



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

Chairperson:	S. Reindler	
Members:	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.	<i>An offline discussion will be held separately.</i>	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.	<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>	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.	<i>The costs for each business has been split in the Quarterly report for Destination Westland for the 5 June meeting.</i>	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.	<i>M. Anderson, Chief Executive Destination Westland Ltd gave an explanation to the Committee on deferred tax liability.</i> <i>This item is now complete.</i>	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.	<i>C. Gourley clarified that the figure of \$105,000 applies to the feasibility study undertaken for the Hokitika Airport Upgrade.</i>	C. Gourley
6	27.03.25		New Chair for Destination Westland Ltd.	Update on the appointment of a new Chair for Destination Westland	<i>This item will be discussed in a Publicly Excluded Council meeting on 5 June 2025.</i>	S. Reindler
7	27.03.25		Aeronautical Fees	Update on negotiation of aeronautical fees review.	<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>	M. Anderson

					<p><i>confidential. The timeline for consultation to be settled is 30 June 2025 with a change in landing fees from 1 July 2025.</i></p> <p><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></p>	
8	27.03.25		Destination Westland Ltd: Letter of Expectation	The Draft Letter of Expectation be presented to Council.	Completed.	S. Reindler
9	27.03.25		Committee Workplan	Update on Workplan to be provided to the Committee.	Due to the Local Body Elections set for late in 2025, it is unlikely a further CCO Oversight	S. Reindler

					<i>Committee meeting will be held this year.</i>	
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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 Council at their meeting on 25 September 2025.

Stephen Reindler
Chair

Date: 25 September 2025

Barbara Phillips
Chief Executive

Date: 25 September 2025

CONFIRMED