The landowner is compensated in accordance with the requirements of the Public Works Act.
Endowment	Landowners approach Council to gift or bequeath land. When deciding whether to accept a proposal to gift or bequeath land, the Council must consider the need for the land, how much it will cost to develop and the ongoing maintenance costs.
Vesting	Land is vested due to a requirement in planning rules, such as those relating to esplanade reserves or subdivision.
Land Exchange and Transfer between Public Uses	Generally applied to public works acquisitions, opportunities can arise for the mutually beneficial exchange of land through boundary adjustments or outright ‘swapping’ of land. Council owns land for a wide variety of purposes and at the end of the life of an asset, or due to changing needs, land may become available for an alternative public use, such as a park.
Private Public Partnerships	The Council can enter into agreements with the private sector for capital works projects, including land acquisition. In these agreements the Council would work with and share risk with a private company to deliver better outcomes for the community.
First Right of Purchase Agreement	The Council and the landowner enter into an agreement that the Council has the option to purchase the property prior to it being offered for sale on the open market. The agreement outlines the terms and conditions under which the property will be offered to the Council to purchase. An encumbrance is recorded on the property title to acknowledge the first right of purchase agreement.

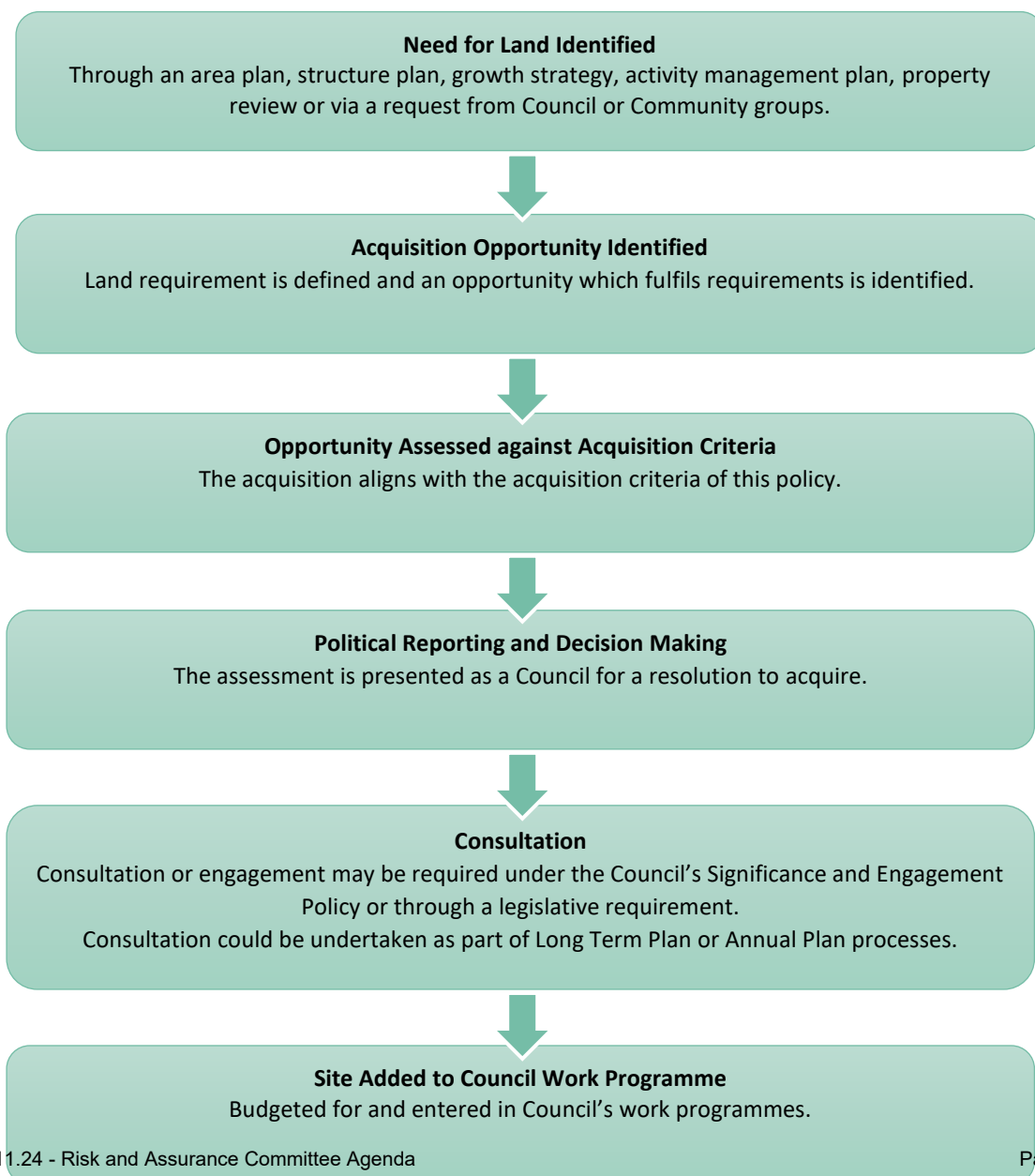
4. Funding Options

Council can obtain funding to acquire land from a variety of sources. These sources and how they are applied to acquiring land are summarised below:

Loans	The Council can raise loans against capital works such as purchasing land and is used by the Council as a ‘intergenerational funding’ to reduce the impact of one-off large expenditure on rates, balanced with a prudent approach to ensure debt remains within debt limits.
Financial Contributions	The Resource Management Act 1991 allows councils to collect financial contributions when land is developed to mitigate the effects of growth.
Development Contributions	The Local Government Act 2002 allows councils to require a contribution from new developments to provide infrastructure required due to growth, such as land for infrastructure like public works or greenspace. Development contributions can only be spent on growth related infrastructure in accordance with the Council’s Development Contributions Policy.
Proceeds from Disposal of Council Owned Land	If the Council disposes of land it may choose, or be required to under the Reserves Act 1977, to utilise the proceeds from any such sale towards acquiring new land.

5. Assessment Process

The Council will apply a strategic approach to land acquisition. To inform a decision on whether to acquire land, the Council will use the following steps to assess acquisitions opportunities:



6. Land Acquisition Criteria

The following criteria will be used to assess an opportunity to acquire land and identify whether it contributes to the objectives and principles of this policy.

The land acquisition criteria below are a guide for decision making by the Council. Each piece of land will be considered on its own merits and no one criteria is listed is necessarily of greater weight.

The Council can decide to proceed with the acquisition if one or more of the criteria are not met. Any criterion not met will be analysed, and this will be considered when Council decides whether to acquire the land.

A. *Strategic fit*

- i. Council will acquire property to meet existing or future levels of service, including infrastructure delivery. This should be identified in an area plan, structure plan, growth strategy, activity management plan, or similar.
- ii. There are no other parcels of Council owned land which could address the need for land.
- iii. The proposed site improves the functionality or access to existing Council owned land.
- iv. There are demonstrable social and environmental benefits to the acquisition.
- v. The acquisition fills a gap or responds to a previously identified need, for example, as identified in the Councils property review.
- vi. The acquisition provides a connection or improves safety and access to the coast, waterways, walkways, cycle tracks or other recreational connections.
- vii. The acquisition is strategically important to the Council and/or community.

B. *Community Requirements*

- i. Any known community interest or preferences for the acquisition opportunity, particular site or the need promoting the acquisition will have been considered.
- ii. The community's aspiration for the site supports the planned usage of the site.

C. *Costs and Land Value*

- i. An appropriate source of funding has been identified.
- ii. The whole of life costs of the acquisition has been considered.
- iii. The funding of the acquisition will be equitable for current and future generations.
- iv. A valuation of the land has been obtained.

D. *Restrictions on Land Use*

- i. Any restrictions from zoning or designations on the site are appropriate for the planned use of the site.
- ii. Consideration will be given to adjoining and adjacent properties to ensure there are no restrictions on the site.

E. *Alternative Ownership and Acquisition Options*

- i. Opportunities for alternative ownership arrangement on the site such as joint ventures or leases have been investigated.
- ii. The consequences of any alternative ownership options have been identified.
- iii. Opportunities for alternative methods of land acquisition other than land purchase, such as endowment, vesting, land exchange or partnerships have been explored.

F. *Site Condition and Suitability*

- i. The land's current use does not prevent or impede the planned use of the site.
- ii. The land is suitable for its intended use.
- iii. Any natural hazards identified on the site will not prevent or impede the planned use of the site.
- iv. Community interest, financial, timing or other implications have been considered regarding removal or refitting of any existing structures, including the need to bring it up to building code standards.
- v. Access and functionality of the site for the intended purpose is achievable.

- vi. A site check for contamination, landfill, and drainage does not reveal anything which will prevent or impede the planned use of the site.

G. Tenure

- i. The Council has legal authority to undertake the activity proposed for the property.
- ii. There are no encumbrances on the title which prevent or impede the planned use of the site such as easements, caveats, memorials on title or Māori settlement claims.
- iii. There are no existing tenancies on the property which prevent or impede the planned use of the site.
- iv. The findings of the property's LIM report do not include anything which would impede the planned use of the land, for example shared access.

H. Cultural Heritage

- i. Acquisition of the property promotes the Council's meaningful working relationship with Iwi.
- ii. Priority will be given to acquisition which will protect ecological values, historical heritage, cultural value, geological value or landscape values.

I. Disadvantages of not Proceeding

- i. There is a risk of the acquisition opportunity being lost or rendered unsuitable for intended use.
- ii. Priority will be given where there are no alternatives available, and if the specific site is not purchased the identified need is not fulfilled.

7. Post Purchase Management

After land has been acquired there are steps the Council must undertake before use of the land for its intended purpose can begin, including budgeting, design, contracts and resource consents.

In the interim period, if necessary, the Council will undertake minor works to address health and safety issues and may install assets such as fences and signs.

6.6 Disposal

1. General

- a. A report to Council will be required for any land disposal proposal.
- b. A fully transparent, publicly competitive, open market sale process is followed where possible. Before disposing of land, the Council must resolve that the land is surplus.
- c. The Council must comply with legislative requirements when disposing of land, such as Reserves Act 1977 and the Local Government Act 2002. This legislation specifies the public consultation process, who has the rights to purchase land once Council indicates it is surplus and who obtains the proceeds from disposing of land or how the proceeds from the disposal can be spent.
- d. Market value will be assessed by a registered valuer. If the valuation is over \$500,000 excluding GST (if any) then a second valuation will be obtained to verify market value.
- e. The Council's preference is to not sell property during the time of a significantly depressed property market.
- f. Proceeds of disposal will be used in accordance with the Revenue and Financing Policy or as required by act.
- g. A property review will be undertaken every six years and presented to the Council to look for opportunities to reduce, change use or retain existing Council owned land. The outcome of these decisions will be reflected in the following years Annual Plan or Long Term Plan.

2. Purpose of Disposal

Council will dispose of land to minimise holding costs and maximise revenue from income and/or property appreciation.

3. Methods

Council may use the following methods to dispose of land:

Council Owned Freehold Land	The Council may choose to sell freehold land. An assessment in accordance with this policy will ensure this decision making is strategically aligned.
Revocation or Reclassification of Reserve	If the Council wishes to revoke the classification of a reserve, it must follow a public consultation process and consult with the Department of Conservation. This process is detailed in the Reserves Act 1977. Reserves must be revoked before they can be disposed of, and the method of their disposal is linked to how the Council originally acquired the land.
Exchange of Land	The Council may exchange land it owns for another piece of land which fits better with its strategic fit land acquisition criteria. This could occur through boundary adjustments or outright 'swapping' of land. This process is governed principally by the Reserves Act 1977 and the Public Works Act 1981.
Disposal of Land Acquired for Public Works	If land bought for a specific public work is no longer required for that public work, any other public work, or an exchange, the Council can dispose of the land. However, it must first offer the land back to the original owners or their representatives.
Disposal of Endowed (gifted or bequeathed) Land	Before disposing of endowed land, Council must seek the views of the original owners or their successors.

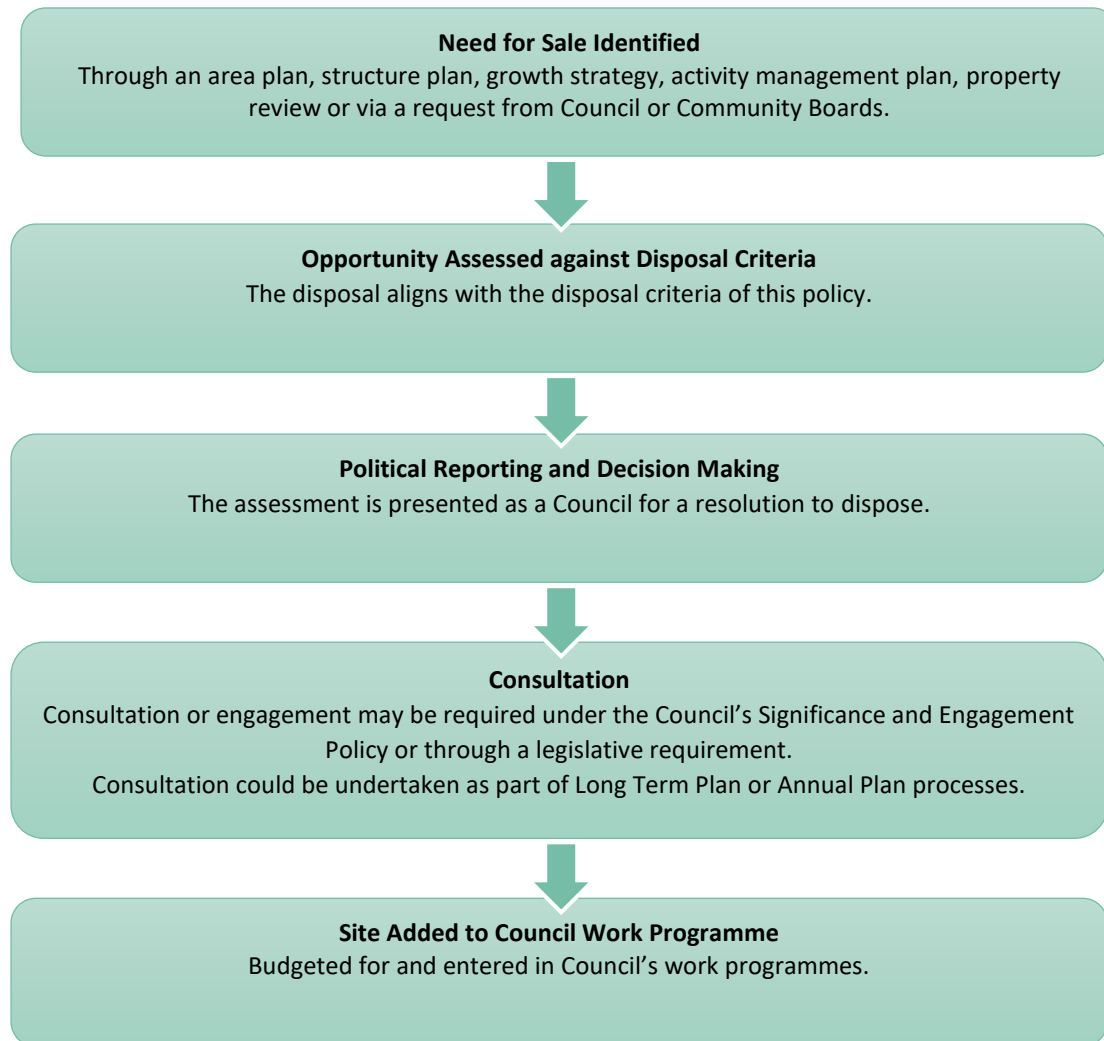
4. Proceeds from the Sale

Proceeds from the disposal of land will be spent as per the Revenue and Financing Policy. In general, proceeds from asset sales will be used for repayment of debt or investment in other Council owned Open Spaces.

Proceeds may be required to be spent on the improvement of other reserves or towards the purchase of other land for reserves under the Reserves Act 1977. When required these proceeds will be held in reserve fund.

5. Assessment Process

The Council will apply a strategic approach to land disposal. To inform a decision on whether to dispose of land, the Council will use the following steps to assess disposal opportunities:



6. Land Disposal Criteria

The following criteria will be used to identify whether land contributes to the objectives and principles of this policy or it provides an opportunity for disposal.

The land disposal criteria below are a guide for decision making by Council. Each piece of land will be considered on its own merits and no one criteria listed is necessarily of greater weight.

The Council can decide to proceed with the disposal if one of more of the criteria are not met. Any criterion not met will be analysed, and this will be considered when Council decides whether to dispose of the land.

A. *Surplus*

The property is surplus for one or more of the following reasons:

- i. The land no longer contributes to the strategic goals of the Council or any area plan, structure plan, growth strategy, activity management plan or similar.
- ii. The land is no longer required for its intended purpose.
- iii. The land is not required or suitable for any alternative Council purposes.
- iv. The ongoing costs of the property are not sustainable.
- v. The sale of the land is practicable and feasible.
- vi. Disposing of the land will be of financial benefit to the Council.

B. Market Conditions

- i. The property market is not significantly depressed.
- ii. There are interested parties for purchase of the land.
- iii. The financial benefits of disposing of the land outweigh the financial costs of holding or disposing of the property.

C. Timing

- i. The Council is able to legally dispose of the land in the manner proposed.

D. Community Views

- i. Any known community interest or preferences for the particular site and its rendition or disposal have been considered.
- ii. The community's aspirations for the site supports its disposal.

E. Cultural Heritage

- i. The land does not contribute to ecological values, historic heritage, cultural value, geological value or landscape values.

6.7 Ad hoc Acquisition or Disposal

The Council may from time to time receive a request or wish to take advantage of an opportunity to acquire or dispose of land outside of planned acquisition and disposal in the Long Term Plan or Annual Plan. This request could come from a member of the public, elected member, or an internal Council planning exercise.

The request must be presented to the Council for an acquisition or disposal resolution which assesses the acquisition and disposal opportunity using the assessment criteria outlined in this policy. Any decisions responding to these requests must be made by Council resolution based on this assessment.

Where a member of the public applies to the Council to purchase Council owned land, all costs associated with that land purchase shall be paid for by the applicant.

6.8 Road Stopping

Council will consider permanent road stopping and disposal where:

- i. The road is not likely to be required for Council or community purposes; or
- ii. The road stopping is required to meet the operational requirements of either Council or Crown.

Road stopping requests will not be treated as surplus property and will be undertaken in accordance with the processes outlined in Local Government Act 1974 or the Public Works Act 1981.

All costs associated with the road stopping shall be met by the requesting party or as otherwise specified by the Council's user fees and charges in the Long Term Plan or Annual Plan.

7 Roles and Responsibilities

The roles and responsibilities for elected members and council staff are:

Role	Responsibility
Council Elected Members	<ul style="list-style-type: none"> • Represents the interests of the community. • Provide strategic oversight of the acquisition and disposal of land. • Approves resolutions to acquire and dispose of land.

Executive Leadership Team	<ul style="list-style-type: none"> • Provides strategic oversight of the property review. • Endorses recommendations from the property review for Council approval.
District Assets Senior Management	<ul style="list-style-type: none"> • Undertake a property review every six years prior to the Long Term Planning process to recommend opportunities for acquisition and disposal of land. • Development of area plans, structure plans, growth strategy, or similar if required. • To include any land acquisition or land disposal within relevant activity management plans and provide input into the Long Term Plan or Annual Plan. • To procure a registered valuation of the land and list it for sale. • To update the asset register if any land is acquired or sold.
Finance Manager	<ul style="list-style-type: none"> • To organise a transfer of funds for land acquisition or receive funds from a land sale. • To ensure that the GST treatment of any sale/purchase agreement is correct. • To update the finance fixed asset register.

8 Confidentiality

The Council will only release information relating to acquisition and disposal of transactions on specific land where it is no longer confidential in terms of the Local Government Official Information and Meetings Act 1987.

Where appropriate, the Council may consult with Iwi or selected stakeholders on a specific acquisition or disposal transaction on a confidential basis.

9 Related Documents and Acts

The following Westland District Council documents relate to this policy:

- District Plan
- Long Term Plan
- Annual Plan
- Infrastructure Strategy
- Activity Management Plans
- Open Spaces Strategy
- Reserve Management Plans
- Finance Strategy
- Revenue and Financing Policy
- Staff Conflict of Interest Policy

The following Legislation relates to this policy:

- Land Transfer Act 2017
- Local Government Act 1974
- Local Government Act 2002
- Public Works Act 1981
- Reserves Act 1977
- Resource Management Act 1991
- Local Authorities (Members Interests) Act 1968

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

Land Acquisition and Disposal Policy



10 Implementation of the Policy

This policy will be implemented across council staff and will be actively communicated during planning and operational delivery.

The implementation of this policy is delegated to the Group Manager – District Assets.

11 Policy Review

A review of this policy will take place every five years or as otherwise required by the Chief Executive or the Asset Strategy and Development Manager.

Created:	25-07-2024	Date for review:	27-09-2029
Author:	Alicia Paulsen	Authorised by:	Council
Consulted on:	26-09-2024	Version	1

Report to Committee



DATE: 7 November 2024
TO: Risk and Assurance Committee
FROM: Graduate Accountant, and Strategy and Communications Advisor

Quarterly Report – Q1 – 1 July – 30 September 2024

1. Summary

- 1.1. The purpose of this report is to inform the Committee of Council's financial and service delivery performance for the three months ended 30 September 2024 (Q1).
- 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 Committee receive the Quarterly Report Q1 July - September 2024 (Quarterly Report), attached as **Appendix 1**.

2. Background

- 2.1 The reason the report has come before the Committee is due to the requirement for the Committee to have current knowledge of Council's management of risk, including both financial and non-financial. The quarterly report provides information for non-financial information against targets and objectives adopted in the Long Term Plan 2021-2031, and current financial disclosures.

3. Current Situation

- 3.1. The current situation is that the Committee receives a quarterly report in a consistent format.
- 3.2. The Quarterly Report, attached as **Appendix 1**, contains the following elements:
 - 3.2.1. Statement of Service provision.
 - 3.2.2. Financial Summary
 - 3.2.2.1. Revenue and Expenditure Graphs
 - 3.2.2.2. Statement of Comprehensive Revenue and Expenditure
 - 3.2.2.3. Notes to Statement of Comprehensive Revenue and Expenditure
 - 3.2.2.4. Capital Report
 - 3.2.3. Disclosure Statement
 - 3.2.3.1. Rates Affordability Benchmarks
 - 3.2.3.2. Debt Affordability Benchmark
 - 3.2.3.3. Balanced Budget Benchmark

- 3.2.3.4. Essential Services Benchmark
- 3.2.3.5. Debt Servicing Benchmark
- 3.2.3.6. Debt Control Benchmark
- 3.2.4. Treasury Report
 - 3.2.4.1. Compliance Summary
 - 3.2.4.2. Community Loans
 - 3.2.4.3. Cash Investments
 - 3.2.4.4. Debtors

3.3. The Quarterly Report does not include the Funding Impact Statement or Statement of Financial position as the Annual Report 2023/2024 was not finalised at the time of writing the Quarterly Report.

4. Options

4.1. Option 1: The Committee does not receive the Quarterly Report Q1 July - September 2024.

4.2. Option 2: The Committee receives the Quarterly Report Q1 July - September 2024.

5. Risk Analysis

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

- 5.1.1. Financial risk: mismanagement through lack of awareness of the Council's benchmarks and treasury position.
- 5.1.2. Reputational risk: poor activity performance through lack of oversight of how activity groups are tracking to their KPIs.

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. The report is an administrative document for the Committee's information.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: If the Committee does not receive the report there will be low oversight of the financial risk management of Council or whether the activity groups are achieving the level of service that Council determined through the long term and annual plans.

8.2. There are no financial implications to this option.

8.3. Option 2: This report is for information only to ensure oversight of Council's financial and non-financial risk. Staff welcome feedback for continuous improvement of the quality of the information provided.

8.4. There are no financial implications to this option.

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 it provides the Committee with up-to-date information regarding Council's activities and financial disclosures at the end of Q1. Doing nothing reduces the oversight offered by the Committee.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Committee receive the Quarterly Report Q1 July - September 2024, attached as Appendix 1.

Cody Nabben
Graduate Accountant

Emma Rae
Strategy and Communications Advisor

Appendix 1: Quarterly Report Q1 July - September 2024

WESTLAND
District Council | Te Kahui o Poutini



WESTLAND DISTRICT COUNCIL

Quarterly Report: July 2024 – September 2024

Contents

Statement of Service Performance	5
Land Transport	5
Performance in this activity	5
Land Transport Group's contribution to community wellbeing outcomes	6
Drinking Water	7
Performance in this activity	7
Water Supply Group's contribution to community wellbeing outcomes	10
Stormwater	11
Performance in this activity	11
Stormwater Group's contribution to community wellbeing outcomes	12
Wastewater	13
Performance in this activity	13
Wastewater Group's contribution to community wellbeing outcomes	15
Solid Waste	16
Performance in this activity	16
Solid Waste Group's contribution to community wellbeing outcomes	16
Planning and Regulatory	17
Resource Management	17
Resource Consents	17
Other activities	18
Performance in this activity	18
Consents and Compliance	19
Building Department	19
Environmental Health – Food and Alcohol Licensing	20
Performance in this activity	22
Animal Control	22
Performance in this activity	23
Emergency Management	24
Performance in this activity	24
Planning and Regulatory Group's contribution to community wellbeing outcomes	25
Community Services	26
Community Development and engagement	26
External Funding	26
Safer Westland	27
Performance in this activity	28
Community Halls	29
Performance in this activity	29
Community Services Group's contribution to community wellbeing outcomes	29

Facilities, and Leisure Services.....	30
Cemeteries.....	30
Performance in this activity.....	30
Hokitika Museum.....	30
Ngā Whakatūranga – Redevelopment of Hokitika Museum.....	30
Collection Management.....	31
Public programmes (exhibition and events) and engagement.....	31
Research.....	31
Performance in this activity.....	31
Parks and Reserves.....	31
Performance in this activity.....	31
Public Toilets.....	32
Performance in this activity.....	32
Swimming Pools.....	32
Performance in this activity.....	32
West Coast Wilderness Trail.....	33
Performance in this activity.....	33
Westland District Library.....	34
Performance in this activity.....	35
Facilities, and Leisure Services Group’s contribution to community wellbeing outcomes.....	36
Leadership.....	37
Democracy.....	37
LGOIMA.....	37
Corporate Services.....	38
Finance and corporate planning.....	38
Strategy and Communications.....	38
Information Management.....	38
Information Technology.....	39
Performance in this activity.....	39
Leadership Group’s Contribution to community wellbeing outcomes.....	39
Whole of Council Financial Summary.....	41
Revenue and Expenditure Graphs.....	42
Statement of Comprehensive Revenue and Expenditure.....	43
Notes to Statement of Comprehensive Revenue and Expenditure.....	44
Funding Impact Statement.....	45
Statement of Financial Position.....	46
Capital Report.....	47
Disclosure Statement.....	48
Rates Affordability Benchmarks.....	48

Debt Affordability Benchmark	50
Balanced Budget Benchmark.....	51
Essential Services Benchmark.....	52
Debt Servicing Benchmark.....	53
Debt Control Benchmark	53
Treasury Report	54
Summary	54
Compliance Summary	55
Interest Rate Risk	56
Funding and Liquidity Risk Control Limits.....	57
Funding Risk	58
Loans	58
Swaps	58
Investment Risk.....	59
Credit Risk	59
Liquidity Risk	59
Community Loans	60
Cash Investments.....	60
Debtors	61

Cover Photo – Mataketake Hut, Mataketake Range, Haast–Paringa Cattle Track, South Westland, New Zealand; Department of Conservation Te Papa Atawhai, CC BY 4.0 <<https://creativecommons.org/licenses/by/4.0/>>, [via Wikimedia Commons](#)

Statement of Service Performance

Land Transport

Final National Land Transport Plan funding approvals have been released by NZTA and while there has been an increase in funding much of that has been absorbed by inflation increases. Notable areas where approved funding allocation has been reduced is in:

- Footpath maintenance and renewals with a 62.8% reduction in funding.
- Road Safety Promotion has been reduced by 40.9%.
- Local Road Improvements (Low Cost Low Risk activities such as footpath extensions, seal extensions, speed management, & minor safety improvements) will not receive any funding (100% reduction).
- Local Roads Operational Activities received 21.4% less than the Council applied for
- There are significant reductions in Bridge Maintenance 30.1% and Bridge Component Replacements 38%.

Effectively the Council has less funding for Signs, Bridges, Streetlights, Mowing, Weed Spraying, Footpaths & Road Safety.

The outcome of these reductions is still under review but in general this will mean less work will be carried out in these activity areas. Low Cost Low Risk Projects Nationally have received little to no funding as the emphasis has been strongly placed on Pothole Prevention.

The creation of and the Government focus on the Pothole Prevention activity class means that activities within this class received most of the funding sought. These activities are:

- Sealed & Unsealed Pavement Maintenance
- Routine Drainage Maintenance & Drainage Renewals
- Unsealed Road Metalling & Sealed Road Resurfacing
- Sealed Road Rehabilitation

Performance in this activity

What we do: Provide safe and well-maintained roading and footpaths, at a reasonable cost to the community.

Our goal	Performance measures (KPI)	Current performance
The transportation network is safe for all users in Westland District	<p>Road safety:</p> <p>The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.</p> <p>0 fatalities and serious crash injuries.</p>	<p>This is an annual measure. The next round of data will be available in the 2024/2025 Annual Report.</p>
The surface condition of roads in Westland is of good quality	<p>Road Condition:</p> <p>The average quality of ride on a sealed local road network, measured by smooth travel exposure.</p> <p>Primary Collector >= 93%</p> <p>Secondary Collector >= 93%</p> <p>Access >= 90%</p> <p>Low Volume >= 89%</p>	<p>Waka Kotahi are taking over road condition data collection (including Roughness Data) as part of the national CCDC (Continuous Consistent Data Collection) project. It is uncertain what new timeframe is being applied to Roughness data collection under that project.</p>

Our goal	Performance measures (KPI)	Current performance
The surface condition of roads in Westland is maintained to a high standard	Road maintenance: ≥6.5% of the sealed local road network that is resurfaced	Not reported in this quarter.
Footpaths are maintained in good condition and are fit for purpose	Footpaths: 90% footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).	This is an annual measure. The next round of data will be available in the 2024/2025 Annual Report.
Response to service requests are dealt with promptly	Customer service requests: 100% within 3 days customer service requests relating to roads and footpaths to which the territorial authority responds.	This is an annual measure. The next round of data will be available in the 2024/2025 Annual Report.
Why this is important: These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.		

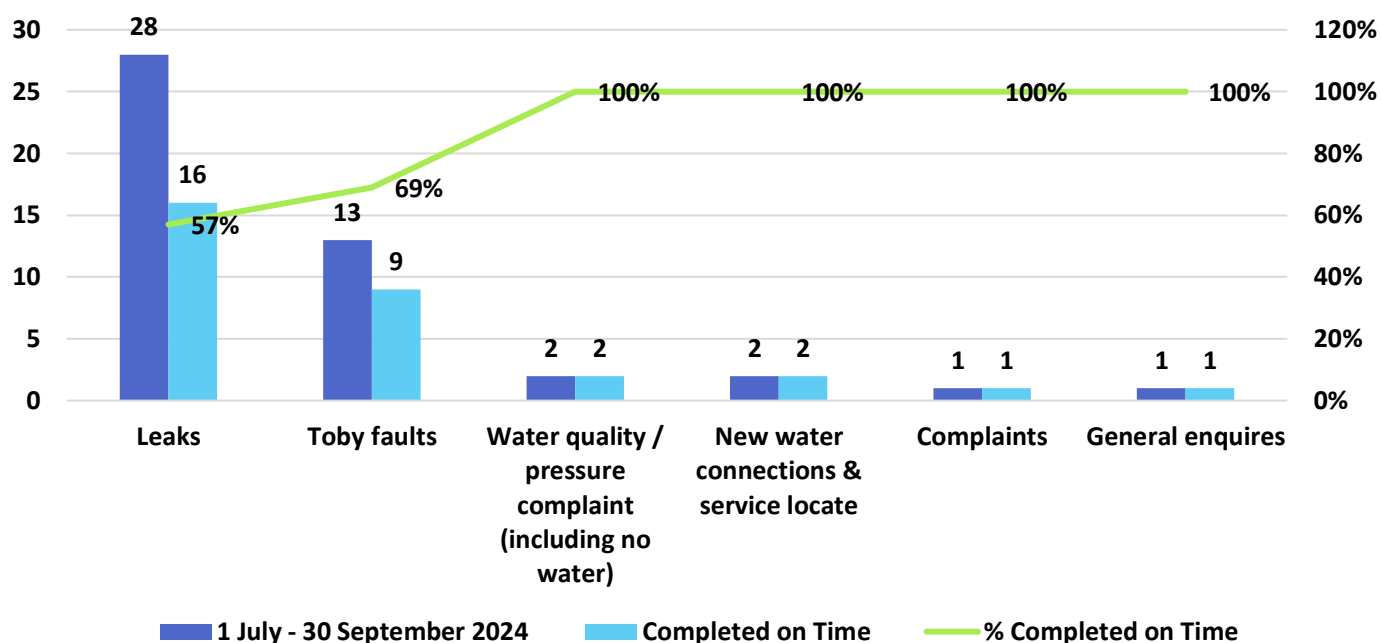
Land Transport Group's contribution to community wellbeing outcomes

This activity has a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable environment</i>	<i>Diverse economy</i>	<i>Embracing our culture</i>	<i>Live and play</i>	<i>Resilient infrastructure</i>
Contribution	Care for the environment	Collaboration	Partnership	Healthy and safe	Responsive planning
		Sustainable growth	Open to innovation	Active Lifestyles	Forward focus
				Community spaces	Data driven decision-making
					Communities first

Drinking Water

There were 47 water related service requests recorded between 1 July 2024 – 30 September 2024*.



*Information comes from Council's service request system and is reported as input into the system. Some service requests may be miscategorised.

The government adopted the updated Non-Financial Performance Measure Rules in August 2024. The rules amended the performance measure for the safety of drinking water to provide consistency with the requirements for reporting to Taumata Arowai.

Improvements

The Lutra compliance tool has now been fully integrated in the water treatment plants, which means we report on compliance or non-compliance in line with the Drinking Water Quality Assurance Rules.

The 3 Waters team are busy scoping and preparing relevant documents for the 2024/2025 Capital projects along with continuation of the carryover of the 2023/2024 projects.

Performance in this activity

What we do: Deliver safe drinking water efficiently and effectively to urban households.

Our goal	Performance measures (KPI)	Current performance
Council supplied potable water is safe to drink	<p>Safety of drinking water:</p> <p>The extent to which the local authority's drinking water supply complies with the following parts of the drinking water quality assurance rules:*</p> <ul style="list-style-type: none"> a) 4.4 T1 Treatment Rules; b) 4.5 D1.1 Distribution System Rule; c) 4.7.1 T2 Treatment Monitoring Rules; d) 4.7.2 T2 Filtration Rules; e) 4.7.3 T2 UV Rules; f) 4.7.4 T2 Chlorine Rules; g) 4.8 D2.1 Distribution System Rule; h) 4.10.1 T3 Bacterial Rules; 	<ul style="list-style-type: none"> a) N/A (Council does not have a supply that meets this rule) b) N/A (Council does not have a supply that meets this rule) c) 100% (6 out of 6 supplies are fully compliant with this rule in Q1). d) 100% (6 out of 6 supplies are fully compliant with this rule in Q1). e) 100% (6 out of 6 supplies are fully compliant with this rule in Q1). f) 100% (6 out of 6 supplies are fully compliant with this rule in Q1). g) 100% (6 out of 6 supplies are fully compliant with this rule in Q1).

Our goal	Performance measures (KPI)	Current performance
	<p>i) 4.10.2 T3 Protozoal Rules; and j) 4.11.5 D3.29 Microbiological Monitoring Rule.</p> <p>100% <i>*This KPI is part of the Non-Financial Performance Measures Rules and came into force on 21 August 2024. The Council will formally adopt this measure for inclusion in the 2025-2034 LTP. As the rule is legislatively mandated the Council will begin reporting on it in this financial quarter.</i></p>	<p>h) 99% (2 out of 3 supplies are fully compliant with this rule in Q1. The Hokitika supply was non-complaint for one day out of the 92 in Q1).*</p> <p>i) 100% (3 out of 3 supplies are fully compliant with this rule for Q1).*</p> <p>j) 66% (2 out of 3 supplies are fully compliant with this rule in Q1. The Franz Josef supply had 2 transgressions in the same month, which lead to the month being non-compliant. No boil water notice was issued as both subsequent samples came back clear.).^</p> <p>*Compliance is based on reporting daily compliance to Taumata Arowai for each applicable Water Treatment Plant.</p> <p>^Compliance is based on reporting the number of transgressions in a calendar month to Taumata Arowai for each applicable Water Treatment Plant.</p>
<p>Requests for service are dealt with promptly</p>	<p>Fault response times: Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</p> <p>a) 95% attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (2 hours) , and</p> <p>b) 100% resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (12 hours)</p> <p>c) 100% attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (24 hours) , and</p> <p>d) 100% resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (72 hours).</p>	<p>a) 50% (3/6) b) 33% (2/6) c) 83% (34/41) d) 68% (28/41)</p>

Our goal	Performance measures (KPI)	Current performance
<p>Council supplied water is reliable</p>	<p>Maintenance of the reticulation network:</p> <p>The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).</p> <p>Council does not intend to measure this as it will impose an unreasonable cost.</p>	<p>Not measured</p> <p>Monitored in a number of ways including; telemetry, water meters, repair program, mains replacements and pressure management. This is in context with the Benchloss NZ Manual.</p>
	<p>Demand management:</p> <p>The average consumption of drinking water per day per resident within the territorial authority district is < 500l/day.</p>	<p>Data has been extrapolated from various sources to provide information for the NEPM's from which the following figure is obtained:</p> <p>1755l/resident/day</p> <p>The data has a low confidence rating and should not be acted on until such time as more accurate figures are obtained.</p> <p><i>Most recent confirmed measurement was 2016/2017: Winter 253l per head, Summer 480l per head</i></p>
<p>Customers are generally satisfied with the Council supplied water</p>	<p>Customer satisfaction:</p> <p>The total number of complaints received by the local authority about any of the following:</p> <ul style="list-style-type: none"> a) Drinking water clarity b) Drinking water taste c) Drinking water odour d) Drinking water pressure or flow e) Continuity of supply, and f) The local authority's response to any of these issues. <p>Expressed per 1000 connections to the local authority's networked reticulation system.</p> <p>25 per 1000 connections</p>	<ul style="list-style-type: none"> a) 0 b) 0 c) 0 d) 0 e) 2 f) 1 <p>Total number of complaints = 3</p> <p>Complaints per 1000 connections = 1.1 (2837 connections)</p>
	<p>Why this is important:</p> <p>These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.</p>	

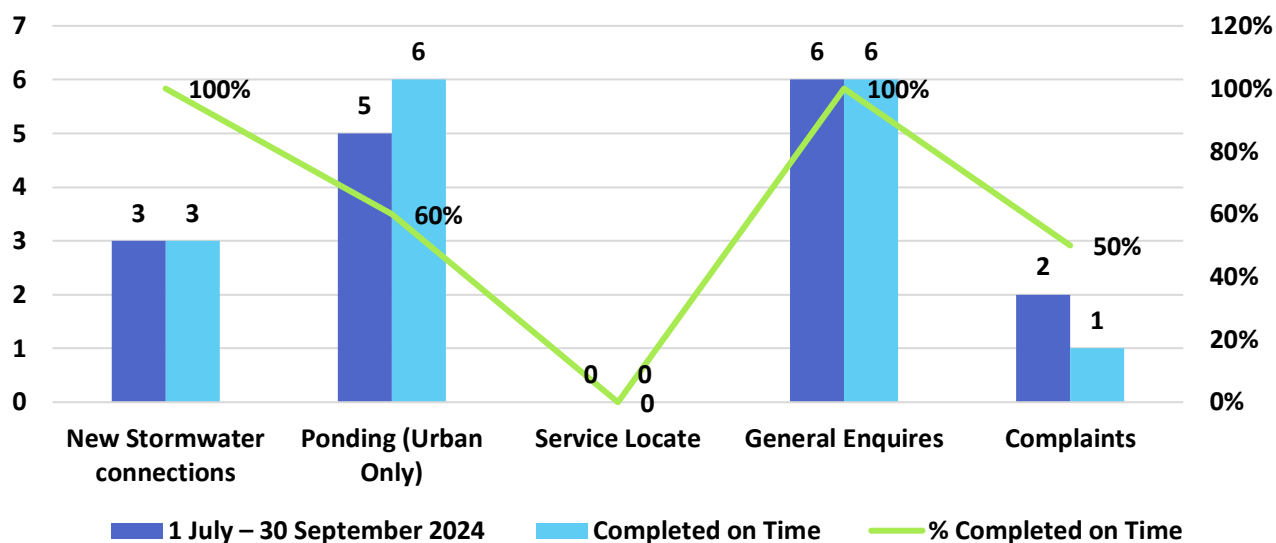
Water Supply Group's contribution to community wellbeing outcomes

This activity has a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Resilient Infrastructure</i>
Contribution	Care for the environment	Responsive planning
	Encourage biodiversity	Forward focus
		Data driven decision-making
		Communities first

Stormwater

There were 16 Stormwater related service requests recorded between 1 July 2024 – 30 September 2024.



*Information comes from Council’s service request system and is reported as input into the system. Some service requests may be miscategorised.

Improvements

The 3 Waters team are busy scoping and preparing relevant documents for the 2024/2025 Capital projects along with continuation of the carryover of the 2023/2024 projects. This includes a variety of reticulation and pump station replacements and improvements.

Performance in this activity

What we do: Deliver urban stormwater systems efficiently and effectively to protect public health and private property.

Our goal	Performance measures (KPI)	Current performance
Council Stormwater systems have the capacity to resist major storms and flooding events	System adequacy: a) The number of flooding events that occur in a territorial authority district. No more than 2. b) For each flooding event, the number of habitable floors affected. 10 per 1000 properties connected to the territorial authority’s stormwater system.	a) 0 – flooding events affecting habitable floors within the Council reticulated stormwater system. b) Total habitable floors = 0 Per 1000 connections = 0 (562 connections)
Requests for service are dealt with promptly	Response times: The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. (95% within 2 hours)	0 flood events

Our goal	Performance measures (KPI)	Current performance
	<p>Customer Satisfaction:</p> <p>The number of complaints received by a territorial authority about the performance of its storm water system, expressed per 1000 properties connected to the territorial authority's storm water system. 10 per 1000 connections</p>	<p>Total number of complaints = 7 Complaints per 1000 = 12.5 (562 connections)</p>
<p>Council storm water systems protect the natural environment</p>	<p>Discharge compliance:</p> <p>100% Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <ul style="list-style-type: none"> a) Abatement notices b) Infringement notices c) Enforcement orders; and d) Convictions 	<ul style="list-style-type: none"> a) 0 b) 0 c) 0 d) 0 <p>100% compliance.</p>
	<p>Why this is important:</p> <p>These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.</p>	

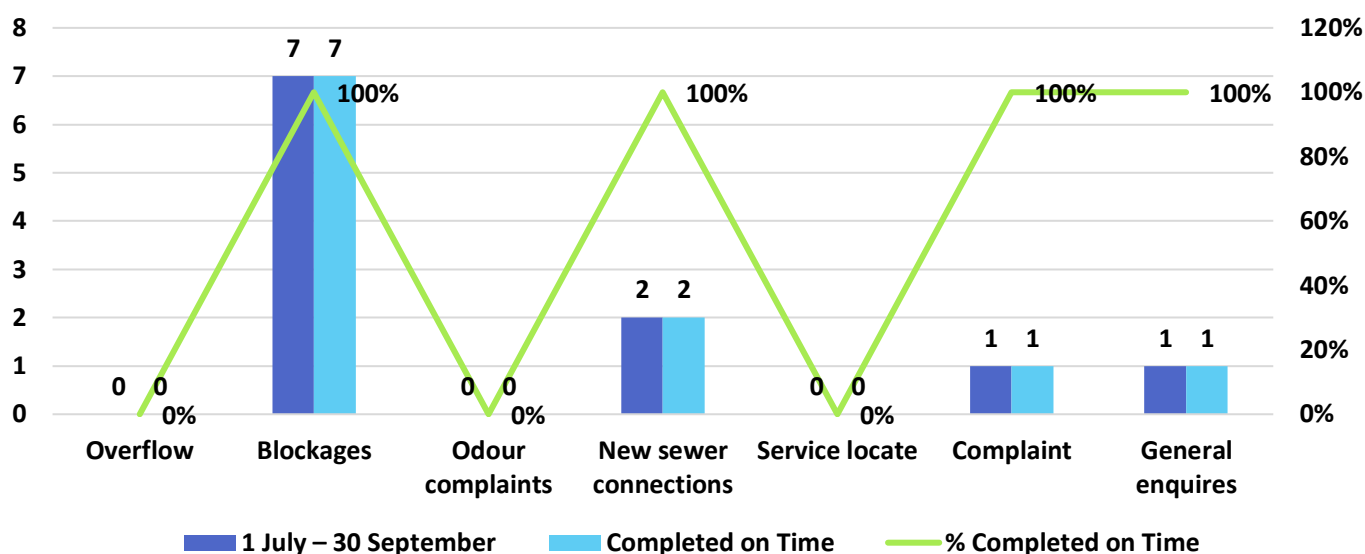
Stormwater Group's contribution to community wellbeing outcomes

This activity has a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Resilient Infrastructure</i>
Contribution	Care for the environment	Responsive planning
	Encourage biodiversity	Forward focus
		Data driven decision-making
		Communities first

Wastewater

There were 11 Wastewater related service requests recorded between 1 July 2024 – 30 September 2024.



*Information comes from Council’s service request system and is reported as input into the system. Some service requests may be miscategorised.

Improvements

The section of wastewater main (Z-Line from Park St to Tudor St) replacement contract was completed in August 2024.

The 3 Waters team are busy scoping and preparing relevant documents for the 2024/2025 Capital projects along with continuation of the carryover of the 2023/2024 projects. This includes a variety of reticulation and pump station replacements and improvements, along with installing a permanent generator on the Sewell St Wastewater Pump Station. This will improve resilience within the area.

Performance in this activity

What we do: Deliver safe and acceptable systems for the collection, transfer and disposal of wastewater.

Our goal	Performance measures (KPI)	Current performance
Council wastewater systems are managed without risk to public health	<p>System and adequacy:</p> <p>The number of dry weather sewerage overflows from the territorial authority’s sewerage system.</p> <p>10 per 1000 connections</p>	<p>0 dry weather sewerage overflows.</p> <p>Complaints per 1000 connections = 0 (2211connections)</p>
Council wastewater systems are safe and compliant	<p>Discharge compliance:</p> <p>100% Compliance with the territorial authority’s resource consents for discharge from its sewerage system measured by the number of:</p> <p>a) abatement notices b) infringement notices c) enforcement orders, and d) convictions.</p> <p>Received by the territorial authority in relation those resource consents.</p>	<p>a) 0 b) 0 c) 0 d) 0</p> <p>100% compliance.</p>

Our goal	Performance measures (KPI)	Current performance
<p>Customers are generally satisfied with the Council wastewater systems</p>	<p>Fault response times:</p> <p>Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:</p> <ul style="list-style-type: none"> a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site (2 hours), 95% and b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (4 hours) 90%. 	<ul style="list-style-type: none"> a) 57% (4/7) b) 71% (5/7)
	<p>Customer satisfaction:</p> <p>The total number of complaints received by the territorial authority about any of the following:</p> <ul style="list-style-type: none"> a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) the territorial authority's response to issues with its sewerage system, <p>10 per 1000 connections</p>	<ul style="list-style-type: none"> a) 0 b) 0 c) 7 d) 1 <p>Total complaints = 8 Complaints per 1000 connections = 3.6 (2211 connections)</p>
	<p>Why this is important:</p> <p>These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.</p>	

Wastewater Group's contribution to community wellbeing outcomes

This activity has a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Embracing our culture</i>	<i>Resilient Infrastructure</i>
Contribution	Care for the environment	Partnership	Responsive planning
	Encourage biodiversity	Open to innovation	Forward focus
			Data driven decision-making
			Communities first

Solid Waste

No report was received in this quarter.

Performance in this activity

What we do: Provide solid waste solutions across the district, from rubbish bins in public areas, to urban and rural transfer stations.

Our goal	Performance measures (KPI)	Current performance
Solid waste is managed appropriately	All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly. 100%	No report was received in this quarter.
<p>Why this is important:</p> <p>We have resource consents that specify certain conditions that we must meet when delivering solid waste services. Meeting our resource consent conditions minimises the impact of this service on our environment.</p>		
Maximised efficiency	recycling Reduce incidents of recycling bin contamination. 15% or lower contamination per year.	No report was received in this quarter.
<p>Why this is important:</p> <p>We aim to reduce the amount of waste going to landfill through our efforts to encourage and enable reduction, reuse or recycling. The less recycling material that is contaminated, the greater the amount that can be sent for recycling.</p>		

Solid Waste Group's contribution to community wellbeing outcomes

This activity has a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Diverse economy</i>	<i>Embracing our culture</i>	<i>Live and play</i>	<i>Resilient Infrastructure</i>
Contribution	Support sustainable waste management practises.	Collaboration	Partnership	Healthy and safe	Responsive planning
	Care for the environment	Sustainable growth	Open to innovation		Forward focus
		Innovation			Data driven decision-making
					Communities first

Planning and Regulatory

Resource Management

This quarter was focused on process improvement initiatives, with the department implementing changes that enable effectiveness in areas related to resource consent processing, specifically at initial vetting stage.

One new staff member was appointed to a Planner role, which was vacant due to a staff departure. This results in the Department being fully staffed.

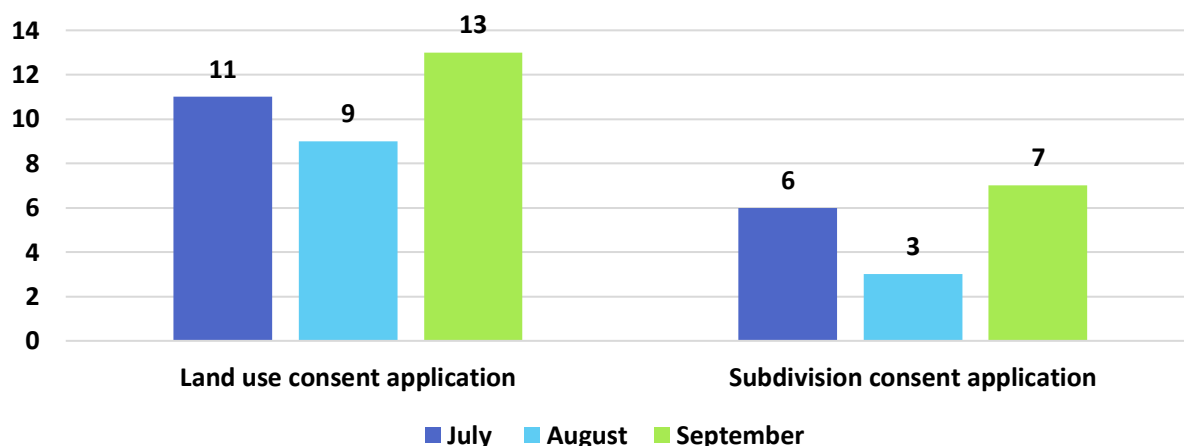
Te Tai o Poutini Plan hearings continue. As there was a slight change in the hearing schedule due to the notified variations, hearings are now expected to conclude in March 2025. Decisions on the Proposed Plan are expected from approximately August 2025.

Resource Consents

49 resource consent applications were received during the 1 July – 30 September period, which is the highest for a quarter of a financial year to date.

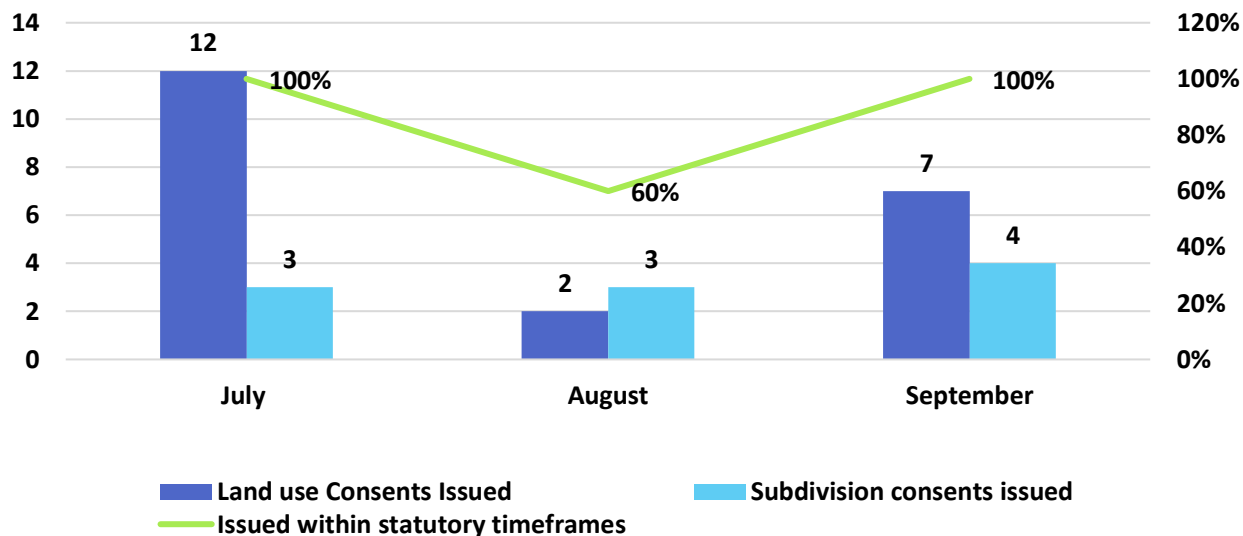
The most significant of these relate to:

- To construct and operate a fire station and helipad for emergency services, Franz Josef.
- The modification of a Category II Heritage Building, on Hamilton Street, Hokitika.
- Shifting and expanding a commercial helicopter operation in Franz Josef.
- Subdivision of land into 11 allotments on Cron Street, Franz Josef.
- Consenting an existing Helicopter Operation in Fox Glacier.



Planning is currently processing 71 consents and 5 certificates with a further 3 applications pending vetting.

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



During this quarter, there was one subdivision and land use consent that were processed outside the statutory timeframes which reflects in the overall performance percentage above.

Other activities

Compliance has been targeting backfilling of historic consent information to identify if the consent is effective and / or lapsed as well as build a master list of consents for monitoring. In addition to this, guidance materials for an educational approach to achieving compliance have been drafted.

Performance in this activity

What we do: Deliver sound policy and regulation to protect the environment.

Our goal	Measure / Target	Current performance
Resource consents processed in accordance with relevant legislation	100% of resource consents processed within statutory Time frames	93.55% of resource consents were processed within statutory time frames. 21% land use consents and 10% subdivision consents = 31 consents in total.
<p>Why this is important:</p> <p>We know that it is important to our customers that we process their consents in a timely manner. We also want to meet our statutory obligations.</p>		

Consents and Compliance

Building Department

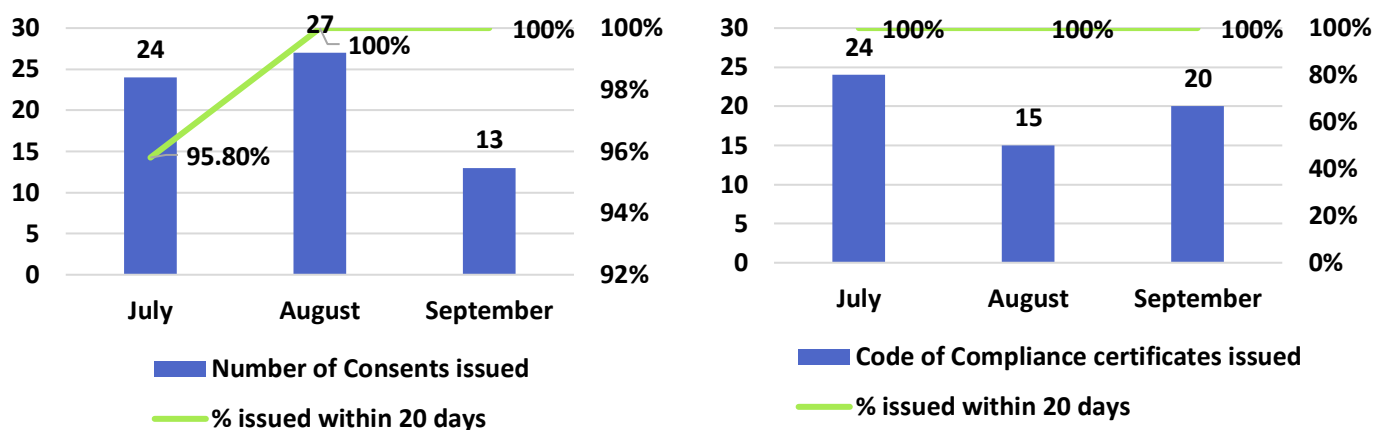
Territorial Authority

During the 1 July – 30 September 2024 period the Territorial Authority has undertaken the following work:

Activity	Number
Building warrant of fitness – onsite audits	28
Received and checked building warrant of fitness	49
Certificates of public use granted	2
Removal of earthquake prone building notice	1
Investigation of unconsented work from complaints	3
<i>Issued:</i>	2
Compliance schedules	
Compliance schedule amendments	2
Notices for earthquake prone buildings	17
Notice to fix – breaches of Building Act	5

Work for the Territory Authority for building consent has been extremely busy in this quarter, making sure our requirements under the Building Act are all meet.

Building control



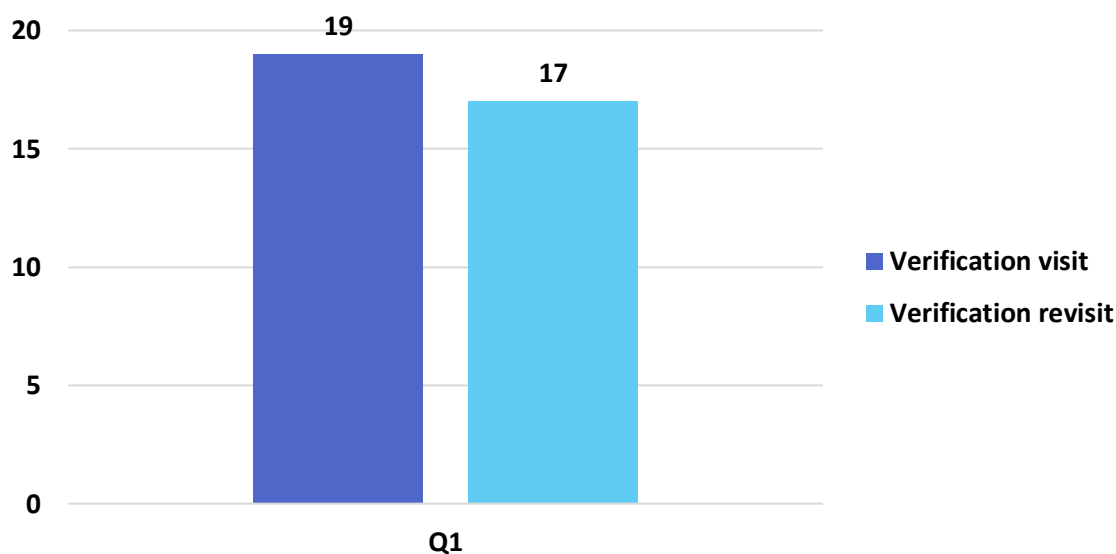
One consent exceeded the statutory timeframe in July, due to receipt of incomplete information and various requests for information needed to determine compliance.

274 inspections were undertaken in the quarter. Nine (9) applications for new dwellings were received, compared to six (6) in the same quarter last year.

Environmental Health – Food and Alcohol Licensing

Food Licensing

During the 1 July – 30 September 2024 period, the food licencing team have undertaken the following:



Food registration is completed annually on the date of the expiry of the certificate of registration. Verification visits are completed on a variable basis of either 3, 6, 9, 12 or 18 months depending on outcome of the verification visit. Premises that have good verification results will be seen less often than those premises that have poor verification outcomes.

Most verification visits raise issues that need some form of remedial action. This can range from minor items to things of more significance and potentially hazardous to human health.

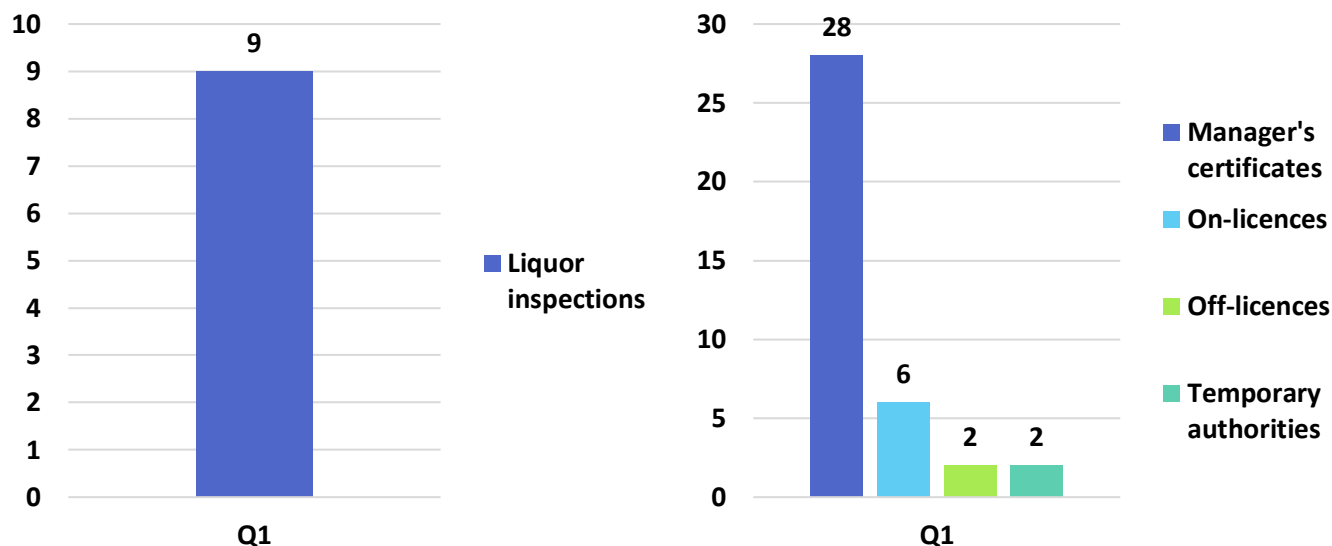
Once these items have been identified the inspector undertakes a verification re-visit, usually within two months, to check that these items have been fixed. Most often minor matters have been remedied and the matter will end. More major issues (such as lack of evidence of potable water at the premises) may be remedied by the operator supplying evidence of a water test result through an accredited supplier.

One of the most common issues is a lack of adequate record keeping. This may require more than one revisit to satisfy the inspector’s requirements for the standard of record keeping needed. Part of these revisits usually involves educating the operator.

One of the issues faced is when a new operator takes over a business or if the manager resigns. Often the new operator or the new manager does not immediately meet the standards required during the initial verification visit.

Alcohol Licensing

During the 1 July – 30 September 2024 period, the alcohol licencing team have undertaken the following:



Liquor licensing for new/renewal of licences works on an initial one-year cycle followed by three-year cycles. It is usual for there to be peaks and troughs through each year (and indeed three-year cycles). However, all liquor licensed premises are visited once each year. In the 2024/2025 year, 24 On, Off and Club licences require renewal. This was a quiet quarter for undertaking visits due to the volume of Manager’s Certificate applications.

The number of Manager’s Certificate applications has risen quite sharply in recent months as tourist numbers pick up heading towards the busy summer season. Premises are employing more staff in the expectation of a busy summer season.

Performance in this activity

What we do: Deliver fair, appropriate and customer-friendly inspections and compliance services that support community health and safety.

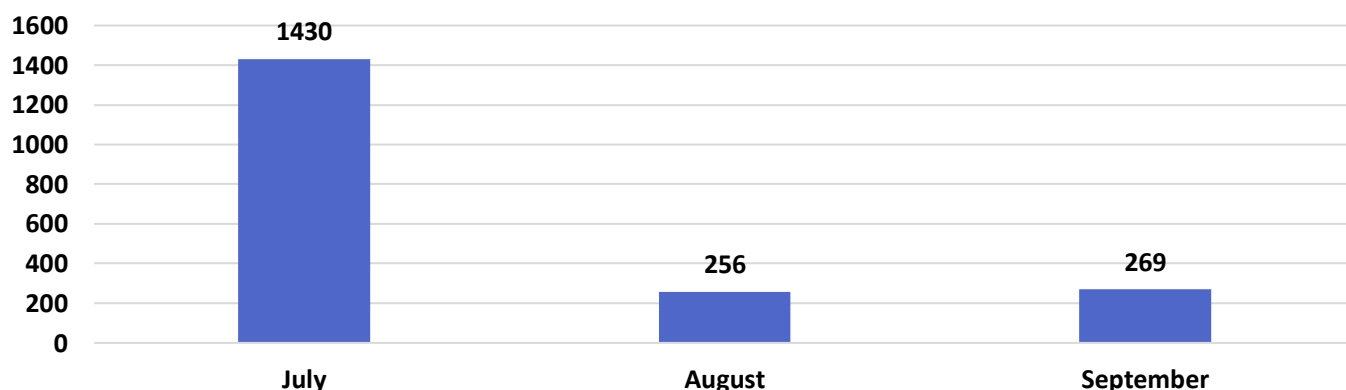
Our goal	Measure / Target	Current Performance
Timely processing of Building Consents.	100% of building consents processed within 20 working days as per the requirements of the Building Act	Consents issued = 66 98.5% (65/66) issued within 20 day statutory timeframe.
Timely processing of Code Compliance Certificates.	100% of Code Compliance Certificates processed within 20 working days as per the requirements of the Building Act	Consents issued = 59 100% (59/59) issued within 20 day statutory timeframe.
Why this is important: We know that it is important to our customers that we process their consents in a timely manner. We also want to meet our statutory obligations.		
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	100% licensed and registered premises are inspected prior to renewal of licence.	Food Premises 100% (19/19)
		Liquor Premises 15% (9/59)
Why this is important: We know that it is important to our customers that they can renew their licences in a timely manner. We also want to meet our statutory obligations and ensure that hospitality businesses are safe for patrons.		

Animal Control

Animal control continues to work educating the public and working alongside them to maintain public and animal safety.

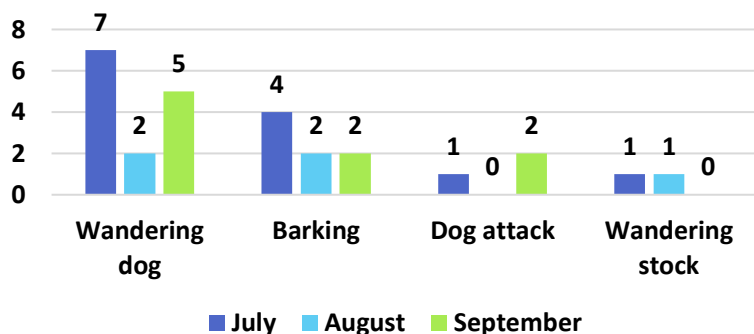
Dog registrations peak in July as renewal of registrations are required by 1 August. Late registrations in August and September are currently known dogs, whose owners the ACO has worked with to re-register, and dogs new to the district. This has been a very busy quarter for the Animal Control Officer who is now managing the registration process.

Number of dogs registered



Compliance and pound activities.

Complaints received

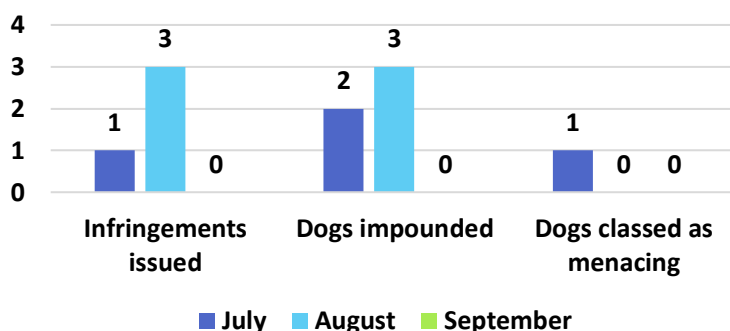


The effects of ongoing education with owners can be seen this quarter, particularly in the reduction of complaints about barking dogs. The ACO has continued to introduce bark collars and other behavioural techniques to owners. Many of the dogs who are wandering are not reported to the ACO as people who find them post them on Facebook looking for their owners. This means that the ACO does not have an opportunity to work on educating the owner to help them prevent the wandering.

The ACO has handed out the first infringement to an owner who was caught not clearing up their dog’s defecation. This is a \$300 fine.

In this quarter a litter of 9 puppies was surrendered to the ACO, all of whom went off to Nelson SPCA. Other surrendered dogs were a beautiful two-year old dog who was rehomed, and an adorable cross-breed puppy who will be rehomed in the next quarter.

Compliance



Performance in this activity

What we do: Deliver fair, appropriate and customer-friendly inspections and compliance services that support animal owners and community health and safety.

Our goal	Measure / Target	Current Performance
Keep the public safe from dogs and wandering stock	100% of known dogs registered, or infringed, for failure to register by 1 September each year.	89% - 1955/ 2198 known dogs registered
	Response times to Priority 1 callouts: 30 minutes or less.	100% of response times to priority 1 callouts in 30 minutes or less.
	<p>Why this is important:</p> <p>Dogs that are registered are more likely to be managed responsibly by their owner. Registered dogs can be reunited with owners more quickly if they are found wandering and this can reduce the overall cost to the owner of pound and compliance fees.</p> <p>The faster that staff can respond to a priority 1 callout, the greater the likelihood of apprehending the offending dog and dealing with the matter appropriately.</p>	

Emergency Management

The Emergency Management Officer left before the compilation of this report and no information was available for the quarter.

Performance in this activity

Our goal	Measure / Target	Current Performance
Council is prepared for and maintains an effective response capacity to manage civil defence emergencies	Council's e-text alerting system is tested twice per annum. Achieved	This is an annual measure. The next round of data will be available in the 2024/2025 Annual Report.
	At least one Emergency Operations Centre (EOC), and community group activation occurs annually (event or exercise). Achieved	This is an annual measure. The next round of data will be available in the 2024/2025 Annual Report.
	At least two training sessions are held annually for Council CDEM Incident Management Personnel and community groups. Achieved	This is an annual measure. The next round of data will be available in the 2024/2025 Annual Report.
	Why this is important: An emergency event can occur at any time. It is important that EOC staff and community groups are prepared for and can support the community during an emergency event.	
CDEM relationships with WC CDEM Group territorial authorities, emergency services, and life line utilities are maintained and strengthened	Council is represented at CDEMG Joint Committee meetings by the Mayor, or a nominated attendee. 100% of the time.	Not reported
	Council is represented at CEG meetings by the Chief Executive or a nominated attendee. 100% of the time.	Not reported
	Why this is important: Council needs to be represented at emergency management committees to take part in decision making that affects the Westland District. It is also important to build and maintain relationships with other key organisations.	

Planning and Regulatory Group's contribution to community wellbeing outcomes

These activities have a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Diverse economy</i>	<i>Embracing our culture</i>	<i>Live and play</i>	<i>Resilient Infrastructure</i>
Contribution	Support sustainable waste management practises	Collaboration	Partnership	Healthy and safe	Responsive planning
	Care for the environment	Sustainable growth	Open innovation to	Active lifestyles	Forward focus
	Encourage biodiversity	Innovation	Community pride and participation		Data driven decision-making
					Communities first

Community Services

In this quarter the Community Services Manager joined the team.

Community Development and engagement

Work has been conducted this quarter to re-focus the Council's effort on community engagement activity. Council staff attended Fox Community Development Society and Franz Community Council AGMs and the Glacier County AGM. These forums provide a good opportunity for Council to understand community issues and concerns across the district.

Engagement activity has been conducted with stakeholders affected by the planned Racecourse subdivision development. This work has enabled the requests of Racecourse users to be accommodated as much as possible.

Two part-time Welcoming Community coordinators have been appointed, one in the north and another in the south of the district. These appointments will enable the services, funded by MBIE and delivered by Council, to be provided across Westland.

External Funding

Creative Communities

The Creative Communities funding was advertised during September and the committee will meet to make their decisions on allocating funding during the second quarter of the year.

Sport NZ Rural Travel Fund

Applications for the Sport NZ Rural Travel Fund closed in September. Funding was allocated to the following sports teams:

Hokitika Rugby League - Hokitika	Special Olympics West Coast
Kokatahi-Kowhitirangi Pony Club	Westland Basketball Association
Seido Hokitika Karate	Westland United Football Club
West's RFC - Hokitika	Hokitika Amateur Swim Club
Hokitika Hockey Club	

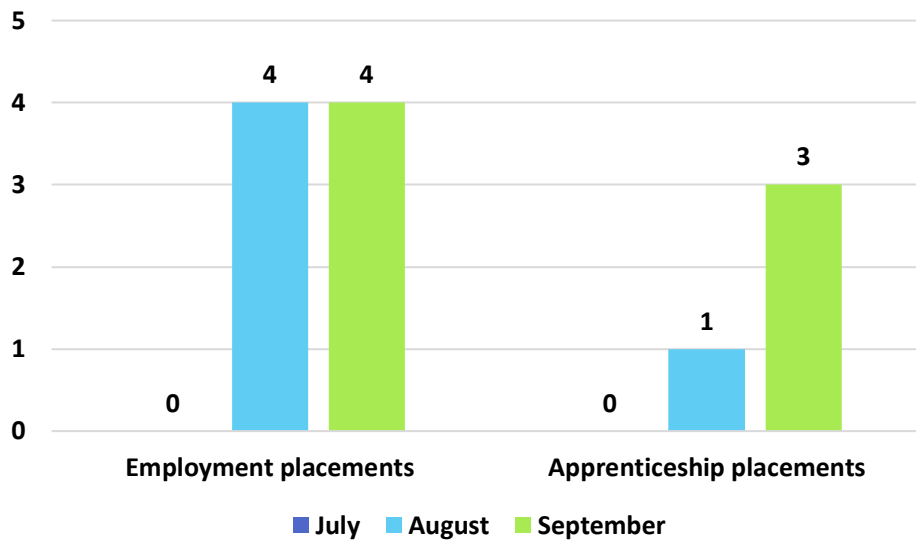
Mayors Taskforce for Jobs

For the first quarter of the 2024/2025 financial year, the Westland Mayors Taskforce for Jobs (MTFJ) programme has made strong progress, despite a reduction in funding. The programme was allocated \$260,000 this year, a significant decrease from previous years due to changes in national funding allocation. Of this, \$117,000 has been received, with the remainder contingent on achieving nine sustainable employment placements. To date, we have placed eight individuals into full-time (30 hours +) employment, with three achieving sustainability (defined as being employed for 91 days or more). Our goal for this financial year is to support 30 rangatahi (youth not in education, employment, or training - NEET) into sustainable employment. We anticipate reaching the target of nine sustainable placements by January 2025.

The MTFJ programme coordinator resigned at the end of this quarter. The programme is now operating with 1.5 FTE staff. The reduction in funding has led to a narrower focus that aligns with the expectations of the Ministry of Social Development. Unfortunately, this funding reduction has also impacted our ability to host community events and training opportunities, which were valuable in previous years.

The immediate priority of the MTFJ programme is achieving nine sustainable placements by January 2025 and securing employment for the remaining rangatahi to meet the annual target of 30 placements. Staff will continue to manage the programme efficiently within the current funding constraints, ensuring strong employment outcomes for the youth of Westland.

Youth (16 – 24) have been supported into the following opportunities through the programme.



Safer Westland

The Safer Westland Community Coalition met during the first quarter. The meeting invites local groups, with an interest in community safety and resilience, to come together to share safety information, initiatives and learnings. The last meeting was held at the RSA on 27 September 2024.

Performance in this activity

What we do: Deliver programmes and funding opportunities that contribute to residents’ health, safety and wellbeing.

Our goal	Measure / Target	Current performance
Supporting Communities to improve their social and cultural wellbeing	<p>CDA co-ordinates funding and committee process for:</p> <ul style="list-style-type: none"> • Creative Community Scheme funding local arts. • Sport NZ Rural Travel Fund. • Funding to promote events for Community well-being and social connectedness. <p>Achieved</p>	<p>Achieved</p> <p>Both the Creative Communities and Sport NZ Rural Travel Fund opened for applications in this quarter.</p> <p>Funding for rural sport was allocated and the Creative Communities closing date was extended to allow more time for applications.</p>
<p>Why this is important:</p> <p>We know that funding opportunities allow communities to be vibrant and thrive. Council support ensures that people are supported in their applications and funding is allocated appropriately.</p>		
Commitment to “Safer Westland”	<p>Safer Westland Community Coalition meets bi-monthly.</p> <p>Achieved</p>	<p>Not achieved</p> <p>The Safer Westland Community Coalition did not meet bi-monthly this quarter due to staff shortages. Staff intend to ensure meetings are held bi-monthly over the remaining financial year.</p>
<p>Why this is important:</p> <p>Providing support to the Safer Westland Governance Group ensures that organisations have the opportunity to work cooperatively to encourage community safety and wellbeing in the district.</p>		

Community Halls

The Better-Off funded projects are nearing completion by the end of October 2024.

The following works have been undertaken during the first quarter:

- Cladding containing asbestos was replaced at the Ross community hall. Some internal doors and flooring were also repaired, and a toilet cistern replaced.
- At the Haast Community Hall, repairs were done on windows and window frames together with internal painting.
- New heating and lighting were installed at Okuru Community Hall.
- The meeting room in the Kokatahi Community Hall has been refurbished with new ceilings, carpets and paint.
- Detailed seismic assessments have been completed for the Haast, Franz Josef, Kokatahi and Okuru Community Halls. All four of the halls were found to be earthquake prone and have been placed on the earthquake-prone building register. Detailed structural engineering designs for seismic strengthening has been completed for the Haast and Okuru Community Halls.

Performance in this activity

What we do: Provide places that support social, recreation, and other activities for communities.

Our goal	Measure / Target	Current performance
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts. Achieved	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance. Figure remains static or decreases year-on-year	Achieved There were no unplanned repairs in this quarter.
Why this is important: Community Halls are the heart of many of the smaller communities around the district. We want community halls to be well maintained and meet the needs of the communities that they service.		

Community Services Group's contribution to community wellbeing outcomes

These activities have a particular contribution to the following community wellbeing outcomes:

Community Outcome	Sustainable Environment	Diverse economy	Embracing our culture	Live and play
Contribution	Care for the environment	Collaboration	Enabling community	Healthy and safe
		Sustainable growth	Partnership	Active lifestyles
		Innovation	Open to innovation	Community spaces
			Community pride and participation	

Facilities, and Leisure Services

Cemeteries

No report was received in this quarter.

Performance in this activity

What we do: Provide places that support the cultural needs of the deceased and their bereaved.

Our goal	Measure / Target	Current performance
Council owned cemeteries are appropriately maintained	Customer Satisfaction: The number of service requests received per cemetery Hokitika: ≤ 5 Kumara: ≤ 5 Ross: ≤ 5	No report was received in this quarter. Hokitika: Kumara: Ross:
	Why this is important: We want our cemeteries to be pleasant resting places for departed community members.	
Burials adhere to the relevant legislation	Legislative responsibilities Standards for burial adhere to Cemeteries and Cremations Act 1964 Hokitika: 100% Kumara: 100% Ross: 100%	No report was received in this quarter. Ross: % (/) Kumara: % (/) Hokitika: % (/)
	Why this is important: The Act recognises a variety of different types of burial land. It also contains several specific provisions around controlling and managing these places and outlines the statutory restrictions that apply. Council wants to meet its statutory obligations for burials.	

Hokitika Museum

Ngā Whakatūranga – Redevelopment of Hokitika Museum

The building fitout for the Museum is advancing smoothly, with lighting and flooring installations complete. Final wiring for the security systems is in progress, and the reception desk is with the fabricators for installation. Currently, both galleries, as well as the reception area, entrance, and hallway, are being repainted to refresh the spaces in preparation for the installation of the *Kura Pounamu – Our Treasured Stone* exhibition in November, ahead of the soft opening in December.

Soft Opening with *Kura Pounamu* Exhibition

Planning for the Museum's public opening for the *Kura Pounamu – Our Treasured Stone* during this quarter includes work on the VIP preview event and iwi blessing..

Collection Management

The Museum has accepted 20 new donations and improved 47 catalogue records, with 20 now added to the online collection on IMU.

Public programmes (exhibition and events) and engagement

The museum prioritises improving access to its collections and enhancing public engagement through various programmes.

Month	Event
July	Organised a walking tour using historic photos of the Hokitika Township for Westland High School.
September	Hosted and coordinated the documentary and film crew for the Agatha Christie documentary.
	Improving memorial and public statues data base for Heritage Asset Register and long term maintenance programme.

Research

Museum staff handled 31 research inquiries and fulfilled 7 photograph orders, providing both digital and printed formats.

Performance in this activity

What we do: Acquire, conserve, research, communicate and exhibit Westland stories for purposes of study, education and enjoyment, material evidence of West Coast people and their environment.

Our goal	Measure / Target	Current performance
Collections developed and maintained with access provided	Collections continue to grow, in line with Hokitika Museum policies. Achieved	Achieved
	Deaccessions and disposals are aligned with Hokitika Museum policies. Achieved	Achieved
	Why this is important: Appropriate management of the Museum collection ensures that the archives and artifacts are useful and relevant to those interested in Westland and West Coast history.	

Parks and Reserves

No report was received in this quarter.

Performance in this activity

What we do: Provide parks and open spaces that support the recreational needs of our community and visitors.

Our goal	Measure	Current performance
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts. Achieved	No report was received in this quarter.

Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance. Figure remains static or decreases year-on-year	No report was received in this quarter.
Why this is important: We want our parks and reserves to be safe, enjoyable, and well-maintained places for our community and visitors to use.		

Public Toilets

In this quarter, the installation of the new 3-pan Permaloo toilet block at Otira started. This is due to be complete by the end of October 2024. The current 2-pan temporary toilet building will be relocated to the Westland Industrial Heritage Park once the new Otira toilets are open for use.

A revamp of the Tancred Street toilets also started. These are also due for completion by the end of October 2024. The revamp includes replacing wall linings and tiling the walls and floors of the toilet building. Once the Tancred Street toilet revamp is completed, work will commence on the Beach Street toilets.

Public toilet usage has been lower over the winter months compared to the previous quarter, with only one clean per day throughout the district. From 1 October this increases to two cleans per day.

Vandalism and graffiti have reduced compared to the last quarter of the previous year.

Performance in this activity

What we do: Provide public toilets throughout the district for the convenience of our communities and visitors, and protection of the environment.

Our goal	Measure	Current performance
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts. Achieved	Achieved A new 2-year cleaning contract was put in place for the cleaning of the public toilets in 2023, and the targets for cleaning have been achieved.
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance. Figure remains static or decreases year-on-year	Achieved Unplanned reactive repairs related only to vandalism and graffiti, no contract failures or lack of maintenance.
Why this is important: We want to provide clean and tidy public conveniences that meet community and visitor needs.		

Swimming Pools

In this quarter the Pool obstacle play equipment was serviced and with the addition of new swimming toys were a popular addition to the school holidays.

Staff have been trained and issued with PPE enabling them to handle chemicals in the Pool plant room. This has avoided the need for contractors to complete these tasks.

Performance in this activity

What we do: Provide recreation facilities for our communities to enjoy exercise, education and social activities.

Our goal	Measure	Current performance
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts. Achieved	
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance. Figure remains static or decreases year-on-year	
	Why this is important: We want our facility to meet the needs of the community and attract visitors. Users have the opportunity to connect, exercise, learn and have fun.	

West Coast Wilderness Trail

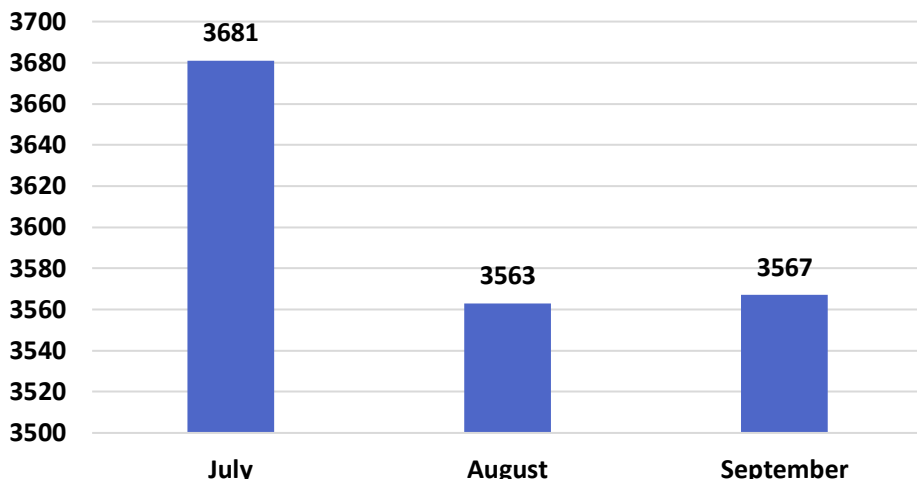
No report was received in this quarter.

Performance in this activity

What we do: Provide an outstanding local and visitor attraction that draws people to Westland.

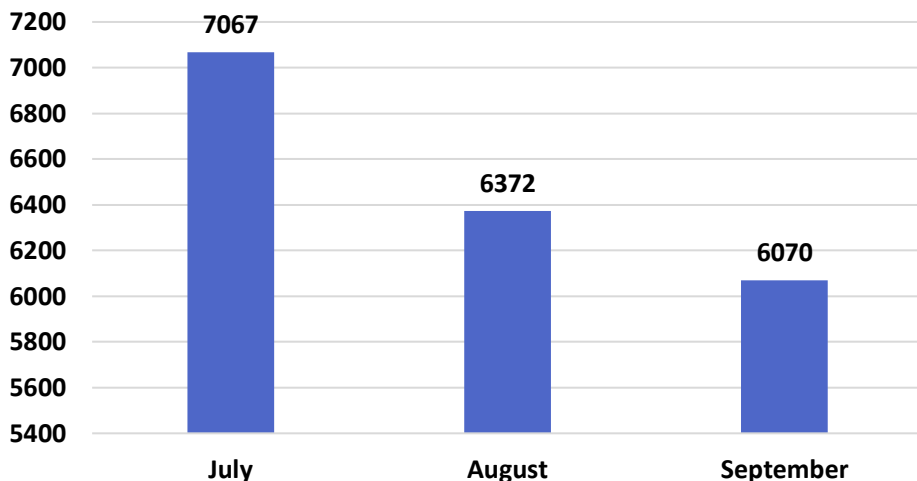
Our goal	Measure / Target	Current Performance
The cycle trail is well used	Numbers using the trail as measured by trail counters increase by 10% per annum.	No report was received in this quarter.
	Why this is important: The level of use of the cycle trail reflects the appropriateness and effectiveness of this asset for our community and visitors, and whether we are meeting their needs.	
The visitor experience meets or exceeds expectations	Net Promotor Score and cyclist feedback is greater than 80% over a 12-month average.	No report was received in this quarter.
	Why this is important: We want this asset to provide a quality experience for visitors and be an ambassador to promote the Westland district, which supports the local economy.	

Footfall



The footfall figures for the first quarter are consistent with last year.

Total issues (physical and digital)



This year's first quarter total issues reached 19,509, up from 17,621 last year, with digital issues contributing most to the rise.

In July, the Memory Care Collection was launched, improving access to resources for people living with dementia mate wareware, their care partners, and families. The library has now been recognized by Alzheimers NZ as 'Working to be Dementia Friendly.'

To celebrate Te Wiki O Te Reo Māori in September, the library hosted Loopy Tunes who performed for over 170 preschool and primary school children, teachers, and whānau in the Pakiwaitara building. For adults, we hosted a book launch in August with local author Bruce Cole. The Saturday Books and Banter group were treated to a virtual meet-the-author event with Sally Colin-James.

Performance in this activity

What we do: Provide a safe and inclusive environment that welcomes everyone and creates a community hub.

Our goal	Measure	Current performance
To provide access to a physical collection that is current and of appropriate quality to meet the needs of the community.	40-45% of physical collection items purchased in the last 5 years (excluding Local History and Stack)	Not achieved This is on track to be achieved by the end of the budget year. Staff have estimated that 39.8 % of the physical collection has been purchased in the last 5 years (excluding Local History, Stack or items not owned by WDC).
Ensure library users have access to computing technology and the internet to allow them to access relevant information, government, community, retail, recreational and communication services.	Minimum provision of: <ul style="list-style-type: none"> • 2 public access internet devices per 2.500 people (Westland = 7) • Printer, scanner, and BYOD print options. • Onsite Wi-Fi access. 	Achieved. This is provided using the APNK public internet access: <ul style="list-style-type: none"> • Wi-Fi • Public access internet devices (7) • Printer, scanner, and BYOD print options.
Delivering activities that enable increased accessibility.	Number of programmes & events (excluding Book-A-Librarian): 200 programmes/events	Not achieved 72 events and programmes have been in the first quarter and the library is on track to achieve this by the end of the financial year.
	Attendance at events (Excluding Book A Librarian): 2000 attendees	Not achieved There have been 934 attendees at events and the library is on track to achieve this by the end of the financial year.
	<p>Why this is important:</p> <p>We want our library services to meet the needs of users, and to be responsive to the increasing changes of the way that customers use a modern library service.</p> <p>We need to provide a variety of resources and services to meet the needs of individuals and groups for information, life-long learning, personal development, recreation, and leisure.</p>	

Facilities, and Leisure Services Group’s contribution to community wellbeing outcomes

These activities have a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Diverse economy</i>	<i>Embracing our culture</i>	<i>Live and play</i>	<i>Resilient Infrastructure</i>
Contribution	Support sustainable waste management practises.	Collaboration	Enabling community	Healthy and safe	Responsive planning
	Care for the environment	Sustainable growth	Partnership	Active lifestyles	Forward focus
		Innovation	Community pride and participation	Community spaces	Data driven decision-making
					Communities first

Leadership

Democracy

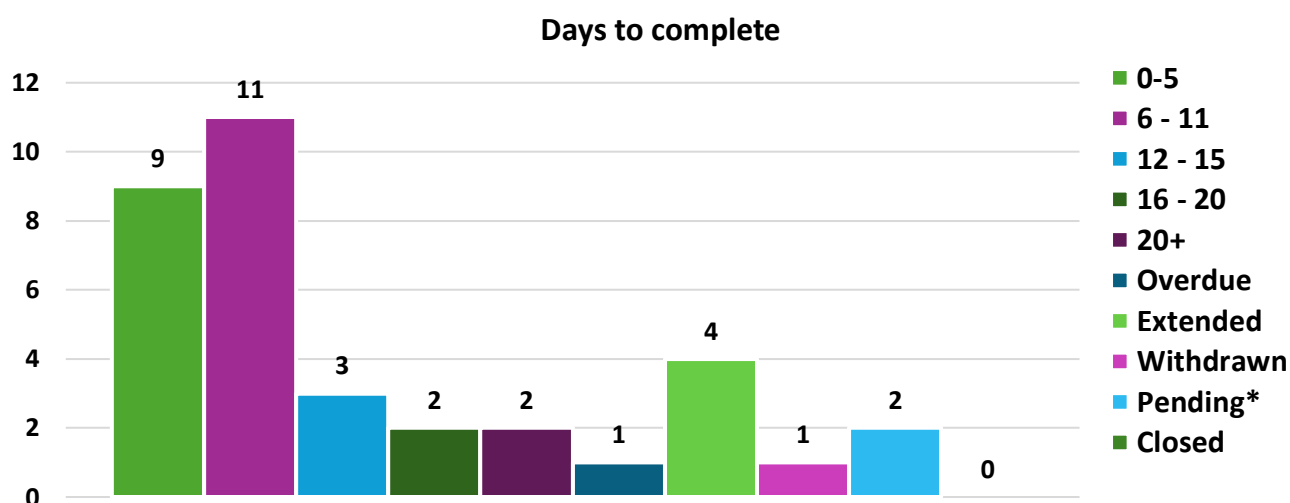
The following meetings and workshops were held during the period 1 July 2024 to 30 September 2024:

Date	Name of Committee/Subcommittee	Formal Meeting or Workshop
8 July	Geotech Update Council HQ	Council Briefing – Publicly Excluded
8 July	Hokitika Wildfoods Festival	Council Workshop – Open
25 July	July Council Meeting	Formal Council Meeting
6 August	Extraordinary Council Meeting	Formal Extraordinary Council Meeting
8 August	Risk and Assurance Committee Meeting	Formal Committee Meeting
21 August	Cycling and Walking Subcommittee Meeting	Formal Committee Meeting
29 August	August Council Meeting	Formal Council Meeting
26 September	September Council Meeting	Formal Council Meeting

LGOIMA

There were 36 requests for information under the Local Government Information and Meetings Act during this quarter.

Many of the requests have large quantities of information involved, which resulted in the need to extend the timeframe for processing. Trends in this quarter were requests for information regarding consents following compliance actions, and rating information due to the rates strike for the new financial year.



*These requests attract charges and have not been confirmed.

^ Not including media requests to Communications, which are typically answered on the same day.

26 requests were sent from the media directly to the Strategy and Communications Advisor for response.

Corporate Services

Finance and corporate planning

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

Planning for work on the Long Term Plan 2025 also got underway.

Strategy and Communications

With the return of the isite and Swimming Pool activities to Council, the SCA updated the internal policies for managing the Council's social media channels and completed training with the relevant staff. The Council's moderation policy and privacy was also updated on each of the channels.

Two engagement projects were supported in this quarter: the Council's Representation Review and a Food Scrap and Green Waste survey for the three district Councils. Individual communications plans were developed for effective communication to the community. The SCA is working with the Community Services Manager and Museum Director to create a communications plan for the *Kura Pounamu – Our Treasured Stone* exhibition in November, and with the Property and Facilities Manager on communications about the Hokitika Racecourse Development. Work is continuing to develop an engagement and communications plan for the Transportation Manager's Parking Strategy work.

A new Communications Strategy was developed in this quarter, and staff have begun to implement the concepts that form the basis of the strategy.

Information Management

Progress on Paper-Based Archives Workstream

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

Advancements in Electronic Document Management

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

Onboarding and Data Migration

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

Policy Review and Updates

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

Security Enhancements

In conjunction with the recent installation of new door access and CCTV cameras at Council Headquarters, the Privacy Team has commenced a review of the CCTV policy. This evaluation will ensure that our security measures are in line with evolving security standards and that the use of CCTV aligns with relevant privacy regulations.

Information Technology

Building Security Upgrades

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

Network Monitoring

A new Network Monitoring System has been installed, providing IT staff with a single "Dashboard" from which to monitor and support the entire corporate network from servers to laptops. This consolidates functions that were previously managed through multiple disparate systems.

Onboarding of New Users

The successful reintegration of the site and Swimming Pool functions under direct Council Control necessitated the onboarding of numerous new users. This process has been managed efficiently to ensure a smooth transition and effective operation of these services.

Business Continuity Working Group

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

Performance in this activity

What we do: Provide professional support services to support other activities in Council and ensure smooth operating and fulfilment of statutory requirements.

Our goal	Measure / Target	Current performance
Provide accountability about Council activities	Legally compliant financial plans and reports adopted	a. 50%: The Enhanced Annual Plan 2024/2025 was adopted on 24 June 2024.
	a. 100% LTP, Annual Plans and Reports adopted on time.	The Annual Report 2023/2024 is in progress in this quarter.
	b. 100% LTP and Annual Reports receive unqualified Auditor's Opinions.	b. 50%: The Long Term Plan 2021 – 2031 received an unqualified Auditor's opinion. The Annual Report 2023/2024 is in progress in this quarter.
Why this is important: Meeting our legislative obligations to report on our activities and review our budgets and achieving unqualified Auditor's Opinions on our reports and plans, gives the community confidence that Council is actively working to promote community well-being and be fiscally responsible.		

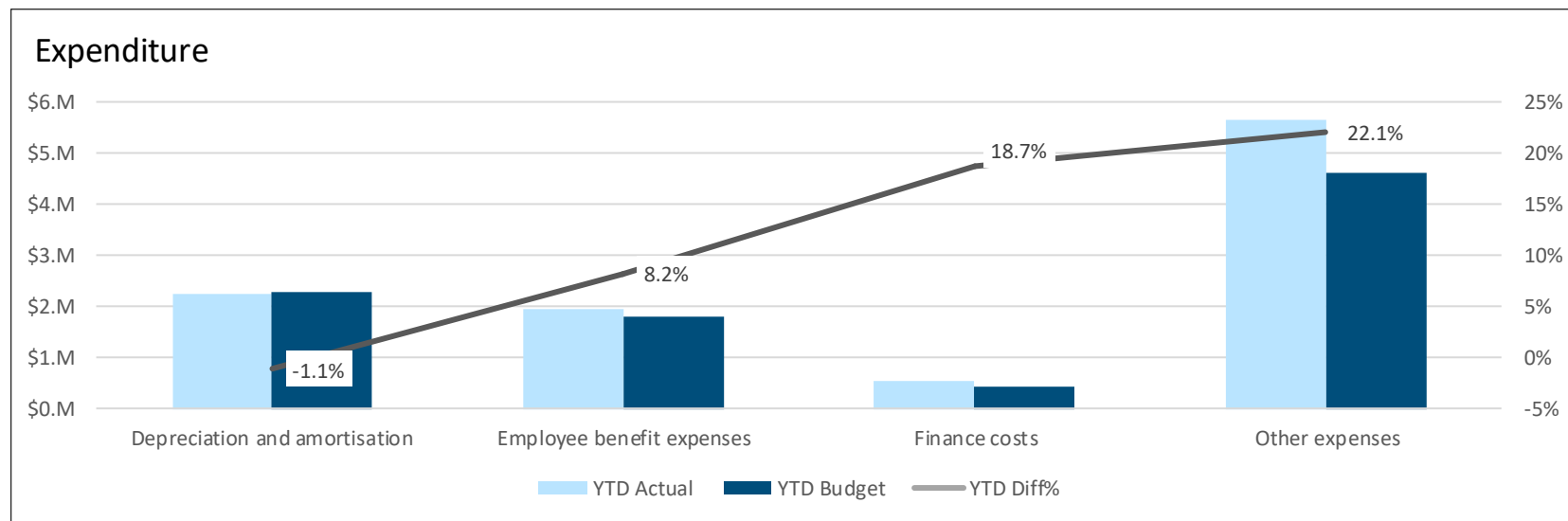
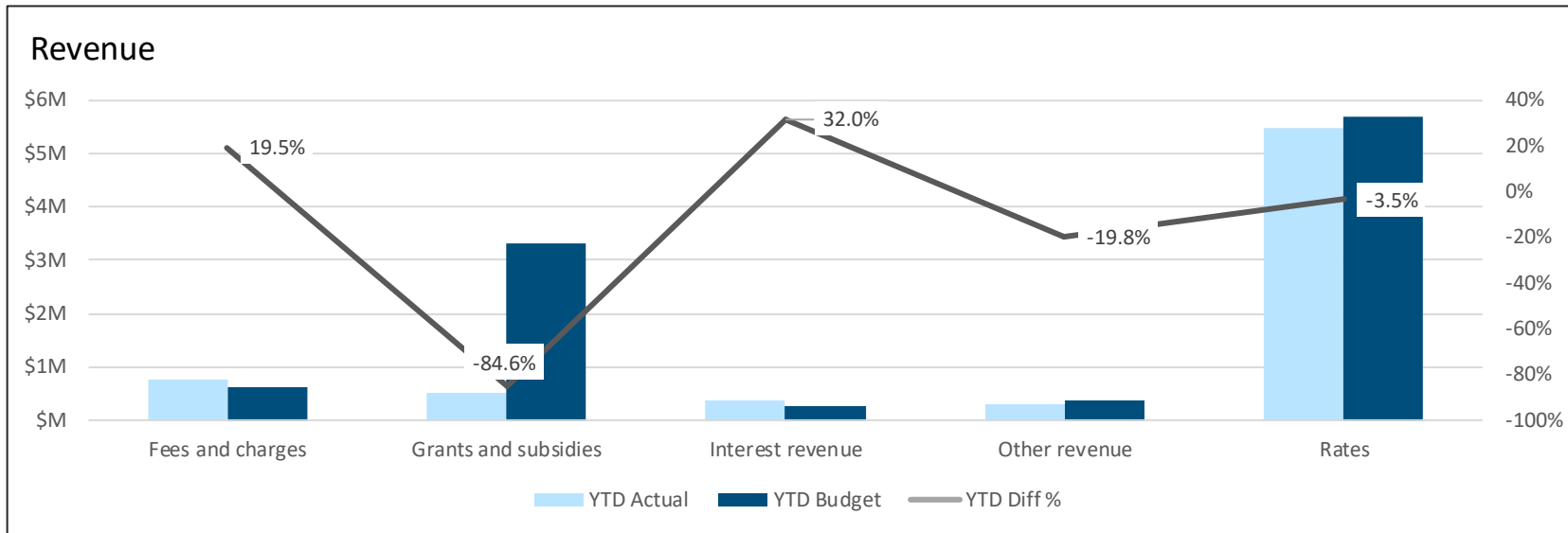
Leadership Group's Contribution to community wellbeing outcomes

These activities have a particular contribution to the following community wellbeing outcomes:

Community Outcome	<i>Sustainable Environment</i>	<i>Diverse economy</i>	<i>Embracing our culture</i>	<i>Live and play</i>	<i>Resilient Infrastructure</i>
Contribution	Care for the environment	Collaboration	Enabling community	Healthy and safe	Responsive planning
			Partnership	Active lifestyles	Forward focus
			Community pride and participation	Community spaces	Data driven decision-making
					Communities first

Whole of Council Financial Summary

Revenue and Expenditure Graphs



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	22,756	22,958	5,686	5,484	(202)	(3.55%)
Grants and subsidies	02	10,460	13,268	3,317	509	(2,808)	(84.65%)
Interest Revenue	03	1,210	1,121	280	370	90	31.97%
Fees and Charges	04	2,660	2,536	632	756	124	19.53%
Other revenue	05	1,602	1,678	381	305	(76)	(19.89%)
Total operating revenue		38,689	41,561	10,297	7,425	(2,872)	(27.89%)
Expenditure							
Employee Benefit expenses	06	7,299	7,152	1,788	1,935	147	8.22%
Finance Costs	07	1,842	1,760	440	522	82	18.68%
Depreciation	08	9,048	9,074	2,269	2,243	(26)	(1.13%)
Other expenses	09	20,589	19,626	4,666	5,628	962	20.62%
Total operating expenditure		38,779	37,613	9,163	10,328	1,166	12.72%
Operating Surplus/(Deficit)		(91)	3,948	1,134	(2,904)	(4,038)	(356%)

Notes to Statement of Comprehensive Revenue and Expenditure

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

01 Rates

Variance is due to revenue from metered water charges being lower than forecast.

02 Grants and subsidies

The full year budget for this year includes \$1.56M relating to infrastructure for the Racecourse project, \$142k of this has been received.

Transport grants are \$2.73M below budget. No claims have been received to date due to delay in completion of NZTA funding agreement.. Majority of claims are expected to be received during the summer months as this is when the majority of roading works is usually completed.

Tranche 1 for the Mayor's Task Force for Jobs has been received \$117k.

03 Interest Revenue

Not included in the budget was the interest to be recouped from our CCTOs for loans held on their behalf. \$96k of the interest revenue relates to this CCTO interest, which is offset by the interest expense accrued for these loans - see Note 07 below.

04 Fees and charges

Building and resource consent fees are over by \$65k and \$49k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged). This is offset by consent processing costs of \$51k. Waste disposal levy payments are \$25k over due to higher than expected tourist numbers and escalations.

05 Other Revenue

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

06 Employee benefit expenses

No specific significant variances.

07 Finance Costs

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

08 Depreciation

Depreciation is on track.

09 Other expenses

- Non-cash loss on swaps of \$774k has been recognized this year due to a significant drop in forecast interest rates.
- \$55k consultancy fees for the Local Water Done Well support package project - currently at preliminary stage.
- LTP audit costs of \$87k not budgeted for - The LTP audit for 2024-25 is currently at the interim stage.
- Refuse collection costs are over by \$43k due to pricing escalations.

Capital Projects 2024/25 As at 30/09/2024			
Project / Activity	YtD Expenses	Annual Plan	Forecast
Leadership	32,688	577,291	577,291
Planning & Regulatory Services	0	186,939	186,939
Library & Museum	14,763	113,126	113,126
Water Supply	28,133	2,516,011	2,516,011
Waste Water	97,441	4,555,618	4,555,618
Solid waste	61,205	767,891	767,891
Storm water	5,601	1,392,340	1,392,340
Cemeteries	121	98,129	98,129
Swimming pools	0	635,249	635,249
Facilities & leisure services - other	293,564	2,611,444	2,611,444
Parks & reserves	33,745	1,036,786	1,036,786
Land transportation	104,444	9,240,974	9,240,974
Better Off Funded Projects	173,416	622,586	622,586
Less Operational Better Off Funding	(49,964)	(392,804)	(392,804)
Total Less Operational Better Off Funding	123,452	229,782	229,782
Unbudgeted capital expenditure	13,257	0	21,257
Funded Projects	0	0	0
Total	858,379	24,354,384	24,375,641
Total Less Operational Better Off Funding	808,414	23,961,580	23,982,837

Disclosure Statement

The following information is the disclosure statement for year ending 30 September 2024.

The purpose of this statement is to disclose the council’s financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

Rates Affordability Benchmarks

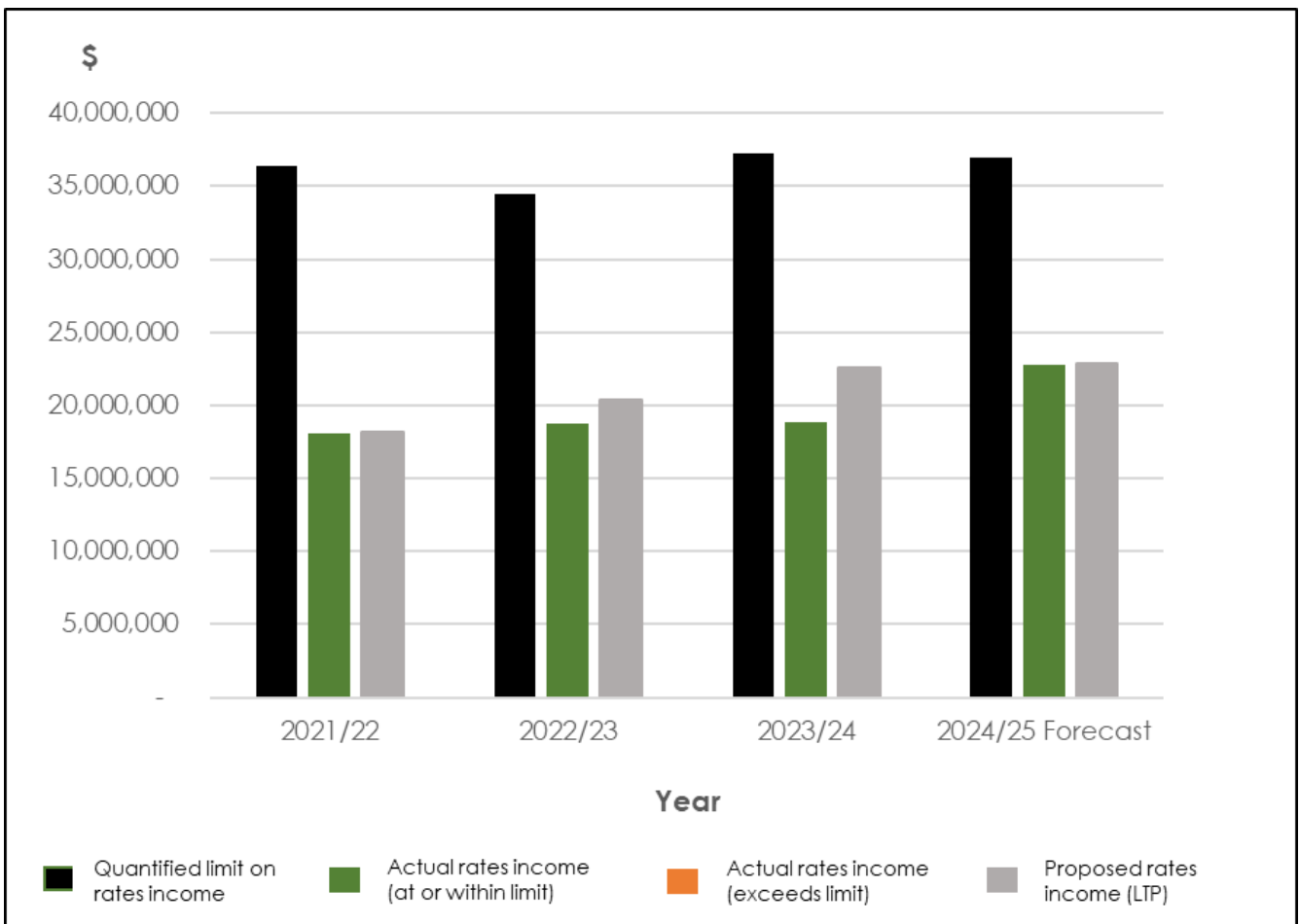
Council meets the rates affordability benchmark if:

- Its actual rates income equals or is less than each quantified limit on rates; and
- Its actual rates increases equal or are less than each quantified limit on rates increases.

The following graph compares the council’s actual rates income with a quantified limit on rates contained in the financial strategy included in the council’s long-term plan. The quantified limit is \$36.9m.

Council is forecasting to meet this measure in the 2024/2025 financial year: rates are not expected to exceed the rates (income) affordability benchmark.

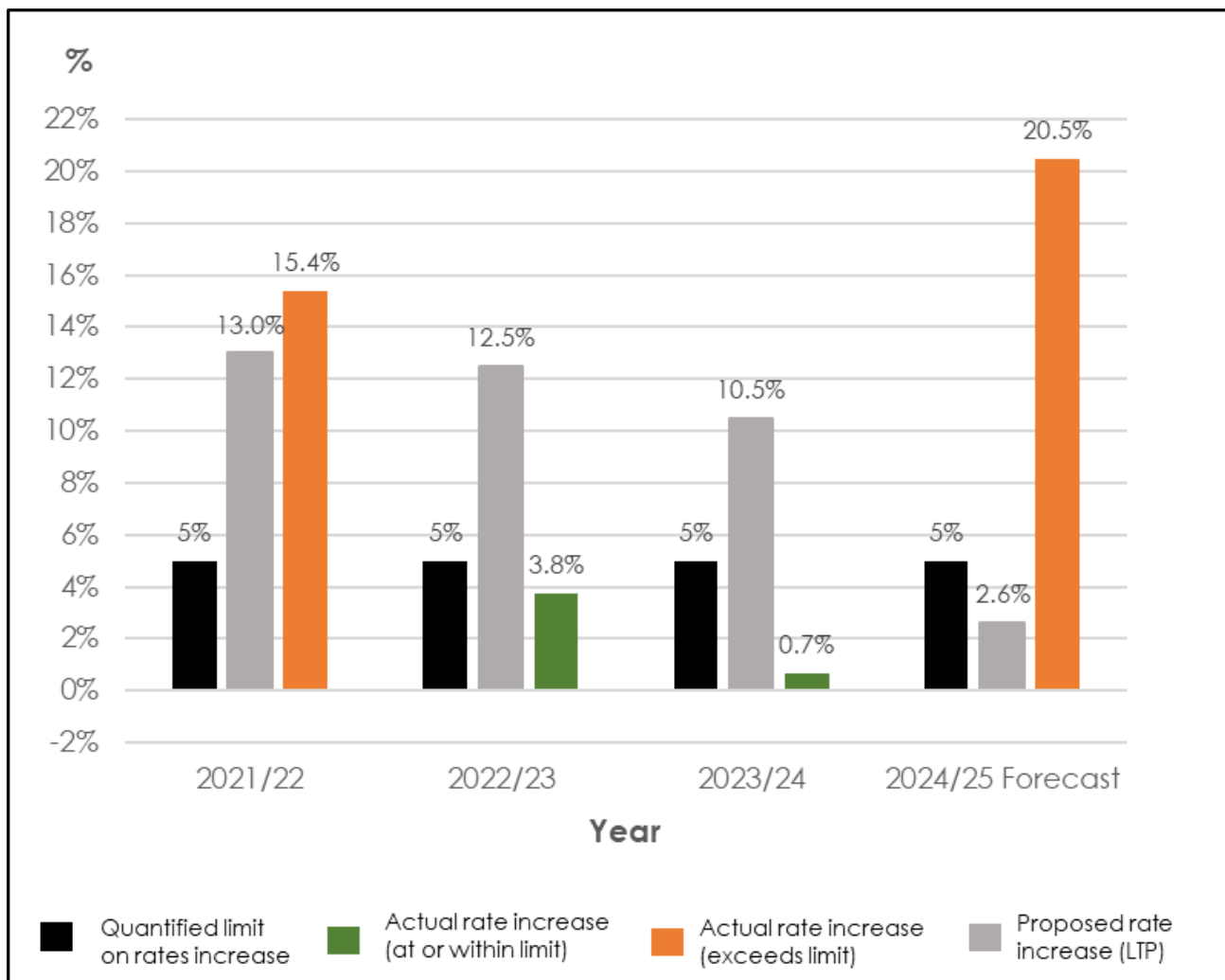
Rates (income) affordability



The following graph compares the Council’s actual rates increases with a quantified limit on rates increases included in the financial strategy included in the council’s long-term plan. The quantified limit is 5% in any one year.

Council is forecasting to meet this measure in the 2024/2025 financial year: rates are expected to exceed the rates (increases) affordability benchmark.

Rates (increases) affordability

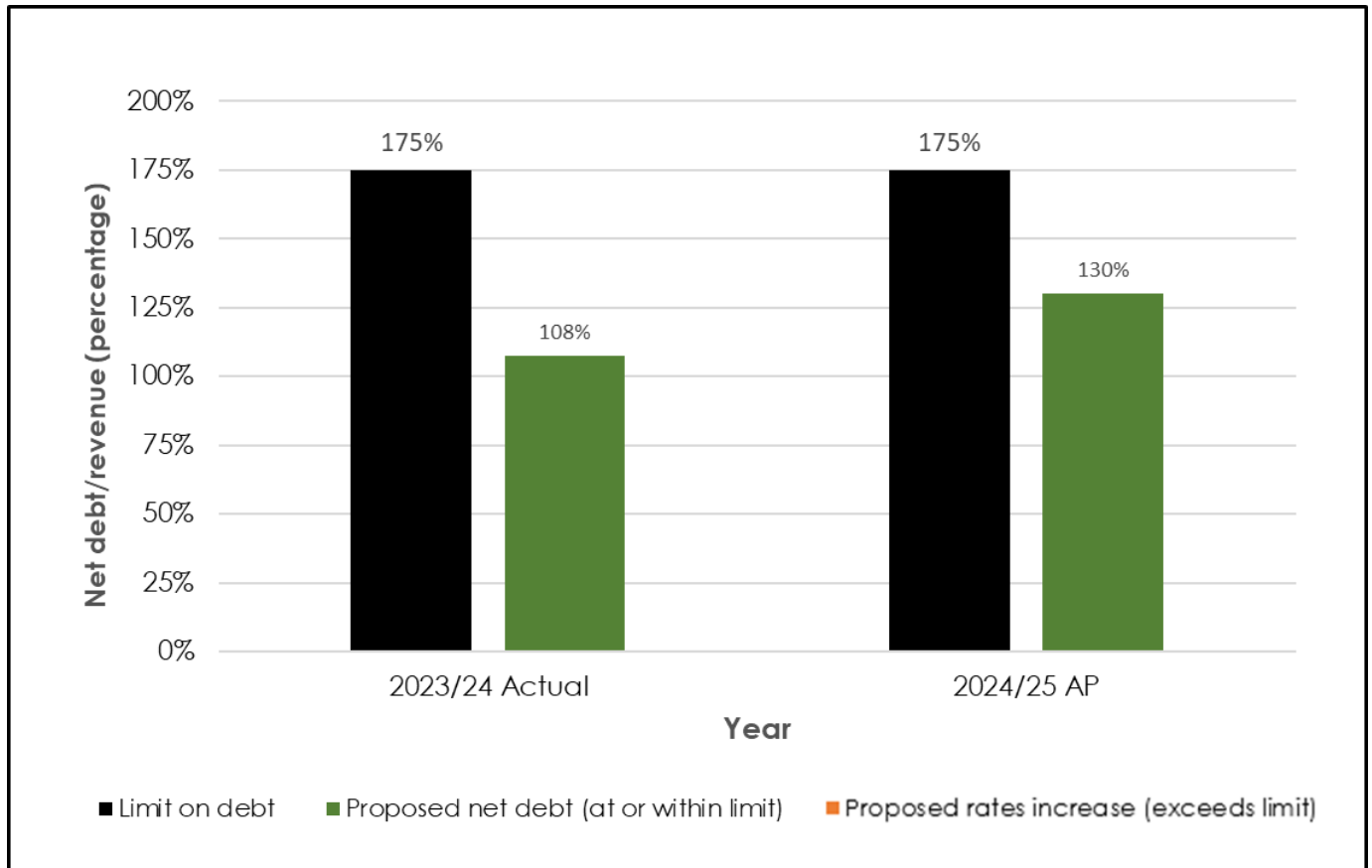


Debt Affordability Benchmark

Council meets the debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing.

The following graph compares the council's actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the council's long-term plan. The quantified limit is set so that debt will not exceed 175% of revenue.

Council is forecasting to meet this measure in the 2024/2025 financial year: debt is not expected to exceed the debt affordability benchmark.



Balanced Budget Benchmark

The following graph displays council's **revenue** as a proportion of **operating expenses**. Council meets this benchmark if its revenue equals or is greater than its operating expenses.

Revenue excludes:

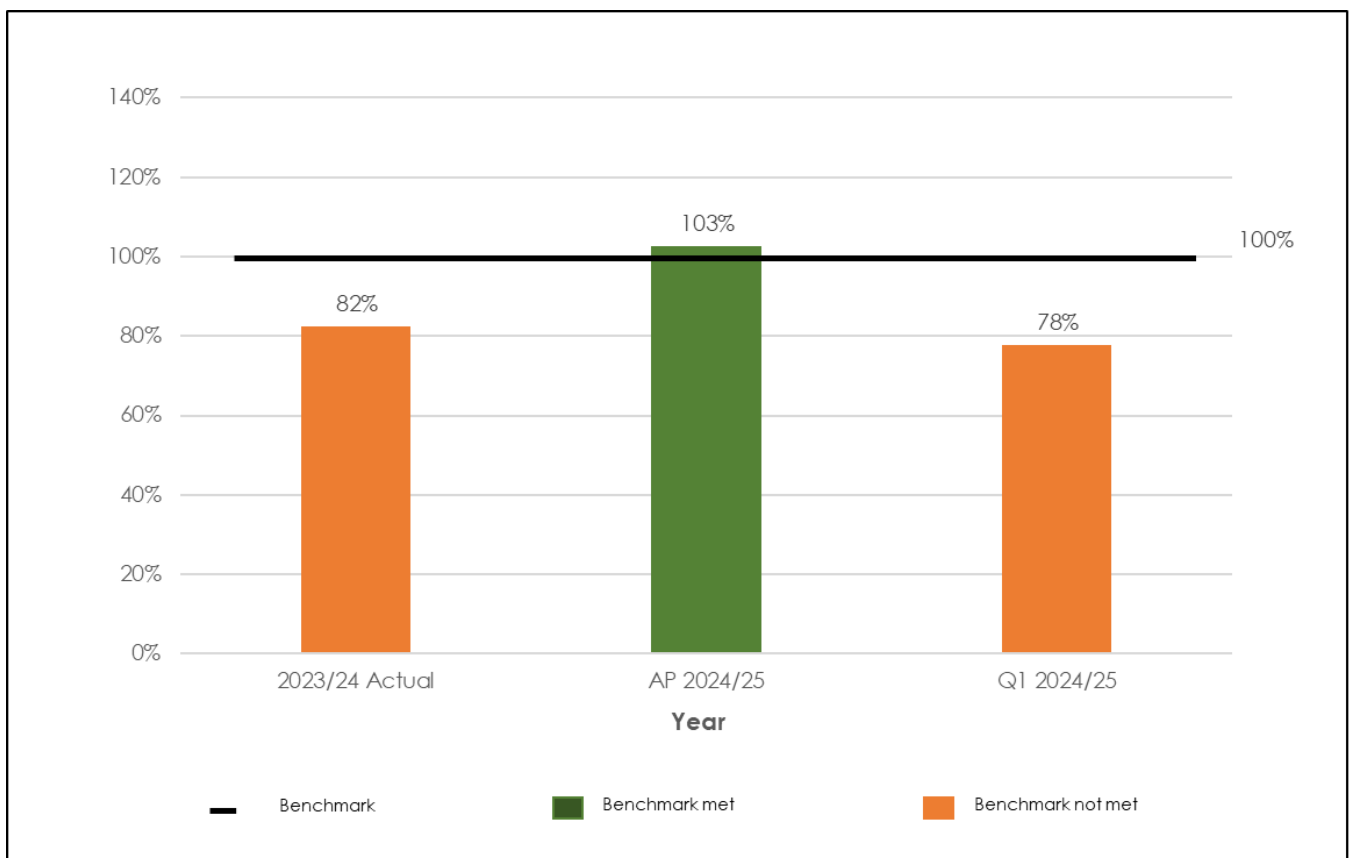
- development contributions,
- financial contributions,
- vested assets,
- gains on derivative financial instruments, and
- revaluations of property, plant, or equipment)

Operating Expenses excludes:

- losses on derivative financial instruments, and
- revaluations of property, plant, or equipment

This benchmark is budgeted to be met in the 2024/2025 financial year. The forecast considers variances between what we budgeted for and what has occurred to date. More information on these variances can be found in the Notes to Statement of Comprehensive Revenue and Expenditure.

Revenue / Expenditure (%)



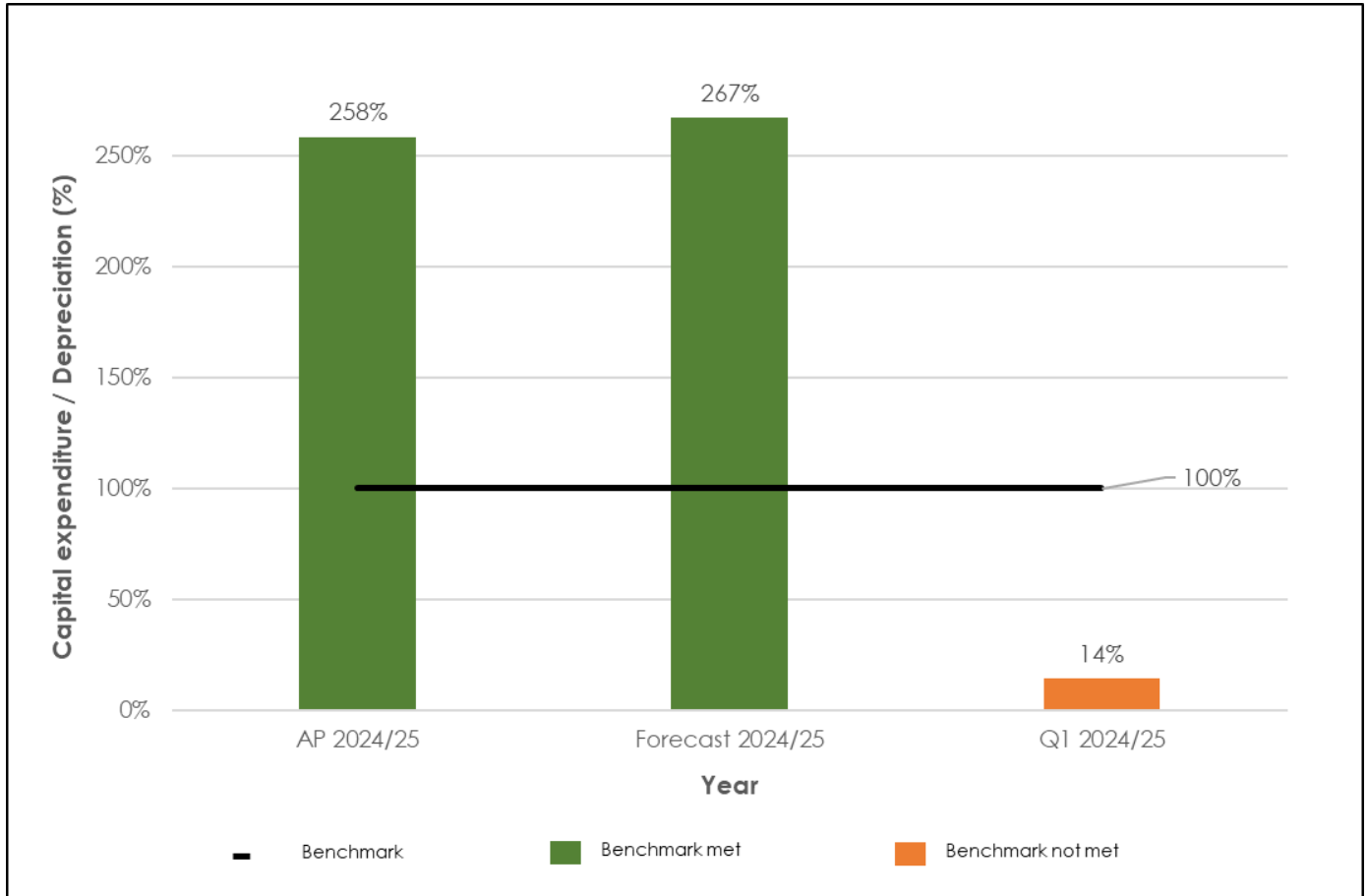
See the 'Statement of Comprehensive Revenue and Expenditure' and related Notes for more detail on Q1 2024/25.

Essential Services Benchmark

The following graph displays council's capital expenditure on network services as a proportion of depreciation on network services. Council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network service.

Essential Services are Water Supply, Wastewater, Stormwater, and Roothing

Capital expenditure / Depreciation (%)



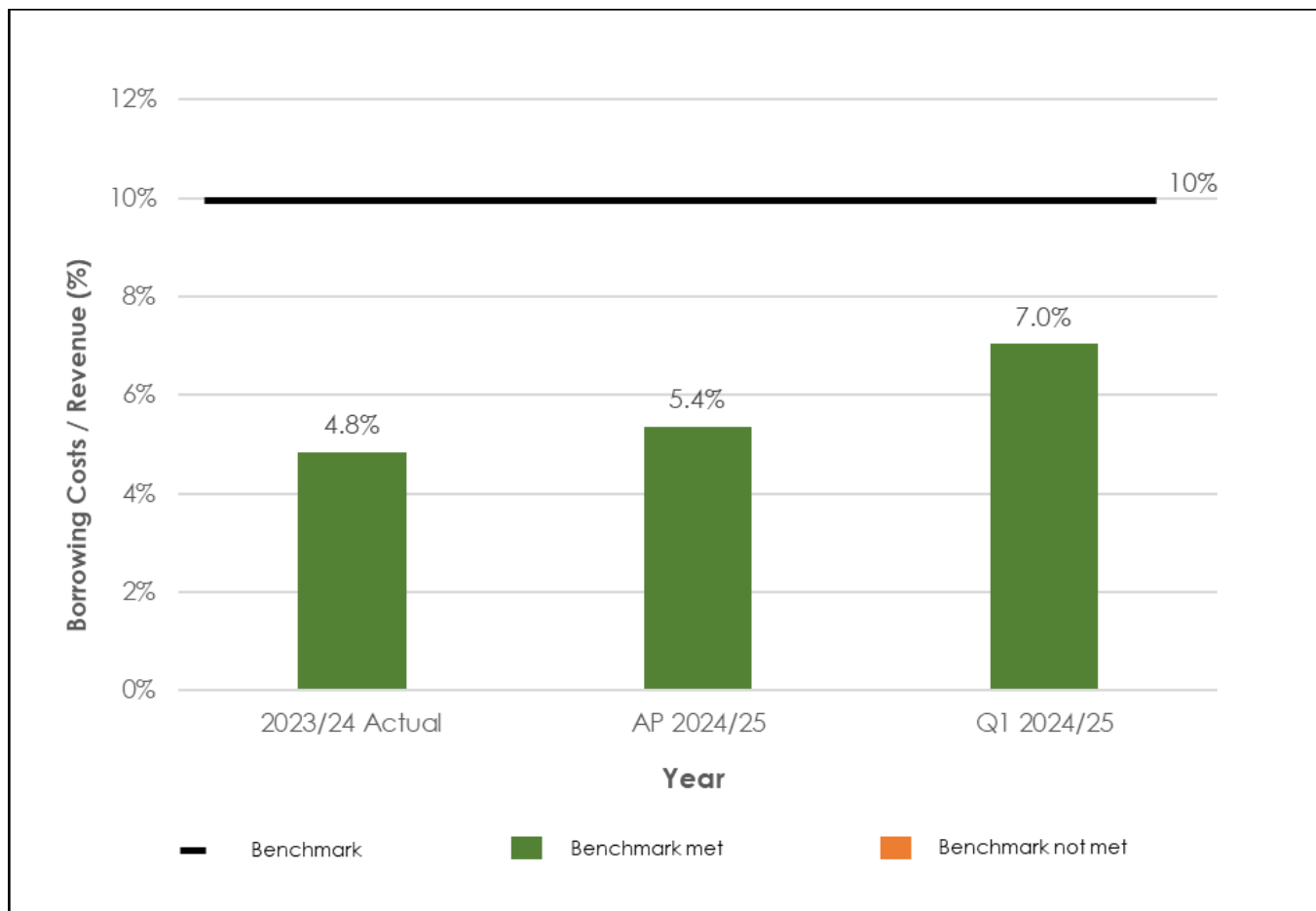
Year to date capex is 14.38% of depreciation. 3 Water's spend is relatively low after the first quarter as most active projects are at the scoping or design stages. Low spend in Roothing is due to timing - expenditure is expected to ramp up in the summer months, including a reseal project of approximately \$1M.

Debt Servicing Benchmark

The following graph displays council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

Because Statistics New Zealand projects the Westland District's population will grow more slowly than the national population growth rate, council meets the debt servicing benchmark if its borrowing costs are equal to or are less than 10% of its revenue.

Borrowing costs/Revenue (%)

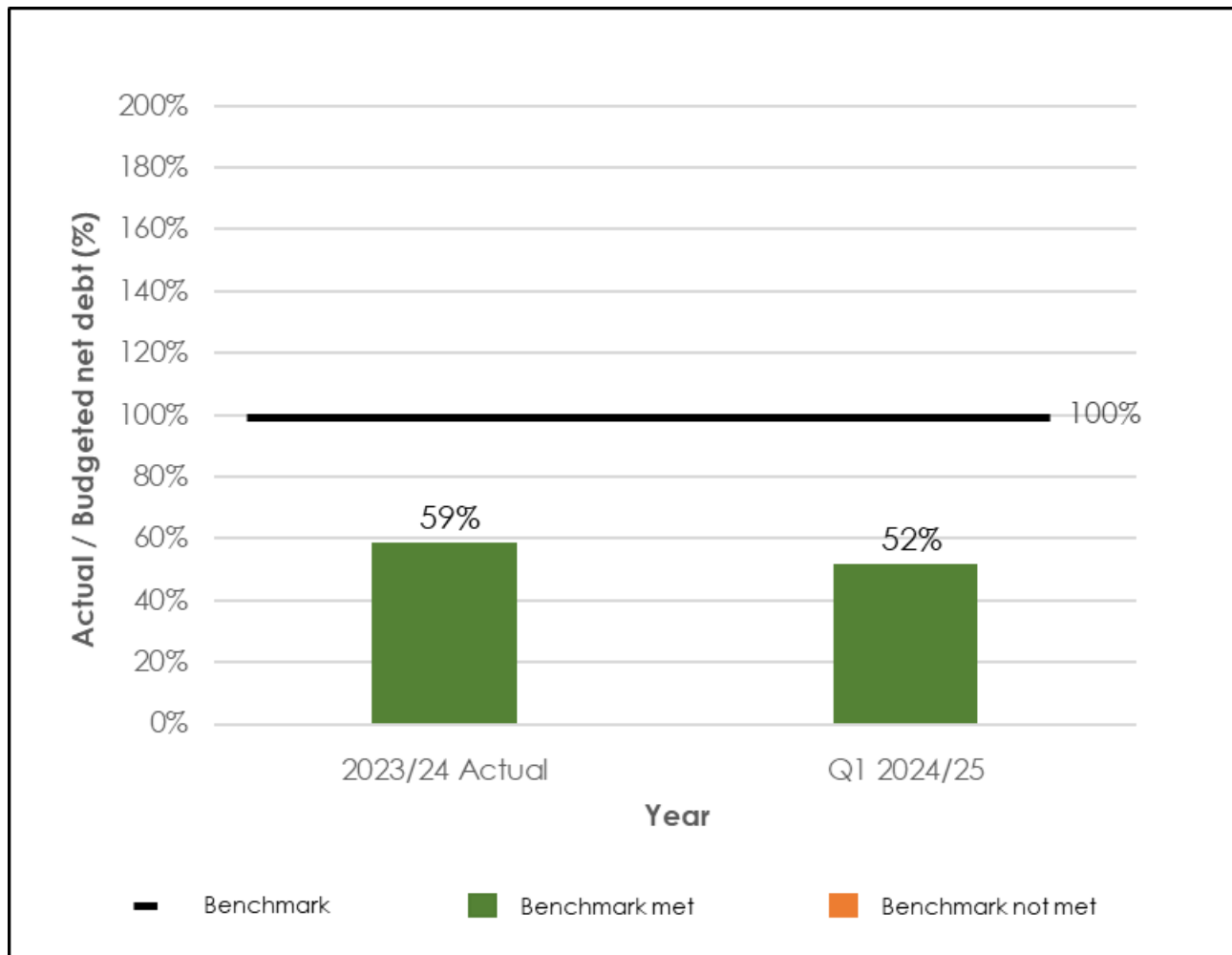


Debt Control Benchmark

The following graph displays council's actual net debt as a proportion of planned net debt. In this statement, net debt means financial liabilities less financial assets (excluding trade and other receivables).

Council meets the debt control benchmark if its actual net debt equals or is less than its planned net debt. This benchmark is being met as of the end of Q1.

Actual / Budgeted net debt (%)



Treasury Report

Summary

The purpose of this section of the Quarterly Report is to provide an update on Council's Treasury Position as at **30 September 2024**.

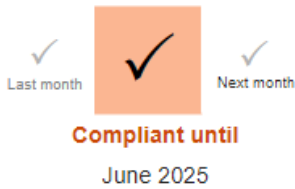
This section shows the Council's position for the following items:

- Financial Risks
- Council's debt position
- Loans
- Other Borrowings (if any)
- Swaps
- Community Loans
- Cash Flow
- Debtors

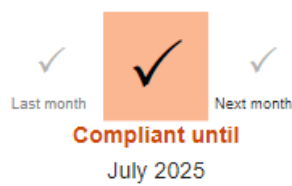
Council has contracted PWC as an independent treasury adviser.

Compliance Summary

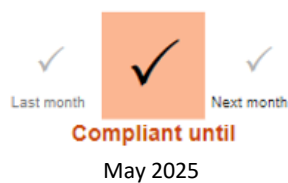
Interest rate risk



Liquidity risk



Funding risk



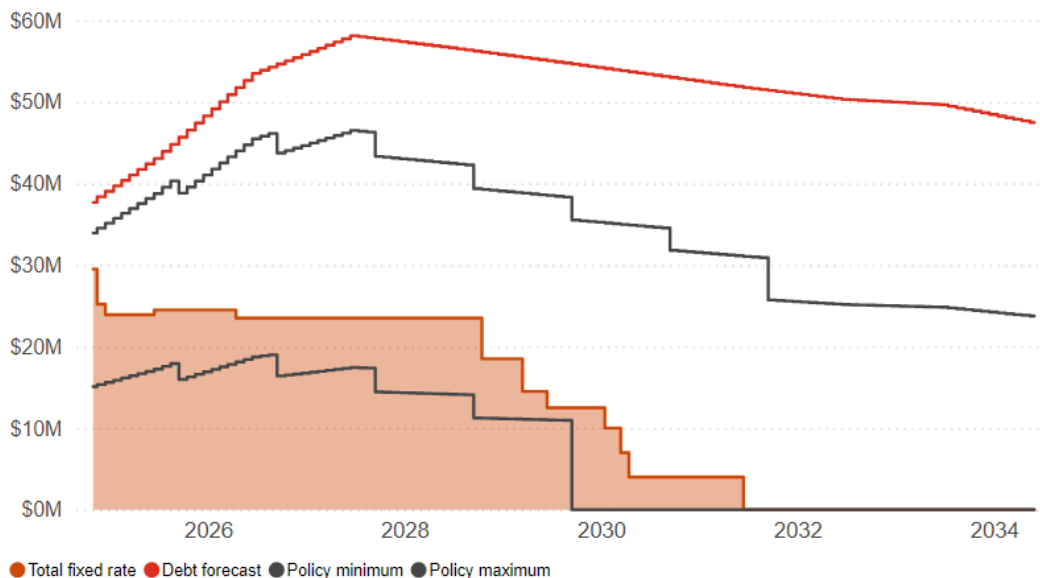
Investments



Interest Rate Risk

The interest rate risk timeline visually represents the Council's interest rate position within approved interest rate control limits as set out in Council's Liability Management Policy.

Interest rate risk timeline



\$33,518,352

Gross debt less prefunding

\$29,500,000

Total fixed rate instruments

88%

Current hedged (%)

3.14%

Current WA fixed rate

2.93

WA fixed term (years)

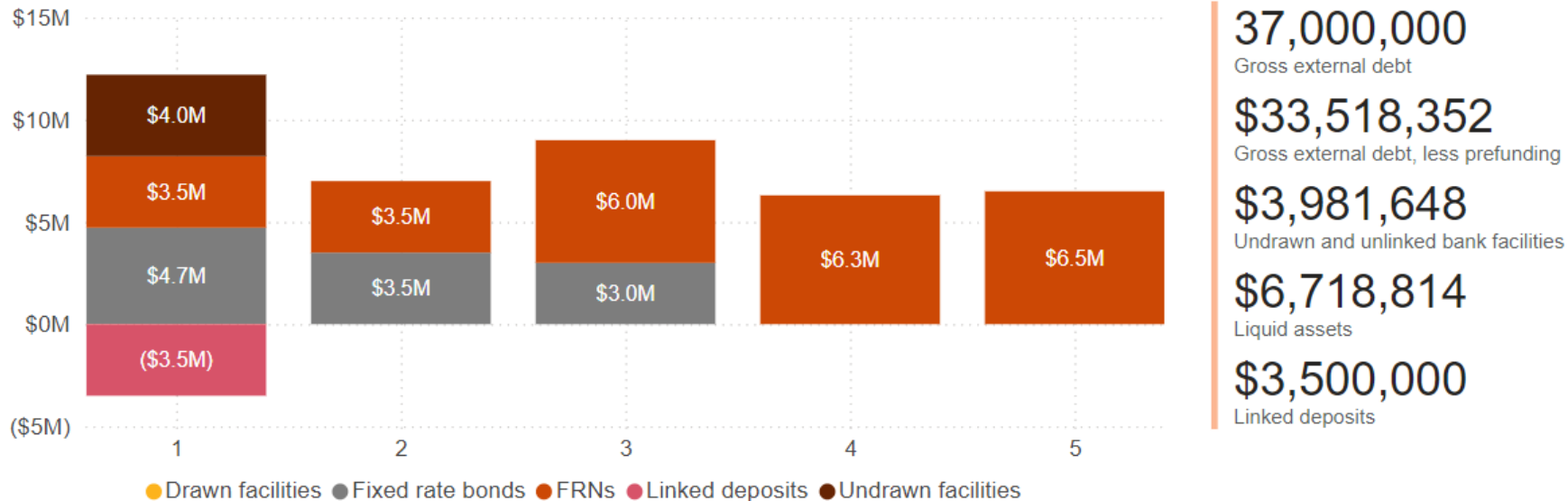
Interest rate summary

#	Bucket	Min	Max	Actual
1	0 - 1	40%	90%	80%
2	1 - 12	40%	90%	60%
3	12 - 24	35%	85%	48%
4	24 - 36	30%	80%	42%
5	36 - 48	25%	75%	41%
6	48 - 60	20%	70%	30%
7	60 - 72	0%	65%	15%
8	72 - 84	0%	60%	6%
9	84 - 96	0%	50%	0%
10	96 - 108	0%	50%	0%
11	108 - 120	0%	50%	0%

Funding and Liquidity risk

This chart illustrates the Council's debt position, and considers the debt facility as well as any term deposits:

Funding and Liquidity Risk Timeline



37,000,000	Gross external debt
\$33,518,352	Gross external debt, less prefunding
\$3,981,648	Undrawn and unlinked bank facilities
\$6,718,814	Liquid assets
\$3,500,000	Linked deposits

Funding and Liquidity Risk Control Limits:

Funding summary

Bucket (years)	Maturing in period (\$)	Policy	Actual
0 - 3	\$19,000,000	15% - 60%	60%
3 - 7	\$12,800,000	25% - 85%	40%
7 - 15	\$0	0% - 60%	0%
Total	\$31,800,000		100%

Maturity band limits were amended into three bands: 0 - 3 years, 3 - 7 years and 7 years plus. Minimum and maximum percentage limits within each maturity band ensure a spread of maturities and reduces the risk of maturity concentrations.

Liquidity summary

132%

Liquidity ratio (liquid deposits)

Council's policies require a liquidity cover of 110% of current debt. Council has \$3.5m of term deposits and \$6.7 cash at bank available as at 30 September 2024 and a \$4m credit facility with Westpac. This results in a liquidity coverage ratio of 132%. The forecast debt for the current financial year is \$43.1m.

Loans

Reference	Description	Counter-party	Maturity	Drawn	Limit	Interest rate	Margin
WN1224	Fixed Rate Bond	LGFA	16 December 2024	1,300,000	1,300,000	5.45%	0.20%
5676	Floating Rate Note	LGFA	15 April 2025	2,300,000	2,300,000	5.64%	0.91%
10130	Floating Rate Note	LGFA	15 April 2025	1,200,000	1,200,000	5.64%	0.65%
WN0625	Fixed Rate Bond	LGFA	13 June 2025	3,400,000	3,400,000	5.45%	0.25%
880187	Multi-Option Currency Loan	Westpac	1 July 2025	18,352	4,000,000	6.80%	1.25%
WN2615	Fixed Rate Bond	LGFA	15 April 2026	1,000,000	1,000,000	5.39%	
9228	Fixed Rate Bond	LGFA	15 April 2026	1,000,000	1,000,000	1.39%	
6397	Floating Rate Note	LGFA	15 April 2026	1,500,000	1,500,000	5.64%	0.97%
13780	Floating Rate Note	LGFA	15 April 2026	2,000,000	2,000,000	5.64%	0.53%
10146	Fixed Rate Bond	LGFA	15 April 2026	1,500,000	1,500,000	1.14%	
6400	Fixed Rate Bond	LGFA	15 April 2027	1,500,000	1,500,000	3.88%	
17371	Floating Rate Note	LGFA	15 April 2027	3,000,000	3,000,000	5.64%	0.66%
13218	Floating Rate Note	LGFA	15 April 2027	3,000,000	3,000,000	5.64%	0.68%
10148	Fixed Rate Bond	LGFA	15 April 2027	1,500,000	1,500,000	1.23%	
7306	Floating Rate Note	LGFA	18 April 2028	1,300,000	1,300,000	5.64%	1.06%
20221	Floating Rate Note	LGFA	15 May 2028	1,000,000	1,000,000	5.61%	0.76%
13796	Floating Rate Note	LGFA	15 May 2028	3,000,000	3,000,000	5.74%	0.64%
11187	Floating Rate Note	LGFA	15 May 2028	1,000,000	1,000,000	5.74%	0.68%
19567	Floating Rate Note	LGFA	20 April 2029	3,500,000	3,500,000	5.71%	0.94%
11772	Floating Rate Note	LGFA	20 April 2029	3,000,000	3,000,000	5.65%	0.64%
Total				37,018,352			

Swaps

Reference	Instrument type	Counter party	Notional (\$)	Start date	Maturity date	Interest rate
8324459	Swap	Westpac	4,300,000	17 November 2020	17 November 2024	0.67%
9299514	Swap	Westpac	3,000,000	15 June 2022	15 June 2025	2.76%
6667342	Swap	Westpac	5,000,000	2 October 2023	2 October 2028	3.97%
10722947	Swap	Westpac	4,000,000	15 December 2023	15 March 2029	3.48%
9299524	Swap	Westpac	2,000,000	15 December 2023	15 June 2029	2.75%
11091195	Swap	Westpac	2,500,000	15 April 2026	15 January 2030	4.03%
10863505	Swap	Westpac	3,000,000	15 June 2025	15 March 2030	4.35%
11091199	Swap	Westpac	3,000,000	15 April 2027	15 April 2030	4.09%
11331285	Swap	Westpac	4,000,000	15 June 2025	16 June 2031	3.91%
Total			30,800,000			

Out of the \$30.8m Swaps portfolio above, \$12.5m Swaps have future effective dates and are not considered as live Swaps.

Investment Risk

Risks identified in our deposits include Credit Risk and Liquidity Risk.

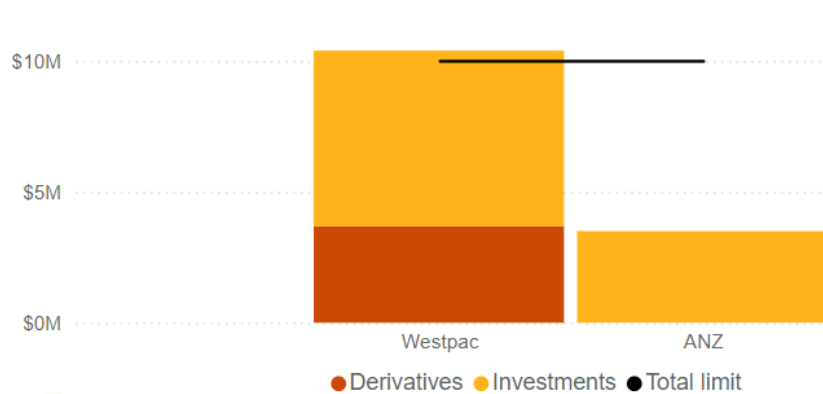
Credit Risk

This is minimised by investing in only high-quality creditworthy counterparties and limiting investment in each counterparty to \$10m.

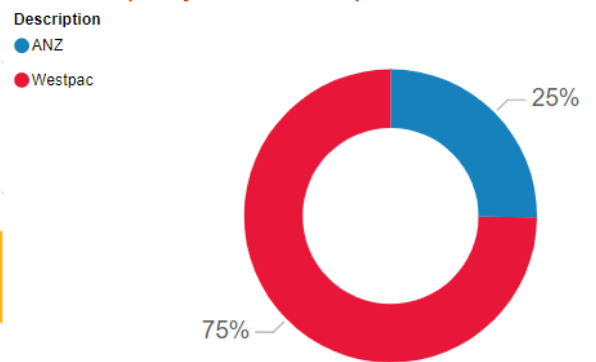
Counterparty credit limits

Counterparty	Investments exposure	Investment limit	MtM	Derivatives exposure	Derivatives limit	Total exposure	Total limit	Compliant?
ANZ	\$3,500,000	\$0		\$0	\$0	\$3,500,000	\$10,000,000	✓
Westpac	\$6,718,814	\$0	(\$158,250)	\$3,689,437	\$0	\$10,408,251	\$10,000,000	✗

Counterparty credit usage, by bank



Counterparty credit composition



Westpac exposure exceeds the limit of \$10m and is therefore non-compliant. This is largely due to a significant call account balance of \$6.7m. This is expected to decrease throughout the year as capital expenditure ramps up.

Liquidity Risk

This is minimised by maintaining a minimum 50% in investments which have a maturity of less than 1 year.

Investment summary

Start	End	Min	Max	Percent maturing	Compliant
0	12	50%	100%	100%	✓
12	24	0%	50%	0%	✓

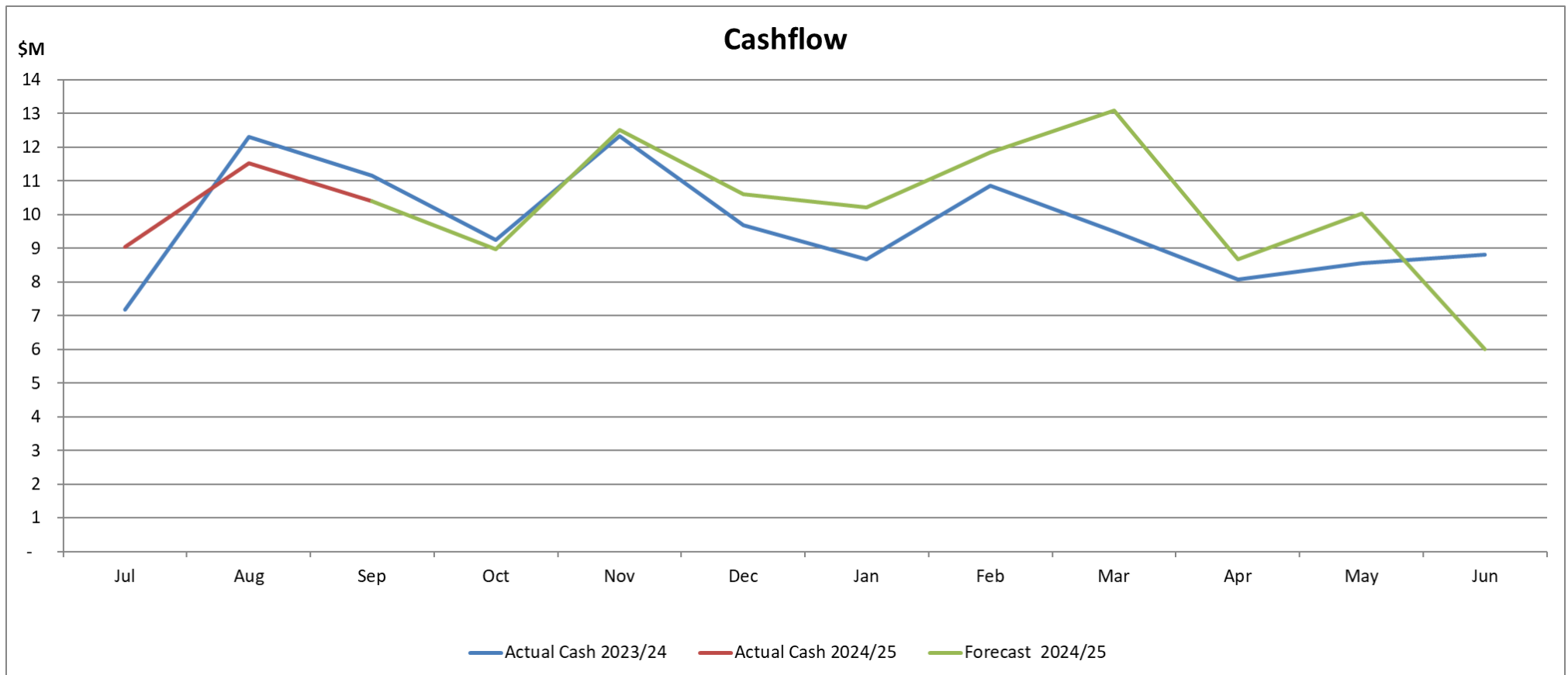
Community Loans

Community Loans as at 30 September 2024

	\$
Kaniere sewerage	9,171
Hannah's Clearing water services	5,749
Total	14,921

Cash Investments

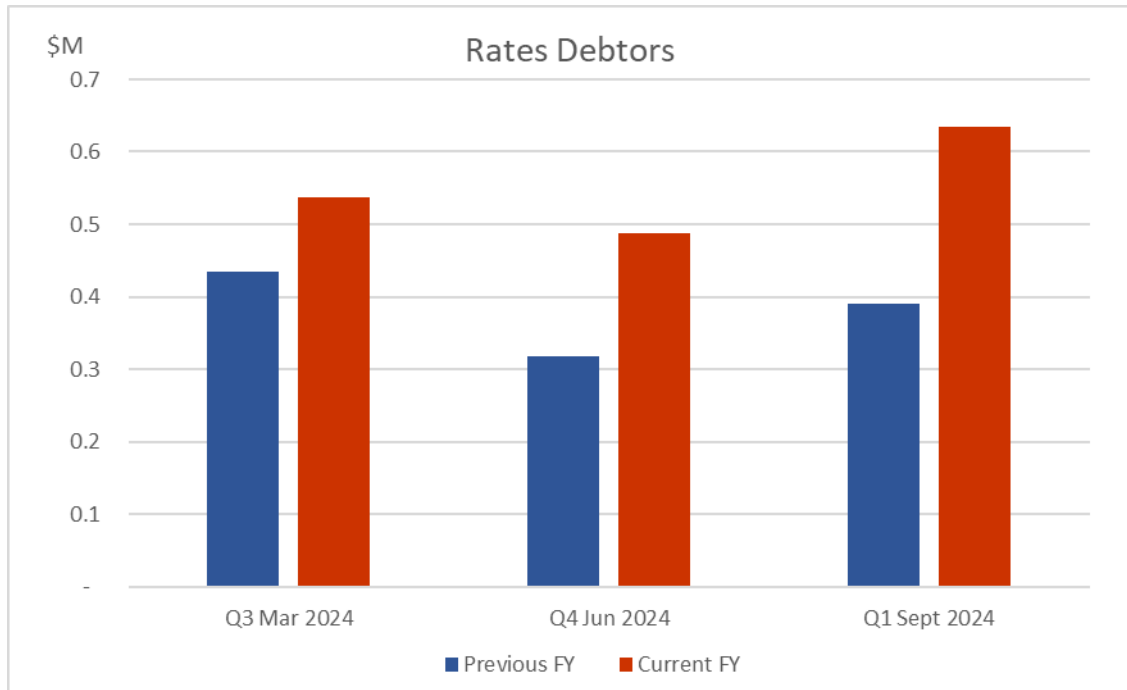
Cash flow actual/ forecast as at 30 September 2024



Debtors

Rates Debtors

At 30 September, rates debtors total \$635k which is \$245k more than Q1 Sept 2023 rates debtors at \$390k.

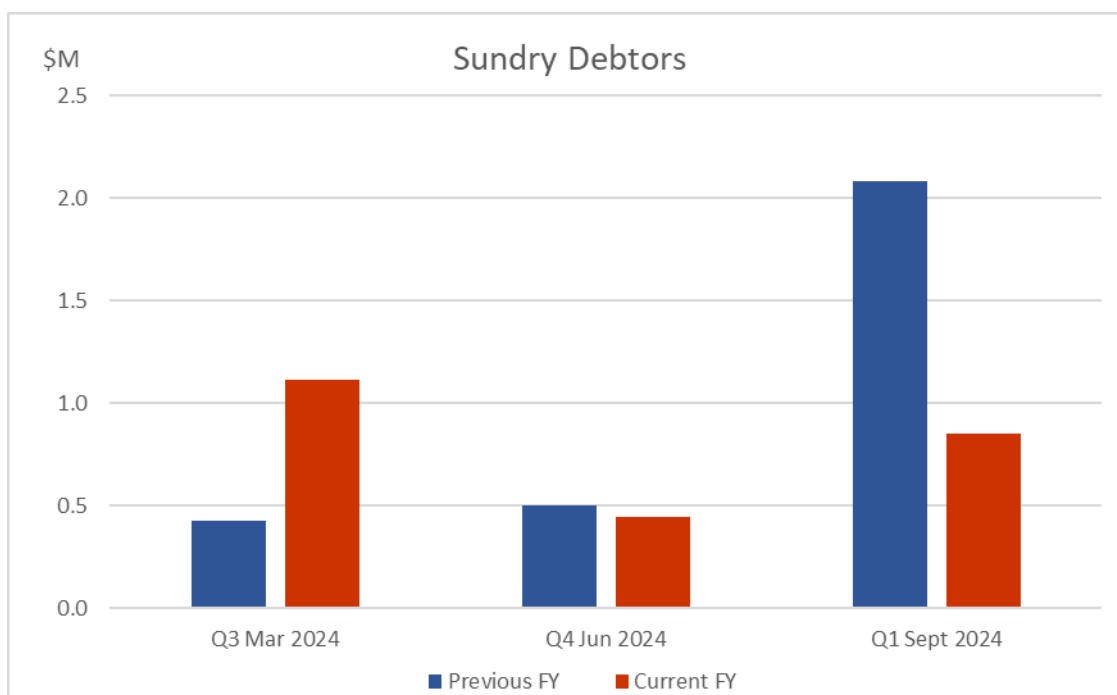


Rates Debtors at 31 August 2024		1,064,788
Adjustments	(3,247)	
Less payments received	(676,287)	
Paid in advance change	253,480	
Previous years write off's	(1,092)	
Write off's	(2,367)	
Penalties	(45)	
Discounts	55	
Court Cost	-	
		(429,502)
Total Rates Debtors at 30 September 2024		635,286
Arrears included above at 30 September 2024	635,286	
Arrears at 30 September 2023	390,142	
Increase/(decrease) in arrears		245,144

Rates debtors reduced over September by 40.3%. Rates are invoiced quarterly and the majority of payments are due on the 20th month following the invoice date, however we're continuing to arrange more payment plans which spread the rates cost over the year.

Sundry Debtors

Outstanding sundry debtors as at 30 September 2024 stands at \$850k which is \$1,236k less than Q1 Sept 2023 rates debtors at \$2,086k.



30/09/2024

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	26,537	6,456	16,801	20,558	70,352
Building Warrants	1,615	-	7,922	16,105	25,642
Resource Consents	44,461	4,291	1,620	14,760	65,132
Sundry Debtors	106,525	4,380	26,362	67,031	204,298
Grant Debtors	110,829	-	276,981	97,137	484,947
Grand Total	289,967	15,128	329,686	215,590	850,371

30/09/2023

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	51,945	12,705	20,961	33,327	118,938
Building Warrants	480	1,600	1,440	2,594	6,114
Resource Consents	13,630	3,200	5,091	24,375	46,296
Sundry Debtors	36,093	4,697	33,084	76,556	150,429
Grant Debtors	-	1,495,654	268,507	-	1,764,161
Grand Total	102,147	1,517,856	329,083	136,852	2,085,938

Grants outstanding as at 30/09/2024

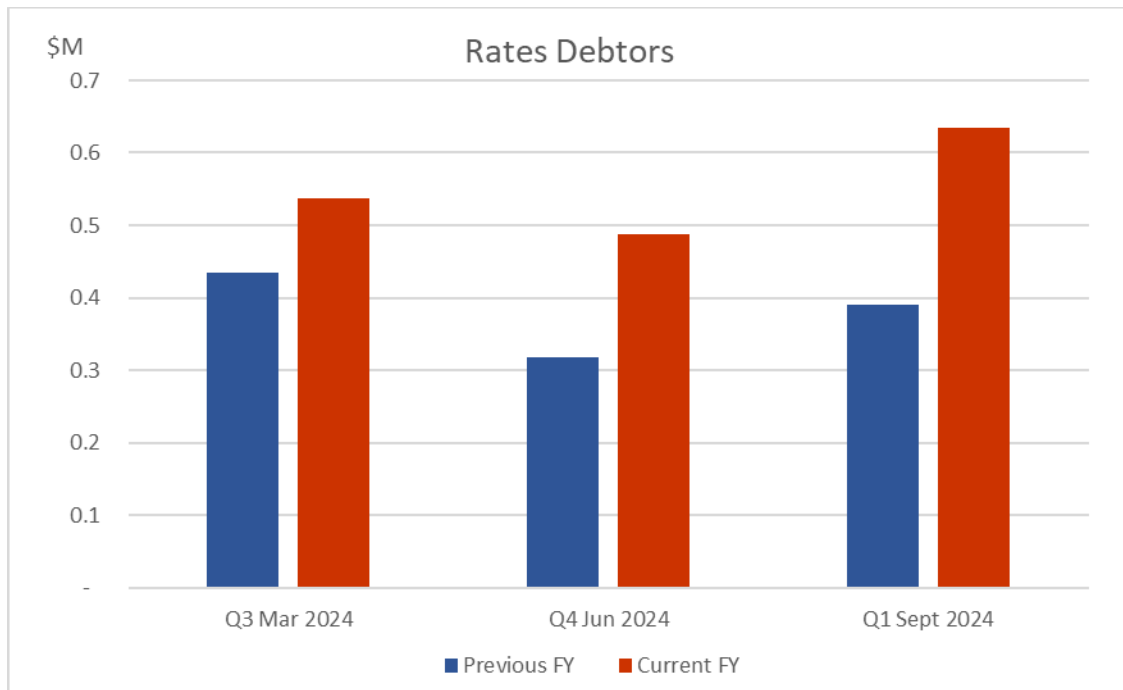
Date Invoiced	Project	Total (\$)
20/12/2023	Better Off Funding - Community Halls	91,647
22/02/2024	Custom House Restoration claim	19,182
29/08/2024	Better Off Funding - Community Funding	122,381
29/08/2024	Better Off Funding - Community Halls	154,600
4/09/2024	Better Off Funding - Culture and Heritage Claim	97,137
		484,947

Note: all Better Off Funding grants listed above have since been paid.

Debtors

Rates Debtors

At 30 September, rates debtors total \$635k which is \$245k more than Q1 Sept 2023 rates debtors at \$390k.

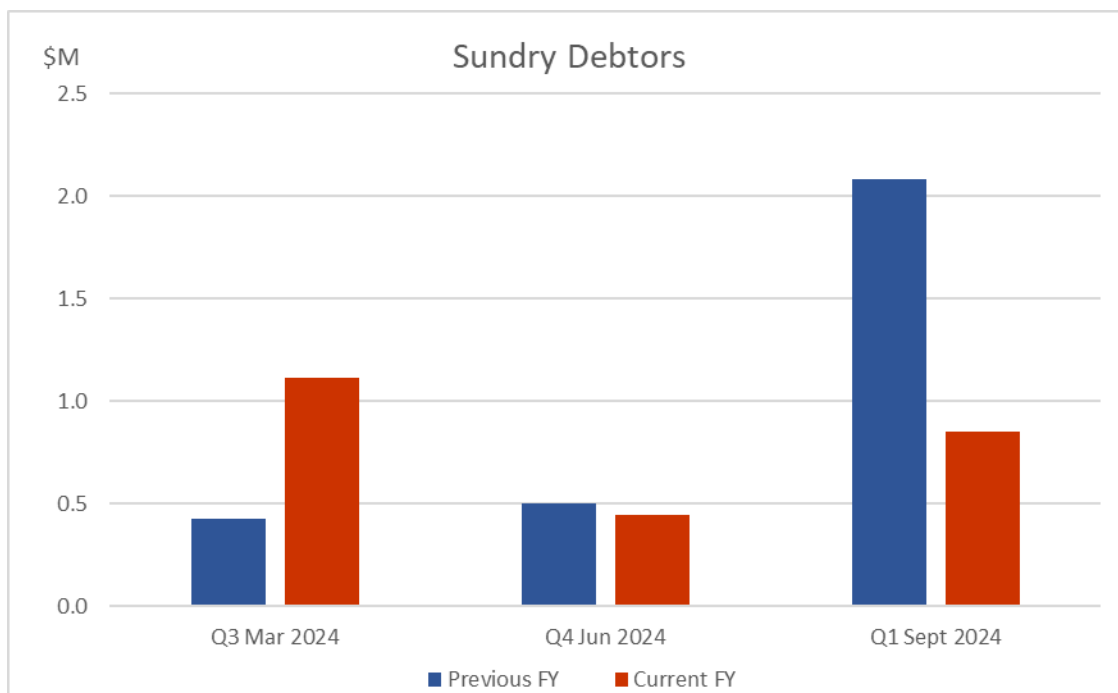


Rates Debtors at 31 August 2024		1,064,788
Adjustments	(3,247)	
Less payments received	(676,287)	
Paid in advance change	253,480	
Previous years write off's	(1,092)	
Write off's	(2,367)	
Penalties	(45)	
Discounts	55	
Court Cost	-	
		(429,502)
Total Rates Debtors at 30 September 2024		635,286
Arrears included above at 30 September 2024	635,286	
Arrears at 30 September 2023	390,142	
Increase/(decrease) in arrears		245,144

Rates debtors reduced over September by 40.3%. Rates are invoiced quarterly and the majority of payments are due on the 20th month following the invoice date, however we're continuing to arrange more payment plans which spread the rates cost over the year.

Sundry Debtors

Outstanding sundry debtors as at 30 September 2024 stands at \$850k which is \$1,236k less than Q1 Sept 2023 rates debtors at \$2,086k.



30/09/2024					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	26,537	6,456	16,801	20,558	70,352
Building Warrants	1,615	-	7,922	16,105	25,642
Resource Consents	44,461	4,291	1,620	14,760	65,132
Sundry Debtors	106,525	4,380	26,362	67,031	204,298
Grant Debtors	110,829	-	276,981	97,137	484,947
Grand Total	289,967	15,128	329,686	215,590	850,371

30/09/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	51,945	12,705	20,961	33,327	118,938
Building Warrants	480	1,600	1,440	2,594	6,114
Resource Consents	13,630	3,200	5,091	24,375	46,296
Sundry Debtors	36,093	4,697	33,084	76,556	150,429
Grant Debtors	-	1,495,654	268,507	-	1,764,161
Grand Total	102,147	1,517,856	329,083	136,852	2,085,938

Grants outstanding as at 30/09/2024		
Date Invoiced	Project	Total (\$)
20/12/2023	Better Off Funding - Community Halls	91,647
22/02/2024	Custom House Restoration claim	19,182
29/08/2024	Better Off Funding - Community Funding	122,381
29/08/2024	Better Off Funding - Community Halls	154,600
4/09/2024	Better Off Funding - Culture and Heritage Claim	97,137
		484,947

Note: all Better Off Funding grants listed above have since been paid.