



# AGENDA

## RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

# COUNCIL

to be held on **Thursday, 25 September 2025** commencing at **1 pm** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

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



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

## Council Vision

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

# Purpose

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

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

## 1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

## 2. NGĀ WHAKAPAAHA APOLOGIES

## 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

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

Minutes circulated.

- Ordinary Council Meeting Minutes – 28 August 2025 (pages 7 - 19)

### **COMMITTEE MINUTES TO BE RECEIVED (Minutes that have been approved by the Committee):**

- Council Controlled Organisation (CCO) Oversight Committee Meeting Minutes – 27 March 2025 (pages 20 - 23)
- Risk and Assurance Committee Meeting Minutes – 8 May 2025 (pages 24 - 28)

### **COMMITTEE MINUTES TO BE CONFIRMED (Due to the Committee not meeting again before the end of the Triennium):**

- Risk and Assurance Committee Meeting – 7 August 2025 (pages 29 - 33)
- Council Controlled Organisation (CCO) Oversight Committee Meeting Minutes – 5 June 2025 (pages 34 - 41)
- Inaugural Tenders Subcommittee – 4 July 2025 (pages 42 - 43)

## **6. ACTION LIST**

(pages 44 - 46)

## **7. NGĀ TĀPAETANGA PRESENTATIONS**

- **Hato Hone St John Presentation**  
Michelle Partington to present the item.
- **Summary of Activities for 2023-2025 Triennium**  
Chief Executive to present the item.
- **Presentation to Councillors Not Standing for Re-election**  
Her Worship the Mayor to present the item.

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

- **Annual Dog Control Policy and Practices Report** (pages 47 - 54)  
Team Leader, Regulatory and Compliance, to speak to the report.
- **Financial Report** (pages 55 - 68)  
Finance Manager to speak to the report.
- **Delegations to the Chief Executive During Election Period and Discharging Committees** (pages 69 - 74)  
Chief Executive to speak to the report.

- **Annual Report of the Work of Risk and Assurance Committee for the Period 9 February 2023 to 7 August 2025**  
(pages 75 - 79)  
Chief Executive to speak to the report.
- **Council Controlled Organisation (CCO) Director Appointments**  
Her Worship the Mayor to provide a verbal update on the item.

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

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 28 August 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.	Council Controlled Organisation (CCO) Oversight Committee Meeting Minutes - 5 June 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
3.	Confidential Risk and Assurance Committee Meeting Minutes - 8 May 2025 - 7 August 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)
4.	Confidential Inaugural Tenders Subcommittee - 4 July 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.	Proposed Sale of Property to Westroads Limited	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.	Review of Outstanding West Coast Wilderness Trail Land Encroachment Agreements	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
7.	Appointment of Directors Westroads Limited	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
8.	Appointment of Directors Destination Westland Limited	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

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

Item No.	Interest	Section
1, 2, 3, 7, 8	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 3, 4, 5	Protect information where the making available of the information:	
	(i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
1, 2, 3, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))

<b>4, 5, 6</b>	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or	(S. 7(2)(i))
<b>1, 2, 3, 4</b>	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – INAUGURAL COUNCIL MEETING  
ON 23 OCTOBER 2025 AT 1.00 PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

# ORDINARY COUNCIL MINUTES

## MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 28 AUGUST 2025 COMMENCING AT 2.32 PM

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

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

### 2. MEMBERS PRESENT AND APOLOGIES

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

### NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai

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

### STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

#### Staff present for part of the meeting:

J. Visser, Facilities and Property Manager; A. Paulsen, Asset Strategy and Development Manager; L. Truman, Finance Manager.

#### Also present for part of the meeting:

T. Wooding, Stantec; D. Marshall, Buller District Council; D. Foster, Department of Internal Affairs (via Zoom); M. Wakefield, Simpson Grierson (via Zoom); M. Staite (via Zoom); S. Reindler, Chair, Council Controlled Organisation Oversight Committee (via Zoom); M. Rogers, Chair, Westroads Ltd; M. Tacon, Acting Chair Destination Westland Ltd.

**3. WHAKAPUAKITANGA WHAIPĀNGA  
DECLARATIONS OF INTEREST**

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

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

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

**Warrant of Appointment: Michael Newport, Animal Control and Compliance Officer**

- i) **The reason the item is not on the agenda is:**  
The application to commence contracted duties as Animal Control and Compliance Officer was received after the Council Agenda was publicly released.
- ii) **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**  
To enable the staff member to carry out their duties as Animal Control and Compliance Officer with various functions, powers, duties and discretion, pursuant to the relevant legislation.

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

**Ordinary Council Meeting Minutes – 24 July 2025**

Moved Cr Baird, seconded Cr Gillett and Resolved that the Minutes of the Ordinary Council Meeting held on 24 July 2025 be confirmed as a true and correct record of the meeting.

The Chair approved that her digital signature be added to the confirmed Ordinary Council Meeting Minutes of 24 July 2025.

**Minutes to be received from Standing Committees:**

Nil

**6. ACTION LIST**

The Chief Executive spoke to the 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 / Pakiwaitara	Business case for the scope of work after	April 25	General Manager District Assets	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the	These items combined were on the agenda for the 24 July



Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
		Building, 41 Weld Street, Hokitika	structural analysis and report.  Options to be reported back to Council at the 26 June Ordinary Council meeting.			market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolish and rebuild on the Pakiwaitar a site. ii) To occupy the Hokitika Government Building.	Council Meeting.  An update will be provided to Council on 25 September 2025.
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	The Hokitika Museum Trust Working Group met on 1 July 2025.  The draft Terms of Reference will be brought to 25 September 2025 Council Meeting.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be	May 25	General Manager District Assets	This process is currently underway.	A meeting of the Hokitika CBD Strategy Group was

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
			established.			<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>	<p>held on Tuesday 10 June 2025.</p> <p>The next meeting is scheduled for 29 August 2025.</p>
4.	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference to be tabled at a future Council meeting for adoption.	March 2025	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting.	<p>A meeting of the West Coast Wilderness Trail Working Group was held on 14 July 2025 where amendments to the Draft Terms of Reference were made, namely Sue Stile, Ross Beach Top 10 and Cindy Hopper, West Coast Scenic Waterways as elected representatives of the Trail Partners. Cr Gillett resigned from the Working Group and was replaced by Cr Baird.</p> <p>The next meeting is scheduled for 12 September 2025, where</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							the Terms of Reference will be adopted.
5.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was provided at the 24 July Council meeting.
6.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	<p>A meeting was held with Her Worship the Mayor, General Manager District Assets, and Mr and Mrs Breeze on 12 August 2025.</p> <p>A noting paper will come back to Council in due course.</p>
7.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	<p>Cr Burden was provided with the minutes of the Council Workshop – CCO Review from 10 August 2023 and minutes of the publicly excluded Council meeting on 23 November 2023.</p> <p>All Councillors were provided with the recordings of the meetings.</p> <p>Chief Executive to convene a</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							<p>small working group to provide an overview of Council's current investments, such as the site, West Coast Wilderness Trail, and tourism experience.</p> <p>A small working group has met. A paper will go to Council in due course.</p>

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

1. The updated Action List be received.

## 7. PŪRONGO KAIMAHI STAFF REPORTS

- **Adoption of the Water Services Delivery Plan (WSDP)**

The Chief Executive spoke to the report, with external specialists T. Wooding, Stantec; D. Marshall, Buller District Council; D. Foster, Department of Internal Affairs (via Zoom); M. Wakefield, Simpson Grierson (via Zoom); M. Staite (via Zoom) in attendance to answer questions.

Topics discussed:

- The WSDP is a key statutory requirement under the Local Government (Water Services Preliminary Arrangements) Act 2024, intended for Council to demonstrate its commitment to delivering water services that meet regulatory requirements, and actions it will take to be financially sustainable by 30 June 2028.
- The WSDP needs to be submitted to the Department of Internal Affairs (DIA) by 3 September 2025. The DIA will then assess and either accept or reject the WSDP.
- The joint WSDP outlines the proposed delivery model for the joint West Coast Council Controlled Organisation (WSCCO) and includes a transition period and phased implementation with a transition date of 1 July 2027, when the three Councils will transfer ownership of the water assets and responsibility for delivering water services to the joint WSCCO.

- Future water charges shown in the model were adjusted for inflation and include GST. This differs from the consultation process, which did not adjust for inflation and GST.
- Projections of average household incomes per region were used for the charges modelling. It is important to consider the social impacts and realities of fixed-income earners under those thresholds.
- Charges for each district calculated do not allow for harmonisation.
- Amendments to be made to the reference of Westland District Council's Infrastructure Acceleration Fund under Buller District Council (page 51) and projected population growth (table on page 115).
- The WSCCO model has the most financially prudent (lowest) charges for ratepayers of Buller, Grey, and Westland Districts when compared to a Standalone Business Unit.
- The Heads of Agreement establishes the approach to be taken with regard to shareholders and governance. A separate shareholders' agreement will be prepared and agreed upon by the three Councils.
- An exit strategy remains in place for Westland District Council.
- If the WSDP is not adopted at the 28 August Council meeting, it would be unlikely that Council would be able to prepare a new WSDP by the DIA deadline of 3 September 2025, meaning Council would be in statutory breach. The Minister then has the power to appoint a specialist to work through producing a WSDP without input from Council. Council would have to pay for the cost of this undertaking.

Cr Madgwick left the meeting at 3.22 pm, returned 3.35 pm.

Cr Burden left the meeting at 3.39 pm, and returned at 3.41 pm.

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

- 1.1 The report be received.
- 1.2 Council adopts the Water Services Delivery Plan (WSDP), attached as Appendix 1 to the agenda, subject to minor amendments to the WSDP.
  - 1.2.1 Council authorises the Chief Executive to oversee and agree the amendments, as staff cannot bring the WSDP back to Council before the deadline of 3 September 2025. The document will be circulated accordingly within the set timeframe.
- 1.3 Council adopts the Heads of Agreement, attached as Appendix 2 to the agenda.
- 1.4 Council authorises the Chief Executive to certify the Water Services Delivery Plan and submit to the Secretary for Local Government.

On a show of hands,

5 voted for the motion. (Cr Davidson, Cr Manera, Cr Phelps, Deputy Mayor Cassin and Her Worship the Mayor voted for the motion).

4 voted against the motion. (Cr Barid, Cr Burden, Cr Gillett and Cr Neale voted against the motion).

*The motion was put to the meeting and was carried 5:4.*

Deputy Mayor Cassin left the meeting at 3.50 pm, and returned at 3.52 pm

Cr Davidson left the meeting at 3.50 pm, and returned at 3.51 pm.

Cr Gillett left the meeting at 3.50 pm, and returned at 3.54 pm.

- **Statement of Intent – Westroads Limited**

Chair, Westroads Limited, spoke to the report, with the Chair of the Council Controlled Organisation (CCO) Oversight Committee attending via Zoom for questions.

- The Statement of Intent was prepared in accordance with section 64 and schedule 8 of the Local Government Act 2002 and was completed within the statutory timeframe.
- The principal objectives of Westroads Ltd was to operate as a successful business, maximise shareholder value, and provide positive community outcomes.
- Strategic priorities included investing in people and culture, achieving outstanding results, diversity by growing customer base and workstreams, caring for the community and environment, and building relationships.

Moved Cr Baird, seconded Cr Davidson and **Resolved:**

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

- **Statement of Intent (Sol) – Destination Westland Limited**

Acting Chair, Destination Westland Limited, spoke to the report, with the Chair of the Council Controlled Organisation (CCO) Oversight Committee attending via Zoom for questions.

- The Statement of Intent was prepared in accordance with section 64 and schedule 8 of the Local Government Act 2002. It outlines the overall objectives and forecast for Destination Westland for three years commencing from 1 July 2025. The Sol was completed within the statutory timeframe.
- Key strategic areas of focus included airport and heliport development, commercial growth and land development, property portfolio management, operational and digital efficiency and environmental sustainability.
- The Sol to be amended to state C. Gourley was no longer Chair of Destination Westland Ltd.
- The recruitment drive for a new Chair of Destination Westland Ltd has found three potential candidates to be interviewed in mid-September.
- There is a review of the landing fees for the Hokitika Airport underway.
- Staff are progressing on the name change for Destination Westland Ltd.

Due to a perceived conflict of interest when this item was being discussed, at 4.07 pm Cr Davidson left the Council table and did not participate while this item was being discussed and resolved.

Moved Cr Gillett, seconded Cr Burden and **Resolved:**

- 1.1. That the report be received.
- 1.2. That Council approve the Destination Westland Limited 2025 - 2028 Statement of Intent as presented.

Cr Phelps left the meeting at 4.19 pm, and returned at 4.23 pm.  
Cr Davidson returned to the Council table at 4.18 pm.

## 8. NGĀ TĀPAETANGA PRESENTATIONS

*This item was taken out of order to the agenda papers:*

- **Transportation Update**

The Transportation Manager spoke to the report and presented a PowerPoint slide show to Council.

- The purpose of the presentation was to provide a 6-month update to Council on matters relating to the roading network and Council's Land Transport activity.
- Four topics were discussed:
  - **Transport Insights web tool** – openly available benchmarking tool that showcases how every Road Controlling Authority's (RCA) was performing across a range of measurable outcomes. Examples of web dashboards showing performance metrics were given.
  - **Roading Efficiency Group (REG)** – programme has been developed to improve transport asset management and help RCAs become better providers of regional roads and services by providing leadership development programmes, performance reporting tools and regional champions among others.
  - **Ministerial reporting requirements** – Temporary traffic management expenditure, potholes identified and repaired, road reseals and pavement rehabilitation were required to be reported on.
  - **Planned works for financial year** – 17.4 kms of road reseals, repainting Arawhata Bridge, help contractors transition to the NZ Guide to Temporary Traffic Management (NZGTTM), reinspect the footpath network, replace the Kakapotahi Bridge and review options for Urquhart Creek and Rocky Creek.
- A query was raised at the last Council meeting on 24 July 2025 regarding the gate on the Jackson River Road. The Transportation Manager advised the gate is only locked closed when Council staff are working there or for safety reasons; otherwise, the gate is locked open.
- The Transportation Manager to clarify what parts of Weld Street and Tancred Street are to be resealed and report back to Councillors.

Cr Gillett left the meeting at 4.50 pm and returned at 4.52 pm.

Moved Cr Baird, seconded Cr Phelps and **Resolved:**

1.1. That the report be received.

1.2 That Council receive the Powerpoint Presentation.

Moved Cr Phelps, seconded Cr Baird and **Resolved:**

1.1 That the meeting go beyond 2 hours in accordance with Standing Orders.

Cr Neale left the meeting at 4.52 pm and returned at 4.53 pm.

**7. PŪRONGO KAIMAHI  
STAFF REPORTS cont.**

- **Projects and Carry Forwards 2025 – 2026**

The Finance Manager spoke to the report.

- The purpose of the report was to seek Council's approval for the carry forward of projects and operating costs and revenues that were scheduled from previous financial years but were not completed by 30 June 2025.
- Approval would ensure Council's revenues and funding sources were applied to their intended purposes and meet community expectations noted in the Long Term Plan 2025-34.
- The total amount to Carry Forward was \$943,214. That would bring projects for 2025-26 to \$20 million, but this does not include the \$16.4 million for the Hokitika Airport.
- New developments for Cass Square included a half basketball court and footpath improvements.

Moved Cr Davidson, seconded Cr Baird and **Resolved:**

1.1 That the report be received.

1.2 That Council approve the carry forward of funds for the projects itemised in Appendix 1 to the report to the financial year 2025-26.

1.3 That Council approve the future allocation of funds for specific purposes.

- **Credit Card Limit Increase**

The Chief Executive spoke to the report.

- The purpose of the report was to increase the limit on the credit card for business expenses incurred by the Chief Executive from \$5,000 to \$10,000. Some business purchases are above the \$5,000 limit.
- Credit card expenditure will be reported quarterly and made available on the Westland District Council's website. Commercially sensitive information will be omitted from the website.
- Clarity was sought around the signing off of the credit card under the Sensitive Expenditure Policy.

Moved Cr Phelps, seconded Cr Baird and **Resolved:**

1.1. That the report be received.

1.2. That Council approve to increase the credit card limit for the Chief Executive for business use from \$5,000 to \$10,000.

1.3. That Council direct staff to update the wording in the Sensitive Expenditure Policy accordingly.

1.4. That Council direct staff to update the wording in the Delegations Manual accordingly.

- **Chief Financial Officer Credit Card**

The Chief Executive spoke to the report.



- The purpose of the report was for Council to approve an additional Westland District Council credit card for the Chief Financial Officer for business expenses incurred whilst carrying out duties. The credit card limit would be \$10,000.
- Having two credit cards within the organisation would be prudent. The credit card would be used for business expenses only, in particular, one-off payments where a credit card is the only option for payment, such as software licences for Information Technology and the District Library.

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

- 1.1. The report be received.
- 1.2. Council approve a credit card for the Chief Financial Officer for business use with a credit limit of \$10,000.
- 1.3. Council approve the updated wording in the sensitive expenditure policy to include the provision of a credit card for the Chief Financial Officer.
- 1.4. Council direct staff to update the wording in the delegations manual to include the provision of a credit card for the Chief Financial Officer.

- **Change to Recycling Fees for Commercial Users**

General Manager, District Assets, spoke to the report with the intention of adopting a new commercial recycling charge for Westland District Council.

- Currently, there are no charges in place for commercial quantities of recycling disposed of at the Hokitika Transfer Station (cardboard, paper, sorted glass, and plastics).
- There has been an increase in volumes of commercial recycling deposited by out-of-district businesses, which has led to increased costs for ratepayers.
- The change to Westland District Council's fees would align with other Councils in the region.

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

- 1.1 The report be received.
- 1.2 Council implement the charge of \$165 (incl. GST) per tonne for commercial quantities of cardboard, paper, sorted glass, and plastics deposited at the Hokitika Transfer Station, effective from 1 September 2025.

- **Continuation of Hokitika Joint Committee and Franz Josef Joint Committee**

The Chief Executive spoke to the report which sought the continuation of the Hokitika District Joint Committee and the Franz Josef/Waiau Rating District Joint Committee following the 2025 Triennial Election.

- Without a resolution to continue, the joint Committees would be automatically discharged following the election in October 2025.
- Regular Committee meetings would be held going forward.
- The concrete stabilising pillars from the Hokitika seawall, now redundant, will be kept by Council for another project in the future.

Moved Cr Gillett, seconded Cr Burden and **Resolved**:

- 1.1. That the report be received.
- 1.2. The Hokitika Rating District Joint Committee shall not be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial local election; and
- 1.3. That the Franz Josef/Waiarau Rating District Joint Committee shall not be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial local election.
- 1.4. That the community representatives currently appointed to the Franz Josef Rating District Joint Committee be reappointed to the Committee following the 2025 triennial local election.

## 9. ADMINISTRATIVE RESOLUTION

Moved Cr Phelps, seconded Cr Baird and **Resolved** that Council affix its Seal to the following document:

### 9.1 Warrant of Appointment:

<b>Noise Control Officer:</b> Benjamin Roundhill	An Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts: To act in the Westland District as: <ul style="list-style-type: none"><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>• 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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## URGENT ITEM – ADMINISTRATIVE RESOLUTION

Moved Cr Phelps, seconded Cr Baird and **Resolved** that Council affix its Seal to the following document:

### 9.2 Warrant of Appointment:

<b>Animal Control and Compliance Officer:</b> Michael Newport	STATUTORY APPOINTMENT <ol style="list-style-type: none"><li>1. An Authorised Officer pursuant to Section 174 of the Local Government Act 2002</li><li>2. An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002</li><li>3. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991</li><li>4. A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996</li><li>5. A Dog Ranger pursuant to Section 12 of the Dog Control Act 1996</li></ol>
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	<p>6. A Deputy Poundkeeper pursuant to Section 9 of the Impounding Act 1955</p> <p>7. A Litter Control Officer under section 5 of the Litter Act 1979</p> <p>STATUTORY DELEGATIONS AND ENFORCEMENT</p> <p>1. Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer.</p> <p>2. 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</p> <p>3. Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger</p> <p>4. Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a Deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act</p> <p>DISCRETIONARY STATUTORY DELEGATIONS</p> <p>1. Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position.</p> <p>2. Authority pursuant to the Dog Control Act 1996:</p> <ul style="list-style-type: none"> <li>a. To seize and remove a dog pursuant to Section 15</li> <li>b. To classify a dog as dangerous pursuant to Sections 31 and 33ED;</li> <li>c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED;</li> <li>d. To require a menacing dog to be neutered pursuant to Section 33EB;</li> <li>e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and</li> <li>f. To return a dog to its owner pursuant to Section 70</li> </ul> <p>3. Authority to exercise powers, functions and duties of Council pursuant to Section 63 of the Impounding Act, other than the setting of fees and charges pursuant to Section 14 of the Act.</p>
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**MEETING CLOSED AT 5.15 PM**

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 SEPTEMBER 2025 AT 1.00 PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by the Council at their meeting held on 25 September 2025.

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**Mayor Helen Lash**  
**Chair**

**Date: 25 September 2025**



# COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING MINUTES

## MINUTES OF THE COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 27 MARCH 2025 COMMENCING AT 10 AM

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

Chairperson:	S. Reindler (via zoom)
Members:	Her Worship the Mayor
	Cr Burden

#### NGĀ WHAKAPAAHA APOLOGIES

Deputy Mayor Cassin, Kw Tumahai, Kw Madgwick.

Moved Her Worship the Mayor, seconded Cr Burden and **Resolved** that the apologies from Deputy Mayor Cassin, Kw Tumahai and Kw Madgwick be received and accepted.

#### ABSENT

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; E. Rae, Strategy and Communications Advisor (via Zoom).

*Also in attendance:*

Mark Rogers, Chair Westroads Ltd; Graeme Kelly, Chief Executive Westroads; Chris Gourley, Chair Destination Westland Ltd (Via zoom), Rob Caldwell, Director of Westroads Ltd.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

The following changes were noted to the Interest Register:

- Cr Burden removed Love Hokitika and added St John West Coast Area Committee.
- The Chair removed Waste Management, Clearwater Construction Ltd and D & H Steel Construction Ltd as notified by email to the Governance Administrator.

**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 Committee Agenda.

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

The Minutes of the previous meeting had been circulated.

**Inaugural Council Controlled Organisation Oversight Committee Meeting – 29 January 2025**

Moved Her Worship the Mayor, seconded Cr Burden and **Resolved** that the Inaugural Minutes of the Council Controlled Organisation Oversight Committee Meeting held on 29 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 Inaugural Council Controlled Organisation Oversight Committee Meeting Minutes of 29 January 2025.

**5. ACTION LIST**  
Nil

**6. NGĀ TĀPAETANGA  
PRESENTATIONS**

**Westroads Ltd 6 Monthly Update**

Mark Rogers, Chair Westroads Ltd and Graeme Kelly, Chief Executive Westroads Ltd and Rob Caldwell, Director of Westroads Ltd were in attendance for this part of the meeting. Chair Rogers spoke to the Westroads Ltd 6 Month Report Ending 31 December 2024.

The main financial points of the half yearly report for 31 December 2024 were:

- Revenue was up on budget by \$1.276m.
- Gross Profit at \$4.500m was up on budget by \$968k.
- Net Profit before tax was \$670k compared to budgeted profit of \$309k.
- Bank debt was \$2,426k compared to \$2,925k last year.
- Equity has increased by \$462k to \$11,709k while the equity to assets ratio has reduced from 62% to 61% between December 2023 and December 2024.

While bottom-line profit was \$361k above budget, there were operational variances in delivering as follows:

- Income was well above budget in both Hokitika and Christchurch.
- An increase in construction work volume across the company has led to more efficient operation, enhancing margins and boosting profit.
- Greymouth Utilities Maintenance has taken longer to establish than budgeted.
- Margins in the Christchurch market have been tightening and forward work volumes are decreasing due to increasing competition for limited work.
- The Chair advised that the half-yearly result is pleasing, being well up on last year and budget. The Chair foresees the second half performance being similar, which would deliver a positive full-year result.
- The directors will consider an interim dividend at the February 2025 board meeting.

- The Chair Westroads Ltd will provide the Committee with further information on the split between Christchurch, Greymouth and Hokitika revenue in an internal workshop.

Moved Chair Reindler, seconded Her Worship and Mayor and **Resolved** that:

1. The Westroads Ltd 6 Monthly Update presentation be received.

#### **Destination Westland Ltd - 6 Monthly Update**

Chris Gourley, Chair Destination Westland Ltd was in attendance on Zoom for this part of the meeting and spoke to the 6 Monthly Update from Destination Westland Ltd.

- Chair Gourley advised that the Hokitika Airport has been a principal focus with funding obtained for the upgrade of the lighting, reseal and extension upgrade.
- A detailed report on the Hokitika Wildfoods Festival will be provided in due course to the Committee.
- Successful operation of the Helipads at Franz Josef.
- Overall total revenue is down year on year due to the CCO review and some of the managed assets being transferred back to Council. Expenses year on year have reduced by a similar number. By the end of the financial year the budget will be on target.
- The Destination Westland Ltd financial information will be split in future to give a clearer picture of financial returns of each business and will provide this to the Committee. Her Worship the Mayor asked it to be noted that the request for a breakdown of financials had been requested two years earlier.
- Chair Reindler raised an issue on deferred tax liability. Chair Grouley agreed to provide information on the specifics to the Committee.
- The Hokitika Pool and Hokitika Westland site have been transferred back to the Council management from Destination Westland Ltd which has affected revenue and positively reduced the cost also.
- Chair Gourley to provide a breakdown of the 14 million Land and Building Fixed Assets along with clarification of \$105,000 of Assets Under Construction for the Committee.
- Employee entitlements and annual leave was discussed. Destination Westland Ltd has a strong policy in place to cover staff entitlements.

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

1. The Destination Westland Ltd 6 Monthly Update presentation be received.

#### **7. PŪRONGO KAIMAHI REPORTS**

- **Statement of Intent**

Steve Reindler, Chair CCO Oversight Committee spoke to the Statement of Intent.

The Committee has received the Statement of Intent from each of the Council Controlled Organisations ahead of a Letter of Expectation being completed. The Statement of Intent to be finalised by 30 June 2025.

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

1. The verbal update from Chair Reindler be received.

- **Westroads Ltd Draft Statement of Intent**

Mark Rogers, Chair Westroads Ltd spoke to the Draft Statement of Intent and provided an update to the Committee.

- The Draft Statements of Intent were received by WDC within the statutory timeframes.
- Westroads Ltd principal objectives and strategic priorities are to operate as a successful business, maximise shareholder value and provide positive community outcomes.
- Statement of Intent Financial Budget and Forecasts were discussed.
- Community financial performance targets are in line with what they were set this year and the financial targets have increased from the previously approved Statement of Intent.
- Approval of the Council must be obtained for any significant purchases or developments of more than \$500,000 for any one project, including the funding mechanism for the purchase or development. For general plant replacement items, amounts in excess of \$750,000 need to be referred to the Council as above.

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

1. The Westroads Ltd Statement of Intent be received.

- **Destination Westland Ltd Draft Statement of Intent**

Chris Gourley, Chair Destination Westland Ltd spoke to the Draft Statement of Intent.

- The Draft Statements of Intent were received by WDC within the statutory regulation timeframes.
- Key strategic direction includes managing core infrastructure including the Airport, Heliport and Property, leveraging assets and attracting investment.
- A process is underway for the appointment of a new chair for Destination Westland.
- The negotiation of aeronautical fees is being reviewed.

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

1. The Destination Westland Ltd Draft Statement of Intent be received.

**Draft Letter of Expectation**

Moved Her Worship the Mayor, seconded Cr Burden

1. The Committee approves that the Draft Letter of Expectation be presented to Council.

- **Committee Workplan**

Steve Reindler, Chair CCO Oversight Committee spoke to the workplan and advised that more work will be done on this before the next meeting.

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

1. The Committee Workplan be received.

**DATE OF NEXT COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING – 5 JUNE 2025  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 10.52 PM**

Confirmed by the Council Controlled Organisation Oversight Committee at their meeting on 5 June 2025.

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**Stephen Reindler**  
**Chair**

**Date:**

# RISK AND ASSURANCE COMMITTEE MEETING MINUTES

## MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 8 MAY 2025 COMMENCING AT 1 PM

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 Neale
	Cr Baird

#### NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps

B. Phillips, Chief Executive's apology was noted at the end of meeting.

Moved Chair Dean, seconded Cr Baird and **Resolved** that the apology from Cr Phelps be received and accepted.

#### ABSENT

Kw Tumahai

#### STAFF PRESENT

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

*Staff in attendance for part of the meeting* – L. Buchanan, Health and Safety & Compliance Officer; P. Oliver, Information Technology Manager, M. Waters, Community Services Manager.

*Also in attendance* - Brendan Summerfield, Partner and Todd Anderson, Associate Director, Ernst and Young (via Zoom).

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The updated Interest Register had been circulated to the Committee.

Chair Dean advised of the following update to the interest register: Member of Lotteries Wellington and Wairarapa Community Committee.



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

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987, the following item be added as an Urgent Item Not on the Agenda for the Committee's consideration.

- **Audit Plan for Year Ending 30 June 2025**

i) The reason the item is not on the agenda is:

The plan cannot be delayed as the annual audit will have started by the time the next meeting takes place.

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

The plan must be agreed before the audit begins so both parties understand the substance of the audit.

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

The Minutes of the previous meeting had been circulated.

- **Risk and Assurance Committee Meeting Minutes – 28 February 2025**

Moved Her Worship the Mayor, seconded Chair Dean and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **28 February 2025** be confirmed as a true and correct record of the meeting.

Chair Dean **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **28 February 2025**.

**5. ACTION LIST**

Chair Dean, spoke to the Action List and provided the following update:

Item	Action	Officer
Evaluation of the performance of the Committee	Chair Dean to provide evaluation questionnaires to members of the Risk and Assurance Committee and the Senior Leadership Team by 1 July 2025. Responses from members and the Senior Leadership Team will be required by 15 July 2025.	Chair Dean

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

**6. NGĀ TĀPAETANGA  
PRESENTATIONS**  
Nil

## 7. PŪRONGO KAIMAHI STAFF REPORTS

### • Quarterly Report – Q3 – Financial

The Group Manager Corporate Services and Risk Assurance and the Strategy and Communications Advisor 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 31 March 2025.

Key topics discussed included the following:

- Rates Affordability benchmark.
- Operating Deficit will continue through to the year end.
- Figures provided of 113 building inspections failing out of 240 inspections undertaken over the quarter were in line with nationwide inspection statistics.
- \$3,106.47 of unplanned maintenance expense for the Hokitika Swimming Pool will be clarified by the Acting Group Manager, District Assets.

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

1. The report be received.
2. The Committee receive the Quarterly Report Q3, January – March 2025.

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

(to consider and adopt confidential items)

Moved Chair 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 1.17 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 – 28 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.	Health and Safety Initiatives as at 8 May 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Section 48(1)(a)			
3.	Information Technology Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
4.	Quarterly Report on Whistleblower Services at 31 March 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)
5.	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)
6.	Audit Recommendations 2023-2024 Progress 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, 2	Protect the privacy of natural persons, including that of deceased natural persons  (S. 7(2)(a))
1	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

Item No.	Interest	
		(S.7(2)(e))
1, 4, 3	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, 3, 4	Maintain legal professional privilege; or	(S. 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1, 6	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S. 7(2)(i))
2, 5	Prevent the disclosure or use of official information for improper gain or improper advantage	(S.7(2)(j))

Moved Chair Dean, seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.39 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 7 AUGUST 2025, 1PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.40 PM**

Confirmed by the Risk and Assurance Committee at their meeting on **7 August 2025**.

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

**Date:**

# RISK AND ASSURANCE COMMITTEE MEETING MINUTES

## MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 7 AUGUST 2025 COMMENCING AT 1 PM

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 (via Zoom)
<b>Members:</b>	Her Worship the Mayor
Cr Baird	Cr Neale (via Zoom)
Cr Phelps	

#### NGĀ WHAKAPAAHA APOLOGIES

Nil

#### ABSENT

Kw Tumahai

#### STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; Diane Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

*Staff in attendance for a part meeting* – M. Schumacher, Information Technology Officer; C. Nabben, Financial Accountant.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

Nil

### 4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.

- Risk and Assurance Committee Meeting Minutes – 8 May 2025

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **8 May 2025** be confirmed as a true and correct record of the meeting.

Chair Dean **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **8 May 2025**.

## 5. ACTION LIST

Chair Dean, spoke to the Action List and provided the following updates:

Item	Action	Officer
Quarterly Report (Q3): Financial	General Manager, District Assets clarified that the allocation of \$3,106.47 of unplanned maintenance expense for the Hokitika Swimming Pool related to the installation of two new disability handrails and repairs to the flooring.	General Manager District Assets  <b>This item is complete and can be removed from the Action List.</b>
Workshop: Evaluation of the performance of the Committee	Chair Dean to provide evaluation questionnaires to members of the Risk and Assurance Committee and the Senior Leadership Team by 1 July. Responses from members and the Senior Leadership Team will be required by 15 July 2025.  Moved Cr Phelps, seconded Cr Baird, and <b>Resolved</b> not to undertake further work on the Workshop Evaluation.  Cr Neale recorded her vote against the motion.	Chair Dean  <b>This item can be removed from the Action List.</b>

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the updated Action List be received, and items 1 and 2 be removed from the Action List.

## 6. NGĀ TĀPAETANGA PRESENTATIONS

### • Cybersecurity Training

The Information and Technology Officer, M. Schumacher, presented a snapshot of the cybersecurity training platform, KnowBe4, to Committee members.

#### Topics covered:

- Risks to Council are high and include increased susceptibility to phishing attacks, vulnerability to infrastructure, regulatory and compliance breaches, operational disruption and reputational damage.
- Based on the click rate data of trained versus untrained users that are likely to fall victim to phishing scams, from 1 every year compared to 1 every 10 years for trained staff.
- Training is mandatory for everyone who has a Council mailbox, including elected members, staff and volunteers.
- The training course is 45 minutes in duration, with a likely 15-minute refresher course undertaken annually.

- Initial tests showed a click rate of phishing at 25% which had reduced to 4% after training, demonstrating the effectiveness of cybersecurity.
- Discussed incorporating cybersecurity training into the induction programme for new Councillors joining the organisation in October 2025.
- Additional training was provided to Councillors so they had an opportunity to upskill.
- Chair Dean recommended that a session on Occupational Fraud Awareness and Education be included in the induction programme for elected members.

Moved Chair Dean, seconded Cr Neale and **Resolved** that Occupational Fraud Awareness and Education be included in the induction programme for elected members, and refresher courses are to be conducted annually.

## 7. PŪRONGO KAIMAHI STAFF REPORTS

### • Quarterly Report – Financial Q4, 1 April – 30 June 2025

Financial Accountant, C. Nabben, spoke to the report.

- The purpose of the report was to inform the Committee of Council's financial performance and position with a focus on benchmarks and treasury management for the three months ending 30 June 2025.
- The report differs from other quarterly reports as it does not include financial data, as this is part of the annual reporting process.

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

- 1.1 The report be received.
- 1.2 The Committee receive the Quarterly Report Q4 April - June 2025, attached as Appendix 1 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 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 1.26 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 May 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
			Section 48(1)(a)
2.	Health and Safety Initiatives as at 7 August 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
3.	Quarterly Report on Whistleblower Services 1 April to 30 June 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
4.	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, 2	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
1, 3	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, 3, 4	Maintain legal professional privilege; or (S. 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))



Moved Chair Dean, seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.05 pm

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

**MEETING CLOSED AT 2.05 PM**

Confirmed by the Risk and Assurance Committee at their meeting on - to be confirmed

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**Rachael Dean**  
**Chair**

**Date:**

# COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING MINUTES

## MINUTES OF THE COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 5 JUNE 2025 COMMENCING AT 1.00 PM

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>	S. Reindler	
<b>Members:</b>	Her Worship the Mayor	Deputy Mayor Cassin
	Cr Burden	Kw Tumahai

#### NGĀ WHAKAPAAHA APOLOGIES

Kw Madgwick

Moved Her Worship the Mayor, seconded Cr Burden and **Resolved** that the apology from Kw Madgwick be received and accepted.

#### ABSENT

Nil

#### STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, Group Manager District Assets; D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

#### Also in attendance:

M. Rogers, Chair, Westroads Ltd; G. Kelly, General Manager, Westroads Ltd; R. Caldwell, Director of Westroads Ltd; C. Gourley, Chair, Destination Westland Ltd; M.L. Tacon, Director Destination Westland Ltd; M. Anderson, Chief Executive Destination Westland Ltd.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated (and no or changes had been made).

### 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 Committee Agenda.

#### 4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.




#### Council Controlled Organisation Oversight Committee Meeting – 27 March 2025





Moved Cr Burden, seconded Her Worship the Mayor and **Resolved** that the Minutes of the Council Controlled Organisation Oversight Committee Meeting held on 27 March 2025 be confirmed as a true and correct record of the meeting.



The Chair **Approved** that their digital signature be added to the confirmed Inaugural Council Controlled Organisation Oversight Committee Meeting Minutes of 27 March 2025.

#### 5. ACTION LIST

Chair, CCO Oversight Committee Meeting, spoke to the Action List as follows:

	Date	COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
1	27.03.25		Westroads Ltd: Operational variances in profit.	The Chair Westroads Ltd will provide the Committee with further information on the split between Christchurch, Greymouth and Hokitika revenue in an internal workshop.	<b><i>An offline discussion will be held separately.</i></b>	M. Rogers
2	27.03.25		Destination Westland Ltd: Hokitika Wildfoods Festival.	Detailed report on the Hokitika Wildfoods Festival will be provided to the Committee.	<b><i>2025 Wildfoods Festival Report was received on the morning of 5 June meeting. The report will be circulated separately ahead of further discussions.</i></b>	C. Gourley
3	27.03.25		Destination Westland Ltd: Financial returns for individual businesses.	Financial information to be split to give a clearer picture of financial returns of each business going forward and be provided to the Committee.	<b><i>The costs for each business has been split in the Quarterly report for Destination Westland for the 5 June meeting.</i></b>	C. Gourley

4	27.03.25		Destination Westland Ltd: Deferred tax liability.	Chair Gourley to provide information on the specifics of deferred tax liability to the Committee.	<b><i>M. Anderson, Chief Executive Destination Westland Ltd gave an explanation to the Committee on deferred tax liability.</i></b>  <b><i>This item is now complete.</i></b>	C. Gourley
5	27.03.25		Destination Westland Ltd: Land and Building Fixed Assets and Assets Under Construction Information	Chair Gourley to provide a breakdown of the 14 million Land and Building Fixed Assets along with clarification of \$105,000 of Assets Under Construction to the Committee.	<b><i>C. Gourley clarified that the figure of \$105,000 applies to the feasibility study undertaken for the Hokitika Airport Upgrade.</i></b>	C. Gourley
6	27.03.25		New Chair for Destination Westland Ltd.	Update on the appointment of a new Chair for Destination Westland	<b><i>This item will be discussed in a Publicly Excluded Council meeting on 5 June 2025.</i></b>	S. Reindler
7	27.03.25		Aeronautical Fees	Update on negotiation of aeronautical fees review.	<b><i>M. Anderson, Chief Executive Destination Westland Ltd advised they are currently in consultation with the Regular Passenger Transport Provider (RPTP), the terms of which are</i></b>	M. Anderson

					<p><b><i>confidential. The timeline for consultation to be settled is 30 June 2025 with a change in landing fees from 1 July 2025.</i></b></p> <p><b><i>The review is not an annual process. It happens every 5 years or thereabouts, or when there is a major capital infrastructure investment. Through this consultation, Destination Westland Ltd intend that a more frequent review is conducted with a process in place for an incremental uplift going forward.</i></b></p>	
8	27.03.25		Destination Westland Ltd: Letter of Expectation	The Draft Letter of Expectation be presented to Council.	<b><i>Completed.</i></b>	S. Reindler
9	27.03.25		Committee Workplan	Update on Workplan to be provided to the Committee.	<b><i>Due to the Local Body Elections set for late in 2025, it is unlikely a further CCO Oversight</i></b>	S. Reindler

					<b><i>Committee meeting will be held this year.</i></b>	
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Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that the Action List be received.

## 6. **NGĀ TĀPAETANGA PRESENTATIONS**

### **Westroads Ltd Quarterly Report**

M. Rogers, Chair Westroads Ltd, G. Kelly, General Manager Westroads Ltd, and R. Caldwell, Director of Westroads Ltd were in attendance for this part of the meeting. Chair Rogers spoke to the Westroads Quarterly Report Ending 31 March 2025.

The main financial points of the quarterly report for 31 March 2025 were:

- Revenue was up on budget by \$534k.
- Net Profit before tax was \$659k compared to budgeted profit of \$1.044m.
- Bank debt was \$2,426k compared to \$3,700k last year.
- Equity increased by \$1,278k to \$11,697k while the equity to assets ratio has increased from 55% to 61% between March 2024 and March 2025.

There were operational variances between actual and year to date budgets as follows:

- Income was above budget in both Hokitika and Christchurch.
- Greymouth Utilities Maintenance had taken longer to bed in than budgeted, with lower revenue and margin.
- Margins in the Christchurch market tightened, and forward work volumes decreased due to increasing competition for limited work.
- Quality issues in Christchurch led to rework and a deterioration in job margin, reducing the bottom-line profit.

Milestones for the quarter included the annual review of the company's strategic plan, approval of management business plans, completion of the draft Statement of Intent, a presentation through the CCO Oversight Committee, and engagement with shareholders over Director recruitment.

There were no incidents notifiable to WorkSafe.

Westroads Ltd's Financial Controller and West Coast Operations Manager concluded employment with Westroads Ltd. A replacement process was initiated for both roles with a successful internal appointment of A. Anderson, Company Accountant, to the Financial Controller role.

Westroads advised the tender market continues to tighten with margins dropping. The Board and management are focused on operational efficiencies and cost control. Westroads Ltd has responded to Council's Letter of Expectation and was meeting its obligations.

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

1. The Westroads Ltd Quarterly Report to 31 March 2025 be received.

### **Destination Westland Ltd Quarterly Report**

C. Gourley, Chair Destination Westland Ltd, and M. Anderson, Chief Executive Destination Westland Ltd were in attendance for this part of the meeting and summarised the Destination Westland Ltd Quarterly Report.

- Comprehensive Income is ahead of budget.
- Debt levels are currently flat, however, they have an active programme in place to reduce debt.
- The Aviation Portfolio has been split to show Hokitika Airport movements this year versus last year. Aviation accounts for 38 percent of the total profit and is up on budget.
- The total movements through Hokitika Airport have lifted year on year. Air NZ movements are slightly down from last year.
- Glacier Country Heliport movements have significantly increased from last year.
- Hokitika Wild Foods Festival ticket sales have been split to show the type of tickets purchased, such as VIP, Youth, Adult, Child, or Family passes. Festival attendee numbers were over 6000 for 2025.
- Councillors noted a variance in the total number of tickets sold and financials between the Quarterly Report tabled at the meeting and the 2025 Wildfoods Festival Report.
- The variances were due to several reasons, including the timing of the reports, the final tallying of financials including management fees, total tickets sold versus tickets issued to stallholders and sponsors, and lastly, the figures provided in the Managed Services Portfolio include the Wilderness Trail and Digital Hub.
- The CCO Oversight Committee to request in writing the points they wish clarified from the Hokitika Food Festival report.
- It would be helpful to monitor and show a breakdown of the average maximum certified take-off weight for aircraft at Hokitika Airport. Destination Westland Ltd uses the AIM system to capture air movements.
- There has not been a parking fee at the Hokitika Airport before. This is being reviewed for the future.
- Work continues on the upkeep and maintenance programme for the Property Portfolio. 20 buildings have had their exterior painted, 6 were recarpeted, 4 received new vinyl, 4 interiors were painted, and 1 bathroom was upgraded.

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

1. The Destination Westland Ltd Quarterly Report to March 2025 be received.

## 7. PŪRONGO KAIMAHI REPORTS

- **Committee Workplan**

The Chair, CCO Oversight Committee suggested that the current Workplan act as a placeholder for the new Council and/or subcommittee when elected to take forward as required.

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

1. The Workplan be received.

- **Letter of Expectation for Westroads Ltd**

Steve Reindler, Chair CCO Oversight Committee, requested the Chair of each Council Controlled Organisation provide a brief update on the Letters of Expectations.

### Westroads Ltd

M. Rogers, Chair of Westroads Ltd confirmed that the Letter of Expectation had been received. It was then reviewed in line with the Statement of Intent and is ready to be finalised by 30 June 2025.

### Destination Westland Ltd

C. Gourley, Chair of Destination Westland Ltd confirmed the Letter of Expectation had been received. Feedback was reviewed, and Destination Westland Ltd were on track to complete obligations by 15 June, ready for review by 30 June 2025.

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

Moved Her Worship the Mayor, seconded Cr Burden and **Resolved** that the Council Controlled Organisation Oversight Committee confirm that the public were excluded from the meeting in accordance Section 48, Local Government Official Information and Meetings Act 1987 at 1.34 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.	Destination Westland Ltd Independent Director Search	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.	Westroads Ltd Independent Director Search	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

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

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

Moved Deputy Mayor Cassin, seconded Chair Reindler 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 2.33 pm.



**DATE OF NEXT COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING – TBC**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.33 PM**

Confirmed by the Council Controlled Organisation Oversight Committee at their meeting – to be confirmed.

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**Stephen Reindler**  
**Chair**

**Date:**

UNCONFIRMED



# INAUGURAL CONFIDENTIAL TENDERS SUBCOMMITTEE MEETING MINUTES

## MINUTES OF THE INAUGURAL CONFIDENTIAL TENDERS SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON FRIDAY, 4 JULY 2025 COMMENCING AT 3.30 PM

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### 1. MEMBERS PRESENT AND APOLOGIES

<b>Chairperson:</b>	Her Worship the Mayor	
<b>Members:</b>	Cr Gillett (via Zoom)	Cr Phelps
	Cr Manera	Kw Madgwick
	Kw Tumahai	

#### NGĀ WHAKAPAAHA APOLOGIES

Nil.

#### ABSENT

Kw Tumahai and Kw Madgwick.

#### STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, Group Manager District Assets; N. Sinclair, Senior Administrator.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

There were no changes made to the Interest Register.

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

The Tenders Subcommittee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.17 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.	Engineering Support and Supervision Contract Number 24/25/07a – Tender Approval – Hokitika Airport Resilience Project (HARP)	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	Protect information where the making available of the information: (i) Would disclose a trade secret; or (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	Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or (S. 7(2)(i))
1	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

**DATE OF NEXT COUNCIL TENDERS SUBCOMMITTEE MEETING – TBC**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.52 PM**

Confirmed by the Tenders Subcommittee at their meeting – to be confirmed.

**Mayor Helen Lash**  
**Chair**

**Date:**

## Council Meeting Action List – 25 September 2025

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report.  Options to be reported back to Council at the 26 June Ordinary Council meeting.	April 25	General Manager District Assets	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	The intention is that a programme of work, including current costings, market values and building design, will be finalised between September – early November 2025. This will then be widely communicated with the community for feedback, with the intention that information be provided to the WDC early in the New Year – February 2026, to inform the next steps of implementation.
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	The Hokitika Museum Trust Working Group met on 1 July 2025.  The draft Terms of Reference will be brought to 25 September 2025 Council Meeting.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	General Manager	This process is currently underway.	A meeting of the Hokitika CBD Strategy Group was held on Tuesday 10 June 2025.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
					District Assets	<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 rescheduled meeting is set for 6 October 2025.
4.	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference to be tabled at a future Council meeting for adoption.	March 2025	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting.	A meeting of the West Coast Wilderness Trail Working Group was held on 12 September 2025, where amendments to the Draft Terms of Reference were made for adoption at the next meeting.
5.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was provided at the 24 July Council meeting.
6.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	<p>A meeting was held with Her Worship the Mayor, General Manager District Assets, and Mr and Mrs Breeze on 12 August 2025.</p> <p>A noting paper will come back to Council in due course.</p>
7.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	Cr Burden was provided with the minutes of the Council Workshop – CCO Review from 10 August 2023 and minutes of the publicly

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							<p>excluded Council meeting on 23 November 2023.</p> <p>All Councillors were provided with the recordings of the meetings.</p> <p>Chief Executive to convene a small working group to provide an overview of Council's current investments, such as the isite, West Coast Wilderness Trail, and tourism experience.</p> <p>A small working group has met. A paper will go to Council in due course.</p>

# Report to Council



**DATE:** 25 September 2025

**TO:** Mayor and Councillors

**FROM:** Team Leader, Regulatory and Compliance

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## **ANNUAL DOG CONTROL POLICIES AND PRACTICES REPORT**

### **1. Summary**

- 1.1. The purpose of this report is to adopt the Annual Report on Dog Control Policies and Practices for the year ending 30 June 2025.
- 1.2. This issue arises from the statutory requirement pursuant to Section 10A of the Dog Control Act 1996 to adopt and publish an Annual Report on Dog Control Policy and Practices for the year ended 30 June 2025.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002, the Dog Control Act 1996, and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receives the report and adopts the Annual Report on Dog Control Policy and Practices 2024/2025, attached as in Appendix 1.

### **2. Background**

- 2.1. The reason the report has come before the Council is due to the requirement of Section 10A of the Dog Control Act 1996 to prepare a report on Dog Control Policy and Practices for the year ending 30 June 2025. Following adoption, Council must give public notice that the report has been adopted, notify the Secretary of Local Government, and make the report publicly available online.

### **3. Current Situation**

- 3.1. The Annual Report on Dog Control Policies and Practices 2024/2025 (Appendix 1) has been prepared in accordance with Section 10A of the Dog Control Act 1996. The Report provides information on:
  - The number of registered dogs,
  - Probationary and disqualified owners,
  - Dogs classified as dangerous or menacing,
  - Infringement notices,
  - Complaints received, and
  - Prosecutions taken in or by the territorial authority.

#### **4. Options**

4.1. Option 1 – Council adopts the Annual Report on Dog Control Policy and Practices 2024/2025.

4.2. Option 2 – Not to receive the report

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

5.1. Risk has been considered, and the following risks have been identified, subject to adoption of the annual report in accordance with section 10A of the Dog Control Act 1996.

5.2. Failure to comply with Regulatory requirements is a reputational risk for council. Council must endeavour to meet all statutory requirements aligned to activities council undertakes.

#### **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 adoption of the attached Annual Report is an administrative function required of Council under the Dog Control Act 1996 and is therefore of low significance in accordance with Council's Significance and Engagement Policy.

7.2. Public consultation is not required. It is a legislative requirement under the Dog Control Act 1996 that following adoption the Annual Report must be notified and made publicly available online.

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

8.1. Option 1 – To adopt the Annual Report on Dog Control Policies and Practices for the year ending 30 June 2025.

8.1.1. There is a legislative requirement for Council to adopt an Annual Report on Dog Control Policy and Practices for the year ending 30 June 2025 and make the report publicly available by 31 October in the same year. This report is submitted for adoption in accordance with those legislative requirements.

8.2. There are no financial implications to this option.

8.3. Option 2

8.3.1. Analysis of Option 2 – Failure to accept this report will cause council to not comply to its statutory requirements

8.4. There are no financial implications to this option.

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

9.1. The preferred option is Option 1 - that Council adopted the Annual Report on Dog Control Policies and Practices 2024/2025 to meet the legislative requirement within the Dog Control Act 1996.



## **10. Recommendations**

- 10.1. That the report be received.
- 10.2. That Council adopt the Annual Dog Control Policy and Practices Report 2024/2025.
- 10.3. That the adopted Annual Dog Control Policy and Practices Report 2024/2025 is publicly notified, and made publicly available on Council's website, and
- 10.4. That the Secretary for Local Government is advised that the Annual Dog Control Policy and Practices Report 2024/2025 has been published in accordance with Section 10A of the Dog Control Act 1996, and Section 5(1) of the Local Government Act 2002.

**Barbara Phillips**  
**Chief Executive**

**Appendix 1:** Annual Dog Control Policy and Practices Report 2024/2025

# Westland District Council Annual Dog Control Policy and Practices Report 2024/2025

## 1. The Dog Control Act 1996

The Dog Control Act 1996 (the Act) requires Territorial Authorities to publicly report on Dog Control Policies and Practices as outlined under Section 10A.

This report contains information and statistics on the Westland District Council's Dog Control activity for the year 1 July 2024 to 30 June 2025. I have changed all the years to the new period

## 2. Dog Control Policy and Bylaw

There have been no reviews or amendments made to the Westland District Council Dog Control Bylaw or Dog Control Policy during this reporting period.

## 3. Administration

### 3.1. Personnel

Council employs one full-time Warranted Animal Control Officer (ACO). Rostered after-hours, and annual/sick leave cover has been carried out by the Council's Health and Safety Advisor. A casual employee who is warranted was available to provide cover when the ACO was absent.

A business case was prepared to recruit a second part-time ACO on a 6-month arrangement.

### 3.2. Hours of Operation

The Animal Control Officer generally works from 8:30 am to 4:30 pm, Monday to Friday, and responds to appropriate animal complaints. A response to complaints is provided 24 hours a day on rostered days, weekends, and statutory holidays, ensuring Council has appropriate cover to provide service delivery expectations throughout the year.

### 3.3. Dog Pound

Council continues to manage three designated pound/kennels, one within the SPCA facility on Hau Hau Road, one kennel situated at the Haast Police Station, and one kennel situated at the Franz Josef Police Station. A rental is paid for the use of part of the SPCA building.

Council is responsible for the maintenance and management of its own pound assets and facilities, and the stewardship and feeding of any dogs coming into its care. The pound operates 24/7 with public access by appointment only via the on-duty ACO, to claim any dog/s under their ownership that have been impounded.

Access to the Pound facilities is restricted to Authorised Council personnel.

Dogs are only released to owners on full payment of due fees (registration and penalty fees), and the cost of microchipping if required.

Any dog not claimed within seven days is deemed to be abandoned and is assessed for rehoming suitability.

All dogs are assessed by an ACO Officer, and if applicable, a suitable qualified officer of the SPCA or equivalent abandoned animal care facility, to determine suitability for rehoming.

## 4. Fees and Charges

The fees and criteria were set in 2019/2020 and remained unchanged for several years.

The following fees and charges were adopted by Council for the delivery of Animal Control services for the 2024/2025 year.

There has been a modest increase in fees to ensure that the animal control operations are close to cost-neutral. The responsible dog owner policy was removed due to low uptake and reorganisation of the registration system. Gold card discount is 20% off the registration fee.

<b>Entire</b>	\$115.00
<b>Neutered</b>	\$80.00
<b>Registration of Dangerous Dog</b>	Standard Registration Fee plus 50%
<b>Late Registration – 1 August</b>	Standard Registration Fee plus 50%
<b>First Impounding Offence</b>	\$82
<b>Second Impounding Offence</b>	\$164
<b>Third Impounding offence</b>	\$245
<b>Feeding/Day</b>	\$30
<b>Call-out for Dog Reclaiming</b>	\$150 per hour

## 5. Dog Population Analysis

A total of 2046 dogs and 1433 owners are recorded in the Council Database for the reporting period. It is unknown how many dogs are unregistered in Westland.

## 6. Enforcement

The format for reporting of complaints, impounding, classification, infringements, and court proceedings was modified for the 2018/19 period and continues in use for this reporting period.

Fees for prosecution have increased as per the letter from the Ministry of Justice (MOJ). Where applicable, generalised figures from previous years have been included in the tables below. “NR” identifies where specifics were ‘Not Recorded’ by category.

### 6.1. Complaints

A total of 184 complaints were received during the 2024/2025 reporting period, compared to previous years, as shown.

<b>Complaints Received</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Dog Attack</b>	5	6	4	5
<b>Rushing/Threatening</b>	2	1	0	1
<b>Roaming</b>	40	150	110	90
<b>Barking</b>	13	25	20	20
<b>Welfare</b>	0	4	8	10
<b>General</b>	5	40	60	58
<b>Total</b>	<b>65</b>	<b>226</b>	<b>202</b>	<b>184</b>

## 6.2. Impounding

16 dogs were impounded during the reporting period, all of which were returned to their owners. There were 31 dogs and puppies that were surrendered.

## 6.3. Classification of Dog Owners

The Council did not classify any dog owners as 'disqualified from owning a dog' in the 2024/2025 year. There are no registered 'disqualified' or 'probationary' owners within the Westland District.

## 6.4. Classification of Dogs

Dogs can be classified in three different ways:

- Menacing classifications under Section 33A of the Act are applied to a dog which the Council considers may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife due to observed or reported behaviour; or any characteristic associated with the dog (their behaviour).
- Menacing classifications under Section 33C of the Act are applied to a dog which belongs wholly or predominantly to one or more breeds or types listed in Schedule 4 of the Act (their breed).
- Dangerous dogs under Section 31 of the Act are applied to a dog if the owner is convicted under 57A(2), if there is evidence that the dog is aggressive, or the owner admits that the dog is aggressive.

There are 28 dogs registered as 'Menacing' in the Westland District.

For the reporting period, 5 dogs were registered as 'Menacing' under Section 33A, none registered as 'Menacing' under Section 33C.

1 dog from the Westland District was classified as Dangerous by the Greymouth Council for an attack that happened there.

Under Council's Dog Control Bylaw, all dogs classified as menacing must be neutered and muzzled when in a public area.

	2021/22	2022/23	2023/24	2024/25
<b>Menacing S 33A</b>	6	6	6	5
<b>Menacing S 33C</b>	0	0	0	0
<b>Dangerous S 31</b>	2	1	1	1

## 6.5 Infringements

A total of 133 infringement notices were issued for the following offences:

Infringement Offence	21/22	22/23	23/24	2024/25
<b>Fails to comply with any bylaw</b>	0	16	20	10
<b>Fails to comply with effects of classification</b>	3	8	0	2
<b>Fails to register dog</b>	11	106	111	103
<b>Fails to keep dog under control</b>	4	3	5	18
<b>Failure to provide proper care</b>	0	0	0	0

## 6.6. Court Proceedings

There were no court prosecutions undertaken for offences under the Act for the 2024/2025 reporting period.

## 7. Other Services

### 7.1. Multiple Dog Permits (3+ Dogs – Urban Zone)

A permit is required to keep more than two dogs on a property in an urban area. The issue of a permit is conditional on the suitability of an owner, their property, and obtaining approval from affected neighbours.

### 7.2. Dog Gone

The Dog Gone system was introduced at Westland District Council on 1 July 2025. This system has been adopted by several Councils around New Zealand, and it has helped to reunite owners and dogs without Council intervention or the dogs being impounded.

Council is notified when a reunification of a dog with its owner takes place. The system allows the owner to register the dog and the option to provide their contact details to Dog Gone, who holds that information on their database. When a dog is found, people follow the clear instructions on the dog's tag, and the dog's owner receives a notification that their pet has been found safe and sound. They then receive information from Dog Gone that is needed to reunite the owner and dog.

Dog Gone has saved the Animal Control Officer from being called to pick up and impound dogs, which in turn has saved on issuing infringements and charging impoundment fees. The system has been working successfully since its introduction, and there have been 3 dogs reunited with their owners in Westland since the new system was implemented.

## 8. Fees and finance

Animal control fees had not been adjusted for several years, and there was a need to raise fees generally.

Westland District Council fees are very low compared to other councils on the West Coast. This impacts adversely on the costs of the animal control budget which is being topped up by ratepayers. Revenue collected from dog owners does not cover costs.

# Report to Council



**DATE:** 25 September 2025

**TO:** Mayor and Councillors

**FROM:** Finance Manager

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## **FINANCIAL PERFORMANCE – August 2025**

### **1. Summary**

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 August 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 2025, which are set out in the Long Term Plan 2025–2034. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 August 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. This is the first financial report of the new financial year, and the first report under the nine-year Long Term Plan 2025–2034. As such, it sets the baseline for monitoring progress against the new budget and strategic priorities.

- 3.3. The financial performance report to 31 August 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.Debtors
  - 3.3.6.Debt position
  - 3.3.7.Capital Expenditure

#### **4. Options**

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

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

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

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

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

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

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

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

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

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

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



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

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

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

**Appendix 1:** Finance Performance Report for 31 August 2025

## Appendix 1



### Financial Performance Year to 31 August 2025

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## Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
<b>\$5.57M</b>	<b>\$6.48M</b>	<b>\$(0.91)M</b>
Is 1.72% more than the total budget of \$5.48M	Is 4.53% more than the total budget of \$6.2M	Is 25.74% worse than the budgeted deficit of \$(0.73)M

## SUSTAINABILITY

### Surplus/(Deficit) Key Variances

Budgeted surplus/(deficit)	\$(726)K	
Actual surplus/(deficit)	<u>\$(913)K</u>	
Variance:		\$(187)K

### Key Variances:

Rates Revenue	\$(78)K	
Building Consent Fees	\$24K	
Resource Consent Fees	\$113K	
Waste Disposal Levies	\$26K	
Loss on Swaps	\$(227)K	
Contractor Costs	\$(38)K	
Total Key Variances:		\$(180)K

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

### Rates to operating revenue 69.82%

Rates Revenue	\$3.89M
Operating Revenue	\$5.57M

69.82% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

### Balanced budget ratio 85.92%

Operating revenue	\$5.57M
Operating expenditure	\$6.48M

Operating revenue should be equal or more than operating expenditure.

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

As at August, operating revenue was 85.92% of operating expenditure.

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<b>Interest to rates revenue (LGFA Cov.)</b>	<b>2.08%</b>
--	--------------

Net interest and finance	\$0.08M
Rates Revenue	\$3.89M

2.08% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.08% 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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<b>Interest to operating revenue</b>	<b>1.46%</b>
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Net Interest and finance	\$0.08M
Operating revenue	\$5.57M

1.46% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.

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<b>Liquidity Risk (LGFA Cov.)</b>	<b>133.00%</b>
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Gross debt	\$38.74M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$7.65M

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 133%.

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## 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	25,984	25,984	3,968	3,890	(78)	(1.96%)
Grants and subsidies	02	25,465	25,465	603	634	31	5.07%
Interest Revenue	03	585	585	97	99	1	1.50%
Fees and Charges	04	2,774	2,774	491	645	154	31.34%
Other Revenue	05	1,789	1,789	318	304	(14)	(4.35%)
Total Operating Revenue		56,597	56,597	5,478	5,572	94	1.72%
<b>Expenditure</b>							
Employee Benefit expenses	06	8,508	8,508	1,427	1,443	15	1.07%
Finance Costs	07	1,605	1,605	267	187	(80)	(29.97%)
Depreciation	08	8,204	8,204	1,367	1,367	-	0.00%
Other Expenses	09	34,579	34,579	3,142	3,488	346	11.01%
Total Operating Expenditure		52,896	52,896	6,204	6,485	281	4.53%
<b>Operating Surplus/(Deficit)</b>		<b>3,701</b>	<b>3,701</b>	<b>(726)</b>	<b>(913)</b>	<b>(187)</b>	<b>26%</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 lower than forecast.

### **02 Grants and subsidies**

- \$1m funding is budgeted for the year for the Racecourse Development project - \$599k has been invoiced to date for Rooding Network and Water Service works completed in the current year.

### **03 Interest Revenue**

- Relatively on track.

### **04 Fees and charges**

- Building and resource consent fees are over by \$24k and \$113k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged).
- Waste disposal levies are \$26k over due to higher than expected tourist numbers and escalations.

### **05 Other Revenue**

- No significant material variances at this stage.

### **06 Employee benefit expenses**

- Relatively on track

### **07 Finance Costs**

- Interest expense is under budget, reflecting lower-than-expected interest rates.

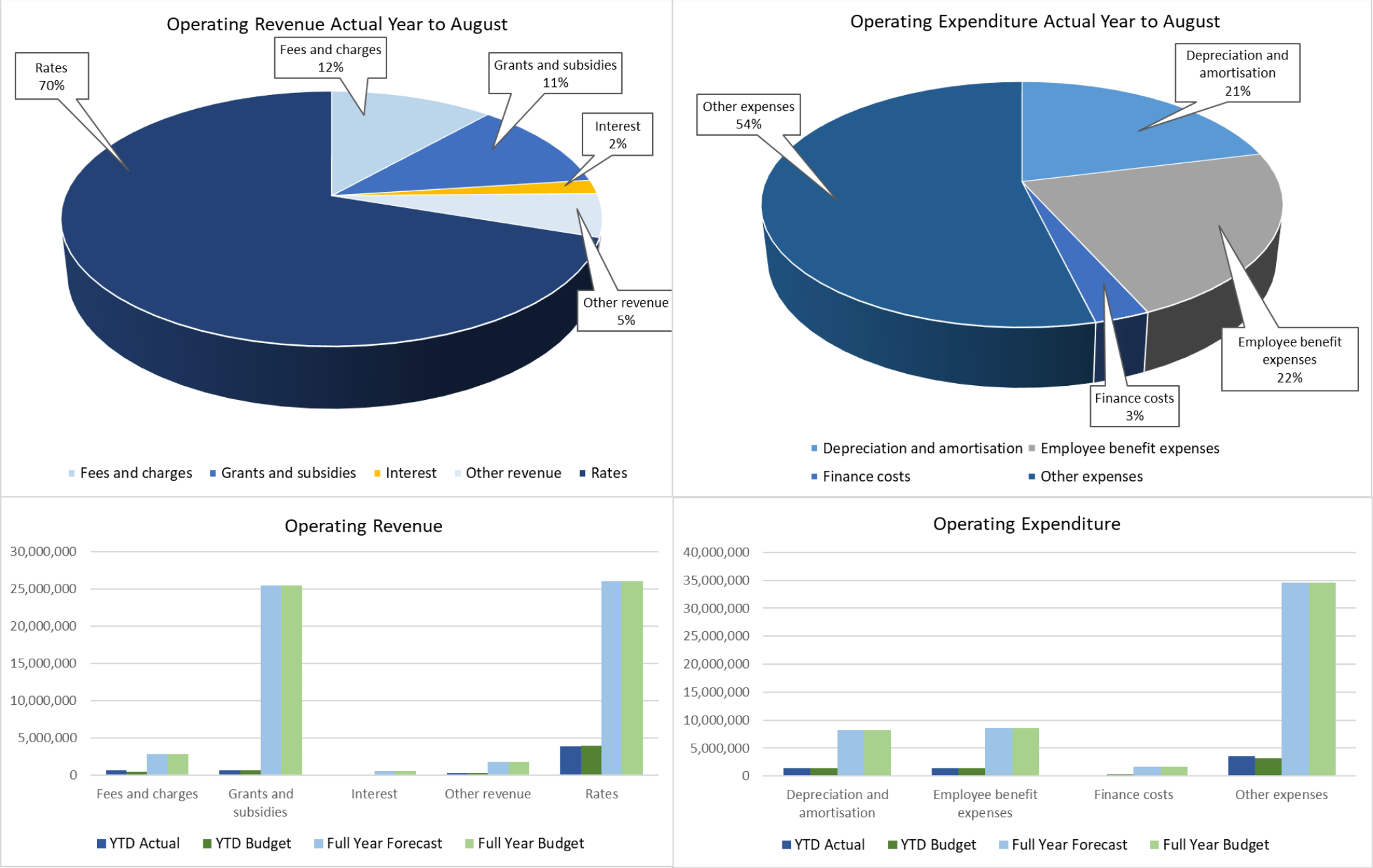
### **08 Depreciation**

- Depreciation has been accrued to budget pending the 2024/25 Audit

### **09 Other expenses**

- Non-cash loss on swaps of \$227k recognized this year due to a significant drop in interest rates. Swaps are market driven and also move to par as they move to the maturity date.
- Unbudgeted contractor costs for CFO recruitment fees and interim staffing costs \$38k.

Revenue & Expenditure Graphs





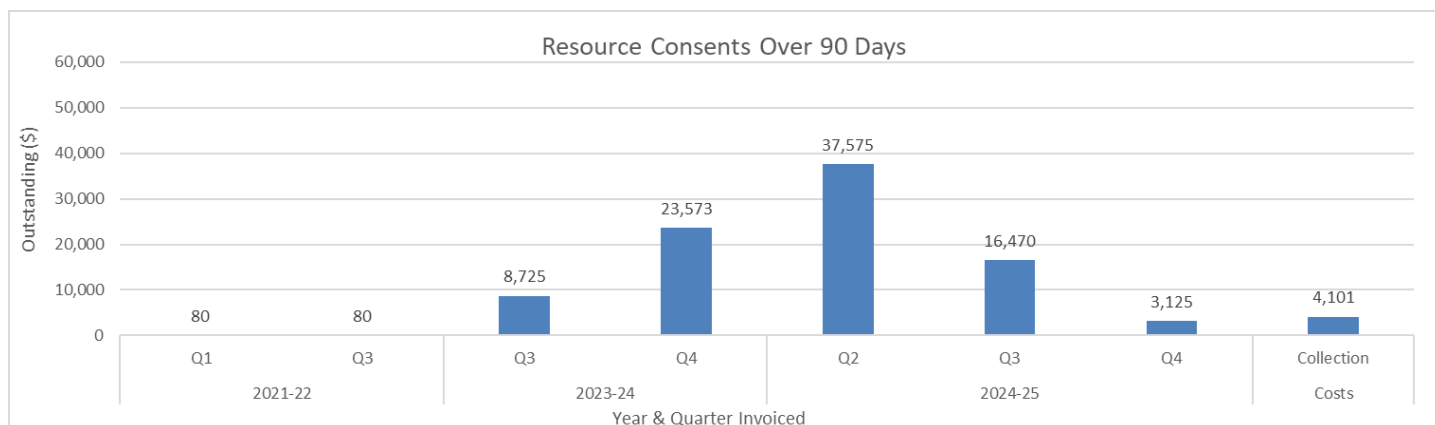
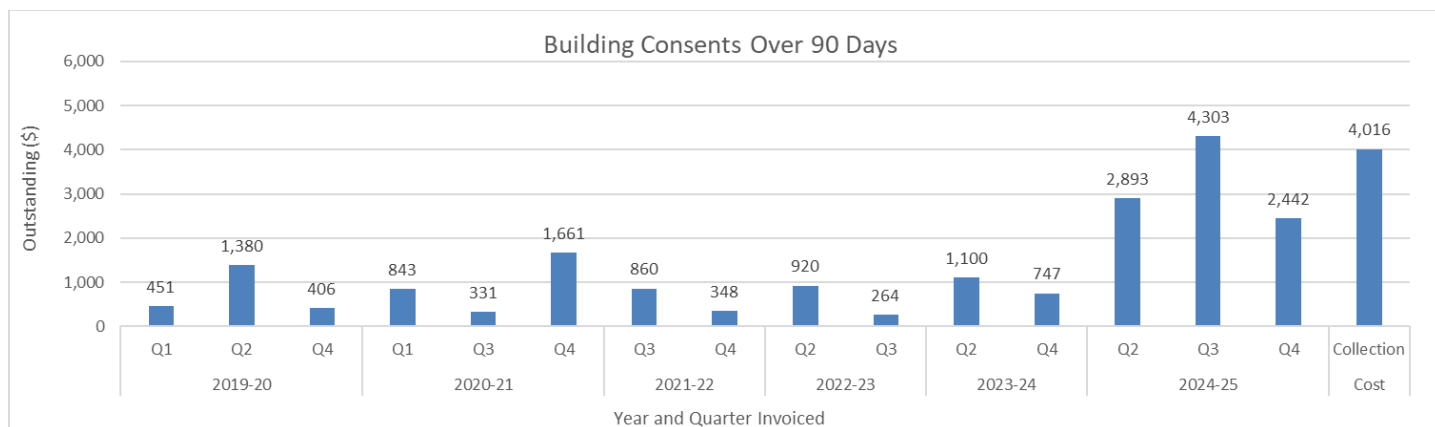
## Debtors at 31 August 2025

31/08/2025 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	22,964	5,572	6,129	4,272	38,936
Building Warrants	-	1,224	4,142	25,333	30,698
Resource Consents	93,730	-	5,355	112,669	211,754
Sundry Debtors	92,888	12,822	35,293	83,932	224,936
Grants Debtors	138,000	244,788	-	2,027,243	2,410,031
<b>Grand Total</b>	<b>347,582</b>	<b>264,405</b>	<b>50,918</b>	<b>2,253,449</b>	<b>2,916,355</b>

### Grants outstanding as at 31/08/2025

Date Invoiced	Project	Total (\$)
7/03/2025	Hokitika Swimming Pool - Final Claim	138,000
26/06/2025	Community Halls - Better Off Funding	236,055
26/06/2025	Town Clock - Better Off Funding	8,733
29/08/2025	Racecourse Dev - External and main trunk roading network	1,259,197
29/08/2025	Racecourse Dev - Drinking Water services	178,434
29/08/2025	Racecourse Dev - Stormwater service	419,270
29/08/2025	Racecourse Dev - Wastewater services	170,341
		<b>2,410,031</b>

31/08/2024 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	25,370	4,812	12,734	65,141	108,058
Building Warrants	430	2,586	1,987	24,537	29,540
Resource Consents	38,836	7,150	8,511	13,014	67,511
Sundry Debtors	150,848	3,343	10,585	90,856	255,632
XGrant Debtors	110,829	-	134,550	276,981	522,360
<b>Grand Total</b>	<b>326,313</b>	<b>17,891</b>	<b>168,367</b>	<b>470,530</b>	<b>983,101</b>

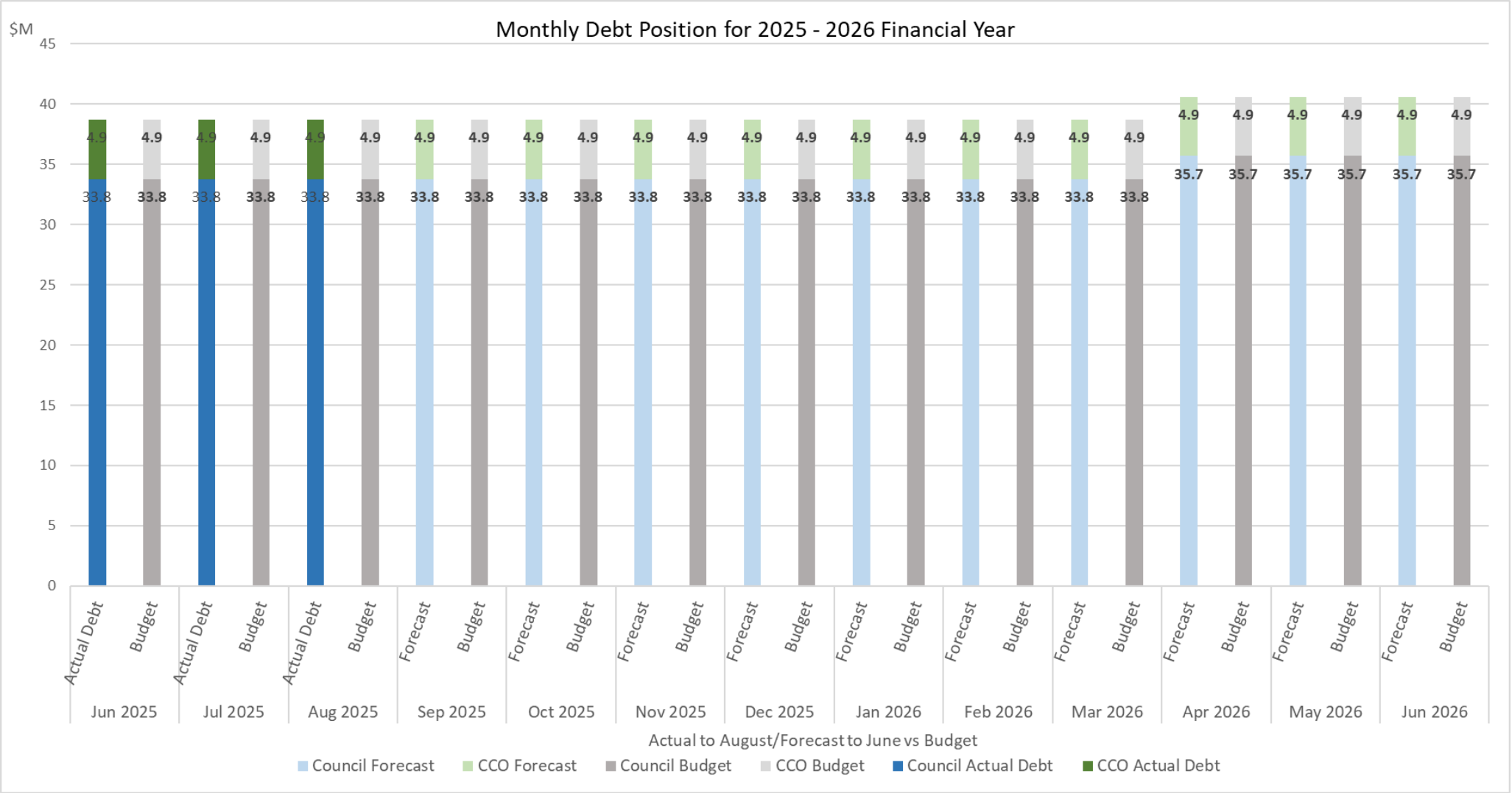


## Rates Debtors at 31 August 2025

<b>Rates Debtors at 31 July 2025</b>		<b>5,386,943</b>
Adjustments	(9,050)	
Less payments received	(5,650,662)	
Paid in advance change	1,508,492	
Previous years write off's	(2,179)	
Write off's	(51,471)	
Penalties	41,943	
Discounts	(40,017)	
Court Cost	-	
		(4,202,945)
<b>Total Rates Debtors at 31 August 2025</b>		<b>1,183,999</b>
Arrears included above at 31 August 2025	1,183,999	
Arrears at 31 August 2024	1,064,758	
<b>Increase/(decrease) in arrears</b>		<b>119,240</b>

Rates debtors reduced in August as the 1st instalment of the year was invoiced in July. 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



## Capital Expenditure

<b>Capital Projects 2024/25</b> <b>As at 31/08/2025</b>			
<b>Project / Activity</b>	<b>YtD Expenses</b>	<b>Annual Plan</b>	<b>Forecast</b>
Leadership	12,529	1,646,021	1,646,021
Planning & Regulatory Services	0	152,770	152,770
Water Supply	209,364	1,680,793	1,680,793
Waste Water	68,509	3,284,131	3,284,131
Solid waste	25,223	955,164	955,164
Storm water	31,187	2,015,529	2,015,529
Cemeteries	6,765	98,206	98,206
Swimming pools	10,661	1,000,000	1,000,000
Facilities & leisure services - other	488,345	1,465,314	1,465,314
Parks & reserves	31,794	1,855,452	1,860,664
Land transportation	72,400	5,931,823	5,931,823
Unbudgeted capital expenditure	4,377	0	4,377
CCO Funded Project	12,360	16,380,004	16,380,004
<b>Total</b>	<b>973,516</b>	<b>36,465,207</b>	<b>36,474,796</b>

# Report to Council



**DATE:** 25 September 2025

**TO:** Mayor and Councillors

**FROM:** Chief Executive

---

## DELEGATIONS TO THE CHIEF EXECUTIVE DURING THE ELECTION PERIOD AND DISCHARGING COMMITTEES

### 1. Summary

- 1.1. The purpose of this report is to seek Council's approval to delegate the responsibilities, duties and powers of the Council to the Chief Executive during the period beginning the day after the declaration of the official election result until the day of the swearing in of the new Council, subject to limitations set out in [clause 32\(1\) of Schedule 7](#) of the Local Government Act 2022, except for certain powers set down in the legislation that cannot be delegated. The report also recommends that the Council discharge all current Committees with the exception of the Hokitika Rating District Joint Committee and the Franz Josef/Waiarau Rating District Joint Committees.
- 1.2. This issue arises from the term of the current Council concluding following the official declaration of election results and the revocation of all delegations previously held by the Mayor and Councillors.
- 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 to page 2 of the agenda.
- 1.4 This report concludes by recommending that Council receives the report, and, delegates all of its responsibilities, duties and powers to the Chief Executive, subject to the limitations set out in [clause 32\(1\) of Schedule 7](#) of the Local Government Act 2002, during the period beginning the day after the declaration of the official election result until the day of the swearing in of the new Council, subject to consultation with the person elected to the position of Mayor, attending only to those matters that cannot reasonably wait until the first meeting of the new Council and reporting to the first meeting of the new Council any delegation acted upon.

### 2. Background

- 2.1 The reason the report has come before the Council is that the local body elections will be held on Saturday, 11 October 2025. Although the new Council will come into office on the day after the day on which the successful candidates are declared to be elected, they cannot act until they have taken the oath of office at the inaugural meeting. This date will be **Friday 24 October 2025**, following the Inaugural Council meeting on **Thursday 23 October 2025**.
- 2.2 Elected members leave and take office in accordance with sections 115 and 116 of the Local Electoral Act 2001. These provisions confirm that current members remain in office until newly elected members take office, which occurs the day after the official result is publicly declared (see: s115(1)). In effect, this means outgoing members vacate office at the same time incoming members assume their roles.

- 2.3 However, Clause 14(1) of Schedule 7 of the Local Government Act 2002 provides that no person may act as a member until they have made the required oral declaration at a meeting of the local authority. This means that while newly elected members officially take office the day after the result is declared, they cannot exercise their powers until they are sworn in.
- 2.4 Until that point, existing elected members retain the authority to act on behalf of the Council, including signing documents and making decisions. In practice, however, councils often defer non-urgent decisions to the incoming Council where appropriate.
- 2.5 During the interim period between polling day and the Inaugural Council meeting (scheduled for 23 October 2025), urgent matters may arise that require decisions. To ensure continuity and responsiveness, it is recommended that Council adopt a resolution delegating broad authority to the Chief Executive to act on behalf of the Council during this transitional phase. This delegation is in addition to existing delegations and is intended to ensure the Chief Executive can respond effectively to any unforeseen or emergency circumstances.
- 2.6 It is suggested that the Chief Executive may only exercise this after the following:
- consultation with the person elected to the position of Mayor
  - may only attend to those matters that cannot reasonably wait until the first meeting of the new Council, and
  - shall be reported to the first meeting of the new Council.
- 2.7 It is noted that [Clause 32 Subsection 1 of Schedule 7](#) of the Local Government Act 2002 sets out several powers which cannot be delegated.
- 2.8 At today's meeting, Council will be asked to approve this temporary delegation to support efficient and uninterrupted operations during the transition.
- 2.9 [Clause 14 of Schedule 7](#) of the Local Government Act 2002 (LGA 2002) provides that a person newly elected to Council may not act until they have made the necessary declaration at the Inaugural Council meeting. This provision combines with ss 86, 115 and 116 of the [Local Electoral Act 2001](#) (LEA) to the effect that, from the day after the declaration of election results by way of a public notice until the new members' declarations are taken at the Inaugural Council meeting, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council. The previous members leave office at the same time as the new members enter office (the day after the public notice).
- 2.10 The current Council may still act in their capacity as members up until public notice, which will be as soon as practicable after all valid votes have been counted, although it is unlikely that any Council meetings will be called in this time.

### **86 Declaration of result**

*The electoral officer conducting an election or poll must give public notice declaring the official result of the election or poll in the prescribed manner as soon as practicable after—*

*(a)*

*[Repealed]*

*(b)*

*the validity of all special votes has been determined; and*

*(c)*

*all valid votes have been counted.*

*Section 86(a): repealed, on 7 July 2004, by [section 13](#) of the Local Electoral Amendment Act 2004 (2004 No 62).*

### **115 When members come into office**

*(1)*

*A candidate who is declared to be elected comes into office on the day after the day on which the official result of the election is declared by public notice under [section 86](#).*

*(2)*

*[Repealed]*

*(3)*

*A person appointed to fill an extraordinary vacancy comes into office at the time of his or her appointment.*

*Section 115(1): replaced, on 21 March 2019, by [section 10](#) of the Local Government Regulatory Systems Amendment Act 2019 (2019 No 6).*

*Section 115(2): repealed, on 29 June 2013, by [section 38](#) of the Local Electoral Amendment Act 2013 (2013 No 40).*

### **116 When members leave office**

*(1)*

*Every member of a local authority or local board or community board, unless vacating office sooner, vacates office,—*

*(a)*

*in a case where the member's office is the subject of an election, when the members elected at the next election come into office:*

*(b)*

*in a case where provision is made by any enactment to fill a vacancy by appointment, when the member's successor comes into office.*

*(2)*

*Despite subsection (1)(a), if a member's office is the subject of an election, and neither the member nor any other person is elected at the election to that office, the member vacates office at the same time as any other member of the local authority who is not re-elected at the election.*

*Section 116(1): amended, on 8 August 2014, by [section 76](#) of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).*

*Section 116(2): added, on 25 December 2002, by [section 37](#) of the Local Electoral Amendment Act 2002 (2002 No 85).*

## **3. Emergency events during local government elections**

- 3.1 Following a local election, there may be no one available to declare an emergency as members cannot act as an elected representative until they are sworn in (clause 14, schedule 7 of the Local Government Act 2002).
- 3.2 Therefore, if an emergency arises following a local election, but before members are sworn in and emergency powers are needed, a state of local emergency can be declared as follows:
  - (a) The Minister of Civil Defence can declare a state of emergency for a CDEM Group area, or any district or ward within that area (s69 of the Civil Defence Emergency Management Act 2002); or
  - (b) In circumstances that provide a period of warning, such as an impending weather event, a Council meeting may be called as soon as practicable to have the new Council sworn in (clause 21(3)), Schedule 7 of the Local Government Act 2002) allowing the Mayor to declare a State of Emergency under s25(5) of the Civil Defence Emergency Management Act 2002).

## **4. Current Situation**

- 4.1 The current situation is that Council needs to consider arrangements to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result

until the new Council is sworn in at the Inaugural meeting of the Council, scheduled for Thursday, 23 October 2025.

- 4.2 The delegation of Council's responsibilities, duties and powers for the election period, except those set out in paragraphs (a) to (h) of Clause 32 (1) of Schedule 7 of the LGA 2002 will ensure that the Chief Executive has the authority to operate effectively and efficiently and is able to respond to any unforeseen circumstances that may arise during the election period.
- 4.3 The delegation is for a limited time period between the declaration of the election result and the first meeting of the new Council. This is anticipated to be fewer than 20 days. However, this may be subject to change, depending on the timing of the declaration and whether there is a challenge to the election result.
- 4.4 It is recommended that the delegation of Council's responsibilities, duties and powers for the election period be subject to the following conditions:
- a) The Chief Executive is authorised to make decisions in respect of urgent matters, in consultation with the Mayor-elect; and
  - b) All decisions made under this delegation will be reported to the first ordinary meeting of the new Council; and
  - c) Delegations of the Chief Executive and Mayor-elect do not extend to the declaration of Civil Defence emergencies unless the first meeting of the new Council is called earlier than 22 October 2025 by the Chief Executive, as is set out under clause 21(3) of Schedule 7 of the Local Government Act 2002; and
  - d) Notes that as per Clause 30(7), Schedule 7 of the Local Government Act 2002 a committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee or other subordinate decision-making body.

## **5. Discharge of Council Committees**

5.1 Clause 30(7), Schedule 7 of the Local Government Act 2002 states that:

- 5.1.1 A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee or other subordinate decision-making body.

5.2 Unless Council resolves otherwise at today's meeting, all committees, subcommittees and other subordinate decision-making bodies are deemed to be discharged on the coming into office of the new Council, subject to the following:

- 5.2.1 Council has already resolved that the Hokitika Rating District Joint Committee and the Franz Josef/Waiau Rating District Joint Committees not be discharged of the coming into office of the members of the Council elected or appointed at, or following, the Triennial Local Election.

## **6. Risk Analysis**

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

- 6.1.1 The risks involved in delegating to the Chief Executive include the Council disagreeing with the decisions made and overturning decisions at a later date; however, given the limited time period of this proposed delegation and the conditions imposed, this risk is mitigated. Of note is the requirement for the Chief Executive to consult with the incoming Mayor during this period.



- 6.1.2 The risks of not delegating authority to the Chief Executive could prevent the Council from undertaking its business during the election period. This is a relatively low risk given the time period of this proposed delegation, but it must be considered in any event. All endeavours will be made to minimise any significant decision-making requirements until the new council is sworn in.

## 7. Health and Safety

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

## 8. Significance and Engagement

- 8.1. The level of significance has been assessed as being low and administrative in nature.  
8.1.1. No public consultation is considered necessary.

## 9. Assessment of Options (including Financial Considerations)

- 9.1. **Option 1** – To receive the report and grant delegated authority to the Chief Executive during the Interim Election Period. This option makes provision for the Chief Executive to operate effectively and respond to any unforeseen circumstances that may arise during the election period, with the appropriate delegations from Council, as per the conditions listed at 3.3 of this report.  
9.1.1. There are no financial implications to this option.
- 9.2. **Option 2** - To receive the report and not adopt the recommendation to grant delegated authority to the Chief Executive during the Interim Election Period. This could prevent Council from undertaking its business during the election period.  
9.2.1. There are no financial implications to this option.

## 10. Preferred Options and Reasons

- 10.1 The preferred option is **Option 1**.
- 10.2 The reason that **Option 1** has been identified as the preferred option as the decision will enable the Council to carry out its business on the terms and delegations already approved by Westland District Council.

## 11 Recommendations

- 11.1 That the report be received.
- 12.2 Council resolves that: (a) from the day following the Electoral Officer's declaration (on or about 11 October 2025), until the new Council is sworn in October 2025:
- 12.2.1 The Chief Executive is authorised to make decisions in respect of urgent matters, in consultation with the Mayor elect; and
- 12.2.2 All decisions made under this delegation will be reported to the first ordinary meeting of the new Council; and
- 12.2.3 Delegations of the Chief Executive and Mayor-elect do not extend to the declaration of Civil Defence emergencies unless the first meeting of the new Council is called earlier than 22 October 2025 by the Chief Executive, as is set out under clause 21(3) of Schedule 7 of the Local Government Act 2002; and
- 12.2.4 Notes that as per Clause 30(7), Schedule 7 of the Local Government Act 2002 a committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local

authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee or other subordinate decision-making body;

- 12.2.5 Calling an Extraordinary meeting of Council if any urgent decisions arise in this period requiring significant political input.

**Barbara Phillips**  
**Chief Executive**

# Report to Council

**DATE:** 25 September 2025

**TO:** Mayor and Councillors

**FROM:** Chief Executive

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## Annual Report of the Work of the Risk and Assurance Committee for the Period 9 February 2023 to 7 August 2025

### 1. Summary

- 1.1. The purpose of this report is to present to full Council on Thursday 25 September 2025 the Annual Report of the work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025.
- 1.2. This is the second year in which this report has been presented to full Council.
- 1.3. This issue arises due to delegation of responsibilities to the Risk and Assurance Committee as adopted under the terms of reference.
- 1.4 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.
- 1.5 This report concludes by recommending that Council receive the Annual Report of the Work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025.

### 2. Background

- 2.1. The reason the report has come before the Committee is due to the delegation of responsibilities by Council to the Risk and Assurance Committee through the terms of reference (ToR) adopted 24 November 2022.
- 2.2. The Office of the Auditor General (OAG) states the primary focus of Audit and Risk Committees should be on risk, and the main purpose should be to provide assurance to elected members that risk is being well managed.
- 2.3. The Audit and Risk Committee can also help Council to;
  - 2.3.1. provide assurance to elected members on council's financial management and the key systems council has in place, such as controls to manage risks such as fraud.

- 2.3.2. provide assurance that council's strategies are achieving the intended objectives such as levels of service as stated in the Long-Term Plan.
- 2.3.3. help elected members test and challenge new ideas, and business-as-usual operations, to ensure that council is improving, as well as meeting intended objectives.

2.4. If a Risk and Assurance Committee is effective, it supports and enhances good governance and accountability to the community.

2.5. When the chairperson promotes open and proactive dialogue with management and the governing body, the committee is able to effectively influence the organisation and its achievements.

### **3. Current Situation**

3.1. The Risk and Assurance Committee meets quarterly, and although the committee overlaps with Council through its membership, there is no formal reporting process back to full Council to support governance and assurance.

3.2. Reporting back to full Council provides transparency and stewardship over the Risk and Assurance Committee's delegated responsibilities.

3.3 Attached as Appendix 1 is the Annual Report of the work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025 excluding the public excluded section.

### **4 Options**

4.1 Option 1: That Council receives the Annual Report of the Work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025.

4.2 Option 2: That Council does not receive the Annual Report of the Work of the Audit and Risk Committee for the period 9 February 2023 to 7 August 2025.

### **5. Risk Analysis**

5.1 Risk has been considered and no risks have been identified in receiving the report.

### **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 – Provides Council with the opportunity to question and gain further understanding of the work of the Risk and Assurance Committee.

Council would be carrying out best practice under OAG guidelines by encouraging an open and proactive dialogue between the Risk and Assurance Committee and Council.

As part of the reestablishment of the Risk and Assurance Committee post the Local Body elections, there will be a review and establishment of the Risk and Assurance Committee for the new triennium.

8.2 There are no financial implications to this option.

8.3 Option 2 – There would continue to be no formal reporting from the Risk and Assurance Committee to Council, with no open dialogue or opportunities for questioning and deeper understanding of the work carried out by the committee. This would be a loss of Governance over what is deemed to be a critical Committee for Councils.

## **9 Preferred Options and Reasons**

9.1 The preferred option is Option 1.

9.2 The reason that Option 1 has been identified are stated in point 7.1 above.

## **10 Recommendation**

10.1 That Council receive the Annual Report of the Work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025.

**Barb Phillips**  
**Chief Executive**

**Appendix 1:** Annual Report on the Work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025.

## Annual Report on the Work of the Risk and Assurance Committee for the Period 9 February 2023 to 7 August 2025

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### Contents

1. Committee members
2. Meetings Held
3. Reports and Presentations reviewed at all Meetings
4. Policies reviewed
5. External Audit matters
6. Other items on Audit and Risk Committee agendas

### Committee Members

Her Worship the Mayor

Cr Baird

Cr Neale

Cr Phelps

Kw Tumahai

**Independent Chair:** R Dean

### Meetings Held

2023	2024	2025
9 February	8 February	28 February
11 May	9 May	8 May
2 August	8 August	7 August
9 November	17 October – Extraordinary	
	7 November	

### Reports and Presentations Reviewed at all Meetings

1. Quarterly Financial Report
2. Action List
3. Audit and Risk Committee Rolling Workplan.  
Matters that have been on the workplan not included elsewhere in the annual reports include:
  - a. Insurance Review of the Airport
  - b. Evaluation of the performance of the Committee.

### Policies Reviewed

1. Health and Safety Policy (revised)
2. Safeguarding Children, Youth and Vulnerable Persons Policy (new)
3. Recruitment Policy (revised)
4. Staff Departure Policy (review)
5. Sensitive Expenditure (including the Office of the Auditor General principles)
6. Staff Conflict of Interest Policy (reviewed)
7. Leave Policy (revised and replacing Family Violence Leave Policy and Sick Leave Gifting Policy)
8. Anti-Bullying Policy (replacing Harassment and Bullying Policy)
9. Volunteer Policy (update)
10. Flexible Work Policy (update)
11. Staff Code of Conduct (update)
12. Asset Management Policy (review)
13. Procurement Policy (review)
14. Land Acquisition and Disposal Policy (review)

**Other Items on Risk and Assurance Committee Agendas**

1. Amended Terms of Reference for The Committee.
2. Intrusion attempts detected and blocked by Council's system. Council is managing a series of intrusion attempts and is reporting the incidents in order for the Committee to carry out the responsibilities under the Terms of Reference as delegated by Council.
3. Artificial Intelligence (AI) Policy.
4. The Chair raised points of interest from the Global Study on Occupational Fraud and Abuse.
5. Cybersecurity Training – a snapshot of the cybersecurity training platform was presented to Committee Members.

A number of items at each meeting are discussed in the Public Excluded Section due to Section 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987. These items relate to various matters.