

# AGENDA

## RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

# COUNCIL

to be held on **Thursday, 27 March 2025** commencing at **1 pm** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

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

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

## Council Vision

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

# Purpose

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

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

## 1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

## 2. NGĀ WHAKAPAAHA APOLOGIES

## 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

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

Minutes circulated.

- **Ordinary Council Meeting Minutes – 27 February 2025** (Pages 6-11)

### MINUTES TO BE RECEIVED:

- **Risk and Assurance Committee Meeting – 7 November 2024** (Pages 7-16)

## 6. ACTION LIST (Pages 17-18)

## 7. NGĀ TĀPAETANGA PRESENTATIONS

- **Department of Conservation Update**  
Tim Shaw, Operations Manager Department of Conservation
- **Hokitika Museum**  
Laureen Sadlier, Museum Director
- **Council Controlled Organisations (Westroads Ltd and Destination Westland Ltd)  
6 Monthly Update**  
Steve Reindler, Chair CCO Oversight Committee

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Formation of the Hokitika Museum Trust Board** (Pages 19-22)  
Marcus Waters, Community Services Manager
- **Council Controlled Organisation Oversight Committee - Letter of Expectation**  
Steve Reindler, Chair CCO Oversight Committee (to be tabled at the meeting)
- **Financial Performance – February 2025** (Pages 23-39)  
Lynley Truman, Finance Manager

### LONG TERM PLAN CONSULTATION PROCESS ITEMS -

- **Adoption of the Draft Infrastructure Strategy and Draft Activity Management Plans**  
Alicia Paulsen, Asset Strategy and Development Manager (Pages 40-42)  
(Appendices will be circulated separately)
- **Local Water Done Well Consultation Document** (Pages 43-45)  
Alicia Paulsen, Asset Strategy and Development Manager  
(Appendices will be circulated separately)
- **Adoption of Supporting Policies And Documents to the Revenue and Financing Policy for  
Consultation Concurrent With the Draft Long Term Plan 2025 – 2034 Consultation**  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance (Pages 46-48)  
(Appendices will be circulated separately)

- **Adoption of the Revenue and Financing Policy for Consultation Concurrent with the Long Term Plan Consultation** (Pages 49-51)

Lesley Crichton, Group Manager Corporate Services and Risk Assurance  
(Appendices will be circulated separately)

- **Adoption of the Draft Consultation Document and Draft Long Term Plan 2025 -2034** (Pages 52-54)

Emma Rae, Strategy and Communications Advisor  
(Appendices will be circulated separately)

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

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 27 February 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
2.	Confidential Minutes to be Received – Risk and Assurance Committee - 7 November 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.	Ross and Franz Josef Watermains Upgrade – Contract Number 24/25/05 – Tender Approval	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

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

Item No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons  (S. 7(2)(a))

1, 2, 3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  (S. 7(2)(b))
2	Avoid prejudice to measures protecting the health or safety of members of the public.  (S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public.  (S. 7(2)(e))
2	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))
2	Maintain legal professional privilege; or  (S. 7(2)(g))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or  (S. 7(2)(h))
1, 2, 3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)  (S. 7(2)(i))
1, 2, 3	Prevent the disclosure of use of official information for improper gain or improper advantage.  (S. 7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 17 APRIL 2025  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

# ORDINARY COUNCIL MINUTES

## MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 27 FEBRUARY 2025 COMMENCING AT 1 PM

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

**1. KARAKIA TĪMATANGA  
OPENING KARAKIA**

The opening Karakia was read by Cr Phelps.

**2. MEMBERS PRESENT AND APOLOGIES**

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

**NGĀ WHAKAPAAHA  
APOLOGIES**

Nil.

**STAFF PRESENT**

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; M. Waters, Community Services Manager; P. Coleman, Governance Administrator.

**3. WHAKAPUAKITANGA WHAIPĀNGA  
DECLARATIONS OF INTEREST**

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

**4. 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 Council Agenda.

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

The Minutes of the previous Meeting were circulated.

- **Ordinary Council Meeting Minutes – 30 January 2025**

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 30 January 2025 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of 30 January 2025.

**6. ACTION LIST**

Barb Phillips, Chief Executive spoke to the Action List and provided the following updates:

<b>ITEM</b>	<b>UPDATE</b>
Council Headquarters	Taking a comprehensive look at options for the Council Headquarters. A report will come to Council in April for consideration.
Hokitika Museum Trust Board Formation	A report will be provided to Council at the March Council meeting.
Department of Conservation (DOC) – Feral Cats	A DOC representative will speak to Council in March regarding this item.
Hokitika Central Business District (CBD) Parking Strategy	A CBD Strategy workshop was held on 4 February. Her Worship the Mayor is working on a list of attendees for the next meetings which will involve some members of the public.
Emergency Road Maintenance Expenditure	This expenditure was for Jackson Bay Road and can be claimed back in full.
Consenting and Compliance Committee Terms of Reference (ToR)	The ToR will be resubmitted to Council in the March Council meeting.

The Chief Executive advised that a table will be created for closed action list items to ensure they are easily accessible in future if needed.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that the updated Action List from the Chief Executive be received.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that the following items be taken out of order to the Agenda.

- **Submission on the Draft West Coast Waste Management and Minimisation Plan**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to hear submissions on the Draft West Coast Regional Waste Management and Minimisation Plan.

- The Acting Group Manager District Assets will have further discussions with Inger Perkins and Cr Neale before the March Council meeting.

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

1. Council receive the report.
2. Council hear and receive the written and verbal submissions.
3. Council deliberates on the submissions to the Draft West Coast Regional Waste Management and Minimisation Plan in the open part of the meeting.
4. Council instruct staff to make desired amendments to the Draft West Coast Regional Waste Management and Minimisation Plan based on the submissions (if applicable).

5. Council instruct staff to bring the final Draft West Coast Regional Waste Management and Minimisation Plan to Council for adoption.

**Lez Morgan was present to speak to his submission.**

- Suggest Councillors visit the Cape Valley landfill and watch the movie Dark Waters for reference.
- Burying waste is not sustainable.
- Too much waste from packaging, the government needs to regulate this.
- Different size bins (80L, 120L, 240L) with comparable charges for the size of the bin as some people produce less waste than others.
- Waste to energy, natural biogas.
- Future proof of the minimisation of waste.
- Incinerators substantially reduce waste.

A discussion commenced which included the following:

- Many submission items are already being addressed, always looking for improvement.
- Regional deals.
- There is a difference between incineration and using landfill for energy.
- Variable bin size and charge.
- Ratepayers can opt out of rubbish collection.
- Glass collection will commence in July 2025.
- Education in the community regarding contamination of recycling.

Her Worship the Mayor thanked Mr Morgan for speaking to his submission and thanked all the submitters.

## **7. NGĀ TĀPAETANGA PRESENTATIONS**

- **Better off Funding**

Jan Visser, Facilities and Properties Manager and Kate Baird, Asset Management Officer spoke to this presentation.

- Westland District Council received \$2.79M in 2022 from the Central Government in Better off Funding.
- Council split this funding across five portfolios, as follows:
  - Community Halls.
  - Culture and Heritage.
  - Community Resilience.
  - Township Development.
  - Community Funding.
- Some of the community halls have allocations in the LTP for further works, mainly due to results from the seismic assessments.
- A seismic assessment was undertaken for the Hokitika Town Clock. Staff will cost the repairs required for the Town Clock for a future project.
- The remaining budget is to be allocated to water related projects as specified in the Better Off Funding Agreement.

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that the presentation be received.

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

- **Financial Performance – January 2025**



Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to provide an indication of Council's financial performance for the month to 31 January 2025.

- Revenue expenditure is 8% more than budgeted, this is due to a combination of various expenditure and revenue allowances.
- The waste cost regarding to tourism is currently over \$75k, this will increase before the end of the season.

*Cr Gillett asked that it be recorded that the outstanding amount, in the Financial Performance report relating to the Custom House be removed.*

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

1. The Financial Performance Report for 31 January 2025 be received.

- **Road Naming for New Subdivision off Sewell Street**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report was to adopt a name for a new subdivision road (off Sewell Street) being vested in Council.

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. Council adopts to name the new road, in the subdivision off Sewell Street, "Liz Camerson Lane".

- **Hari Hari Water Treatment Plant – Budgetary Allocation Adjustment**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to seek approval to bring funding for the Hari Hari Water Treatment Plant Project Components (WSHAR), allocated in the 2025/26 financial year, forward to this financial year.

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

1. The report be received.
2. Council approves the funding, for the Hari Hari Water Treatment Plant Project, being brought forward to this financial year so work can proceed to restore water quality to the legislative standard.

- **Establishment of a Water Services Internal Business Unit**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of this report was to provide Council with an update on the Local Water Done Well Legislation and a recommendation for the delivery of water services in the long term.

- This encompasses water supply, wastewater and stormwater, as there is no option to continue with the status quo.
- Evaluation of each option was attached to the Council agenda.
- The Water Services Delivery plan will need to be written by 3 September 2025 and done in conjunction with the LTP.
- A governance arrangement will be required for the Internal Business Unit.
- The plan ringfences all the incoming and outgoing financials of the Internal Business Unit.

Her Worship the Mayor acknowledged the difficulties over the last 5 years relating to water legislation changes and thanked the staff for their work with this matter.

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

1. The report be received.

2. Council approves to progress with the establishment of an Internal Business Unit for the delivery of water services with an expectation that the model is consulted on in conjunction with the 2025-2034 Long Term Plan and a decision paper is brought to Council post consultation.
3. Council notes the requirements for Westland District Council from Local Water Done Well Legislation, including delivery of a Water Services Delivery Plan and changes to requirements for water services delivery.

**9. ADMINISTRATIVE RESOLUTION**

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

• **Warrant of Appointment –**

NOISE CONTROL OFFICER – Ayush Yadav	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> <li>• An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li> <li>• An officer under the Westland District Council Bylaws; AND</li> <li>• An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND</li> <li>• A Ranger pursuant to Section 8 of the Impounding Act 1955</li> <li>• Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991</li> </ul>
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI  
RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Moved Cr Phelps, seconded Cr Manera and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.13 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 – 30 January 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
2.	Key Performance Indicators	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
2	Protect the privacy of natural persons, including that of deceased natural persons. <span style="float: right;">(S.7(2)(a))</span>
1	Protect information where the making available of the information: (i) Would disclose a trade secret; or (ii) Would likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information <span style="float: right;">(S.7(2)(b))</span>
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) <span style="float: right;">(S.7(2)(i))</span>
1	Prevent the disclosure or use of official information for improper gain or improper advantage <span style="float: right;">(S.7(2)(j))</span>

Moved Cr Phelps, seconded Cr Burden and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.58 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 27 MARCH 2025  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.58 PM**

Confirmed by Council at their meeting held on the 27 March 2025.

\_\_\_\_\_  
**Mayor Helen Lash**  
**Chair**

\_\_\_\_\_  
**Date**



# RISK AND ASSURANCE COMMITTEE MEETING MINUTES

## MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE WESTLAND DISTRICT COUNCIL OFFICES, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 7 NOVEMBER 2024, 1PM

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

### 1. MEMBERS PRESENT AND APOLOGIES

<b>Chairperson:</b>	Rachael Dean
<b>Members:</b>	Her Worship the Mayor
	Cr Baird

#### NGĀ WHAKAPAAHA APOLOGIES

Cr Neale, Cr Phelps and Kw Tumahai

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

#### STAFF PRESENT

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

The following staff were present for part of the meeting:

L. Truman, Finance Manager.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

There were no changes to the Interest Register noted.

### 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 meetings had been circulated.

- Risk and Assurance Committee Meeting Minutes – 8 August 2024

- **Extraordinary Risk and Assurance Committee Meeting Minutes – 17 October 2024**

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 8 August 2024 and the Minutes of the Extraordinary Risk and Assurance Committee Meeting held on 17 October 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 8 August 2024 and the confirmed Extraordinary Risk and Assurance Committee Meeting Minutes held on 17 October 2024.

## 5. **ACTION LIST**

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

- **Workshop: Evaluation of the performance of the Committee –**
  - The Chair will send out questionnaires in January/February 2025 to have the workshop before the May Risk and Assurance Committee meeting.
- **Staff Conflict of Interest Policy** has been added to the Action List. This item was due to come to this Risk and Assurance Committee meeting, due to other commitments this has not been completed, so this item has been added to the Action List to ensure it doesn't get forgotten.

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that the updated Action List be received.

## 6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

## 7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Workplan**

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

Moved Chair Rachael Dean, seconded Cr Baird and **Resolved** that:

1. The Workplan be received.

- **Asset Management Policy**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to review the revised Asset Management Policy.

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. The updated Asset Management Policy be received.

- **Procurement Policy**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to review the revised Procurement Policy.

- Suggestions from the Chair –

- Pg 26 – Council will develop templates and processes to ensure that purchasing activities are documented and recorded appropriately”. Add the word “authorised” as part of the core of this.
- Emergency procurement – a certain type of cyber emergency may classify as emergency procurement.

Moved Chair Rachael Dean, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. The updated Procurement Policy be received.

• **Land Acquisition and Disposal Policy**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to review the revised Land Acquisition and Disposal Policy.

Moved Cr Baird, seconded Her Worship the Mayor and **Resolved** that:

1. The report be received.
2. The updated Land Acquisition and Disposal Policy be received.

• **Quarterly Report – Q1 – 1 July – 30 September 2024**

Emma Rae, Strategy and Communications Advisor and Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to inform the Committee of Council’s financial and service delivery performance for the three months ended 30 September 2024 (Q1).

- Comments from the Chair –
  - Mayors taskforce for Jobs has delivered good value in terms of opportunities delivered for the amount invested.

Moved Cr Baird, seconded Her Worship the Mayor and **Resolved** that:

1. The report be received.
2. The Committee receive the Quarterly Report Q1 July – September 2024, as attached to the agenda.

**8. 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 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 1.21 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 – 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))

Moved Cr chair seconded Cr mayor 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 1.47pm

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

**MEETING CLOSED AT 1.48 PM**

Confirmed by the Risk and Assurance Committee at their meeting on 13 February 2025.

\_\_\_\_\_  
**Rachael Dean**  
**Chair**

**Date:**



## 27.03.25 – COUNCIL MEETING ACTION LIST

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1	26.08.21	Council Headquarters, 36 Weld Street	Business case for the scope of work after structural analysis and report.	April 25	AGMDA	DA are working with the finance staff. The rates affordability will be known once a draft LTP model is completed.	Taking a comprehensive look at options for Council Headquarters. A report will come to Council in April for consideration.
2	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a trust board		CSM	The terms of reference will be established and return to a future Council meeting. Representation on the committee will include the Community Services Manager. The Community Services Manager was tasked with this item at the November Council meeting	This item is on the Council Agenda today.
3	26.09.24	Department of Conservation – Feral Cats	Investigate the Feral Cat programme		CE	There has been a feral cat programme in South Westland but not in the wider district. DOC will be invited to a future Council meeting to discuss this.	This item is on the Council Agenda today.
4	28.11.24	Hokitika CBD Parking Strategy		May 25	AGMDA	This process is currently underway. <ul style="list-style-type: none"> <li>Community parking questionnaire closed 20 December 2024.</li> <li>Review current feedback and hold further workshops from February 2025.</li> </ul>	A CBD Strategy workshop was held on 4 February 2025. The CE and Mayor are working up a reset of how to progress with a view of reconvening to reset the CBD Working Group and how this will be approached.
6	30.01.25	Consenting and Compliance Committee Terms of Reference (ToR)	Refine the ToR of the Consenting and Compliance Committee.	March 2025	CE	The ToR needs to be refined to ensure this committee can work to the best of its ability.	The ToR will be resubmitted to Council at the May Council meeting.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
	27.02.25	Waste Management and Minimisation Plan (WMMP)	Council requested information on variable bin sizes, points from Inger Perkins submission and a strategy on community information sharing	April 2025	GMDA	At the February Council meeting, submissions were heard on the WMMP. Council requested a follow-up with the submitter who had requested to speak but couldn't attend, a request was also made to follow up on variable bin sizes and charges as suggested in the submission process. A strategy with a focus on community information sharing to be developed.	A report will come to the April Council meeting along with the WMMP for adoption.
	27.02.25	Museum Window Repairs	Council requested that a report be presented in March detailing the cost of the window repairs for the Museum.	March 2025	FPM	At the February Council meeting, there was a request made that the Museum window cost come to the March Council meeting.	The cost for the windows (\$50,000) has been put in as part of the LTP.
	27.02.25	Tourism Waste Cost	Costs associated with tourism in Westland regarding waste.	March 2025	GMDA & FM	Her Worship the Mayor requested a breakdown of the cost of tourism in Westland regarding waste.	Staff have sent this information to the Mayor.

# Report to Council



**DATE:** 27 March 2025  
**TO:** Mayor and Councillors  
**FROM:** Community Services Manager

---

## FORMATION OF THE HOKITIKA MUSEUM TRUST BOARD

### 1. Summary

- 1.1. The purpose of this report is to consider the establishment of a Hokitika Museum Trust Board and to make a recommendation regarding the approach.
- 1.2. This issue arose during the 26 May 2022 Ordinary Council Meeting, Council resolved to establish a Hokitika Museum Trust Board. The establishment of a Museum Trust Board, however, has not advanced since the May 2022 meeting.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council appoint a working group to draft a Museum Trust Board “Terms of Reference” and submit to full Council for approval and adoption ahead of formally establishing the Hokitika Museum Trust Board.

### 2. Background

- 2.1 During the 26 May 2022 Ordinary Council Meeting, the Group Manager of Regulatory and Community Services presented a report to Council recommending the establishment of a Hokitika Museum Trust Board with the primary function being to identify and make funding applications.
- 2.2 During the 26 May 2022 meeting, Council resolved as follows:
  - 2.2.1 That the report be received.
  - 2.2.2 That Council endorse the establishment of the Hokitika Museum Trust Board and following the adoption of the draft Terms of Reference as discussed in Council in seeking of expressions of interest/applications of suitable candidates.
  - 2.2.3 That the Selection and Appointments Committee comprise, the Mayor, Council’s Heritage Hokitika Committee representative, Representative of Poutini Ngai Tahu, the Chief Executive, and the Group Manager Regulatory and Community Services.
- 2.3 The report presented by the Group Manager Regulatory and Community Services Manager did not contain a draft “Terms of Reference” (Trust Deed or Constitution).
- 2.4 Museums and Art Galleries in New Zealand are governed by a range of models (typical examples are Charitable Trusts, Incorporated Societies, Foundations). Depending on their purpose and vision, and the

issues and challenges they are responding to, these trusts have varying areas of interest from broad to more specific governance mandates. A Museum trust could, for example, have governance responsibilities for one or more of the following:

- Strategic direction
- Advocacy
- Fundraising
- Asset protection and collections
- Iwi and community interactions and relationships
- Heritage legacies and exhibition endorsement
- Facilities ownership and/or lease management
- Operational and staffing oversight.

Examples of Museum trusts with broad independent responsibilities include the Gisborne Museum of Art and History Charitable Trust which runs the Tiarawhiti Museum (12 staff) and the Invercargill Public Art Gallery Incorporated Society which runs Te Waka Tuia Art and Museum (3-4 staff). Also in Invercargill, however, is the Te Kupeka Tiaki Taoka – Southern Regional Collections Trust. This trust has a narrower focus than the previous examples with responsibilities for collections and funding.

2.5 The 26 May 2022 report proposed the primary function for the establishment of a Hokitika Trust Board was to enable it to raise funds through avenues not available to Council. Much has changed at the Hokitika Museum since the 2022 report including significant refurbishment work and reopening to the public in December 2024. In light of these changes and Council’s resolution to establish a Museum Trust Board, now is the ideal opportunity to consider the purpose of this Trust and set the path for the Trust’s involvement in the Museum’s future.

### **3. Current Situation**

- 3.1. Currently the Museum operates as a Council facility within the Community Services group and is funded primarily through general rates. The Museum building is owned by the Council and the Museum Director reports through the Council reporting structure. Governance is provided via Council.
- 3.2. There is a Council resolution to establish a Museum Trust Board; however, no agreed “Terms of Reference”, or Trust Deed to guide the purpose. Given the influence a Hokitika Museum Trust Board could have on the future of the Museum is it important that full Council consider the purpose and function of the planned Trust.

### **4. Options**

- 4.1. Option 1: That Her Worship the Mayor form a working group to consider the purpose of the Hokitika Museum Trust Board and draft a “Terms of Reference” for this Trust. That the “Terms of Reference” (or Trust Deed) are brought back to the 26 June 2025 Council meeting for full Council consideration and possible adoption, ahead of formally establishing a Trust.
- 4.2. Option 2: Fulfil the 26<sup>th</sup> May 2022 resolution and establish a Museum Trust Board. A “Terms of reference” (or Trust Deed) would be written by this Trust. Appointments to the Trust are made (as per 26 May 2022 Council Resolution) via a selection and appointments Committee led by the Mayor, Heritage Hokitika Committee representatives, Representative of Poutini Ngāi Tahu the Chief Executive and Community Services Manager.
- 4.3. Option 3: Instruct the Community Services Manager to research and draft a “Terms of Reference” (Trust Deed) for a Hokitika Museum Trust Board and return to Council for consideration ahead of formally establishing a Trust.

### **5. Risk Analysis**

5.1. Risk has been considered. Should A Museum Trust be established without careful consideration as to its purpose it runs the risk of being ineffective and not providing value to the Hokitika Museum, stakeholders or the community.

## **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 in adopting the preferred recommendation (option one) is considered low.

7.1.1. Public consultation is not considered necessary in adopting the preferred recommendation.

7.1.2. Note, that depending on the planned Trust's "Terms of Reference" (Trust Deed), public consultation may become necessary.

## **8. Assessment of Options (including Financial Considerations)**

8.1. Option 1 – Establishing a working group to consider the "Terms of Reference" of a Hokitika Museum Trust Board would create a forum for careful consideration and evaluation of the Trust's purpose. The Trust's purpose will suggest the best legal structure, the nature of iwi and community involvement, the skill composition of the Trust, and the member appointment process. Bringing the draft "Terms of reference" back to full Council for consideration will enable inclusive discussion ahead of possible endorsement. Given the importance of the Museum to Hokitika, having broad support for the Trust's governance mandate is highly desirable. It is suggested the working group comprise the Mayor or Mayoral delegate, two volunteer Councillors, two community stakeholders and the Council Community Services Manager. Should Council settle on an agreed purpose, the Trust Board could be formally established in the second half of 2025 (once the Museum's permanent collection is open).

8.1.1. There are no direct financial implications to this option. However, it is noted that if a Trust is established, and depending on the model adopted, there may be costs incurred in its formation and operation.

8.2. Option 2 – Proceeding with the establishment of a Hokitika Museum Trust and relying on the Trust members to write their own Trust Deed runs the risk that a Trust is established without a clear vision or purpose and potentially creates a risk that it does not have wide support of the Council or community.

8.2.1. The following financial implications have been identified for option 2. The establishment costs (advertising and recruitment) and then the potential for an Honorarium fee to each trustee for each Museum Trust meeting. Ongoing operational expenses including meeting management and travel, may be incurred depending on Trust make-up.

8.3. Option 3 – Instruct the Community Services Manager to draft a Hokitika Museum Trust Board "Terms of Reference". Whilst this may be an efficient way to proceed, this approach does not provide the representative thinking that this important topic warrants and will lack the wider stakeholder input needed.

8.3.1 There are no direct financial implications to this option.

## **9. Preferred Option(s) and Reasons**

9.1. The preferred option is Option One.

9.2. The reason that Option One has been identified as the preferred option is that it provides time for careful consideration of the purpose of the Museum Trust and the opportunity for broad support to be created within Council. Given the important role the Hokitika Museum Trust will play in the future of the Museum, it is critical that care is taken over the Trust's establishment.

## **10. Recommendation(s)**

10.1. That the report be received.

10.2. That Her Worship the Mayor form a working group to consider the purpose of the Hokitika Museum Trust Board and draft a "Terms of Reference" for this Trust. These "Terms of Reference" (or Trust Deed) are brought back to the 26 June 2025 Council meeting for full Council consideration ahead of formally establishing a Trust.

**Marcus Waters**  
**Community Services Manager**

# Report to Council



**DATE:** 27 March 2025  
**TO:** Mayor and Councillors  
**FROM:** Finance Manager

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## **FINANCIAL PERFORMANCE – February 2025**

### **1. Summary**

- 1.1. The purpose of this report is to provide an indication of Council’s financial performance for the month to 28 February 2025.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 28 February 2025.

### **2. Background**

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

### **3. Current Situation**

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

- 3.3. The financial performance report to 28 February 2025 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
  - 3.3.2.Statement of Comprehensive Revenue and Expense
  - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense
  - 3.3.4.Revenue and Expenditure Graphs
  - 3.3.5.Funding Impact Statement
  - 3.3.6.Statement of Financial Position
  - 3.3.7.Debtors
  - 3.3.8.Debt position
  - 3.3.9.Capital Report

#### **4. Options**

- 4.1. Option 1: That Council receives the Financial Performance Report to 28 February 2025.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 28 February 2025.

#### **5. Risk Analysis**

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

#### **6. Health and Safety**

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

#### **7. Significance and Engagement**

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

#### **8. Assessment of Options (including Financial Considerations)**

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



## **9. Preferred Option(s) and Reasons**

9.1. The preferred option is Option 1.

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

## **10. Recommendation(s)**

10.1. That the Financial Performance Report for 28 February 2025 be received.

**Lynley Truman**  
**Finance Manager**

**Appendix 1:** Finance Performance Report for 28 February 2025

## Appendix 1



### Financial Performance Year to 28 February 2025

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## Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
<b>\$22.05M</b>	<b>\$25.24M</b>	<b>\$(3.19)M</b>
Is 2.44% more than the total budget of \$21.52M	Is 9.35% more than the total budget of \$23.08M	Is 104.76% less than the total budget of \$(1.56)M

### SUSTAINABILITY

#### Surplus/(Deficit) Key Variances

Budgeted surplus/(deficit)	\$(1,56)M	
Actual surplus/(deficit)	<u>\$(3.19)M</u>	
Variance:		\$(1.63)M

#### Key Variances:

Non-Cash Swaps	\$(0.72)M	
Audit costs for LTP	\$(0.18)M	
Employee benefits	\$(0.19)M	
Emergency road maintenance	\$(0.40)M	
Demolition of racecourse stand costs	<u>\$(0.14)M</u>	
Total key variances:		\$(1.63)M

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

<b>Rates to operating revenue</b>	<b>68.65%</b>
Rates Revenue	\$15.14M
Operating Revenue	\$22.05M

68.65% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

<b>Balanced budget ratio</b>	<b>87.35%</b>
Operating revenue	\$22.05M
Operating expenditure	\$25.24M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 87.35% of operating expenditure. Operating Revenue is less than Operating Expenditure for two main reasons: Grant timing, specifically Rooding grants, majority of which is expected in the 2nd half of the year and non-cash loss on swaps \$0.72M. Further explanation can be found in the Notes to Revenue and Expenditure.

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**Interest to rates revenue (LGFA Cov.) 3.15%**

Net interest and finance	\$0.48M
Rates Revenue	\$15.14M

3.15% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 3.15% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

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**Interest to operating revenue 2.16%**

Net Interest and finance	\$0.48M
Operating revenue	\$22.05M

2.16% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 2.16% indicates that interest revenue is less than interest expense.

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**Liquidity Risk (LGFA Cov.) 124.00%**

Gross debt	\$34.32M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$8.10M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 124%.

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**Essential services ratio 42.43%**

Capital expenditure	\$1.64M
Depreciation	\$3.87M

Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roading. Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 42.43% of depreciation. This is largely due to low spend in Roading to date. This is due to a timing issue where the majority of invoices are usually received in the second half of the year, as well as a change to the Land Transport Programme where funding for capital projects has been reallocated. It is unlikely that this benchmark will be met this financial year.

## Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
<b>Revenue</b>							
Rates	01	23,018	22,958	15,078	15,138	60	0.40%
Grants and subsidies	02	12,638	13,268	2,891	2,842	(48)	(1.67%)
Interest Revenue	03	1,164	1,121	747	790	43	5.74%
Fees and Charges	04	3,014	2,603	1,744	2,155	411	23.54%
Other Revenue	05	1,671	1,610	1,064	1,125	61	5.73%
<b>Total Operating Revenue</b>		<b>41,504</b>	<b>41,560</b>	<b>21,524</b>	<b>22,050</b>	<b>526</b>	<b>2.44%</b>
<b>Expenditure</b>							
Employee Benefit expenses	06	7,357	7,162	4,778	4,973	195	4.08%
Finance Costs	07	1,854	1,760	1,173	1,267	94	7.99%
Depreciation	08	9,006	9,074	6,049	5,981	(68)	(1.13%)
Other Expenses	09	21,096	19,618	11,083	13,022	1,939	17.49%
<b>Total Operating Expenditure</b>		<b>39,313</b>	<b>37,614</b>	<b>23,083</b>	<b>25,243</b>	<b>2,159</b>	<b>9.35%</b>
<b>Operating Surplus/(Deficit)</b>		<b>2,191</b>	<b>3,946</b>	<b>(1,559)</b>	<b>(3,193)</b>	<b>(1,633)</b>	<b>105%</b>

## Notes to the Statement of Comprehensive Revenue and Expenditure

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

### 01 Rates

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

### 02 Grants and subsidies

\$328k grant revenue is for Freedom Camping 2023/24.

The budget spread for transport grants has been reviewed to align with expectations. Transport grants to date total \$1.4m.

### 03 Interest Revenue

\$216k of the interest revenue relates to CCTO interest recovered, which is offset by the interest expense.

Along with the loss on swaps mentioned in note 09 comes a drop in interest revenue from swaps. This is \$120k under budget.

### 04 Fees and charges

Building and resource consent fees are over by \$114k and \$166k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged). This is offset as per Note 09. Waste disposal levies are \$75k over due to higher than expected tourist numbers and escalations.

### 05 Other Revenue

Of the Local Water Done Well project costs incurred so far, 2 thirds of this has been recovered, being \$37k.

Unbudgeted i-SITE commission revenue is at \$33k.

### 06 Employee benefit expenses

No specific material 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.

### 08 Depreciation

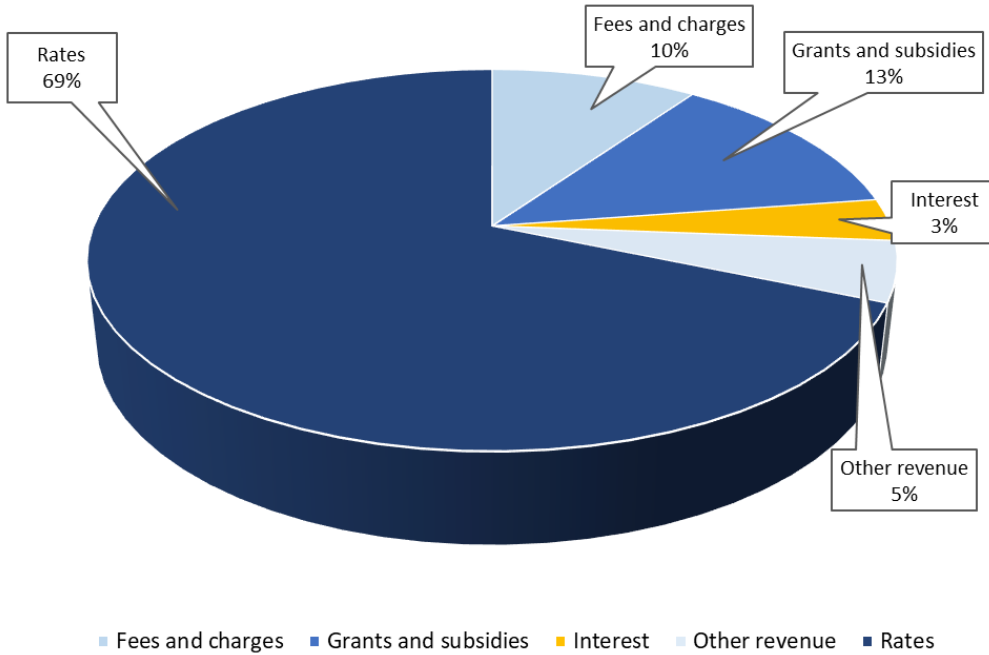
Depreciation is on track.

### 09 Other expenses

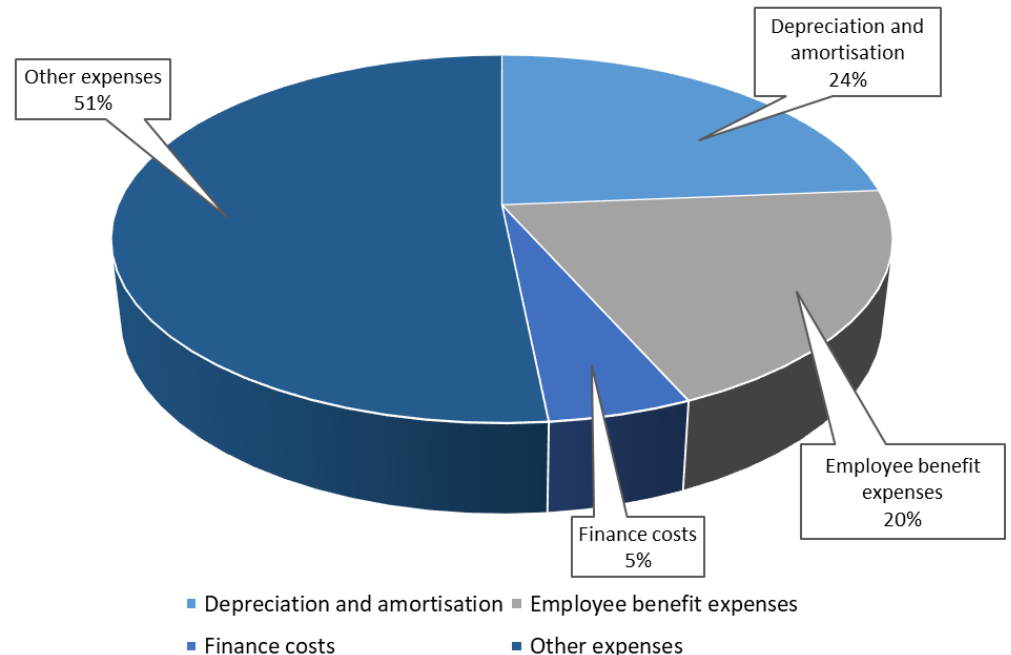
- Non-cash loss on swaps of \$715k has been recognized this year. This is due to a significant drop in interest rates since the beginning of the financial year. Swaps are market driven and also move to par as they move to the maturity date. The loss/profit on swaps is therefore an accounting entry and has no impact on rates.
- \$185k LTP audit costs were not included in the current year budget as it was budgeted for in the prior year when it was originally expected to be completed. Consequently, there is a carried forward budget from last year against this cost, thus having no impact on rates or reserves.
- \$141k demolition costs for the Westland Racecourse were not budgeted for, however will be funded by reserves.
- Building & Resource consent processing costs are \$94k over. Legal fees relating to Resource and Building consents are \$100k over. These are all offset by the fees mentioned in Note 4.
- \$79k consultancy fees for the Local Water Done Well support package project - currently at preliminary stage. This is partially offset by the recoveries mentioned in Note 5.
- Hokitika refuse collection costs are over by \$98k due to pricing escalations.
- \$398k emergency road maintenance for slip removal following the weather event on 9th of November. This is fully claimable.

# Revenue & Expenditure Graphs

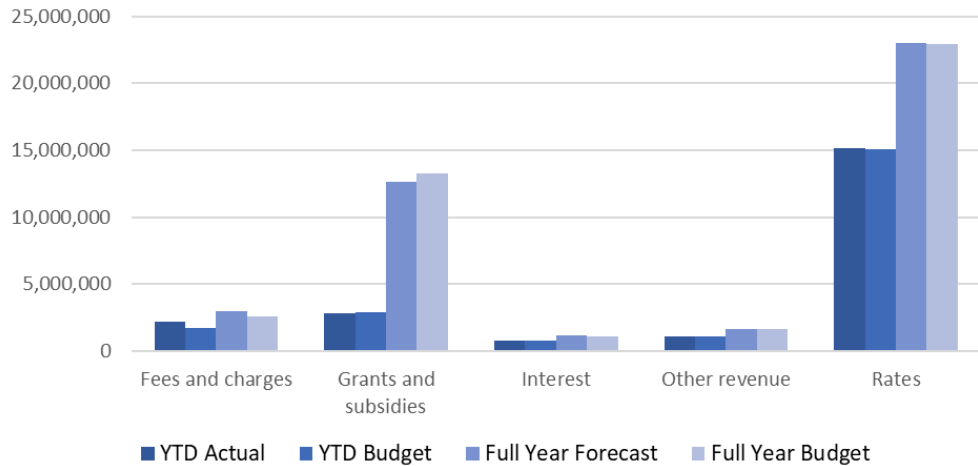
### Operating Revenue Actual Year to February



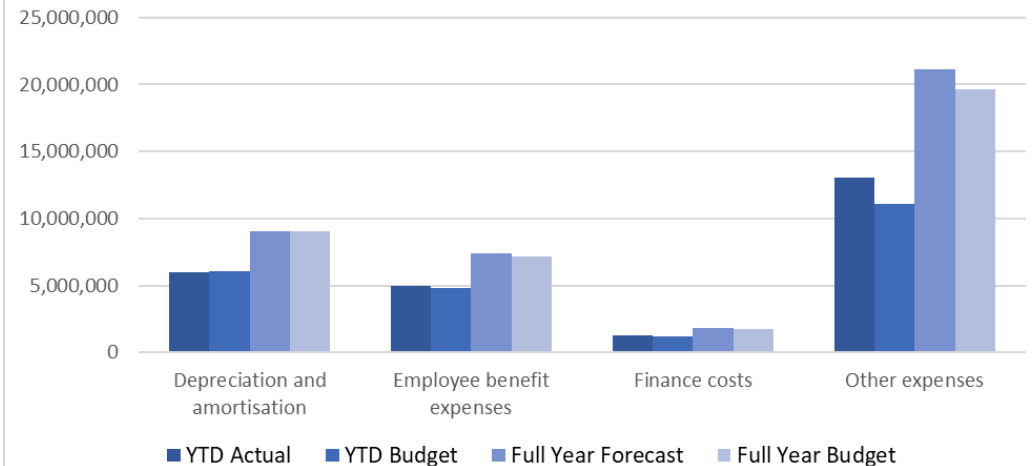
### Operating Expenditure Actual Year to February



### Operating Revenue



### Operating Expenditure





# Funding Impact Statement

<b>Funding Impact Statement for Whole of Council</b>				
	<b>2024 Annual Plan \$000</b>	<b>2024 Annual Report \$000</b>	<b>2025 Annual Plan \$000</b>	<b>2025 Actual \$000</b>
<b>(SURPLUS) / DEFICIT OF OPERATING FUNDING</b>				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	11,131	11,174	10,925	7,188
Targeted Rates	8,135	7,717	12,034	7,950
Subsidies and grants for operating purposes	2,638	3,508	4,242	1,930
Fees and charges	2,232	2,744	2,603	2,119
Interest and dividends from investments	518	1,482	1,371	1,053
Local authorities fuel tax, fines, infringement fees, and other receipts	985	1,413	1,360	887
<b>Total Operating Funding (A)</b>	<b>25,639</b>	<b>28,038</b>	<b>32,534</b>	<b>21,127</b>
Applications of Operating Funding				
Payments to staff and suppliers	21,916	25,210	24,306	17,999
Finance Costs	1,130	1,803	1,760	1,267
<b>Total Applications of Operating Funding (B)</b>	<b>23,047</b>	<b>27,013</b>	<b>26,066</b>	<b>19,266</b>
<b>Surplus/(Deficit) of Operating Funding (A - B)</b>	<b>2,592</b>	<b>1,025</b>	<b>6,468</b>	<b>1,861</b>
<b>(SURPLUS) / DEFICIT OF CAPITAL FUNDING</b>				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	7,205	6,373	9,026	912
Increase (decrease) in debt	6,887	4,500	3,888	-
Gross proceeds from sale of assets	-	125	-	-
<b>Total Sources of Capital Funding (C)</b>	<b>14,092</b>	<b>10,998</b>	<b>12,914</b>	<b>912</b>
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	252	177	818	295
- to improve the level of service	10,600	6,656	7,600	1,973
- to replace existing assets	9,770	4,598	12,602	1,487
Increase (decrease) in reserves	(3,938)	591	(1,638)	(982)
Increase (decrease) of investments	-	-	-	-
<b>Total Applications of Capital Funding (D)</b>	<b>16,684</b>	<b>12,023</b>	<b>19,382</b>	<b>2,773</b>
<b>Surplus/(Deficit) of Capital Funding (C - D)</b>	<b>(2,592)</b>	<b>(1,025)</b>	<b>(6,468)</b>	<b>(1,861)</b>
<b>Funding Balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Statement of Financial Position

	At 28 February 2025 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
<b>Assets</b>			
<b>Current assets</b>			
Cash & cash equivalents	8,105	7,022	5,320
Debtors & other receivables	4,668	3,776	3,613
Inventory	218	-	208
Tax receivable	-	-	-
Derivative financial instruments	18	53	181
Other financial assets	4,467	128	8,271
<b>Total Current Assets</b>	<b>17,476</b>	<b>10,978</b>	<b>17,594</b>
<b>Assets held for sale</b>			
Land held for sale	446	-	446
<b>Total Assets Held for Sale</b>	<b>446</b>	<b>-</b>	<b>446</b>
<b>Non-current assets</b>			
Council Controlled Organisation	12,480	12,695	12,480
Deferred Tax	-	-	-
Intangible assets	122	74	141
Assets Under Construction	9,267	16,450	5,435
Derivative financial instruments	96	642	441
Other Financial Assets	1,702	776	1,703
Investment property	-	-	-
Property, Plant and Equipment	527,879	555,720	533,816
Term Inventory	-	-	-
<b>Total Non-current assets</b>	<b>551,545</b>	<b>586,357</b>	<b>554,016</b>
<b>Total Assets</b>	<b>569,467</b>	<b>597,335</b>	<b>572,056</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Creditors & other payables	1,809	3,825	3,548
Employee benefit liabilities	726	545	589
Borrowings	7,918	6,000	8,218
Derivative financial instruments	-	-	-
Other	3,291	619	987
<b>Total Current Liabilities</b>	<b>13,745</b>	<b>10,989</b>	<b>13,343</b>
<b>Non-current liabilities</b>			
Deferred Tax	68	-	68
Employee benefit liabilities	42	32	36
Provisions	3,137	3,335	3,137
Borrowings	28,826	31,707	28,826
Derivative financial instruments	224	-	18
<b>Total Non-Current Liabilities</b>	<b>32,297</b>	<b>35,073</b>	<b>32,084</b>
<b>Total Liabilities</b>	<b>46,041</b>	<b>46,062</b>	<b>45,427</b>
<b>Net Assets</b>	<b>523,426</b>	<b>551,273</b>	<b>526,630</b>

	<b>At 28 February 2025 \$000</b>	<b>Annual Plan 2024/25 \$000</b>	<b>Actual 2023/2024 \$000</b>
<b>Equity</b>			
Retained Earnings	161,543	178,124	164,747
Restricted Reserves	10,295	7,110	10,295
Revaluation reserves	351,458	365,878	351,458
Other comprehensive revenue and expense reserve	130	161	130
<b>Total Equity</b>	<b>523,426</b>	<b>551,273</b>	<b>526,630</b>

## Debtors 28 February 2025

28/02/2025

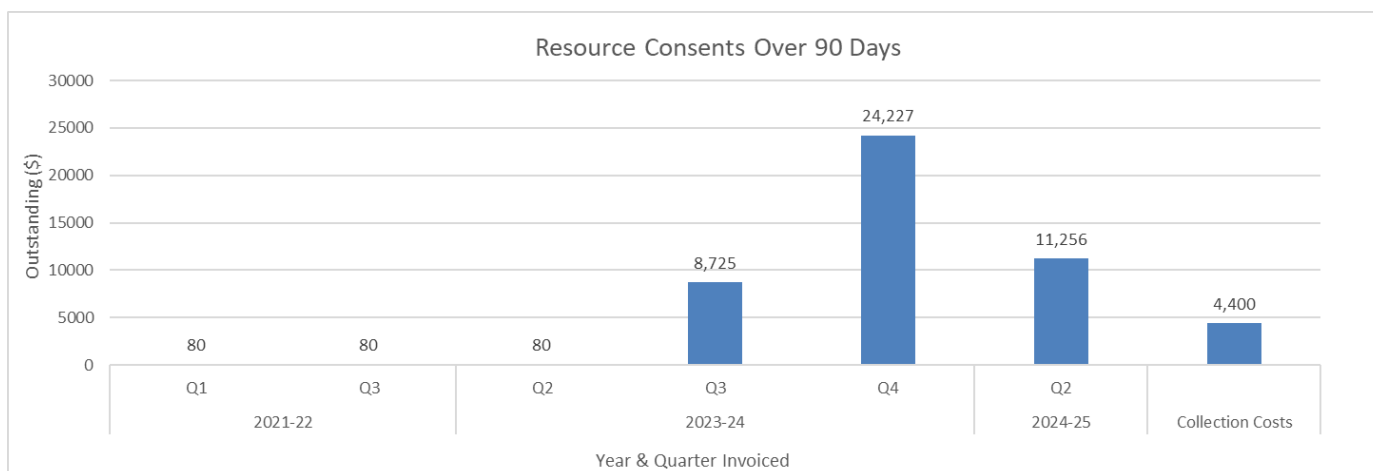
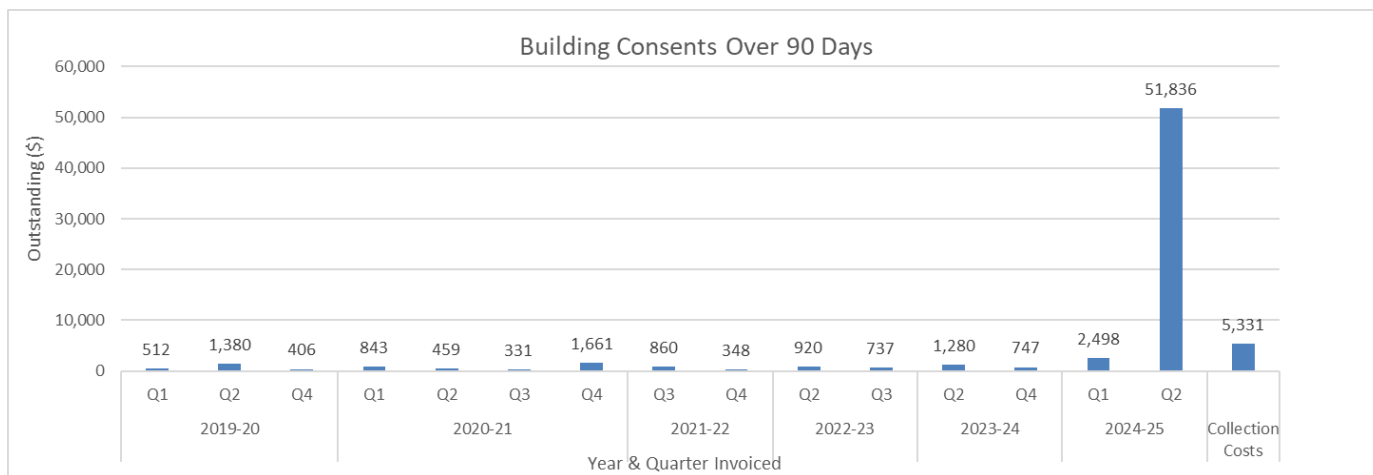
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	74,437	8,875	13,940	36,216	133,468
Building Warrants	1,866	918	131	4,138	7,053
Resource Consents	48,848	40,534	2,675	12,062	104,119
Sundry Debtors	97,148	7,689	18,742	94,077	217,656
Grants Debtors	204,700	-	-	761,094	965,794
<b>Grand Total</b>	<b>426,999</b>	<b>58,016</b>	<b>35,488</b>	<b>907,587</b>	<b>1,428,090</b>

Grants outstanding as at 28/02/2025

Date Invoiced	Project	Total (\$)
6/11/2024	Freedom Camping 2023-24	204,700
14/02/2025	Infrastructure for Housing Development	270,212
20/02/2025	Cycle Trail - Damage from Severe Weather Event	45,257
26/02/2025	Freedom Camping 2023-24 - Final Payment	32,200
26/02/2025	Otira Facilities - Claim 2 & 3	126,500
26/02/2025	Hokitika Gorge Bridge - 2nd Claim	172,500
28/02/2025	Welcoming Communities Funding - 3rd Instalment	57,500
28/02/2025	Cycle Trail - Annual Maintenance Funding	56,925
		<b>965,794</b>

29/02/2024

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	46,428	5,968	731	16,109	69,235
Building Warrants	1,934	631	-	1,206	3,770
Resource Consents	15,006	3,534	15,675	5,735	39,950
Sundry Debtors	46,003	3,975	44,563	115,026	209,567
Grant Debtors	612,282	91,727	-	503,123	1,207,132
<b>Grand Total</b>	<b>721,653</b>	<b>105,835</b>	<b>60,968</b>	<b>641,198</b>	<b>1,529,655</b>



## Rates Debtors 28 February 2025

<b>Rates Debtors at 31 January 2025</b>		<b>4,440,600</b>
Adjustments	2,456	
Less payments received	(3,657,950)	
Paid in advance change	209,416	
Previous years write off's	-	
Write off's	(10,202)	
Penalties	30,850	
Discounts	-	
Court Cost	-	
		(3,425,430)
<b>Total Rates Debtors at 28 February 2025</b>		<b>1,015,170</b>
Arrears included above at 28 February 2025	1,015,170	
Arrears at 29 February 2024	821,254	
<b>Increase/(decrease) in arrears</b>		<b>193,916</b>

Rates debtors reduced over February by 77.1% as the 3rd instalment of the year was invoiced in January. Rates are invoiced quarterly, and the majority of payments are due on the 20th month following the invoice date, however we are continuing to arrange more payment plans which spread the rates cost over the year.

## Debt Position

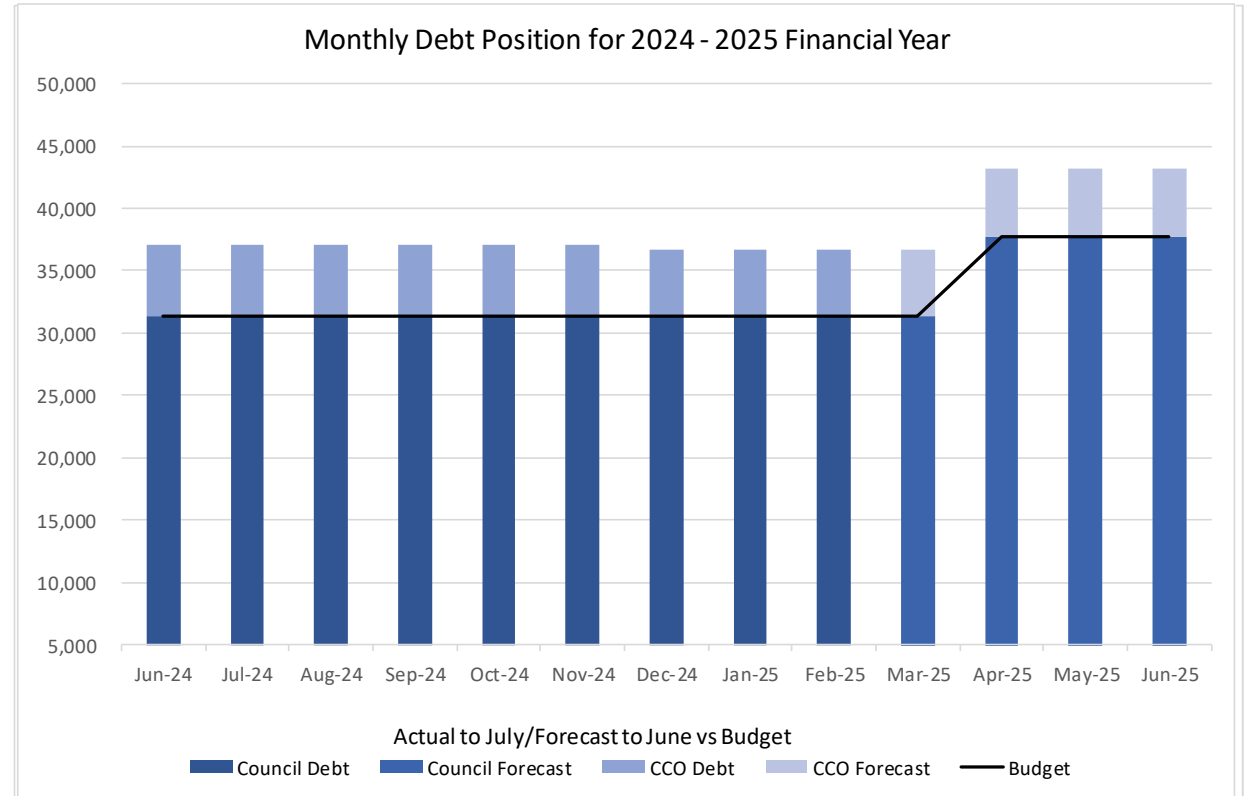
### Debt Position 2024/2025 (\$000)

	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual Debt Position	37,044	37,044	37,044	37,044	37,044	37,044	36,744	36,744	36,744				
Budget	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	37,706	37,706	37,706
Forecast										36,744	43,132	43,132	43,132

### Forecast Debt Position for 2024-2025 Financial Year

Forecast as at	<b>Jun-24</b>
Opening balance	37,044
Loan funded capex forecast	9,888
Forecast repayments	-3,800
<b>Forecast balance June 2025</b>	<b>43,132</b>

Figures include CCTO loans not originally budgeted for



## Capital Expenditure

<b>Capital Projects 2024/25</b>			
<b>As at 28/02/2025</b>			
<b>Project / Activity</b>	<b>YtD Expenses</b>	<b>Annual Plan</b>	<b>Forecast</b>
Leadership	268,117	577,291	486,334
Planning & Regulatory Services	0	186,939	0
Library & Museum	40,650	113,126	69,403
Water Supply	408,265	2,516,011	992,767
Waste Water	437,672	4,555,618	669,232
Solid waste	81,188	767,891	692,840
Storm water	204,504	1,392,340	238,962
Cemeteries	8,644	98,129	98,129
Swimming pools	(10,087)	635,249	(10,087)
Facilities & leisure services - other	949,198	2,611,444	1,571,489
Parks & reserves	377,096	1,036,786	480,505
Land transportation	168,460	9,240,974	2,450,950
Better Off Funded Projects	274,100	622,586	318,697
<b>Less Operational Better Off Funding</b>	<b>(108,805)</b>	<b>(392,804)</b>	<b>(108,805)</b>
	165,296	229,782	209,893
Unbudgeted capital expenditure	148,840	0	161,088
Funded Projects	298,907	0	298,907
<b>Total</b>	<b>3,655,555</b>	<b>24,354,384</b>	<b>8,519,217</b>
<b>Total Less Operational Better Off Funding</b>	<b>3,546,751</b>	<b>23,961,580</b>	<b>8,410,412</b>

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

# Report to Council



**DATE:** 27 March 2025  
**TO:** Mayor and Councillors  
**FROM:** Asset Strategy and Development Manager

---

## **ADOPTION OF THE DRAFT INFRASTRUCTURE STRATEGY AND DRAFT ACTIVITY MANAGEMENT PLANS**

### **1. Summary**

- 1.1. The purpose of this report is to provide the draft Infrastructure Strategy and draft Activity Management Plans.
- 1.2. This issue arises from Council needing to comply with its Asset Management Policy and its statutory obligations under the Local Government Act.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the Council receive the report and adopt the draft Infrastructure Strategy and draft Activity Management Plans, and direct staff to undertake consultation with the community alongside the 2025 – 2034 Long Term Plan.

### **2. Background**

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

### **3. Current Situation**

- 3.1. The current situation is that staff have drafted an Infrastructure Strategy and draft Activity Management Plans. These documents have been workshopped with Council and reviewed by Audit. All feedback has been incorporated into the attached versions.
- 3.2. These documents are supporting information for Consultation Document as well as the draft 2025 – 2034 Long Term Plan.



#### **4. Options**

- 4.1. Option 1: Adopt the draft Infrastructure Strategy and draft Activity Management Plans, and direct staff to undertake community consultation alongside the 2025 – 2034 Long Term Plan.
- 4.2. Option 2: Do not adopt the draft Infrastructure Strategy and draft Activity Management Plans, and do not undertake community consultation.
- 4.3. Option 3: Amend the draft Infrastructure Strategy and draft Activity Management Plans, and direct staff to undertake community consultation alongside the 2025 – 2034 Long Term Plan.

#### **5. Risk Analysis**

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

#### **6. Health and Safety**

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

#### **7. Significance and Engagement**

- 7.1. The level of significance has been assessed as being high. Public consultation is considered necessary as Council has a legal requirement to involve the community in the adoption of the Long Term Plan. These documents sit alongside the Long Term Plan.

#### **8. Assessment of Options (including Financial Considerations)**

- 8.1. Option 1 – Adopt the draft Infrastructure Strategy and draft Activity Management Plans and direct staff to undertake community consultation alongside the 2025 – 2034 Long Term Plan.
  - 8.1.1. These documents have been audited and are considered to meet the requirements of the Local Government Act. There are no financial implications to this option.
- 8.2. Option 2 – Do not adopt the draft Infrastructure Strategy and draft Activity Management Plans, and do not undertake community consultation.
  - 8.2.1. This is not a feasible option as Council need to adopt a draft Long Term Plan and Consultation Document. There are no financial implications to this option.
- 8.3. Option 3 – Amend the draft Infrastructure Strategy and draft Activity Management Plans, and direct staff to undertake community consultation alongside the 2025 – 2034 Long Term Plan.
  - 8.3.1. Council could request amendments which would add additional time to the process and delay the adoption of the 2025 – 2034 Long Term Plan. Any amendments would need to be audited, and Council would risk not meeting the statutory timeframes set out in the Local Government Act. There are no financial implications to this option.

#### **9. Preferred Option(s) and Reasons**

- 9.1. The preferred option is Option 1 – Adopt the draft Infrastructure Strategy and draft Activity Management Plans, and direct staff to undertake community consultation alongside the 2025 – 2034 Long Term Plan.

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

**10. Recommendation(s)**

10.1. That the report be received.

10.2. That the Council adopt the draft Infrastructure Strategy and draft Activity Management Plans.

10.3. That Council direct staff to hold consultation with the community alongside the 2025 – 2034 Long Term Plan.

**Alicia Paulsen**  
**Asset Strategy and Development Manager**

**Appendix 1: Activity Management Plans:**

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

**Appendix 2: Infrastructure Strategy 2025/26 – 20254/55**

# Report to Council



**DATE:** 27<sup>th</sup> March  
**TO:** Mayor and Councillors  
**FROM:** Asset Strategy and Development Manager

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## LOCAL WATER DONE WELL CONSULTATION DOCUMENT

### 1. Summary

- 1.1. The purpose of this report is to endorse the draft Local Water Done Well Consultation Document and approve it for consultation alongside the 2025 – 2034 Long Term Plan.
- 2.1 This issue arises from the Local Government (Water Services Preliminary Arrangements) Act 2024 which states that Council is required to consult on options for the future delivery of Water Services.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that the Council receive the Local Water Done Well Consultation Document, and direct staff to undertake consultation with the community alongside the 2025 - 2034 Long Term Plan.

### 2. Background

- 2.2 The reason the report has come before the Council is due to the Government repealing the previous Three Waters legislation and developing a replacement model under the Local Water Done Well policy. Under the Local Government (Water Services Preliminary Arrangements) Act 2024, Council is required to consult on options for the future delivery of Water Services.
- 2.3 It is a top priority to ensure that Council is positioned for future changes to Local Water Done Well waters arrangements.
- 2.4 The policy landscape is continuing to evolve and there may be significant changes to the Local Water Done Well landscape that arise in the upcoming months. However, in order to meet the proposed legislative timelines, there is a requirement to progress with consultation.

### 3. Current Situation

- 3.1. The current situation is that under the Local Government (Water Services Preliminary Arrangements) Act, Council is required to consult on options for the future delivery of water services. Council has previously considered what options are to be included as part of the proposal outlined in the draft consultation document and the completed document is attached for approval.

- 3.2. Council staff have drafted the consultation document outlining three options:
- Internal Business Unit - Water service delivery remains integrated into Council operations, but water revenue and expenditure will be ring-fenced internally to comply with financial sustainability requirements and economic regulation.
  - Westland Council Controlled Organisation - A Westland-only (100% owned) Council Controlled Organisation is established, with ownership of three water assets transferred.
  - Joint West Coast Council Controlled Organisation - A West Coast region-wide Council Controlled Organisation is established, with the ownership of 3Waters assets transferred from the three West Coast District Councils (Grey, Buller and Westland).
- 3.3. On the 27<sup>th</sup> of February Council considered what option was their preferred option to consult on. Council resolved that they wished to *“progress with the establishment of an internal business unit for the delivery of water services with an expectation that the model is consulted on in conjunction with the 2025 – 2034 Long Term Plan and a decision paper is brought to Council post consultation”*.
- 3.4. While we are consulting on the basis that our preferred option is an internal business unit, the statutory environment of Local Waters Done Well is dynamic, and the third bill is currently at the select committee. This means that the legislation is likely to change and our final decision in July 2025 may differ from our current proposal.
- 3.5. Council will continue to actively collaborate with neighbouring councils to explore joint water services delivery options to ensure we do not miss any opportunities that arise from the changing legislative environment. We need to work together to address infrastructure challenges, recognising that significant investment is needed to renew and upgrade the West Coast water services infrastructure.

#### **4. Options**

- 4.1. Option 1: Adopt the draft Local Water Done Well Consultation Document for consultation alongside the 2025 – 2034 Long Term Plan.
- 4.2. Option 2: Do not adopt the draft Local Water Done Well Consultation Document and do not consult with the community alongside the 2025 – 2034 Long Term Plan.

#### **5. Risk Analysis**

- 5.1. Risk has been considered, and the following legislative risks have been identified:
- The continually changing political landscape presents some uncertainty about future requirements. Council staff are mitigating this risk by frequently engaging with Central Government Departments to continue to develop an understanding of the environment and any changes.
  - If an additional option is required that has not yet been considered, a new consultation document will be required, and community consultation will need to reoccur.
  - Significantly delaying or not undertaking community consultation would put Council out of step with other consultation activities such as the 2025 – 2034 Long Term Plan.
  - Significantly delaying or not undertaking community consultation would not meet the timeframes to complete a Water Services Delivery Plan and submit to the Department of Internal Affairs prior to 3 September 2025. Therefore, not meeting the legal requirements outlined in the Local Government (Water Services Preliminary Arrangements) Act.

#### **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 significant. Westlands Water Supply, Wastewater and Stormwater assets are classified as strategic assets and making any changes to their delivery is therefore of significance to the community.
- 7.2. It is proposed that community consultation occurs between 31 March and 2 May 2025. Hearings and deliberations will occur on the 14-15 May and the final decision will be adopted on 26 June. These timeframes are the same as the consultation for the 2025 – 2034 Long Term Plan which are important to follow as our proposed option forms the basis of our financial modelling in the Long Term Plan.

## **8. Assessment of Options (including Financial Considerations)**

- 8.1. Option 1 – Adopt the draft Local Water Done Well Consultation Document for consultation alongside the 2025 – 2034 Long Term Plan. This option would meet the legal requirements outlined in the Local Government (Water Services Preliminary Arrangements Act) and would support the required timeframes being met. It would also enable Council to complete community consultation at the same time as the 2025 – 2034 Long Term Plan. The detail of the estimated financial impacts of the proposal is included within the consultation document.
- 8.2. Option 2 - Do not adopt the draft Local Water Done Well Consultation Document and do not consult with the community alongside the 2025 – 2034 Long Term Plan. This would prevent consultation from occurring. Significantly delaying or not undertaking community consultation would put Council out of step with other consultation activities such as the 2025 – 2034 Long Term Plan. It would mean Council risks not meeting the timeframes to complete a Water Services Delivery Plan and submit it to the Department of Internal Affairs prior to 3 September 2025. Therefore, not meeting the legal requirements outlined in the Local Government (Water Services Preliminary Arrangements) Act.

## **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 it enables Council to comply with the requirements outlined in the Local Government (Water Services Preliminary Arrangements) Act. And progress with consultation alongside the 2025 – 2034 Long Term Plan.

## **10. Recommendation(s)**

- 10.1. That the report be received.
- 10.2. That Council adopt the draft Local Water Done Well Consultation Document.
- 10.3. That Council direct staff to hold consultation with the community alongside the 2025 – 2034 Long Term Plan.

**Alicia Paulsen**  
**Asset Strategy and Development Manager**

**Appendix 1:** Local Water Done Well Consultation Document

# Report to Council



**DATE:** 27 March 2025  
**TO:** Mayor and Councillors  
**FROM:** Group Manager Corporate Services and Risk Assurance

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## **ADOPTION OF SUPPORTING POLICIES AND DOCUMENTS TO THE REVENUE AND FINANCING POLICY FOR CONSULTATION CONCURRENT WITH THE DRAFT LONG TERM PLAN 2025 – 2034 CONSULTATION**

### **1. Summary**

- 1.1. The purpose of this report is to seek Council approval of the documents listed below, attached as appendices, as supporting policies and principles to the Revenue and Financing Policy, and for consultation as components of the draft Long Term Plan 2025 - 2034 (LTP):
  - 1.1.1. Appendix 1: Draft Funding Needs Analysis
  - 1.1.2. Appendix 2: Draft Rating Policy
  - 1.1.3. Appendix 3: Draft Funding Impact Statement
  - 1.1.4. Appendix 4: Audit Report
- 1.2. This issue arises from the requirements of s 93G of the Local Government Act 2002 (LGA) with regards to the specific content and processes to be included in the development of a Long Term Plan.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the report, adopt the appendices as supporting policies and principles to the Revenue and Financing Policy, and for consultation components of the LTP, and receive the Audit Report.

### **2. Background**

- 2.1 The reason the report has come before the Council is due to the requirements of the LGA in respect of developing a new Long Term Plan.
- 2.2 The Funding Needs Analysis is required by s 101(3) LGA to be conducted by Council as part of every Long Term Plan process and corresponding review of its Revenue and Financing Policy.
- 2.3 There is no statutory requirement to adopt a Rating Policy and it is not a prescribed LTP component. The Rating Policy attached as Appendix 2 is consistent with the current Rating System adopted in December 2014 to which no changes have been made.
- 2.4 The Funding Impact Statement is a compulsory component of a Long Term Plan and is defined under Schedule 10 LGA. It is necessary for the calculation of the rates samples that support the LTP Consultation Document.

### **3. Current Situation**

- 3.1. The current situation is as described above in Part 2. The documents presented with this report are integral to the development of the Revenue and Financing Policy and the draft LTP and will be referenced as supporting information to the consultations.
- 3.2. The Funding Needs Analysis, attached as Appendix 1, prescribes the funding parameters for each activity and the LTP budgets have been developed within these constraints. This analysis is the foundation for the Revenue and Financing Policy.
- 3.3. The Rating Policy (Appendix 2) has been amended to separate the Glacier Country Promotions rate from the community rate for both Franz Josef Glacier and Fox Glacier. There is no change to the funding, but the separation provides clarity and transparency.
- 3.4. The Funding Impact Statement, attached as Appendix 3, will appear in the final LTP. It calculates the rates impact result after the connected policies relating to rates have been applied to the LTP budgets.
- 3.5. These documents have been drafted to facilitate the technical implementation of the decisions previously made by Council. They have been reviewed by Audit New Zealand.

### **4. Options**

- 4.1. Option 1: Adopt the documents as supporting material for the draft LTP and Revenue and Financing Policy consultations.
- 4.2. Option 2: Adopt the documents with modifications.
- 4.3. Option 3: Reject the proposal to adopt the documents.

### **5. Risk Analysis**

- 5.1. Risk has been considered, and risk has been identified:
  - 5.1.1. Legislative risk: If the Council choose to reject the proposal to adopt the documents or adopt the documents with modifications, that Council might not be able to adopt the final LTP within the required timeframe and will not meet the statutory requirements.

### **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. Adoption of the documents is an administrative matter and does not require consultation.
- 7.2. However, the documents are integral to both the Revenue and Financing Policy and the LTP. Both of these will be of high significance and require public consultation. These documents will be referenced as part of those consultations.

### **8. Assessment of Options (including Financial Considerations)**

- 8.1. Option 1 – Adopt the documents as supporting material for the LTP and Revenue and Financing Policy consultations. The documents inform the Revenue and Financing Policy and LTP which will be subject to public consultation.
  - 8.1.1. There are no financial implications to this option.

8.2. Option 2 - Adopt the documents with modifications. Minor revisions may be possible where they are considered to more accurately represent Council's intentions. Any changes must preserve the integrity of the interdependencies between policies.

8.2.1.Changes must be consistent with the decisions made for the current Rating system without further consultation. The documents will be included as supporting information to the planned consultations for the LTP and Revenue and Financing Policy.

8.2.2.There are no financial implications to this option.

8.3. Option 3 - Reject the proposal to adopt the documents. Council's current policies are legally compliant, and they are suitable for the current rating system. If Council rejects the proposal, it cannot be completed and resolved before the LTP is adopted in June 2025, it will require a LTP amendment and separate consultation during 2025/2026.

8.3.1.There would be a financial implication to this option – further audit work would be required, and EY would charge for their time and this would increase the cost of the audit process.

## **9. Preferred Option(s) and Reasons**

9.1. The preferred option is Option 1: Adopt the documents as supporting material for the draft LTP 2025 - 2034 and Revenue and Financing Policy consultations; because they reflect the decisions previously made by Council and facilitate the adoption of a compliant Revenue and Financing Policy.

9.2. The reason that Option 1 has been identified as the preferred option is that it enables Council to meet all its statutory requirements in respect of s 93G of the LGA and rely on the information to support the LTP.

## **10. Recommendation(s)**

10.1. That the report be received.

10.2. That Council adopts the appendices documents as supporting policies and principles to the Revenue and Financing Policy, and for consultation components of the LTP.

10.3. That the Council receives the Audit Report.

**Lesley Crichton**

**Group Manager: Corporate Services and Risk Assurance**

**Appendix 1:** Draft Funding Needs Analysis

**Appendix 2:** Draft Rating Policy

**Appendix 3:** Draft Funding Impact Statement

**Appendix 4:** Audit Report



# Report to Council



**DATE:** 27 March 2025  
**TO:** Mayor and Councillors  
**FROM:** Group Manager: Corporate Services and Risk Assurance

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## **ADOPTION OF THE REVENUE AND FINANCING POLICY FOR CONSULTATION CONCURRENT WITH THE LONG TERM PLAN CONSULTATION**

### **1. Summary**

- 1.1. The purpose of this report is to seek Council approval of the Revenue and Financing Policy, attached as Appendix 1, for consultation.
- 1.2. This issue arises from administrative amendments to the Revenue and Financing Policy on which Council is required to consult by Section 102(4)(a) of the Local Government Act 2002 (LGA).
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the Council adopts the Revenue and Financing Policy, attached Appendix 1, for consultation concurrently with the LTP consultation as provided by LGA s83A.

### **2. Background**

- 2.1 The reason the report has come before the Council is due to the requirement that the Revenue and Financing Policy be reviewed every three years. The current Revenue and Financing Policy was adopted in 2021. Due to the Council's decision under the Water Services Acts Repeal Act 2024 to defer the 2024 long term plan process, the Long Term Plan 2021 – 2031 and policies within continue in force until 30 June 2025.

### **3. Current Situation**

- 3.1. The current situation is the current rating system has been reviewed, and no changes are recommended.
- 3.2. The only changes to the Revenue and Financing Policy are minor and include amending the table in the 'summary of sources of funding for operating expenditure by activity' for ease of reading and minor changes to funding sources for each activity.
- 3.3. The Revenue and Financing Policy outlines the sources of funds and how those sources will be used by Council. The policy gives effect to the decisions from the Rating Review and provides for the lawful collection and use of all funding sources.
- 3.4. The Revenue and Financing Policy is supported by the Funding Needs Analysis, Rating Policy and Funding Impact Statement.

3.5. The policy has been reviewed by Audit New Zealand.

#### **4. Options**

4.1. Option 1: Adopt the Revenue and Financing Policy, attached as Appendix 1, for consultation.

4.2. Option 2: Adopt a modified policy.

4.3. Option 3: Reject the policy.

#### **5. Risk Analysis**

5.1. Risk has been considered, and risk has been identified:

5.1.1. Legislative risk: If the Council choose to reject the proposal to adopt the documents or adopt the documents with modifications, that Council may not be able to adopt the final Long Term Plan 2025 - 2034 (LTP) within the required timeframe and will not meet the statutory requirements.

#### **6. Health and Safety**

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

#### **7. Significance and Engagement**

7.1. The level of significance has been assessed as being high as the Revenue and Financing Policy defines the methods by which Council will fund its activities and thus the application of rates.

7.2. Public consultation is considered necessary.

7.3. Changes to the Revenue and Financing Policy require public consultation, applying the principles of LGA s 82. As a s 82 consultation, Council must make the following available:

7.3.1. The proposal (being the Revenue and Financing Policy attached as Appendix 1).

7.3.2. The reasons for the proposal; being the policy is updated as a consequence of administrative changes within the policy. There are no other changes to the Revenue and Financing Policy.

7.4. It is proposed that the consultation takes place concurrently with the LTP consultation as it is efficient to do so and would ensure that ratepayers are informed of all interdependent issues at the same time.

#### **8. Assessment of Options (including Financial Considerations)**

8.1. Option 1 – Adopt the policy, attached as Appendix 1, for consultation. The changes are administrative only and reflect the current rating system. The changes are administrative only and reflect the current rating system.

8.1.1. There are no financial implications to this option.

8.2. Option 2: Adopt a modified policy. Minor modifications may be possible, however due to the complex nature of the policy it may not be wise to make ad-hoc changes at this time. Changes can be made following the consultation. Changes cannot be inconsistent with current Rating System without further consultation.

8.2.1. There are no financial implications to this option.

8.3. Option 3: Reject the policy. If Council reject the policy, it must revisit principles it previously determined and develop a new policy. If Council rejects the proposal, it cannot be completed and resolved before the LTP is adopted in June 2025, it will require a LTP amendment and separate consultation during 2025/2026.

8.3.1. There would be a financial implication to this option – further audit work would be required, and EY would charge for their time, and this would increase the cost of the audit process.

## **9. Preferred Option(s) and Reasons**

9.1. The preferred option is Option 1; adopt the proposal.

9.2. The reason that Option 1 has been identified as the preferred option is that it reflects the decisions from the current Rating System in a legally compliant form.

## **10. Recommendation(s)**

10.1. That the report be received.

10.2. That Council adopts the Revenue and Financing Policy, as attached to the agenda, for consultation concurrently with the draft Long Term Plan 2025 – 2034 consultation as provided by Local Government Act section 83A.

**Lesley Crichton**

**Group Manager: Corporate Services and Risk Assurance**

**Appendix 1:** Revenue and Financing Policy

# Report to Council



**DATE:** 27 March 2025  
**TO:** Mayor and Councillors  
**FROM:** Strategy and Communications Advisor

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## **ADOPTION OF THE DRAFT CONSULTATION DOCUMENT AND DRAFT LONG TERM PLAN 2025 – 2034**

### **1. Summary**

- 1.1. The purpose of this report is to provide the Draft Long Term Plan 2025 – 2034 (LTP) [Appendix 1] and Draft Consultation Document (Appendix 2) for adoption.
- 1.2. This issue arises from s 93 Local Government Act 2002 (LGA) for Council to at all times have a long-term plan and for the long-term plan to be in force for a three year period.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that the Council receive the report and adopt the Draft Long Term Plan 2025 – 2034 and Draft Consultation Document and direct staff to undertake consultation with the community.

### **2. Background**

- 2.1 The reason the report has come before the Council is due to the requirement under s 93 of the LGA for Council to have a long-term plan that is adopted before the commencement of the first year to which it relates and continues in force until the close of the third year to which it relates. The previous long-term plan was adopted in July 2018 and expired on 30 June 2021.
- 2.2 On 22 February 2024 Council resolved under Schedule 2, cl 48 of the Water Services Acts Repeal Act 2024 (WSARA) to defer adopting the Long Term Plan 2024 – 2034 for 12 months. An Enhanced Annual Plan was developed under year 4 (2024/2025) of the Long Term Plan 2021 – 2031 and adopted on 24 June 2024. The Long Term Plan 2021 – 2031 continued in force, despite s 93 LGA.
- 2.3 Under Schedule 2, cl 49 WSARA Councils that deferred their long term plan in 2024 must adopt a Long Term Plan for the years 2025 – 2034 by 30 June 2025.
- 2.4 To adopt a new long-term plan, the Council must consult with the community on the content of the plan, using the special consultative procedure set out in s 93A of the LGA.

### **3. Current Situation**

3.1. The Council and staff have drafted an LTP covering the period 2025 – 2034, having regard to the requirements of LGA and feedback from the community over the past four years of the current LTP. This is being audited by Audit NZ to confirm it meets the requirements of s 93.

3.2. The Council and staff have prepared a draft consultation document according to the requirements of s 93C LGA. The draft consultation document describes:

- Each issue the local authority deems significant, the principal options for addressing the issue and the likely consequences of proceeding on the local authority's rates, debt and levels of service.
- Other matters of public interest relating to the proposed financial strategy, including the quantified limits on rates increases and borrowing, and the proposed content of the proposed infrastructure strategy.
- Proposed funding of operating and capital expenditure requirements.
- Changes to rates and debt levels resulting from the proposed content of the Long Term Plan.
- The impacts of the proposed changes on rates assessed on different categories of rateable land with a range of property values.

The draft Consultation Document has been audited by Audit NZ and in their opinion meets the requirements of s 93C LGA.

3.3. Adoption of the final LTP is scheduled for Thursday 26 June 2025, meeting the requirements of s 93 LGA.

#### **4. Options**

4.1. Option 1: Adopt the draft LTP and draft Consultation Document and direct staff to undertake community consultation.

4.2. Option 2: Do not adopt the draft LTP and draft Consultation Document, and do not hold community consultation.

4.3. Option 3: Amend the draft LTP and draft Consultation Document and direct staff to undertake community consultation.

#### **5. Risk Analysis**

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

- Legislative risk: Delaying consultation and adoption of the Long Term Plan could cause the Council to not meet the 30 June statutory deadline.
- Reputational risk: Delaying consultation with the community and not meeting the statutory deadline could cause the community to have a low opinion of the Council.
- Financial and reputational risk: Delaying the process due to requests for further amendments could cause an increase in audit costs and lower the Council's reputation with the Council's auditors.

#### **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 high. Council has a legal requirement to involve the community in the adoption of the LTP, by providing a summary of the LTP in the consultation document, holding consultation and giving the community the opportunity to provide their feedback.

7.2. Public consultation will take place from 9am, Monday 31 March 2025 – 12pm, Friday 2 May 2025 (32.5 days). Submissions hearings, consideration and deliberations are scheduled for Wednesday 14 and Thursday 15 May 2025.

## **8. Assessment of Options (including Financial Considerations)**

- 8.1. Option 1 – Adopt the draft LTP 2025 – 2034 and draft Consultation Document and direct staff to undertake community consultation. The draft Consultation Document has been audited by Audit NZ and is considered to meet the requirements of the LGA. The Council cannot adopt a final LTP until the community has been consulted.
- There are minor financial implications to this option. Elected Members and staff will travel to various locations in the district to speak with interested community members and discuss the content of the plan to help them to make informed submissions to the Council.
- 8.2. Option 2 – Do not adopt the draft LTP and draft Consultation Document or undertake community consultation. This is not a feasible option. Council is legally obliged to adopt the draft LTP and Consultation Document to undertake community consultation. If there is no community consultation, Council cannot adopt a final LTP and will not meet the legislative requirement in s 93 of the Local Government Act 2002 to adopt an updated Long Term Plan.
- There are no financial implications to this option.
- 8.3. Option 3 – Council could request amendments to the draft LTP and draft Consultation Document, before holding community consultation. Because the Consultation Document has already been approved by Audit NZ, any amendments would need to be audited, which would delay the long term plan process and Council would risk not meeting the statutory timeframes set out in the LGA.
- There would be a financial implication to this option – Audit NZ would charge for their time, and this would increase the cost of the audit process. Consultation will incur the same financial implications as set out in 8.2.

## **9. Preferred Option(s) and Reasons**

- 9.1. The preferred option is Option 1 – Adopt the draft LTP 2025 – 2034 and draft Consultation Document, and direct staff to undertake community consultation.
- 9.2. The reason that Option 1 has been identified as the preferred option is that it enables Council to meet all its statutory requirements in respect of ss 93 and 93A of the LGA.

## **10. Recommendation(s)**

- 10.1. That the report be received.
- 10.2. That Council adopt the draft Long Term Plan 2025 – 2034 and Consultation Document
- 10.3. That Council direct staff to hold consultation with the community.

**Emma Rae**  
**Strategy and Communications Advisor**

- Appendix 1:** Draft Long Term Plan 2025 – 2034.  
**Appendix 2:** Draft Consultation Document to the Long Term Plan 2025 – 2034.  
**Appendix 3:** Draft fees and charges 2025/2026