



Cover image: Lake Matheson - BareKiwī

Council Meeting Agenda

27 August 2026

Ordinary Council Meeting

WESTLAND
District Council | Te Kahui o Poutini





AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 27 August 2026**, commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

Chairperson	Her Worship the Mayor
Deputy and Northern Ward Member:	Councillor Burden
Northern Ward Members:	Councillor Mackenzie, Councillor Maitland
Hokitika Ward Members:	Councillor Gillett, Councillor Martin, Councillor Walker
Southern Ward Members:	Councillor Manera, Councillor Munns
Iwi Representatives:	Kaiwhakahaere Madgwick, Kaiwhakahaere Tumahai



In accordance with clause 25A 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. PUBLIC FORUM

P. Elwell-Sutton - To discuss WDC procurement policies.

6. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated:

- Council Meeting Minutes – 23 July 2026 (6 - 10)
- Extraordinary Council Minutes - 3 August 2026 (11 - 13)

COMMITTEE MINUTES TO BE RECEIVED:

- Risk and Assurance Committee Meeting - 7 May 2026 (14 - 19)

7. ACTION LIST (20 - 21)

8. NGĀ TĀPAETANGA PRESENTATIONS

Nil.

9. MAYOR'S REPORT (22 - 23)

Her Worship the Mayor to speak to the report.

10. PŪRONGO KAIMAHI STAFF REPORTS

- **Westroads Limited Statement of Intent** (24 - 46)
Westroads Limited Chair to present the Statement of Intent.
- **Lake Kaniere Water Quality Testing Report** (47 - 69)
General Manager District Assets to speak to the report, joined by the Group Manager - Environmental Science and Principal Scientist from West Coast Regional Council.
- **Amended Delegations Manual** (70 - 103)
Chief Financial Officer to speak to the report.
- **Dangerous, Affected and Insanitary Buildings Policy** (104 - 132)
General Manager Regulatory and Compliance to speak to the report.
- **Projects and Carry Forwards to 2026/27 Update** (133 - 136)
Chief Financial Officer to speak to the report.
- **Kumara Endowment Fund** (137 - 138)
Chief Financial Officer to Speak to the report.
- **Havill Drive - Declaration of Private Drain as Public Drain** (139 - 143)
General Manager District Assets and Transportation Manager to speak to the report.
- **Electoral System** (144 - 145)
Quality Assurance Manager Principal Communications Advisor to speak to the report.

11. ADMINISTRATIVE RESOLUTIONS

Nil.

12. 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 23 July 2026 - Ordinary Council Meeting 25 June 2026 - Risk and Assurance Committee Meeting 7 May 2026.	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.	Loan Agreement	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.	Major Contractor Hokitika Airport	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

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

DATE OF NEXT ORDINARY COUNCIL MEETING

ON 24 SEPTEMBER 2026 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 23 JULY 2026 COMMENCING AT 1.00 PM

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

**1. KARAKIA TĪMATANGA
OPENING KARAKIA**

The opening Karakia was led by Her Worship the Mayor.

2. MEMBERS AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy and Northern Ward:	Councillor Burden
Northern Ward Members:	Councillor Maitland, Councillor Mackenzie
Hokitika Ward Members:	Councillor Gillett, Councillor Martin, Councillor Walker
Southern Ward Members:	Councillor Manera, Councillor Munns
Iwi Representatives:	Kaiwhakahaere Madgwick, Kaiwhakahaere Tumahai (via Zoom)

**NGĀ WHAKAPAAHA
APOLOGIES**

Nil.

Staff present

B. Phillips, Chief Executive; S. Lewis, Chief Financial Officer; N. Martin, Governance and Communications Officer; L. Webster, General Manager Regulatory and Compliance (part of the meeting); D. Maitland, Quality Assurance Manager.

**3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST**

There were no Conflicts of Interest noted at the meeting on any items on today's agenda.

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

Nil.

5. PUBLIC FORUM

Nil.

**6. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS TO BE CONFIRMED**

The following minutes were tabled for adoption:

- **Council Meeting Minutes - 25 June 2026**

The following items were raised for amendment at the meeting:

Apologies:

Correction required to the apologies to reflect attendance at the meeting.

Item 4.2 Urgent Items not on the Agenda:

Kaiwhakahaere Madgwick made a request that the notice of motion in the confidential section of the meeting be to be discussed in the public excluded be moved to the open section of the meeting on the grounds that the response report does not contain any sensitive information.

Notice of Motion

Councillor Mackenzie presented a Notice of Motion to the Council, attached as Appendix 1 to the Minutes) in accordance with Standing Orders 27.1. Appendix 1 has now been added to the Council Website and will be attached to the formal record of minutes of the meeting.

- **Extraordinary Council Meeting Minutes - 30 June 2026**

Moved Councillor Gillett, seconded Deputy Mayor Burden and **Resolved** that:

- 1.1 The Minutes of the **amended** Ordinary Council Meeting held on 25 June 2026 be confirmed as a true and correct record of the meeting, subject to the amendments noted above.
- 1.2 The Minutes of the Extraordinary Council Meeting held on 30 June 2026 be confirmed as a true and correct record of the meeting.

The Chair approved that her digital signature be added to the confirmed Council Meeting Minutes.

COMMITTEE MINUTES TO BE RECEIVED

- **Council Controlled Organisation Oversight Committee Minutes - 16 April 2026**

Moved Councillor Gillett, seconded Councillor Manera and **Resolved** that the minutes of the Council Controlled Organisation Oversight Committee meeting held on 16 April 2026 be received.

7. ACTION LIST

The Chief Executive provided an update to Council on the action list as follows:

Item	Action
Hokitika Museum Trust Board	This item will be discussed as part of the Long Term Plan process. <i>This item will be removed from the action list.</i>
Lake Kaniere Water Quality	A report will be tabled at the August Council Meeting post West Coast Regional Council meeting.
Freedom Camping	This item is on the Council Agenda for today.
Kumara Endowment Fund	This item will be reported back at the August Council meeting.
Westroads Ltd – Statement of Intent	This item will be reported back at the August Council meeting.
Rates Remission Policy	This item will be prepared as part of the Long Term Plan process. <i>This item will be removed from the action list.</i>

Item	Action
Land Sale at Kowhitirangi	This item was raised by Councillor Mackenzie and will be reported back to the August Council meeting.
Changes to staff numbers	This item was raised by Kaiwhakahaere Madgwick. It was noted that this item was not on the action list; however, it was noted in the 25 June Ordinary Council Minutes. The Chief Executive advised that this matter will be reviewed on the recording and added to the August action list.

Moved Councillor Gillett, seconded Councillor Maitland and **Resolved** that the Action List be received and the items relating to the Hokitika Museum Trust Board and Rates Remission Policy be removed from the action list.

8. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil.

9. **MAYOR'S REPORT**

Her Worship the Mayor provided a report on the activities undertaken since the last report to Council.

Moved Councillor Walker, seconded Councillor Martin and **Resolved** that the report from Her Worship the Mayor be received.

10. **PŪRONGO KAIMAHI STAFF REPORTS**

10.1 **Destination Westland Limited (DWL) - Statement of Intent**

Greg Bishop, Chair of Destination Westland Ltd (DWL), and Melanie Anderson, Chief Executive of DWL, were in attendance for this item.

The Chief Executive of DWL advised that an amended page to the Statement of Intent would be provided for the formal record.

The Chief Financial Officer presented a report to Council on Destination Westland Ltd's Statement of Intent for the period 1 July 2026 to 30 June 2027.

Mr Bishop provided an update to Councillors regarding the Statement of Intent.

Moved Deputy Mayor Burden, seconded Councillor Martin and **Resolved** that:

- 1.1. The amended report be received.
- 1.2. Council adopt the Destination Westland Ltd Statement of Intent 2027.
- 1.3. 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.

10.2 **Rates Write-offs and Remissions**

The Chief Financial Officer spoke to this item and advised that the purpose of the report was to request Council approval to write off rate debts deemed uncollectable, and to apply remissions,

for the financial year ended 30 June 2026. Clarification was provided on which items are remitted under the Local Government (Rating) Act 2002, items that are a Council policy decision and errors corrected in the rating database.

Moved Councillor Maitland, seconded Councillor Munns and **Resolved** that:

1.1. The report be received.

1.2. Council approves the total proposed rates write-offs and remissions of \$267,111 excluding GST and penalty remissions of \$75,470 excluding GST.

10.3 Freedom Camping - Noting Report

The General Manager Regulatory and Compliance advised the purpose of the report was to provide an update regarding freedom camping and the work undertaken regarding the draft bylaw. A draft bylaw will come back to Council in October 2026, following a Council Workshop.

Moved Councillor Munns, seconded Councillor Walker and **Resolved** that the report be received.

10.4 Chief Executive's Quarterly Report

The Chief Executive advised the purpose of the report was to provide an update on all aspects of what is happening in the Westland District and update Council on any matters of significance and priority. The following topics were raised:

- Malicious and vexatious commentary directed at staff has been circulated through social media and communicated directly to Council. This matter is being considered as a risk issue and will be discussed at the August Risk and Assurance Committee meeting, including consideration of any implications for staff wellbeing, governance, and organisational risk.
- A review of the complaints process is underway and will be discussed at the August Risk and Assurance Committee meeting, to provide greater visibility and reporting of complaints to future Council meetings.
- Councillor Mackenzie requested that there be a review of the data in the environmental scan to use more current data.
- The spelling of Lindsay Molloy's name in the report at Page 59, relating to the donation of a rare adze, was corrected.

Kaiwhakahaere Tumahai left the Zoom meeting at 2.24 pm and did not return.

Moved Councillor Walker, seconded Councillor Gillett and **Resolved** that the Quarterly Report from the Chief Executive dated 1 April – 30 June 2026 be received.

11. ADMINISTRATIVE RESOLUTIONS

Nil.

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

Moved Councillor Manera, seconded Councillor Munns and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.24 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: Ordinary Council Meeting 25 June 2026 Extraordinary Council Meeting 30 June 2026 Council Controlled Organisation Oversight Committee Meeting 16 April 2026	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1	Protect the privacy of natural persons, including that of deceased natural persons.	(S.7(2)(a))
1	Protect information where the making available of the information:	(S.7(2)(b))
	(i) would disclose a trade secret; and	
	(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	

Moved Councillor Manera, seconded Councillor Gillett and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed. Accordingly, the meeting went back to the open part of the meeting at 2.50 pm.

MEETING CLOSED AT 2.50 PM

**Next Ordinary Council Meeting – 27 August 2026
Council Chambers, 36 Weld Street, Hokitika and via Zoom**

Confirmed by:

**Mayor Helen Lash
Chair**

Date: 27 August 2026



EXTRAORDINARY COUNCIL MEETING MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON MONDAY, 3 AUGUST 2026 COMMENCING AT 1.02 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Councillor Maitland.

2. MEMBERS AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy Mayor and Northern Ward:	Councillor Burden
Northern Ward Members:	Councillor Maitland, Councillor Mackenzie
Hokitika Ward Members:	Councillor Gillett, Councillor Martin, Councillor Walker
Southern Ward Members:	Councillor Manera, Councillor Munns
Iwi Representatives:	Kaiwhakahaere Madgwick, Kaiwhakahaere Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Councillor Walker, Councillor Manera, and Kaiwhakahaere Madgwick for late attendance.

Moved Councillor Munns, seconded Councillor Maitland and **Resolved** that the apologies from Councillor Walker, Councillor Manera, and Kaiwhakahaere Madgwick be received and accepted.

INTRODUCTIONS:

Her Worship the Mayor introduced Ashley Stuart, Project Lead for the Head Start programme, and Sarah Polaschek joining digitally from Ministry for Cities, Environment, Regions & Transport (MCERT).

Staff present

B. Phillips, Chief Executive; J. Birnie, Strategy and Transformation Manager; S. Hewett, Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated to the Mayor and Councillors, and no changes have been made this month.

4. PŪRONGO KAIMAHI STAFF REPORTS

Head Start Pathway

The Chief Executive introduced the report, noting that Ms. Polaschek is only able to attend for a limited time and invited councillors to ask any questions.

The key questions were addressed as follows:

- The proposal specifically outlines the additional resources that the West Coast would require to achieve its outcomes, therefore, should the government accept the proposal as it stands approval of the additional funding would also be implicit.

Councillor Manera attended the meeting at 1:08pm.

- The proposal will either be accepted as is or rejected and council will be placed in the backstop process rather than enter a negotiation process.
 - Therefore, if the proposal is accepted by the government, and only 2 out of the 3 councils included agree to it, during the detailed design phase the expectation would be that the 2 councils still incorporate all 3 councils in its design.
- There will be an opportunity to make changes during the detailed design phase after the investigative work is done.
- Should Westland District Council be placed into the backstop process it is unlikely that the government will consider the unique issues that the West Coast faces.

Ms. Polaschek left the meeting at 1:20pm and did not return.

- Council should receive an indication early in the process as to whether the additional resource requested will be granted from MCERT or not, and if not then a report will come back to council to assess its viability.
- Should the proposal be accepted the first part of the detailed design phase will be focussed on the financials.

Kaiwhakahaere Madgwick joined the meeting digitally at 1:25pm.

- Concerns were raised about the process and that councils are being asked to make a decision before any feasibility studies have taken place. It was noted that approval to submit the Head Start proposal does not commit the council to establishing a unitary authority or approve any one form of final representation, only that the detailed design work can commence if government approves it.

Councillor Walker joined the meeting digitally at 1:35pm.

- Councillors were assured that, should the proposal be accepted, once the investigative analysis work has been completed in the detailed design phase a report will come back to each council to approve next steps.

Moved Councillor Martin, seconded Councillor Munns and **Resolved** that:

1. The report be received.
2. Council approves the Draft West Coast Local Government Reform Head Start Outline Proposal for joint submission by Buller District Council, Grey District Council and Westland District Council to MCERT by 9 August 2026.

3. Council notes that approval does not establish a unitary authority or approve final representation, local-board, rating, asset, debt, staffing, service delivery, office, transition or implementation arrangements; this would be developed in the next phase of work.
4. Council notes that the proposal seeks Government and MCERT specialist support and coordination for the evidence and detailed-design programme, and that any material unbudgeted Council expenditure would require separate approval.
5. Council notes that if Council approves the recommendation:
 - a. If accepted, commence the detailed design phase, including the five agreed workstreams, independent financial and organisational analysis, and development of governance, representation and funding arrangements.
 - b. Return the outcomes of the detailed design and community consultation to Council for further consideration before any final implementation decisions are made.
6. Council authorises the Mayor and Chief Executive to approve minor editorial or factual amendments that do not materially alter the proposal, and to sign and submit the final proposal on behalf of Council.

The Motion was put to vote and carried unanimously.

MEETING CLOSED AT 1.45 PM

**Next Ordinary Council Meeting – 27 August 2026 at 1.00 pm
Council Chambers, 36 Weld Street, Hokitika and via Zoom**

Confirmed by:

**Her Worship the Mayor
Chair**

Date: 27 August 2026



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 MAY 2026 COMMENCING AT 9:30am

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

1. MEMBERS AND APOLOGIES

Chairperson:	David Ward
Members:	Her Worship the Mayor Councillor Martin Councillor Mackenzie Kaiwhakahaere Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Kaiwhakahaere Tumahai who is unable to attend and Her Worship the Mayor who will be late.

Her Worship the Mayor joined the meeting at 9:38am.

Moved Cr Martin, seconded Chair Ward and **Resolved** that the apologies from Kaiwhakahaere Tumahai and Her Worship the Mayor be received and accepted.

STAFF PRESENT

B. Phillips, Chief Executive; D. Maitland, Quality Assurance Manager; S. Lewis, Chief Financial Officer; S. Hewett, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

3. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Inaugural Risk and Assurance Committee Meeting Minutes – 27 March 2026

Moved Her Worship the Mayor, seconded Councillor Martin and **Resolved** that the Minutes of the Inaugural Risk and Assurance Committee Meeting held on **27 March 2026** be confirmed as a true and correct record of the meeting.

4. ACTION LIST

Independent Chair David Ward provided the following updates to the Action List:

- Item 1: will be discussed later in today's meeting.

- Item 2: The committee is satisfied that this work has been completed.
- Item 3: an update will come back to committee in August.

5. CHAIR'S REPORT

The Independent Chair spoke to the report, updating the committee on the meeting held with the council's external auditors where discussions covered what the focus areas are for this year, non-financial reporting, the timing of reports, and frequency of staff meetings - recommending that staff and auditors should be meeting twice a week.

The Chair also mentioned the ongoing conflict in the Middle East and the effects it is having on global oil prices and inflation, highlighting that this will need to be accounted for in the annual plan.

Moved Chair Ward, seconded Councillor Martin and **Resolved** that the Chair's Report be received.

6. PŪRONGO KAIMAHI STAFF REPORTS

Quarterly Financial Report

The Chief Financial Officer (CFO) spoke to the report, going through page by page with the committee. The following items were discussed in the report:

Annual Plan and Long-Term Plan (LTP)

- The Annual Plan is currently under consultation, with 14 submissions received and two requests to speak at hearings.
- Inflation was set at 2.6% at draft stage and is now estimated at 3.2%. This will continue to be monitored and updated prior to adoption.
- Preparatory work for the LTP has commenced, with internal meetings underway. A report will be presented to Council in due course.
- The proposed establishment date of the Water Council Controlled Organisation (CCO) may have implications for planning assumptions.

Financial Position and Performance

- A draft balance sheet has been prepared reflecting anticipated asset position post-July 2027, with further work ongoing to ensure accuracy.
- An error in depreciation calculations during budget preparation has been identified and is being corrected. While processes were followed, one incorrect figure affected outcomes and has had flow-on impacts.
- Performance against budget at Quarter Three is tracking positively.
- Cashflow is tracking in line with forecasts.
- In response to rising fuel costs, some road maintenance work may be delayed where possible. Any significant cost increases requiring additional funding will be reported to Council for approval.

Audit and Compliance

- The audit management letter was signed and returned by the mayor in late March.
- The primary audit concern relates to NZTA claims, which is being addressed through strengthened internal processes.
- Most audit items are complete (green), with remaining items expected to be completed by year-end (yellow). These are not considered areas of concern but relate to process review and documentation improvements.
- A water-related item will be completed but falls outside the current financial year due to timing.

Capital and Borrowing

- Capital project reporting was noted as a snapshot overview.
- Borrowing enables intergenerational equity by spreading costs of long-term assets.
- Criteria are in place to determine when borrowing is appropriate versus funding through rates.
- Some loans matured in April and have been rolled over in accordance with the LTP.
- Council remains slightly outside compliance limits due to loan structuring and the transitional nature of Three Waters; this is considered acceptable by LGFA.
- Loans are currently generating interest income.

Reserves and Insurance

- Council maintains ring-fenced reserves for specific purposes.
- Insurance provided to Destination Westland Ltd is fully recovered.
- Council participates in a collective insurance scheme for water assets with other South Island councils to achieve better rates.
- Insurance brokers provide regular updates on market conditions.

Performance Measures

- New LTP performance measures are being considered, including statutory and locally determined measures.
- The Committee reviewed measures in detail and discussed their relevance and usefulness.
- There is a need to ensure measures reflect meaningful performance outcomes and are not unnecessarily burdensome.
- Despite the future transfer of water services to a CCO, Council will continue to set and monitor reporting requirements. It was requested by the committee that the CFO prepare a draft balance sheet on for the August committee meeting that shows the difference between now and 1 July 2027 when 3 Waters is moved to the CCO.
- Consideration was given to whether strong performance may influence insurance premiums.

Disclosure Statement and Benchmarks

- The Disclosure Statement is current to the end of April.
- The CFO is proposing simplification of financial benchmarks.
- Affordability benchmarks were not met in the previous year as anticipated but are expected to improve.

Treasury and Debt Management

- Monthly meetings are held with Treasury advisors.
- Some loans are moving into the three-year term bracket, contributing to minor non-compliance.
- Interest exposure is split across variable and fixed rates.
- LGFA has indicated flexibility regarding compliance due to Three Waters reforms.

Rates and Debtors

- Reported write-offs primarily relate to rate rebates rather than unrecoverable debt.
- 'Notice to fix' debts can be difficult to recover; Council engages debt collection services where necessary, with costs passed on to the debtor.

The committee thanked the Chief Financial Officer and noted the quality and detail within the report. It was suggested that given the level of detail and amount of work involved in putting together this report that parts of it are only reported on annually rather than quarterly, for example only reporting on performance measures in Q3 and Q4.

Moved Her Worship the Mayor, seconded Councillor Martin and **Resolved** that the report be received.

The Chief Executive left the meeting at 10:14am and did not return.

Health and Safety Report

The Health and Safety Advisor spoke to the report, advising that hazard boards had not yet been installed at the pool however regular stand up meetings are held where staff go over hazards, council will look at implementing hazard boards before the pool reopens.

The committee asked the Health and Safety Advisor whether we are responsible for health and safety at the Westland Industrial Heritage Park or if it is covered by Destination Westland Ltd and that as we provide some funding towards it we need to ensure that the responsible party is clearly defined. Staff will investigate and come back to committee with the answer at the next meeting.

Moved Councillor Mackenzie, seconded Chair Ward and **Resolved** that the report be received.

Rolling Workplan

The Quality Assurance Manager introduced the report and the committee was satisfied that it had captured everything that had been discussed to be included at the previous meeting in March.

Moved Her Worship the Mayor, seconded Councillor Mackenzie and **Resolved** that:

1. The report be received.
2. The Committee adopt the amended Rolling Workplan for the Risk and Assurance Committee for a period of 12 months, from May 2026 to May 2027.

8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Chair Ward, seconded Councillor Martin 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 10.41 am.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 27 March 2026	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.	Audit Plan	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 January to 31 March 2026	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)
5.	Capital Projects Deep Dive	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1, 3, 5	Protect the privacy of natural persons, including that of deceased natural persons. (S. 7(2)(a))
1, 2, 3	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. (S. 7(2)(g))
1, 2, 6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (S. 7(2)(h))

Moved Chair David Ward, seconded Her Worship the Mayor and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 12.56pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 13 AUGUST 2026
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 12.56 PM

Confirmed by the Committee at their meeting on 13 August 2026.

David Ward
Chair

Date: 13 August 2026

27 August 2026 - Council Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps	Status
5	22.05.2025	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		GM District Assets	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	The Lake Kaniere Water Testing report conducted by WCRC has now been completed and presented to Regional's Environmental Management Committee. This report is on the 27 Aug 2026 agenda.	Open
9	26.04.2026	Freedom Camping	Report to Council	1/11/2026	GM Regulatory and Compliance	Workshop completed on 4 May 2026. A noting report went to Council on 23 July to update Councillors on staff progress on the bylaw process.	Report expected back to Council in October on options for proceeding/not proceeding with a bylaw.	Open
11	04.06.2026	Kumara Endowment Fund	Council Staff to investigate the current structure of the Kumara Endowment Fund	27/08/2026	Chief Financial Officer	Council have instructed staff to investigate the current structure of the Kumara Endowment Fund and look into any ways that it might be modernised.	Staff to look into current Endowment Fund structure and report back to Council in August.	Open
12	25.06.2026	Westroads Statement of Intent	Westroads Chair to present their statement of intent to council for adoption	27/08/2026	Chief Financial Officer	At council on 25 June it was stated that Westroads would present their statement of intent to council at July's meeting, following the CCO Oversight Committee meeting held on 2 July, this has now changed to the 27 August meeting due to scheduling issues.	Westroads Board Chair will present the Statement of Intent at the 27 August Council meeting.	Open

27 August 2026 - Council Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps	Status
15	23.07.2026	Changes to Staff Numbers	Update council on staff numbers and the reasons for any increase in numbers over the past few years	27/08/2026	Chief Executive		Staff to provide report to council in September 2026 Council meeting.	Open

Mayor's Report to Council



DATE: 27 August 2026

TO: Councillors

FROM: Mayor

August 2026 Mayor's Report

1. Official Meetings and Attendances

- Hosted & met with Leader of the Opposition Party – Chris Hipkins with Mayors, Chief Executive's, Chair and Iwi. Discussed mining on the coast, stewardship land, mining royalties, special purpose roads, local government reform.
- Council Headstart workshop – discussing Local Govt Reform options.
- Met with the Department of Internal Affairs (Ministry for Cities, Environment, Regions and Transport) regarding the Future Franz ministerial papers.
- Met with Coast Waters Board. Discussed structure of the Council Controlled Organisation (CCO), performance measures etc.
- Met with Chair, Board and Chief Executive of Westroads for business update.
- Extraordinary Council meeting signing off Local Government Reform Headstart programme.
- Regional Transport Committee meeting at West Coast Regional Council, Greymouth discussing funding restraints for roading management.
- Met with Minister Jones regarding Future Franz. Provided Ministerial Papers, briefing and support documentation.
- Pre West Coast Emergency Management meeting setting agenda.
- Travelled, attended and spoke at Long Term Plan Community Engagement meetings in Kowhitirangi, Franz Josef, Fox Glacier and Hokitika.
- Te Tai o Poutini Plan (TTPP) Committee Meeting – monthly meeting, update on hearings.
- TTPP Positions Subcommittee meeting regarding hearings content and appeals to be made.
- Coast Waters – shareholders representative meeting: discussion on establishment of CCO, structure, and format.
- Risk & Assurance Committee meeting.
- Met with Development West Coast regarding Retirement Village development.
- Hokitika CBD working group meeting – parking management in the CBD, business to take forward for the Long Term Plan.
- Travelled, attended, and spoke at Long Term Plan Community Engagement meetings in Hari Hari, Whataroa, Haast, Franz Josef (Glacier Country Tourism Group), Hokitika (Destination Hokitika)

- IVL (International Visitor Levy) Framework – South Island local government workshop (attended by the Strategy and Transformation Manager in my absence).
- Chaired West Coast Emergency Management Joint Committee Meeting. Discussed programme of work completed under steerage from NEMA, evacuation plans developed for Franz Josef and socialisation of within the community.
- Mayors, Chair and Iwi quarterly meeting – endorsed supporting Bathurst Continuation Project, discussed IVL paper from Minister, financial opportunities around rating etc.
- Attended zoom meeting of neighbouring councils with Local Government Commission regarding Southland.
- Destination Management Plan Reference Group Meeting – updated committee on papers to Govt. regarding Future Franz, work on Freedom Camping policy, Knights Point.
- Invited to attend and take part in the NZ Tourism Export Council workshop.
- Attended West Coast Youth Sector Network Meeting.
- Attended Development West Coast Annual General Meeting.
- Attended Extraordinary Regional Transport Committee meeting.

2. Public Events Attended as Mayor

- Deputy Mayor Burden and I hosted Japanese Students from the Edogawa District.
- Attended the official opening of Poutini Waiora in Greymouth.
- Attended Kuppa Klub mid-winter dinner - Adults with special needs. Great to meet some new attendees with Rimu and the wider Hokitika region now included.

3. Informal Meetings

- Met with 2 Mayors Taskforce for Jobs clients pre their departure for Limited Service Volunteer time at Burnham Military Camp.
- Met with residents regarding Pensioner Housing in Hokitika.
- Attended morning tea with library staff after library re-location completed. Massive amount of work involved for the library team and some council staff.
- Met with Westland property/business developer to discuss plans and future investment.
- Met with above including Regulatory team members to expand discussions.
- Met with Development West Coast Chair to discuss support with Retirement Village, IVL, opportunities within Westland.

4. Recommendation

- 4.1.** That the report be received.

Report to Council



DATE: 27 August 2027

TO: Mayor and Councillors

FROM: Chief Financial Officer

Westroads Ltd (WRL) Statement of Intent 2027

1. Summary

The purpose of this report is to present the Westroads Ltd Statement of Intent (Sol) for the period 1 July 2026 to 30 June 2027.

This issue arises from the statutory requirement for Westroads Ltd to present the final Sol for adoption for the period 1 July 2026 to June 2027.

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.

This report concludes by recommending that Council adopt the Westroads Ltd Statement of Intent for the period 1 July 2026 to 30 June 2027.

2. Background

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

3. Current Situation

The current situation is that the directors of Westroads Ltd are submitting the Sol to Council for adoption.

Under the Local Government Act 2002 (LGA) Schedule 8 the Sol must reflect information in respect of the financial year it relates to and the following two financial years.

The Westroads Ltd Sol contains the budget for 2026/27 financial year and forecasts for 2027/28 and 2028/29 and therefore meets the requirements of the LGA Schedule 8.

Westroads Limited board of directors were provided with a letter of expectation and updated the Final Sol in line with that letter.

Westroads Limited presented the Sol at the July 2027 CCO committee, and the committee recommended that Council adopt the Sol.

4. Options

Option 1: That Council adopt the Westroads Ltd Statement of Intent 2027.

Option 2: That Council request changes to the Statement of Intent 2027.

5. Assessment of Options (including Financial Considerations)

Option 1 – That Council adopt the Westroad Ltd Sol.

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

There are no financial implications to this option.

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

There is opportunity under the LGA Schedule 8 to carry out an amendment to the Sol. Any amendment would be by resolution of Council.

6. Preferred Option(s) and Reasons

The preferred option is Option 1

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

7. Recommendation(s)

7.1. That the report be received.

7.2. That Council adopt the Westroads Ltd Statement of Intent 2027.

7.3. 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.

Stephen Lewis
Chief Financial Officer

Appendix 1: Westroads Ltd Statement of Intent 2027



Westroads

Statement of Intent
2026/2027

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Introduction

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

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

The company is owned 100% by Westland District Council (the Council).



2: Vision and Values

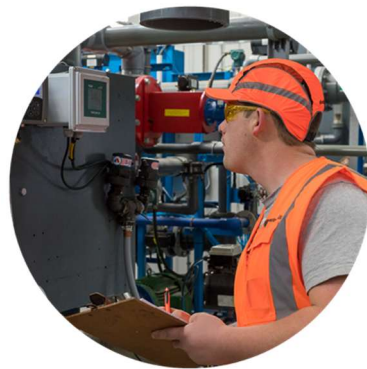
Vision:

A trusted central South Island contractor recognised for quality work and strong relationships.

Values:

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

We pursue improvement in all that we do



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

We are committed to the team



Safety comes first

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

Respect goes a long way

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

Value our people

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

We are Performance Driven



Plan and Communicate

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

Always do our best

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

We Take Pride

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

3: Our Principal Objectives and Strategic Priorities

The Principal objectives of the Company are to:

- A. Operate as a successful business
- B. Maximise shareholder value
- C. Provide positive community outcomes

Strategic Priorities

- A. Invest in People and Culture
 - Be employer of choice
 - Invest in leadership and skills training for all our people
 - Provide opportunities for young West Coasters
- B. Achieve Outstanding Results
 - Grow shareholder value (Year on Year)
- C. Diversify
 - Grow customer base, work streams and geographical areas
- D. Care for the Community and the Environment
 - District wide emergency response capability
 - Five-year sustainability plan
 - Give back to our Westland communities
- E. Build Quality Relationships
 - Highly engaged relationships with our shareholder, clients and Iwi
 - Promote the business and develop new customer relationships

4: Nature and Scope of Activities

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

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

5: Governance

The Company is governed by a board. The directors of the company are:

- Mark Rogers (Chair)
- Rob Caldwell (Deputy Chair and Chair Risk and Assurance)
- Ross Pickworth
- Susie Roulston
- James Gough

The director's role includes:

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

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

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

We are a commercially focused organisation, driven to deliver against our purpose. The company will update its Strategy document every year and provide a copy of this to Council. We are committed to transparency and operate under a no-surprises policy with our shareholder.

6. Performance Targets

6.1 Financial Performance Targets

- An annual dividend to the shareholder within a range of 40-70% of the Company's net profit after tax, after adjusting for returns to shareholders via a subvention payment.
- Compliance with statutory and regulatory requirements that will allow the Company and the Council to comply with the Local Government Act 2002.
- The ratio of consolidated shareholder funds to total assets shall be greater than 45%. Shareholders' funds are defined as the paid-up capital, plus any tax paid profits earned less any dividends distributed to shareholders. They include undistributed profits which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves".
- All our financial performance targets are based on exceeding WACC.

6.2 Social Performance Targets

Westroads Limited is committed to:

- Attracting and retaining the best people for our organisation.
- Maintaining a high level of transparent and effective communication with our shareholder.
- Being an asset to the community through returns to the Council.
- Supporting local community initiatives.
- Providing effective first response and support for infrastructure during adverse events, especially in remote areas.
- Providing employment in the district and ensuring the community receives competitive prices for work done.

To achieve this for the Company's people and communities:

- We utilise a wide range of training schemes via the industry training organisations to continuously extend the skills of our staff and ensure that they are up to date with professional and technical current practice. Performance reviews are undertaken for all management and staff on an annual basis.
- We are committed to work together to ensure safe and sustainable working conditions for our employees. The Company provides inoculations for employees and monitors hearing, eyesight, and lung functions to ensure we have a healthy workforce.

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

- Number of incidents notifiable to WorkSafe – Target Zero
- Continue to promote Safety First
- Achieving a TRIFR below 1.5 per 100,000 manhours
- Training expenditure as a percentage of Revenue Target – Target 0.8%
- Staff turnover rates excluding fixed term and temporary workers < 18%

7. Health and Safety

Officers are aware of their obligations under the Health and Safety at Work Act 2015, with particular reference to section 44 (4). We understand the hazards and risks within the business, with a specific focus on critical risks. The Board has a Risk and Assurance Committee in place.

8. Sustainability

We are committed to fostering a sustainable future by integrating environmentally responsible practices into our operations, supporting our people and communities, and delivering economic resilience and long-term value creation for Westland communities.

9. Relationships

Westroads has relationship plans to ensure that we are engaged with our community. We focus on enhancing our relationships with Westland District Council and clubs and organisations that our staff are actively involved with, within our Westland communities.

Westroads respects the importance Mana Whenua and their Takiwā. We are committed to developing genuine, long-term relationships with iwi, hapū, and other Māori organisations.

10. Distribution Policy

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

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

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

11. Capital Expenditure

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

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

12. Procedures for Acquisition of Other Interests

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

13. Commercial Value of Shareholders' Investment

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

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

14. Risk Mitigation

The Company regularly reviews its key risks together with strategies for mitigation of these risks. Westroads has a Risk and Assurance Committee which conducts scheduled formal reviews, reinforced by a Board meeting structure that supports continual risk oversight and improvement. The Company has a formal Fraud Policy in place and all Directors and staff are aware of this policy. External Audits provide further surety of risk management and mitigation.

15. Reporting to Shareholders

The following information will be made available to the Council:

15.1 Draft Statement of Intent

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

15.2 Completed Statement of Intent

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

15.3 Half Yearly Report

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

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

15.4 Annual Report

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

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

15.5 Annual Budget

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

15.5 Quarterly Report

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

16. Accounting Policies

Reporting Entity

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



17. Financial Forecasts

	SOI Budget	Budget	Forecast	Forecast
Statement of Financial Performance	2025/26	2026/27	2027/28	2028/29
	000's	000's	000's	000's
Gross Revenue	35,128	32,029	35,037	38,624
Cost of Sales	27,998	26,006	28,640	31,457
Gross Profit	7,131	6,023	6,397	7,166
Other Income	400	400	420	454
Administrative Expenses	3,517	3,436	3,419	3,718
Depreciation	2,164	1,942	2,103	2,314
Finance Costs	256	197	276	304
Net Profit Before Tax	1,593	848	1,019	1,284
Tax Expense	390	237	285	359
Subvention Payments	200	200	200	200
Total Comprehensive Income for the Year	1,003	411	533	724
Other Performance Measures				
Dividends	402	150	220	320
Distributions as a % of Net Profit after Tax	50.00%	57.32%	57.27%	56.26%
Earnings Retained	602	261	313	404
Closing Shareholder's Funds	12,552	11,685	11,998	12,403
Pre-Tax & Subvention Return on Average Shareholder's Funds	13.33%	8.05%	9.43%	11.55%

The average Pre-Tax & Subvention Return on Average Shareholder's Funds from 2026/27 to 2028/29 is above WACC.

Subvention payments to be paid instead of dividends where possible.

	Budget	Forecast	Forecast
Statement of Cashflows	2026/27	2027/28	2028/29
	000's	000's	000's
Cash Flows from Operating Activities			
Receipts from Customers and Other Sources	32,429	35,457	39,078
Less:			
Payments to Employees, Suppliers & Other	29,442	32,059	35,175
Income Taxes Paid	237	285	359
Subvention Payments Made	200	200	200
Interest Paid	197	276	304
Total Cash Outflows from Operating Activities	30,076	32,820	36,038
Net Cash Flows from Operating Activities	2,353	2,637	3,040
Cash Flows from Investing Activities			
Cash Applied to:			
Purchase of Property, Plant and Equipment	1,200	1,500	1,700
Net Cash Flows from Investing Activities	1,200	1,500	1,700
Cash Flows from Financing Activities			
Cash applied to:			
Repayment of Loans	1,000	910	400
Dividend Payments Made	150	220	320
Net Cash Flows from Financing Activities	1,150	1,130	720
Net Cash Inflow/(Outflow)	3	7	620
Plus: Opening Bank Balance	498	501	508
Closing Bank Balance 30 June	501	508	1,128

	Budget	Forecast	Forecast
Statement of Financial Position	2026/27	2027/28	2028/29
	000's	000's	000's
Equity			
Share Capital	1,385	1,385	1,385
Asset Revaluation Reserve	2,264	2,264	2,264
Current Period Dividends Paid or Provided	(150)	(220)	(320)
Retained Earnings Brought Forward	7,775	8,036	8,349
Current Period Net Profit / (Loss) after Tax	411	533	724
Total	11,685	11,998	12,403
<i>Represented by:</i>			
Current Assets	9,747	8,153	7,875
Non-Current Assets	11,575	13,152	13,770
Sub Total	21,322	21,305	21,645
Less:			
Current Liabilities	6,937	7,517	7,852
Non-Current Liabilities	2,700	1,790	1,390
Total	11,685	11,998	12,403
Other Performance Measures			
Shareholders Funds to Total Assets > 45 %	54.80%	56.32%	57.30%



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03 756 8044

www.westroads.co.nz



Council Report

Noting Paper update



DATE: 27 August 2026

TO: Mayor and Councillors

FROM: General Manager - District Assets

LAKE KANIERE – Water quality testing report

1. Summary

- 1.1 This paper provides an update from a previous noting paper that came before Council on the 27th November 2025. At the closure of discussions at that meeting the writer was tasked with seeking further information from available sources, being the West Coast Regional Council (WCRC) and the Department of Conservation (DoC). Material available from DoC was limited, however it was established that environmental scientists at WCRC were undertaking a program of sampling and testing that would supply the latest information and would be of interest to Councillors.
- 1.2 The reason this issue was brought to the attention of Council was a written submission and impassioned presentation to the 2025 Long-Term Plan update. That presentation and submission raised concerns regarding the impact of residential development at Lake Kaniere. The Westland District Planning and Consenting Department remain confident that the consenting framework, combined with WCRC's ongoing programme of water quality monitoring and environmental oversight, provides a high level of knowledge and effective safeguards to ensure that development is appropriately managed and that Lake Kaniere's water quality remains at a very satisfactory standard.

2. Current Situation

- 2.1 Water quality management at Lake Kaniere remains the responsibility of the West Coast Regional Council. Previous E. coli testing results supplied from samples taken from November to March each year provided results show that the Hans Bay and Sunny Bight locations remain safe for swimming and consistently record the best bacterial indicator results of all monitored contact recreation sites on the West Coast. This most recent monitoring confirms that Lake Kaniere has maintained a *very low risk* E. coli rating over the last tourist & swimming season. Shanti Morgan Group Manager – Environmental Science and Jonny Horrox - Principal Scientist from the West Coast Regional Council have supplied the attached report on the latest program of testing and are in attendance today to discuss these results for Councillor's information and to provide confidence in the current situation.
- 2.2 Land use development provisions within the previous Westland District Plan and the Te Tai o Poutini Plan establish a clear and balanced framework for how land within the district can be used, developed, and managed. These provisions guide the management of development effects through rules, zones, and standards designed to avoid, remedy, or mitigate adverse effects on the environment and community.

- 2.3 As provided in the previous paper, the following material outlines the resource and building consent processes. At the time of either consent applications, whether for subdivision or land-based activities, consideration is given to stormwater, wastewater, and water supply. Detailed engineering reports form part of this process to ensure potential adverse environmental effects are appropriately mitigated. Council's District Assets 3 waters team view each application and assess compatibility with any impacted infrastructure. Where relevant, consideration is also given to the Regional Land and Water Plan, these consenting requirements are referred to WCRC as necessary. Building consent applications are further assessed to ensure compliance with the New Zealand Building Code (NZBC), relevant district plan requirements and the need to demonstrate compliance with the Regional Land and Water Plan, specifically rule 79, and with the NZBC for disposing of onsite wastewater. If applicants are unable to meet rule 79, they need to make an application to the WCRC directly for a discharge consent. WDC requires a copy of the WCRC consent prior to granting the building consent.
- 2.4 These processes ensure adequate consideration of site suitability, infrastructure capacity, and the management of onsite wastewater and stormwater systems. This provides a safeguard to protect water quality and public health.
- 2.5 The Department of Conservation undertakes minimal and limited testing in the Lake Kaniere area. Noted abnormalities supplied from the department are as follows –

01/12/2007 – E coli 1 mpn/100ml and 11 mpn/100ml
18/04/2019 – E coli 1 mpn/100ml and 3 mpn/100ml
03/03/2020 – E coli 6 mpn/100ml and 19 mpn/100ml

Testing shows the lake has low levels of contamination, likely to be from naturally occurring sources, such as birds and other animals and varies season to season.

Though not conclusive or at the extensive level supplied by the West Coast Regional Council, it does provide additional material to be referenced with the report from Regional Council Staff.

3. Conclusion

- 3.1 Westland District Council team continue to highly value the natural environment of Lake Kaniere and the entire Westland District. Environmental testing of Lake Kaniere and associated water systems remain the remit of the West Coast Regional Council.

Shanti Morgan - Group Manager Environmental Science West Coast Regional Council and
Jonny Horrox - Principal Scientist West Coast Regional Council have made themselves available to speak to their report and provide feedback for questions.

Erle Bencich
General Manager - District Assets



WEST COAST
REGIONAL COUNCIL

Lake Kanieri Drain and Stream *E. coli* Survey: 2025-2026

July 2026



Prepared by: WCRC Environmental Quality Department

For: West Coast Regional Council

For enquires contact: Jonny Horrox, Principal Scientist, Environmental Quality.

Approved for release by: Shanti Morgan

Date: July, 2026

Acknowledgements:

Fergus McCallum

Disclaimer

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Executive summary

This report presents the results of a targeted programme measuring *E. coli* in the drains and streams that could carry contamination toward Lake Kaniere, prompted by community and iwi concern about septic tanks, farm drainage and public toilets. Nine primarily wet-weather-weighted rounds (Aug 2025–Feb 2026) sampled 15 sites across three types: urban drains, farm streams and forest streams.

Farm streams carried the highest and most consistent *E. coli*, while urban drains were variable and forest streams were mostly low (Dorothy Falls the cleanest). Rainfall acted in two ways: farm-stream *E. coli* spiked with recent rain, whereas urban and forest sites changed less, potentially diluting with sustained rain. Flow volume mattered as much as concentration when estimating bacterial load.

These source concentrations do not necessarily translate into lake risk: dilution, distance and sunlight die-off explain why the lake's swimming sites have stayed "very low risk" for five years. Other studies have indicated that Lake Kaniere has high water quality.

Introduction

Lake Kaniere is a highly valued waterbody on the West Coast of New Zealand. It supports boating, canoeing, waka ama, swimming and other primary and secondary contact recreation. It holds significant cultural value to Poutini Ngai Tahu, and is the source of municipal drinking water for the Hokitika township. The West Coast Regional Council (WCRC) has monitored recreational water quality at Sunny Bight and Hans Bay weekly from November to March for the past five years. Over that period the lake has consistently returned a "very low risk" rating for *E. coli* - among the best results of any WCRC-monitored contact recreation site on the Coast.

Despite this positive record, concern has been raised by iwi and the wider community about the potential for faecal contamination to affect the lake's swimming and drinking-water values. Key drivers of this concern include the growth in residential development at Hans Bay, which relies on septic tank disposal, and the presence of farmland and public toilet facilities within the catchment. While treated drinking water and the substantial dilution offered by the lake mean any pathogen risk to these end uses is expected to be low, the community wanted a clearer picture of what is actually entering the lake from these potential sources, regardless of whether it is likely to pose a measurable risk.

This report presents the results from a targeted drain and stream sampling programme. The programme's focus is deliberately narrow: it measures *E. coli* in the drains and small streams that could carry contamination from urban and farmland use toward the lake, so that the significance of these vectors can be better understood. It is not a study of general lake or stream ecological health, and it does not attempt to model of how contamination from these sources is diluted, timed or otherwise attenuated once it reaches the lake itself - though a screening-level estimate of that dilution is presented later in this report. Sampling to date has intentionally been weighted toward wetter conditions, since most of the drains around Hans Bay and Sunny Bight only flow

during and shortly after rain, with additional dry-weather and reference-site sampling included for comparison.

Methods

Study area and sites

Sampling covers three groups of sites around Lake Kaniere, classified by source "type" for comparison. This scheme distinguishes constructed drains from natural streams and creeks, rather than simply grouping sites by which settlement they are near:

- Urban drain (9 sites) - constructed stormwater drains serving the Sunny Bight and Hans Bay settlements, including the DOC public toilet areas at both locations and the road stormwater intake drain.
- Farm stream (3 sites) - North, Mid and South Farm Drain, serving the farm at the top (southern/eastern) end of the lake.
- Forest stream (3 sites) - Middle Creek Sunny Bight, Main Stream Sunny Bight Toilets, and Dorothy Falls. These are natural watercourses.

A sample from a tank near the Sunny Bight Toilets was omitted from analysis. It was a direct sample of the public toilet holding tank rather than an environmental drain or stream sample; because it reflects raw, undiluted effluent (*E. coli* up to 73,000 cfu/100 mL) rather than a comparable diffuse source, it was excluded from all figures and statistical analysis in this report and is not discussed further. The remaining 15 sites are the basis for all results presented below.

The Main Stream Sunny Bight Toilets site is sampled specifically downstream of the DOC toilet septic system, to check whether any spike in *E. coli* at the toilet tank itself is detectable in the receiving stream. Access to some Hans Bay sites was occasionally affected by lake levels rising into the low-lying road culverts the drains pass through, which required the use of alternative sampling points further up the same drains on occasion.

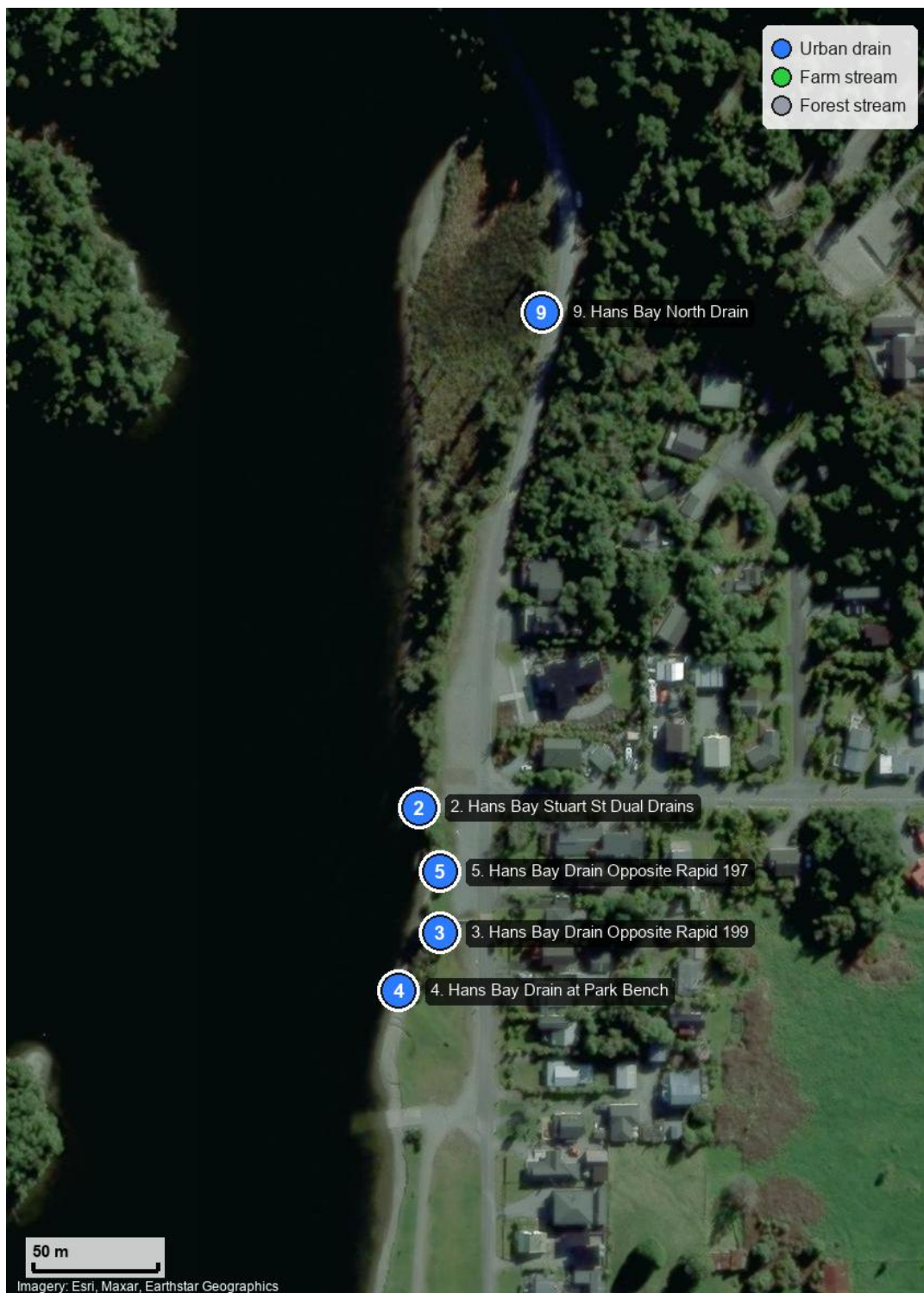
Table 1 lists the location of the 15 sample sites. Sites are numbered and coloured by type (blue = urban drain, green = farm stream, grey = forest stream). Map 1 shows all sites across the whole lake; Maps 2-4 give close-up detail for the three site clusters. Site numbers on the maps correspond to the numbers in Table 1.

Table 1: Sample site coordinates (WGS84 decimal degrees). The site number (#) labels each site on the maps below.

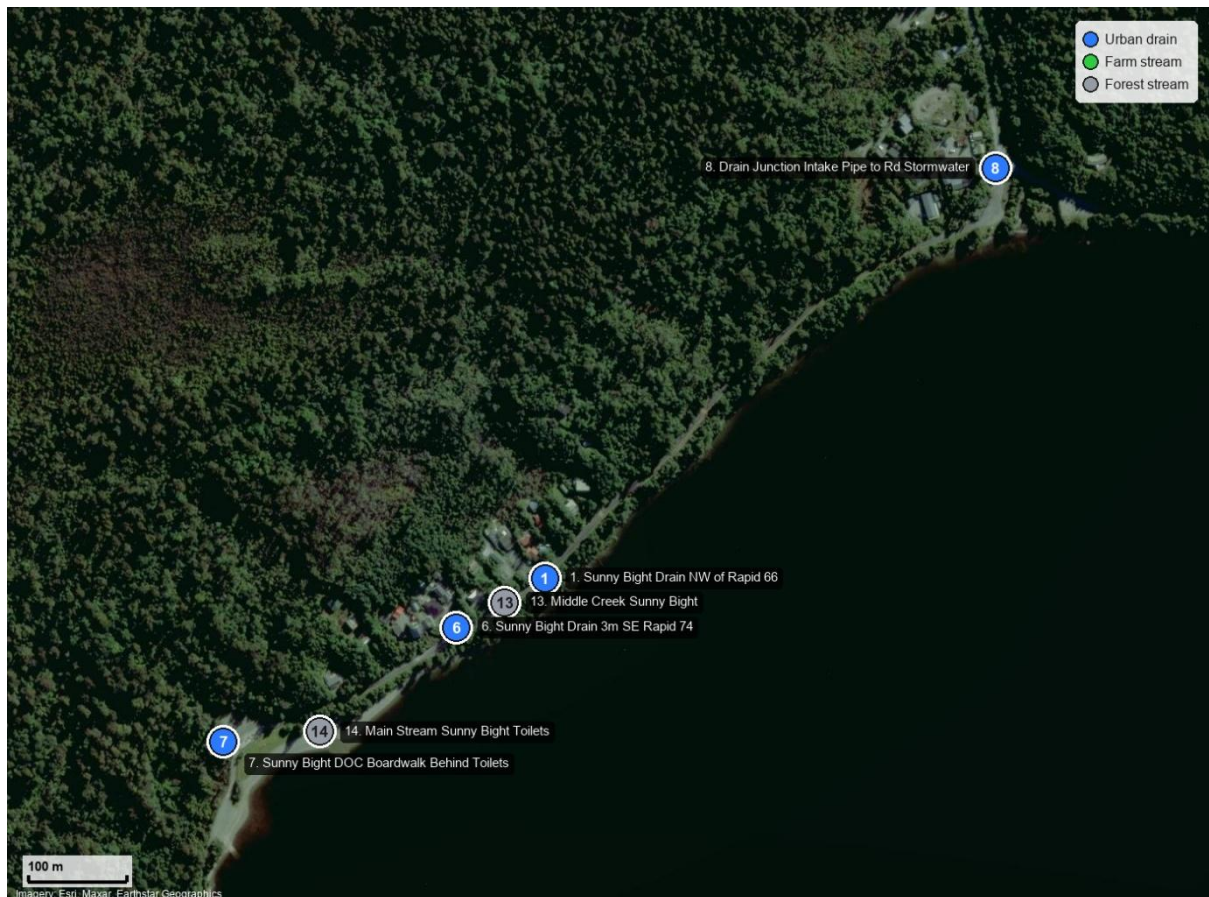
#	Site	Type	Latitude	Longitude
1	Sunny Bight Drain NW of Rapid 66	Urban drain	-42.80208	171.13260
2	Hans Bay Stuart St Dual Drains	Urban drain	-42.80556	171.15490
3	Hans Bay Drain Opposite Rapid 199	Urban drain	-42.80601	171.15500
4	Hans Bay Drain at Park Bench	Urban drain	-42.80622	171.15480
5	Hans Bay Drain Opposite Rapid 197	Urban drain	-42.80579	171.15500
6	Sunny Bight Drain 3m SE Rapid 74	Urban drain	-42.80253	171.13150
7	Sunny Bight DOC Boardwalk Behind Toilets	Urban drain	-42.80357	171.12860
8	Drain Junction Intake Pipe to Rd Stormwater	Urban drain	-42.79834	171.13820
9	Hans Bay North Drain	Urban drain	-42.80378	171.15550
10	South Farm Drain	Farm stream	-42.86794	171.16850
11	Mid Farm Drain	Farm stream	-42.86316	171.16630
12	North Farm Drain	Farm stream	-42.85196	171.16700
13	Middle Creek Sunny Bight	Forest stream	-42.80230	171.13210
14	Main Stream Sunny Bight Toilets	Forest stream	-42.80348	171.12980
15	Dorothy Falls	Forest stream	-42.842725	171.16468



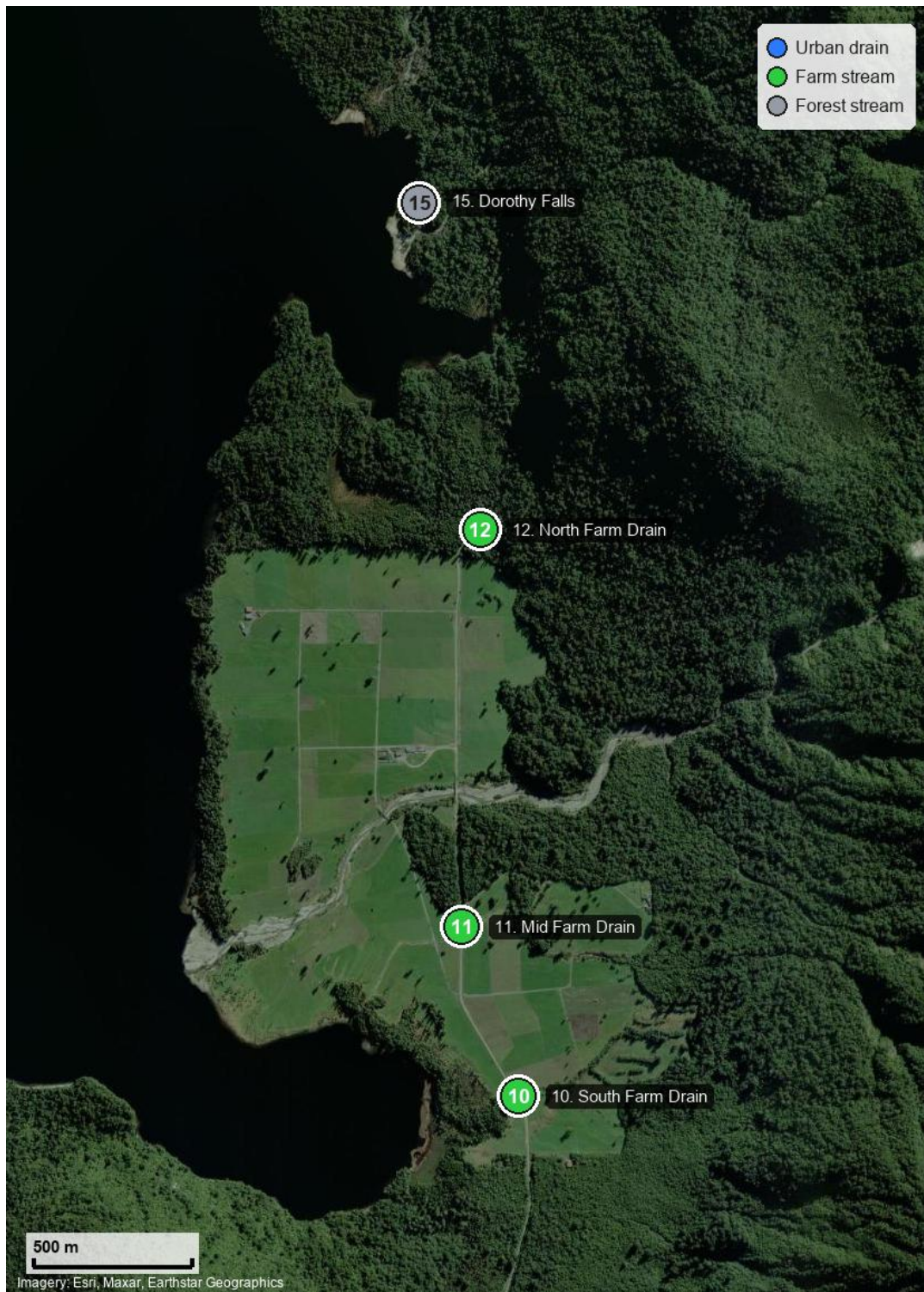
Map 1: Overview of all 15 sample sites around Lake Kaniere, coloured by site type (blue = urban drain, green = farm stream, grey = forest stream). Detail for each cluster is shown in Maps 2-4.



Map 2: Hans Bay urban drain sites (site numbers 2-5 and 9, per Table 1).



Map 3: Sunny Bight sites - urban drains (1, 6-8) and the two Sunny Bight forest streams (13, 14).



Map 4: Farm stream sites (10-12) at the southern end of the lake, and the Dorothy Falls forest-stream reference site (15).

Sampling rationale and timing

Many of the urban drains at Hans Bay and Sunny Bight only flow during and shortly after rain, so sampling rounds were deliberately targeted at wet (but not torrential) weather in order to catch these drains actively flowing. This is a different sampling philosophy to WCRC's routine Surface Water Quality State of the Environment monitoring, which samples on predetermined dates irrespective of rainfall. This difference matters when interpreting the rainfall results presented below. A smaller number of rounds specifically targeted dry weather, to allow comparison between dry and wet conditions at both farm and reference sites.

The programme included 10 sampling rounds over the 7 months from late August 2025 to mid-March 2026 (the end of the summer recreation season). Nine sampling rounds were completed between 29 August 2025 and 17 February 2026, yielding 81 individual *E. coli* results across the 15 sites (sample sizes per site range from 2 to 9, reflecting both the addition of new sites partway through the programme and the practical difficulty of getting a flowing sample from every drain on every round - several Sunny Bight sites are prone to blockage by debris, and Hans Bay sites are occasionally inaccessible when lake levels rise into the road culverts).

Parameters measured

E. coli (cfu/100 mL) was measured at every site on every round and was the focus of this report. Antecedent rainfall was calculated for three windows - the preceding 6 hours, 24 hours and 96 hours - to separate the influence of very recent rainfall (surface wash-off and drain flow), recent rainfall (short-term catchment wetness) and longer-term rainfall (soil saturation / baseflow conditions). The WCRC Butcher Ck rain gauge was used as the rainfall reference site. Flow and turbidity were recorded opportunistically where practical; flow measurements are sparse (7 of the 15 sites have at least one reading, most with only one or two).

Data analysis

E. coli results span several orders of magnitude (0.5-10,000 cfu/100 mL among the 15 analysed sites) and are, as is typical for microbiological data, strongly right-skewed. All *E. coli* figures in this report therefore use a logarithmic y-axis. Box-and-whisker figures show the 25th, 50th (median) and 75th percentiles as the box, whiskers extending to the 5th and 95th percentiles, and any individual results beyond the 5th/95th percentiles plotted as outlier points, calculated from all available samples in each site or category shown. Two reference lines are shown on *E. coli* figures: an amber "Alert" level (260 cfu/100 mL) and a red "Action" level (550 cfu/100 mL), consistent with the trigger levels used in New Zealand recreational water quality guidance¹.

Figure 2 to Figure 6 group results into finer subdivisions than Figure 1 - by rainfall category and type, or by flow-paired sampling round - which leaves some groups with very few underlying samples. Rainfall category choice was guided more by the nature of rainfall regimes measured than any specific scientific rationale associated with run-off or dilution. Rather than compute a full box-and-whisker from as few as one or two results, these figures scale back which elements are drawn according to the sample count for each group: a single result is shown as a median tick

¹ Ministry for the Environment. 2003. Microbiological Water Quality Guidelines for Marine and Freshwater Recreational Areas. Ministry for the Environment Manatu Mo Te Taiao. PO Box 10-362, Wellington, New Zealand

only; two as a whisker spanning them with no median or box; three as a whisker with a median tick; four as a box and whisker with no separately marked median; and five or more as the full box-and-whisker with outliers, as in Figure 1. The underlying percentile calculations are unchanged throughout - this is a presentational choice intended to avoid a box or whisker implying more precision than one or two results can support.

Results and Discussion

Weather regimes encountered

The nine sampling rounds captured a range of antecedent conditions, from dry short-term weather (no rain at all in the preceding 6 or 24 hours on three rounds - 4 September 2025, 9 February 2026 and 17 February 2026 - though even the driest of these, 17 February, still followed 10 mm of rain in the preceding 96 hours) through to substantial recent rain (up to 22 mm in the preceding 6 hours on 26 September 2025, 79.5 mm in 24 hours on 18 September 2025, and 155.5 mm in 96 hours on 24 October 2025).

E. coli by site

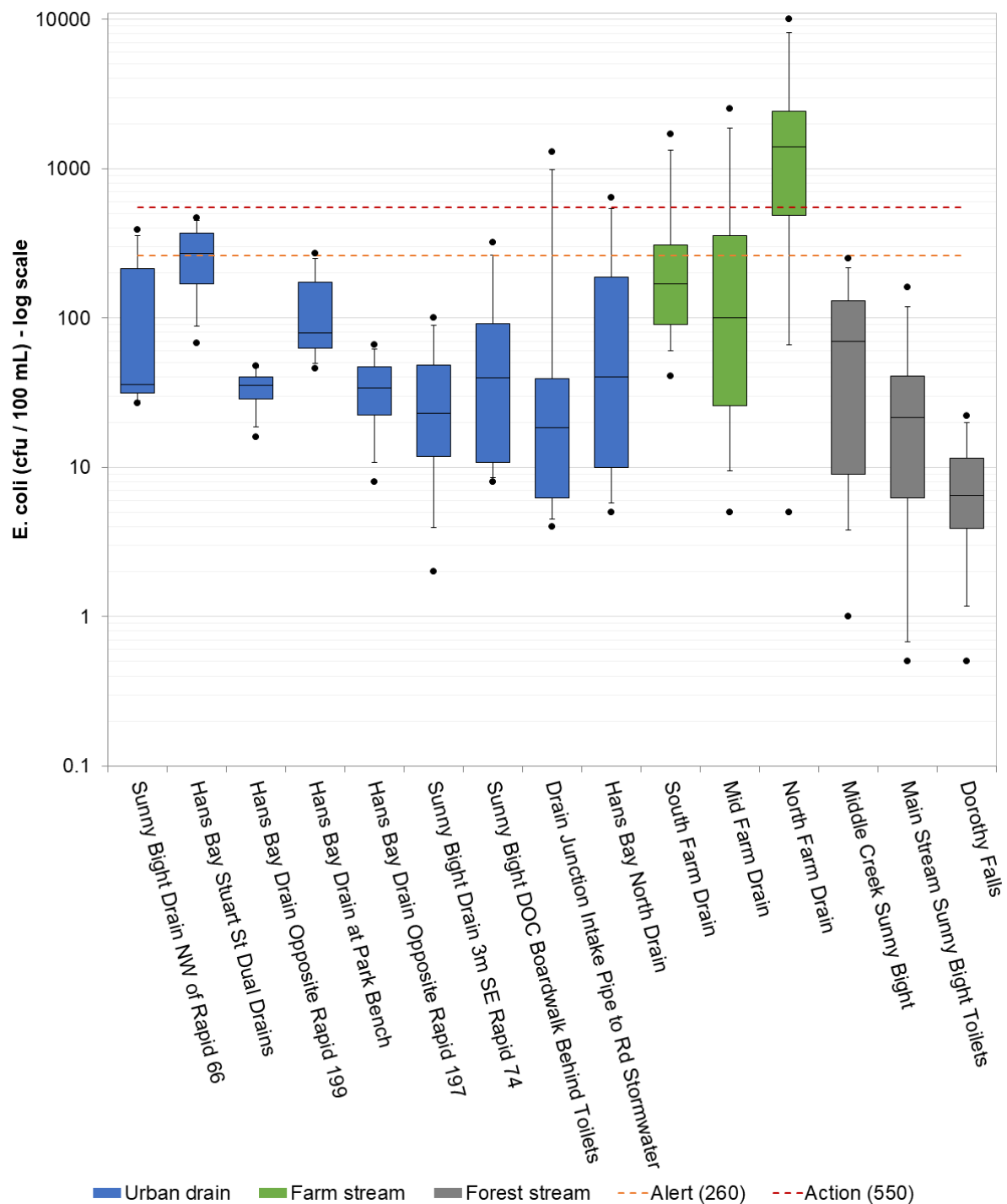


Figure 1: *E. coli* by site (box = 25th-75th percentile, line = median, whiskers = 5th/95th percentile, dots = outliers beyond the whiskers), grouped and coloured by type.

Figure 1 shows the full distribution of *E. coli* results at each of the 15 sites, grouped and coloured by type. North Farm Drain (Farm stream) had the highest *E. coli* concentrations: its median (1,400 cfu/100 mL) and 75th percentile (2,425 cfu/100 mL) both exceeded the Action level, and its 95th percentile reached 8,175 cfu/100 mL. The other two Farm stream sites sat lower but still showed elevated upper quartiles - South Farm Drain and Mid Farm Drain both had 75th percentiles above

the Alert level (310 and 355 cfu/100 mL respectively) even though their medians (170 and 100 cfu/100 mL) did not reach it. These farm streams were in the 'D' to 'E' band for human Health (*E. coli*) under the NPSFM 2020².

Among the nine Urban drain sites, only Hans Bay Stuart St Dual Drains had a median (269 cfu/100 mL) above the Alert level, based on just two samples; most other Urban drain sites have medians well below it. The NPSFM 2020 *E. coli* Human Health attribute is not applicable to stormwater drains so has not been applied.

The three forest stream sites were more mixed than their natural-stream classification might suggest. Dorothy Falls has the lowest median of any site (6.5 cfu/100 mL) and never approached either trigger level, consistent with its undeveloped catchment. Middle Creek Sunny Bight (median 70 cfu/100 mL) and Main Stream Sunny Bight Toilets (median 21.5 cfu/100 mL), however, showed more moderate and variable levels. All forest streams were in the 'A' band for human Health (*E. coli*) under the NPSFM 2020.

Role of rainfall

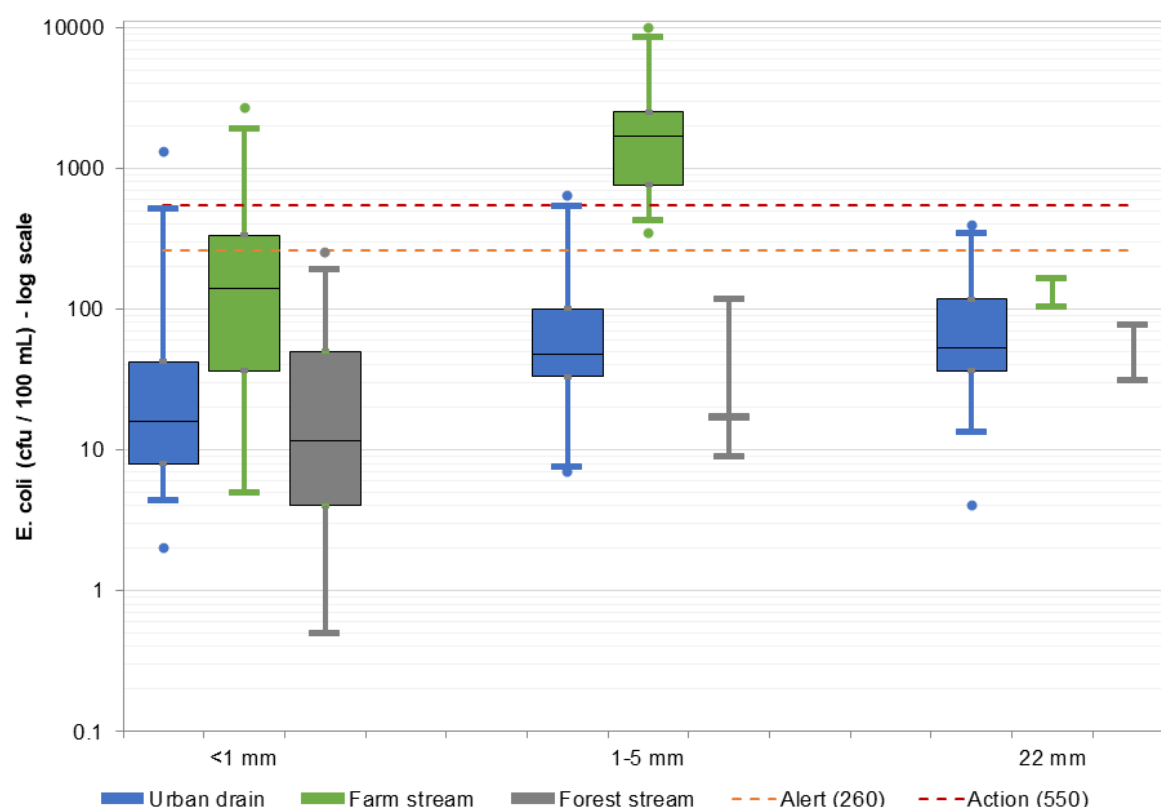


Figure 2: *E. coli* by rainfall in the preceding 6 hours (three categories), grouped and coloured by type.

² Ministry for the Environment (2020, as amended). National Policy Statement for Freshwater Management. environment.govt.nz.

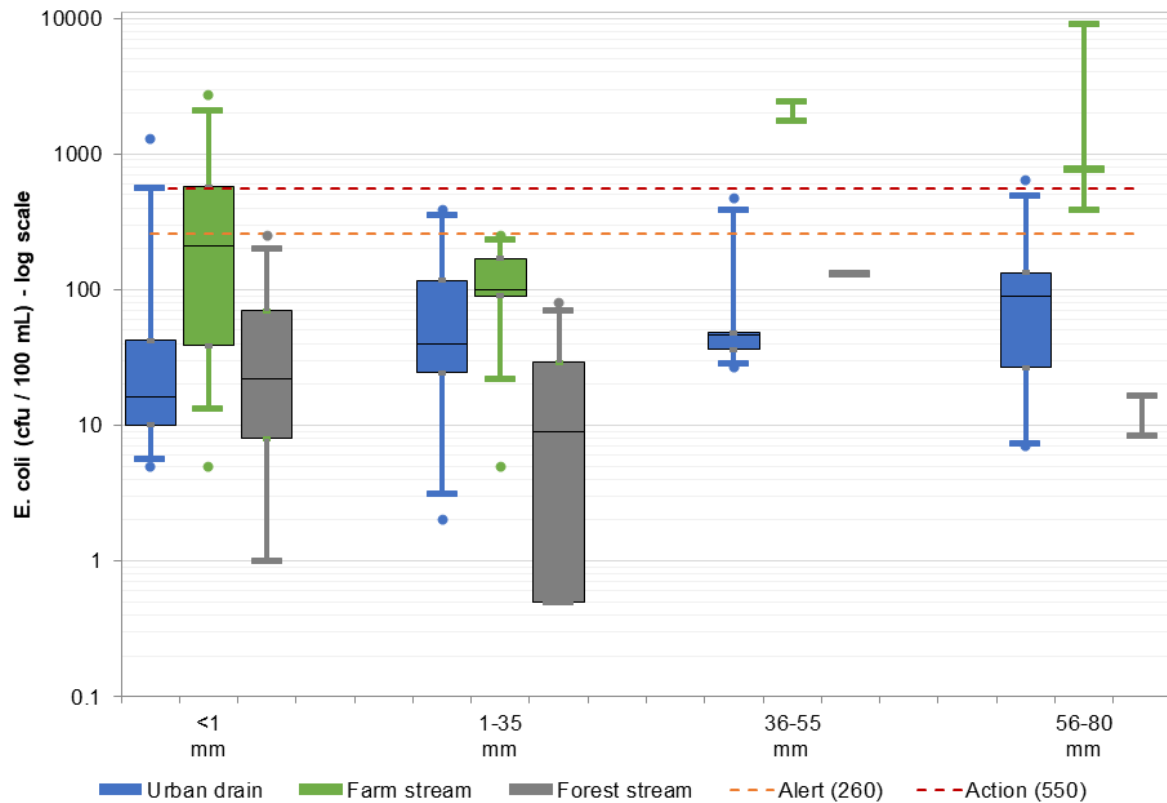


Figure 3: *E. coli* by rainfall in the preceding 24 hours (four categories), grouped and coloured by type.

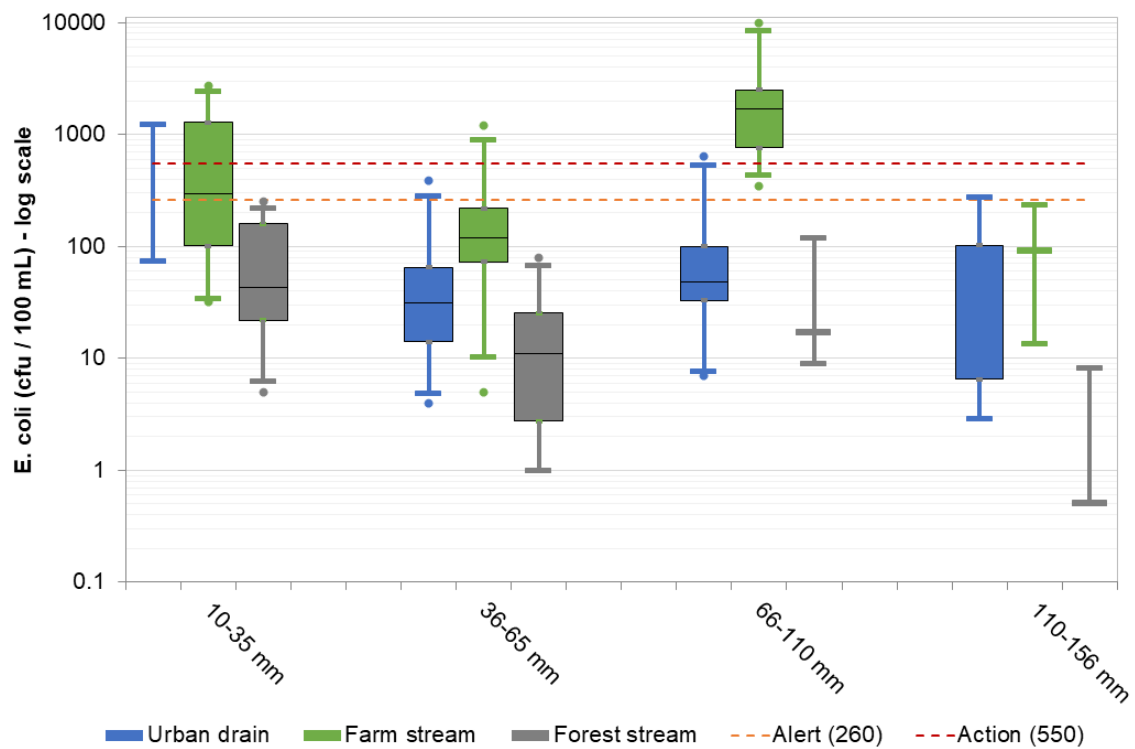


Figure 4: *E. coli* by rainfall in the preceding 96 hours (four categories), grouped and coloured by type.

Figure 2, Figure 3 and Figure 4 group results by antecedent rainfall category - 6-hour, 24-hour and 96-hour totals respectively - with Urban drain, Farm stream and Forest stream boxes shown side by side within each rainfall category. The picture that emerges depends on both the type of source and the rainfall time window considered.

Farm stream *E. coli* responded positively to rainfall (Figure 2 and Figure 3), but the response was not always consistent; the 24-hour window showed a similar pattern, with samples collected in farm streams having higher *E. coli* when 24hr rainfall totals exceeded 35 mm. Urban drains and forest stream showed comparatively little systematic change across these 6 hour and 24-hour categories, although there was a slight increase in median *E. coli* among urban drains when rainfall increased.

Longer-term (96-hour) rainfall told a different story (Figure 4): Urban drains showed a dilution response, with median *E. coli* falling from 655 cfu/100 mL in the driest category (10-35 mm, only 2 samples) to a 19-48 cfu/100 mL range across all categories above 35 mm, and forest streams showed a broadly similar decline, from a median of 43 cfu/100 mL in the driest category to 11-17 cfu/100 mL in the middle categories and just 0.5 cfu/100 mL in the wettest (110-156 mm). Farm streams did not show a consistent trend against 96-hour rainfall, with a highest median (1,700 cfu/100 mL) occurring in the third (66-110 mm) rather than the wettest category.

Taken together, these figures suggest that short-term rainfall drives higher *E. coli* specifically from farm run-off, while longer-term wetness, if significant enough, was instead associated with potential dilution in the urban drains and natural streams.

Flow and estimated load

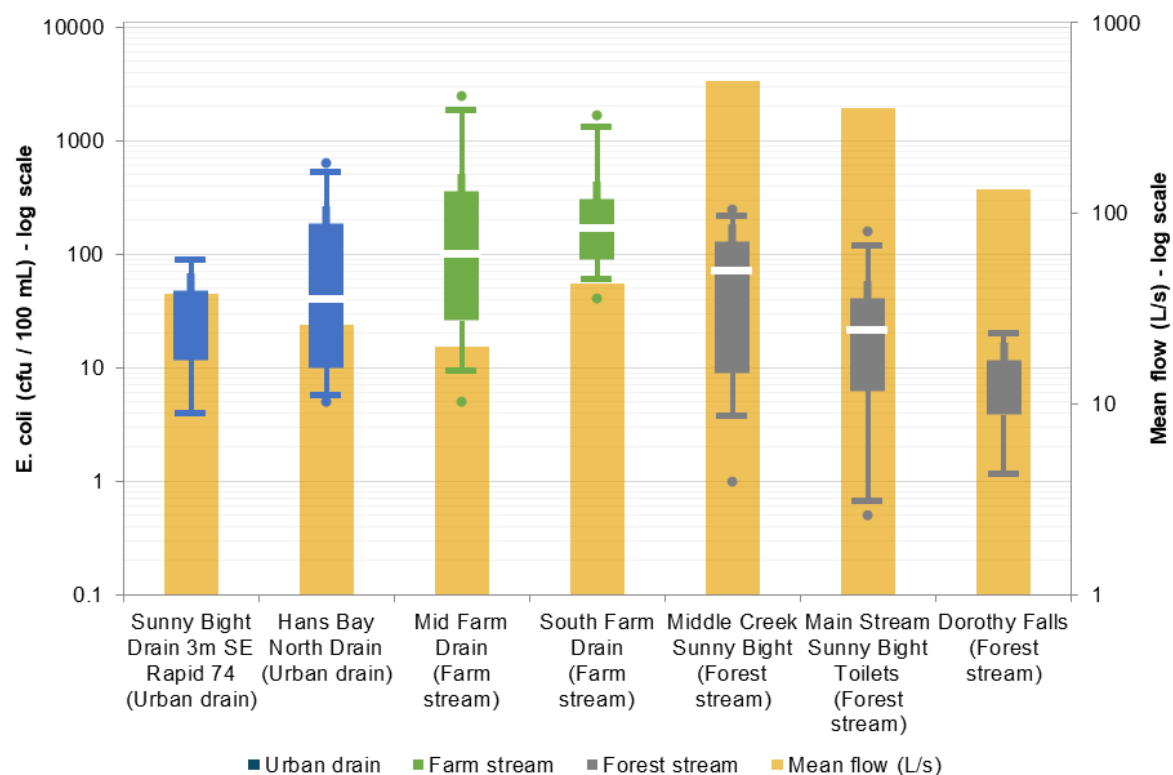


Figure 5: *E. coli* distribution by site (box-and-whisker, coloured by type) and mean flow by site (amber bars), for the 7 sites with at least one flow reading (both axes log scale).

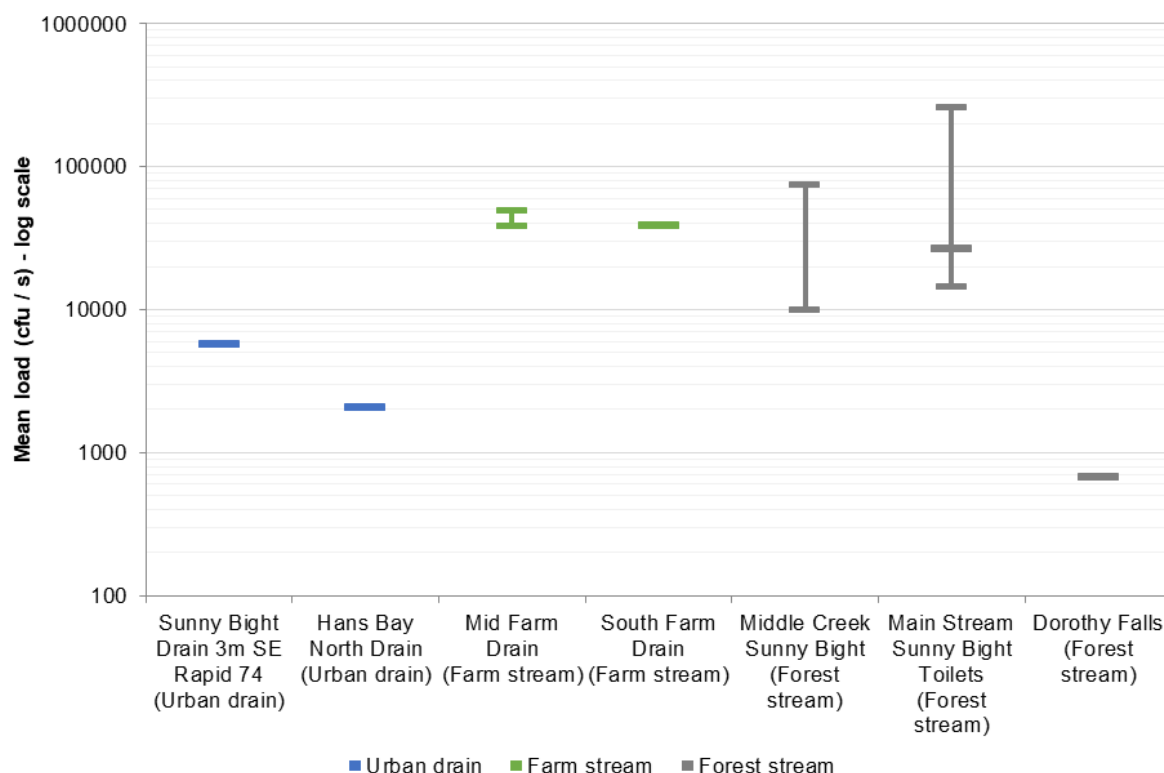


Figure 6: Distribution of estimated *E. coli* load (cfu/s = 10 x *E. coli* concentration per 100 ml x flow L/s, calculated per sampling round from rounds with a paired flow and *E. coli* measurements) by site, coloured by type (log scale).

Figure 5 and Figure 6 compare the *E. coli* distribution, mean flow, and estimated load (*E. coli* concentration multiplied by flow, converted to cfu/s) at the seven sites with at least one flow reading, ordered and coloured by type as in Figure 1. Figure 5 uses each site's full *E. coli* distribution (as in Figure 1), so a site's typical concentration can be read directly against its mean flow. Figure 6's load is instead calculated per sampling round, from only the rounds where flow and *E. coli* were both measured together - one to three rounds per site - so most sites show a two-point range or a single value rather than a full distribution; this sparsity means Figure 6 is best read as illustrating how concentration and flow combine, not as a precise or stable estimate of any site's typical load.

Read this way, Figure 6 shows why concentration alone can be misleading. Middle Creek Sunny Bight has a modest median *E. coli* concentration (70 cfu/100 mL, Figure 5) but by far the largest flow of the seven sites (491 L/s), giving it an estimated load reaching 78,160 cfu/s in its higher-flow round. Main Stream Sunny Bight Toilets showed the widest load range of any site (13,330-283,330 cfu/s across three rounds), despite a similarly modest median concentration (21.5 cfu/100 mL) - again a function of its comparatively high flow (358 L/s) combined with round-to-round variability in concentration. By contrast, South Farm Drain had one of the higher typical concentrations among the seven sites (median 170 cfu/100 mL, 75th percentile 310 cfu/100 mL) but only modest flow (43 L/s), giving a single estimated load (38,700 cfu/s) of the same order as sites with much lower concentration but higher flow. Sites should therefore not be ranked on concentration alone if the aim is to understand total bacterial input to the lake.

Overall pattern by type

Taken together, the results show a more nuanced picture than a single "source X is worst" ranking. By site (Figure 1), the farm streams carried the highest and most consistently elevated *E. coli* concentrations, especially North Farm Drain. Urban drain sites were variable, with only Hans Bay Stuart St Dual Drains exceeding the Alert level on a typical sample. Forest stream sites were mixed - Dorothy Falls remained the cleanest site sampled, but Middle Creek Sunny Bight and Main Stream Sunny Bight Toilets showed more moderate, occasionally elevated levels despite being natural watercourses. The farm streams were in the 'D' to 'E' band for human Health (*E. coli*) under the NPSFM 2020, compared to 'A' band for all forest streams.

Rainfall's effect depended on both the type of source and the time window considered (Figure 2 to Figure 4). Farm streams responded most clearly to recent rainfall, while urban drains and forest streams instead show dilution with longer-term rainfall. Factoring in flows and loads added a further dimension, showing that flow volume can matter as much as concentration when estimating total bacterial input. These findings are consistent with WCRC's continued in-lake monitoring showing no measurable water quality issues at the recreational sites themselves, given the distance and dilution between these drain/stream sources and the swimming areas at the far end of the lake.

Contact recreation in the regional context

This report's own results describe drains and streams, not the lake itself. WCRC's separate, longer-running primary contact recreation monitoring programme measures *E. coli* directly at the swimming sites people actually use, weekly through summer, and reports results³ as the percentage of samples in each of three risk categories (Very Low, Low, Moderate-High Risk) using Ministry for the Environment guidelines. Figure 7 reproduces this result from Council's 2024 Surface Water State of the Environment report⁴, covering the five years 2020-2025 across all monitored West Coast rivers, lakes and ocean beaches.

³ <https://www.lawa.org.nz/explore-data/west-coast-region/lakes/kaniere>

⁴ West Coast Regional Council (2025). Surface water state of the environment monitoring: Waterway health and quality, State. Prepared by WCRC Environmental Quality Team, November 2025.

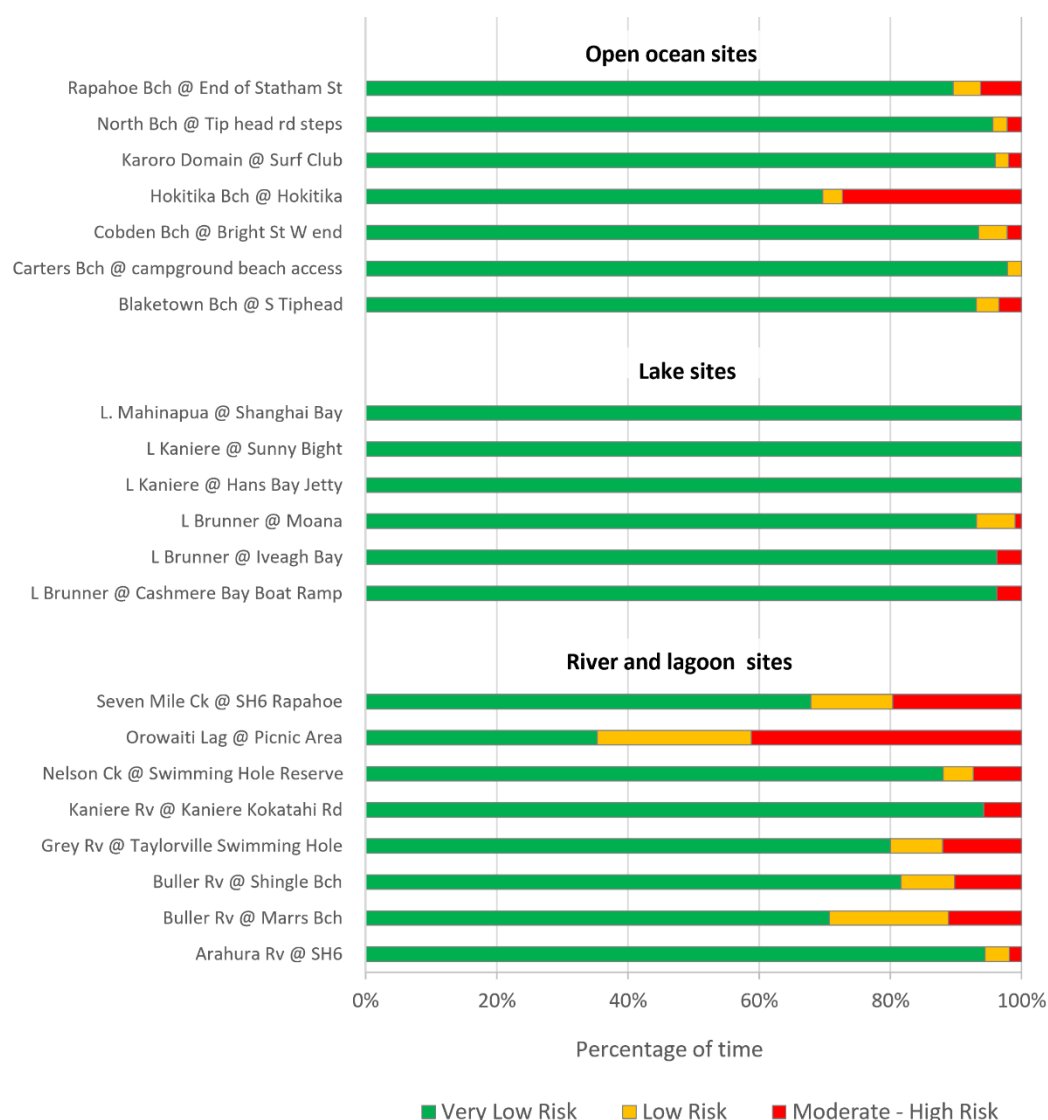


Figure 7: Contact recreation monitoring data from 2020-2025, all West Coast river, lake and ocean beach sites (source: WCRC Surface Water State of the Environment report, 2024).

Lake Kaniere's two monitored sites, Sunny Bight and Hans Bay Jetty, both returned Very Low Risk results for 100% of samples over the full five-year record - zero Low Risk and zero Moderate-High Risk samples at either site. Among all lake sites on the Coast, only Lake Mahinapua matched this. For comparison, Lake Brunner's three sites each had a small proportion of Low or Moderate-High Risk samples. River and lagoon sites were markedly more variable and, at several sites, substantially worse.

This is useful context for the drain and stream results elsewhere in this report: whatever *E. coli* levels are measured close to their source (Figure 1; Figure 2 to Figure 4), the lake itself, measured where people actually swim, has recorded no Low or Moderate-High Risk result at either long-term site in five years. Dilution and die-off is one plausible explanation for that gap.

Historical water quality and lake health

Beyond contact recreation, WCRC has periodically assessed Lake Kaniere's general water quality directly. On every measure recorded, it compared favourably to the other West Coast lakes assessed: the clearest water of any lake surveyed (Secchi depth 7.2 m, versus 0.78-6.8 m elsewhere), the lowest total nitrogen and total phosphorus of any lake surveyed, very low turbidity (0.1 NTU) and low chlorophyll-a. A NIWA report in 2008⁵, summarised for Kaniere: "Overall Lake Kaniere has had consistently good water quality and has shown little apparent effects from agricultural or urban landuse in the catchment."

Using the National Objectives Framework-style grading (A to D bands) applied consistently across the surveyed lakes, Kaniere scored A on six of seven water quality measures (ammoniacal nitrogen, total nitrogen, total phosphorus and chlorophyll-a), with a single B for hypolimnetic (deep-water) dissolved oxygen - one of only three West Coast lakes with an all-A-but-one profile⁶.

Conclusions

This study shows that the drains and streams around Lake Kaniere differed markedly in their *E. coli* concentrations. Farm streams had the most consistently elevated sources, exceeding recreational trigger levels on typical samples. Urban drains were variable and generally lower, with the forest streams, especially Dorothy Falls, being the lowest. Rainfall 6-24 hours prior to sampling caused spikes from farm run-off but had a less meaningful effect on urban and forest sources, given that their range of *E. coli* concentrations were normally at low risk levels. Dilution in urban and forest sources was observed over longer wet periods, but these changes were not meaningfully in terms of pathogen risk.

Despite these elevated source concentrations, the likely risk to the lake's two principal end uses — drinking water and swimming — appeared to be low. For drinking water, the Hokitika supply is drawn from a large, oligotrophic lake, removed and heavily diluted from any single drain or stream input, and is treated before supply. The combination of dilution, distance, die-off and treatment means the faecal-indicator levels measured in these sources are very unlikely to translate into a meaningful pathogen risk at the tap. Monitoring of other water quality attributes in the lake indicate low levels of nutrients and high water quality.

For swimming, the lake's designated contact-recreation sites at Sunny Bight and Hans Bay have returned "very low risk" for *E. coli* in every sample over five years. These are the best results on the West Coast and they support the inference that dilution and die-off significantly ameliorates *E. coli* inputs. One qualification would be localised and short-lived risk, in the lake, immediately at a drain or stream mouth during and shortly after heavy rain. However, during this study the

⁵ Spigel, B., Chague-Goff, C., Horrox, J., O'Driscoll, M., Halstead, I. (2008). Water quality survey of Lake Kaniere and Lake Haupiri: December 2007. NIWA Client Report CHC2008-009, prepared for West Coast Regional Council.

⁶ West Coast Regional Council. West Coast lakes surface water quality survey (internal WCRC draft report; Lake Kaniere field data collected 25 March 2025).

sources located near popular and accessible swimming locations normally presented low pathogen risk for swimming themselves.

Limitations

- Sample sizes per site are small (2-9), so individual site percentile estimates (particularly the 5th/95th percentile whiskers) should be treated as indicative rather than precise.
- The deliberate weighting of sampling toward wet weather limits how confidently the rainfall relationships in this report can be generalised.
- Flow data are too sparse to support a proper contaminant-loading comparison between sites; the load estimates in Figure 6 should be read as illustrative rather than precise.
- This programme measured *E. coli* only; it provides no direct information on nutrients, heavy metals, hydrocarbons or other contaminants that can co-occur with the same land uses.

Report to Council



DATE: 27 August 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

Amended Delegations Manual

1. Summary

The purpose of this report is to seek Council approval for updates to the Delegations Manual since it was last adopted by Council on 26 February 2026.

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.

This report recommends that Council adopt the amended Delegations Manual, attached as **Appendix 1**.

2. Background

The reason the report has come before Council is due to the Chief Executive asking that a provision be included giving delegated authority to staff should a Local State of Emergency be declared under the Civil Defence Emergency Act 2002.

The Delegations Manual defines the methods and means of Council operations, including managerial and administrative relationships. It is related to other key documents such as Council Bylaws and formal policy statements. The Delegations Manual also outlines which powers are delegated to Committees and Council staff.

3. Current Situation

The Chief Executive is currently the only officer authorised to approve emergency expenditure. This report proposes adding emergency expenditure authority to the Chief Financial Officer, GM Business Enablement, GM District Assets, and GM Regulatory and Compliance. Additionally, a new delegation is proposed for the Civil Defence Controller to ensure they hold the same authority if the Controller is not one of the roles listed above.

The Delegations Manual has also been updated to authorise a Business Visa Card with a \$5,000 limit for the Mayor's Task Force for Jobs Employment Navigator. Since this position already holds a \$5,000 expenditure delegation and frequently incurs minor role-related expense, currently paid via the Chief Financial Officer's card, issuing a dedicated card will streamline operations.

There have been some staffing changes since the last adoption which have resulted in updated job titles and the financial delegations provided to staff have been reviewed and updated accordingly.

4. Options

Option 1: Adopt the amended Delegations Manual.

Option 2: Do not adopt the amended Delegations Manual.

5. Assessment of Options

Option 1: Adopt the amended Delegations Manual

Adopting the amendments will strengthen Council's ability to commit financial resources should a Local State of Emergency be declared. Issuing a Business Visa Card to the Employment Navigator will reduce the administrative burden of managing Councils cards by streamlining processes and accepting the other minor adjustments will better reflect the current state of council staff and positions to which delegations are made.

Potential for additional exposure to fraud or misuse of funds with an additional Business Visa Card being issued. However, safeguards and internal processes are in place to mitigate this.

No financial implications have been identified.

The level of significance has been assessed as low as the matter is administrative in nature. No public consultation is necessary.

Option 2: Do not adopt the amended Delegations Manual.

Council would continue to be at risk of being unable to commit financial resources should a Local State of Emergency be declared if the Chief Executive was unavailable for any reason.

No financial implications have been identified.

The level of significance has been assessed as low as the matter is administrative in nature. No public consultation is necessary.

6. Risk Assessment

No significant risks have been identified.

7. Preferred Option and Reasons

Option 1 is the preferred option as it will ensure sufficient emergency financial delegations in the case of a Local State of Emergency, will reduce administrative processes in terms of the Business Visa Card for the Employment Navigator and will make minor amendments to better reflect officers' titles and associated delegated authority.

8. Recommendations

8.1. That the report be received.

8.2. That Council adopt the amended Delegations Manual with the following changes:

8.2.1. Add Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002 with a \$100,000 per item limit to the Chief Financial Officer, GM Business Enablement, GM District Assets and GM Regulatory and Compliance.

8.2.2. Reduce the delegated authority of the Strategy and Transformation Manager from \$50,000 per item to \$10,000 per item.

8.2.3. Add the Civil Defence Controller as a new delegated officer with Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002 with a \$100,000 per item limit.

8.2.4. Change the title of the Asset Strategy and Development Manager to Asset Manager and reduced the delegated authority of the Asset Manager from \$50,000 to \$10,000 per item.

8.2.5. Add a Business Visa Card for the Mayors Task Force for Jobs Employment Navigator with a credit limit of \$5,000.

8.2.6. Remove the section related to Elected Members' Expenses as this is covered by Councils policy on Elected Members' Allowances.

Stephen Lewis

Chief Financial Officer

Appendix 1: Amended Delegations Manual



Delegations Manual

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1. Introduction

1.1 Glossary

- a) **Senior Leadership Team:** The Chief Executive and the Senior Managers comprising of the General Manager District Assets, General Manager Business Enablement, General Manager Regulatory and Compliance, Chief Financial Officer, Senior HR Advisor, Strategy and Transformation Manager, and Quality Assurance Manager.
- b) **Manager:** A member of the Senior Leadership Team other than the Chief Executive.
- c) **Activity:** The particular branch of the Council's functions (e.g., water, sewerage, library) as opposed to the particular accounts which comprise that activity.
- d) **Cost Centre Controllers:** Officers nominated by the Senior Leadership Team to assume responsibility for particular activities within the Council's functions so as to ensure agreed works are completed and the budget is not overspent.

1.2 The Place of the Delegations Manual

This Delegations Manual has been adopted by the Westland District Council to define methods, means of operations, managerial and administrative relationships. The manual is related to other key documents including Council's Bylaws and other formal expressions of policy.

2. The Philosophy of the Council

- 2.1 The Westland District Council believes that it is essential, in the interests of good management and effective administration, to encourage a delegation of decision making to the lowest competent level. This will achieve best use of the abilities of elected representatives and officers, minimise the cost of material, technical and financial resources, promote the development of effective managers and minimise bureaucratic interference in the daily affairs of the District's residents.
- 2.2 Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise use. Delegations will not however remove from the Council and top management ultimate accountability for the affairs of this Council.
- 2.3 Delegatees should willingly accept authority and responsibility for decision making in the certain knowledge that their decisions, if made in a full, fair, and objective manner, will not be reviewed lightly.
- 2.4 It is the statutory function of this Council to lead and guide the good management of the District by determining primary goals and objectives, by setting strategies and policies for their achievement and to encourage their achievement through the considered use of committees and the appointment of a Chief Executive.
- 2.5 Officers in turn implement and administer those policies, contribute substantially to their formulation, and provide and manage the infrastructures on which the District is based. Delegation focuses and sharpens this relationship and assists in the better achievement of the respective functions of elected representatives and officers.

- 2.6** A necessary consequence of delegation is the need for clear reporting. The Westland District Council adheres to the concept of exception reporting. This means that when the Council makes a decision, it expects the decision to be implemented without further reporting. Only if the target is not met, i.e., an exception occurs, should further reporting be necessary.
- 2.7** Finally, the level of delegation is symptomatic of the health and well-being of the Council. Without it, the mutual trust and respect which should exist between members of the Council and its officers, and the effectiveness and efficiency of the organisation must be at risk.

3. General and Specific Delegations

- 3.1** In this manual, a general delegation implies the granting of authority to determine a range of matters of a similar kind as and when they arise over a period of time without further reference to the delegator.
- 3.2** From time to time, the Council may delegate authority to determine a specific issue, and this authority will exist only so long as that matter is unresolved and will then lapse. This is a specific delegation.
- 3.3** This manual will be revised for general delegations as they are granted, but not those of a specific nature, which will be largely historical by the time they are recorded.

4. The Meaning of Delegation

- 4.1** Delegation in the manual means the assignment of a duty or power of action to another, together with the authority to carry out that duty or complete the action assigned, with responsibility for the outcome.
- 4.2** A power merely to hear evidence or consider a proposal is not a delegation and is not therefore generally included in this manual. It is assumed that all committees, subcommittees, and officers have authority to hear any matter within their jurisdiction and submit a report or recommendation to a higher authority unless that is prohibited by law.

5. What May Be Delegated

- 5.1** In almost all situations the Council itself is a delegatee, in that its functions, powers and duties derive from Parliament through empowering legislation under which legislative, judicial, and administrative authority is granted to the Council for specific purposes.
- 5.2** The limits under which functions, power and duties may be further delegated are strictly interpreted in accordance with the empowering legislation concerned, although rules in these matters are generally well settled.
- 5.3** Parliament has shown awareness that, in the interests of the effective and efficient management of a district, delegation (of other than legislative powers) is permitted subject only to specific exceptions. Special additional common law rules apply also, particularly to the delegation of legislative powers.
- 5.4** In this environment, the Council has a wide discretion to arrange its own administration in a way which provides efficiency, flexibility, and responsiveness to local needs. In doing so, it must, however, comply with the special requirements imposed by law in given circumstances.

6. The Characteristics of Delegation

It is important to understand the following characteristics of delegation:

- 6.1** The delegator does not lose the function, power or duty by delegation and may exercise this concurrently with the delegatee;
- 6.2** It is implicit that a delegation may be revoked at any time without notice.
- 6.3** The delegatee is acting in their own name on behalf of the Council when exercising delegated authority;
- 6.4** If a delegatee's decision is invalid, it cannot be ratified by the delegator. The correct action is generally for the matter to be considered in full again by the delegator, assuming it is within the delegator's power to determine the matter at issue.
- 6.5** The laws relating to Local Government generally recognise that the decisions of a delegatee may be reviewed or appealed to the delegator, who may confirm, vary, override, or substitute a decision, although there are some exceptions. In such cases, the grounds for the review should be clearly stated, and a decision varied only when compelling circumstances arise.

A local authority may not rescind or amend a decision made by the committee pursuant to a delegation authorising the making of the decision (Schedule 7, Section 30 (6) of the Local Government Act 2002).

7. Care in Defining Authority

- 7.1** The law recognises, in certain circumstances, the right of individuals acting in good faith in reliance on the apparent authority of a delegatee to enforce a decision of a delegatee, whether or not the delegatee in fact had the authority claimed.
- 7.2** Accuracy and precision should always be a feature when defining the scope and limitations of any delegated authority in order to protect the interests of the Council, the delegatee and any interested third party.

8. Statutory Authority

- 8.1** The delegations contained in this manual are made in accordance with the Local Government Act 2002 and any other statutory authority permitting delegation.
- 8.2** In accordance with Section 42(3)(a) of the Local Government Act 2002, the Council shall maintain a clear separation between regulatory and service delivery functions. The management structure shall also reflect this separation. The delegations to both committees and staff have been drafted to coincide with this separation.

9. Delegations to be in Writing

Every delegation under this manual shall be in writing and shall define with reasonable precision the nature, purpose and bounds of a given delegation.

10. Extent of Delegation

Subject to any specified limitation, term or condition applied by the delegator or by law a delegatee may exercise the power or authority delegated in the same manner and to the same effect as could the delegator.

11. Sub-delegation

11.1 Every committee, the Chief Executive and each manager may further delegate any power granted to them in this manual or otherwise by the Council, either generally or specifically and may impose any term or condition upon that sub-delegation.

11.2 Subcommittees and officers below the level stated may not subdelegate a power of decision but may instruct an officer or person to carry out investigations and make recommendations.

11.3 Within 1 month of the manual being adopted by the Council, each manager shall determine the delegations which they wish to make under this clause and shall supply a statement of these to the Chief Executive for inclusion as a schedule in the manual. Additional delegations may be made at this time in which case a statement of that delegation or delegations shall be supplied to the Chief Executive within 1 month of them being made.

12. Reporting Decisions

A delegatee need not generally report decisions to the delegator except:

12.1 All contracts accepted under delegated authority are to be reported by the delegatee (in this case, either a manager, the Senior Leadership Team, or a standing committee) to the next higher level of authority (the Senior Leadership Team, standing committee or Council) at the earliest opportunity.

12.2 Other decisions are to be reported on as specifically provided for.

13. Term of Delegation

Unless any delegation is expressed to be for a definable term, it shall continue until revoked by the delegator or the Council or withdrawn in any way by operation of law.

14. Variation of Decision

- 14.1** The Council and any delegator may review, reserve, or vary any decision of a delegatee at any time except to the extent that the decision has already become binding on the delegator by operations of law and cannot be reversed.
- 14.2** A reversal or variation of a decision is not of itself a revocation of a delegation under this manual.
- 14.3** A decision of a delegatee shall only be reserved or varied where:
- a) it is manifestly wrong; or
 - b) it is contrary to a decision of the delegator of which the delegatee was unaware; or
 - c) it contains serious implications for the Council of which the delegatee was unaware; or
 - d) there is another good cause to reserve or vary that decision.

15. Concurrent Jurisdiction

Nothing in this manual shall limit the power of the Council or a delegator to exercise a function, duty, or power concurrently with or in substitution for a delegatee.

16. Policy and Delegated Decision Making

- 16.1** In reaching a decision under delegated authority, full regard must be had to both:
- a) any Council policy applying to an issue; and
 - b) all relevant facts applying to the case.
- 16.2** Should any delegatee, having considered all the facts of the case, be unable to make a decision which complies with Council policy on any matter, the correct action is then to refer the matter to the Council if a decision cannot be made in compliance with any policy applying to the decision to be made.

17. Delegation to Office

- 17.1** Unless a contrary intention is indicated, every delegation shall be to a stated office or position and not to an individual or the membership of a group in their personal capacities. In every case of this type, the delegation shall survive any change in the occupiers of any such office.
- 17.2** Delegation to the Senior Leadership Team shall be exercised by a majority vote. Dissenting votes are to be recorded, and all exercises of this delegated power shall be recorded in the proceedings of the Senior Leadership Team. The acceptance of tenders by the Senior Leadership Team shall be subject to the approval of the manager of the department concerned. If the department manager does not approve, the matter will be referred to the appropriate standing committee.

18. Appeals

18.1 Any person affected by any decision of a delegatee may appeal that decision:

- a) in the case of a decision by an officer, to the Chief Executive in consultation with the appropriate department manager, as the case may be; and
- b) in the case of a decision made by the Chief Executive, a committee or subcommittee, to the Council; and
- c) in the case of a decision made pursuant to the Resource Management Act 1991, in accordance with Section 357.

18.2 In reviewing any decision on appeal under this clause, the Chief Executive or the Council shall have regard to:

- a) any reason given by the delegatee in making a decision; and
- b) any Council policy applying to the matter at issue; and
- c) the facts of the case; and
- d) the grounds for review of a decision contained in clause 14 of this manual; and
- e) any other relevant matter.

19. Amendments to this Manual

This manual shall be maintained by the Quality Assurance Team, who shall amend it in accordance with:

- a) any instructions to that affect given by the Council and any delegatee authorised to amend this manual;
or
- b) any need for typographical, grammatical, or other minor amendment where the intention of the Council in the matter of a delegation is not altered.

20. Standing Committees/Other Committees

i) Chief Executive's Review Committee

Delegations of the Committee:

- Approving the employment agreement between the local authority and the chief executive and setting key performance indicators in a performance agreement.
- Working with the chief executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the performance agreement.
- Making decisions about the remuneration of the chief executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Act.
- Deciding any other issues that may arise in relation to the employment or performance of the chief executive.
- Fulfilling the local authority's contractual obligations to the chief executive.
- Approving any legal representation on performance-related issues or defamation proceedings.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the chief executive.

ii) Council Controlled Organisation Oversight Committee

The purpose of the Council Controlled Organisation Oversight Committee is to have a general overview of the strategy, direction and priorities of the Council Controlled Organisations, and monitor the performance and delivery on strategic outcomes of Council Controlled Organisations by:

- Review of CCO strategy documents
- Review of Statement of Intent
- Recommending to Council on the content of annual letters of expectations
- Monitor the performance of each of the organisations
- Promoting a culture of openness and continuous improvement.

iii) Risk and Assurance Committee

Delegations to the Committee

- The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors, or external auditors, and where appropriate, recommend action (s) to Council.
- Subject to any expenditure having been approved in the Long-Term Plan or Annual Plan, the Risk and Assurance Committee has delegated authority to approve:
 - Risk management and internal audit programmes.
 - The appointment of the internal auditor, risk management and internal audit programmes, audit engagement letters and letters of undertaking for audit functions, and additional services provided by the external auditor.
 - The proposal and scope of the internal audit.

iv) Hokitika Wastewater Treatment Plant Project Oversight Committee

Delegations to the Subcommittee

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to the Council for the exercise of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards, or guidelines that have been established and approved by Council;
- The overall priorities of the Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Hokitika WWTP Project Oversight Subcommittee will have delegated authority to:

- Define the overall objectives and values of the Hokitika WWTP project.
- Power to co-opt technical advice as appropriate.
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself.
 - Where the Subcommittee's responsibility is limited to making a recommendation only.
 - Deciding significant matters for which there is high public interest, and which are controversial.
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

v) Tenders Subcommittee

Delegations to the Subcommittee

The Tenders Subcommittee will have the following delegated powers and will be a Subcommittee of the Risk and Assurance Committee.

- In accordance with the Council's Adopted Delegations Manual, the Chief Executive has delegated authority to sign off tenders less than \$100,000.
- Tenders from \$100,000 to \$499,999 must be approved by the Tenders Committee.
- Tenders from \$500,000 and greater must be approved by the full Council.

21. Items that cannot be delegated

21.1 Councils have broad powers of delegation however, there are some decisions that can only be exercised by the full governing body and cannot be delegated, these include:

- a) the power to make a rate
- b) the power to make a bylaw (although local boards have the right to recommend these for their local areas)
- c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan
- d) the power to adopt a long-term plan, annual plan, or annual report
- e) the power to appoint a chief executive (cl. 32 of Schedule 7 of the LGA 2002)
- f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- g) The power to adopt a remuneration and employment policy.

21.2 No officer may exercise the powers listed in clauses 21.1 (a) – (g) above.

22. Subcommittees

22.1 A subcommittee shall exercise only such delegated authority as is granted to it from time to time by the Council or the relevant head committee.

22.2 The primary purposes of subcommittees are:

- a) to dispose of matters which have been delegated to it; and
- b) to investigate and report, with recommendations if appropriate, on matters referred from the head committee; and
- c) to act as a forum for communication between elected representatives, officers, and interested parties.

23. District Licensing Committee

23.1 The following is delegated to the District Licensing Committee

- a) To hear all matters relating to the functions, duties and responsibilities of a District Licensing Committee as provided for in the Sale and Supply of Alcohol Act 2012.

Guideline: The Sale and Supply of Alcohol Act 2012 allows the Committee Chairperson/Commission to decide certain matters (such as unopposed applications) without a hearing.

Guideline: The Council appoints the District Licensing Committee(s) for a five-year period, and members need not be Councillors.

PART IV – DELEGATION TO STAFF

24. Staff: Contractual Authority and Financial Management of Activities

- 24.1** The contractual authorities for staff are set down in the charts following. Where staff are not included in the charts, they have no authority to enter into contracts/commitments on behalf of the Council. The amounts stated are all maximums.
- 24.2** Members of the Senior Leadership Team have the right (within the terms of their contractual authority) to enter into contracts for the expenditure of funds within activities for which their subordinates also have authority and will be held accountable for the activities which they control.
- 24.3** Managers should always consult with the designated cost centre controller prior to expending funds in accounts other than those for which they themselves are directly responsible.
- 24.4** Where a cost centre controller is aware that an activity is about to be or has been overspent, they should report that fact to the person to whom they are responsible as soon as practicable.
- 24.5** The criterion to be used in assessing managerial financial performance will be whether or not the total budget for the department is adhered to. Variations on activity budgets within departments may therefore emerge, but must be reported to the appropriate committee.
- 24.6** No oral contract shall be made for a sum exceeding \$1,000 (see Section 3 Public Bodies Contracts Act).
- 24.7** All commitments entered into under the contractual authorities set out in the following charts shall be reported to the next highest level of authority at the earliest opportunity.

24.8 Delegations to Staff – Contractual Authority and Activity Management

Staff Member	Item	Authority
Office of the Chief Executive		
Chief Executive	Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for expenditure provided for in the budgets. Contractual Authority in excess of \$100,000, where it has been pre-approved by Council Resolution through a Long-Term Plan or Annual Plan. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	\$100,000 per item \$100,000 per item As determined All activities Office of the CE
Chief Financial Officer	Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$100,000 per item \$100,000 per item All activities Finance
General Manager Business Enablement	Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$100,000 per item \$100,000 per item Business Enablement Business Enablement
General Manager District Assets	Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$100,000 per item \$100,000 per item District Assets District Assets

Staff Member	Item	Authority
General Manager Regulatory and Compliance	Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. The return of any bond taken for the performance of a condition of consent.	Nil \$100,000 per item \$100,000 per item Regulatory and Compliance Regulatory and Compliance Full amount
Strategy and Transformation Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 Mayors Taskforce Mayors Taskforce
Quality Assurance Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Quality Assurance Quality Assurance
Senior Human Resources Advisor	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item People & Safety People & Safety
Mayors Taskforce for Jobs Employment Navigator	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$5,000 per item Mayors Taskforce for Jobs Mayors Taskforce for Jobs
Civil Defence Controller	Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002. Activities to which contractual authority applies.	\$100,000 per item All activities

Staff Member	Item	Authority
Finance		
Senior Management Accountant	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Finance Finance
Business Enablement		
Museum Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Museum Operations Museum Operations
Library Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Library Operations Library Operations
isite Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Visitor Services Visitor Services
Information Technology Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Information Technology Services Information Technology Services
Information Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Information Services Information Services

Staff Member	Item	Authority
District Assets		
Transportation Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Transportation Transportation
Contract Manager Recreation and Disposals	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Cemeteries, Parks & Reserves, Public Toilets, Waste Management and Westcoast Wilderness Trail Cemeteries, Parks & Reserves, Public Toilets, Waste Management and Westcoast Wilderness Trail
Facilities and Property Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Community Halls & Buildings, Land & Buildings and Township Maintenance Community Halls & Buildings, Land & Buildings and Township Maintenance
Water Delivery Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Stormwater, Wastewater and Water Services Stormwater, Wastewater and Water Services
Asset Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item District Assets District Assets

Staff Member	Item	Authority
Regularity and Compliance		
Building Control Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. The return of any bond taken for the performance of a condition of a consent.	Nil \$20,000 per item Building Control Building Control The full amount
Planning Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. The return of any bond taken for the performance of a condition of a consent.	Nil \$10,000 per item Resource Management Resource Management The full amount
Compliance Team Leader	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Compliance Compliance
Pool Supervisor	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Hokitika Swimming Pool Hokitika Swimming Pool

25. Staff Delegations

25.1 Chief Executive

- Interpretations of the delegated authority of all officers.
- Appointed as Principal Administrative Officer for the purpose of the Local Government Act 2002 and other relevant legislation.
- As Principal Administrative Officer, authority to exercise all those powers and duties specified in Council's standing orders with respect to the Common Seal.
- Internet Banking Authority in conjunction with any one of the following:
 - Senior Management Accountant
 - Financial Accountant
 - Chief Financial Officer
- Authority to operate Council's bank accounts in conjunction with any one of the following:
 - Senior Management Accountant
 - Financial Accountant
 - Chief Financial Officer
- Authority to operate the following Business Visa Cards:
 - A credit limit of \$5,000 on the Chief Executive's card
Card to be in the name of the Chief Executive.
Statements are to be approved by the Chief Executive and the Mayor.
 - A credit limit of \$10,000 on the Chief Financial Officer's card
Card to be in the name of the Chief Financial Officer.
Statements are to be approved by the Chief Executive.
 - A credit limit of \$5,000 on the Mayors Task Force for Jobs Employment Navigator card
Card to be in the name of the Mayors Task Force for Jobs Employment Navigator.
Statements are to be approved by the Chief Financial Officer.
- Authority to issue press releases provided, however that any such press releases shall not do anything whereby the goodwill and reputation of the Council may be prejudicially affected.
- Approval where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy.
- To assess and approve discounts or alternative payments owed to Council, where a case of financial hardship has been proven.
- The authority to issue warrants of appointment pursuant to Section 174 Local Government Act 2002,
 - o appoint enforcement officers pursuant to Section 177 Local Government Act 2002,

- o appoint authorised officers pursuant to Section 222 of the Building Act 2004,
 - o appoint enforcement officers pursuant to Section 371B of the Building Act 2004,
 - o appoint officers under the Westland District Council bylaws,
 - o appoint enforcement officers pursuant to Section 38 of the Resource Management Act 1991,
 - o appoint licensing inspectors pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012,
 - o appoint litter officers pursuant to Section 5 of the Litter Act 1979, and
 - o appoint enforcement officers pursuant to Section 32 of the Freedom Camping Act 2011.
- The Principal Administrative Officer shall hold the Common Seal of the local authority and be responsible for the use of the same.
 - The Chief Executive or other officers authorised by them may affix the seal to any document and shall report to the Council at its next ordinary meeting as to the documents thus sealed.
 - Authority to appoint a Risk Coordinator.
 - The authority to sign any form of information, evidence or consent relating to matters of litigation.

25.2 General Delegations to Senior Managers

- Approval to authorise the carry forward of annual leave for direct reports, of up to an accumulation of 10 days.
- Authority to direct officers to take leave if they have not reduced their excess annual leave.
- Authority to grant, at their discretion, up to 10 days leave without pay in any one year to members of their staff. (Periods of leave in excess of 10 working days are to be referred to the Chief Executive).
- Authority to approve letters of offer and individual employment agreements provided the “Request to Recruit Form” has been completed and signed by the Chief Executive.
- Authority to approve merit promotions, accelerated increments, and double increments to members of their staff; provided, however that such increased salaries are no more than the approved maximum for that position.
- Require bonds for any use of Council property under departmental manager’s control.

Where such is permitted by law and is not inconsistent with Council policy every manager may, in regard to matters within their jurisdiction, set, vary or waive fees or charges.

- Authority to issue such public notices as may be required from time to time by the Westland District Council, provided however that such public notices are issued under the name of the Chief Executive.
- Authority to issue press releases on activities for which the officer is the manager, provided, however that any such press releases shall not do anything whereby the goodwill and reputation of the Council may be prejudicially affected.

- Authority to appoint staff within established limits, up to but excluding those reporting directly to managers.
- Authority to make any decision on applications for the erection of extensions of ancillary buildings that are licensed to occupy legal road, subject to applicants having a right of appeal to Council.
- The authority to sign any form of information, evidence or consent relating to matters of litigation.

25.3 **Regulatory and Compliance Group**

The tiers within the Regulatory and Compliance Group are as follows:

<u>Tier</u>		<u>Compliance</u>	<u>Building Control</u>	<u>Planning</u>
1	Chief Executive			
2	General Manager Regulatory and Compliance			
3	Hokitika Swimming Pool Supervisor	Compliance Team Leader Regulatory	Building Control Manager	Planning Manager
4	Senior Lifeguard		Building Team Leader – Inspections Building Team Leader – Processing	Planning Team Leader
5	Lifeguard		Senior Building Control Officer	Senior Planner
6			Building Control Officer	Planner

“Officer” in tiers 4-6 includes contractors that are engaged by the Council to carry out the same functions as the named roles in the table above and who are, at the relevant time, under the direction and control of the Chief Executive of the Council.

Any power delegated to a tier of officer can be exercised by officers in tiers above that person in their reporting line.

25.3.1 **General Manager Regulatory and Compliance**

General Delegations:

- Approve and issue and/or renew licenses for trading in public places.
- The functions, powers, duties and discretions of the Council pursuant to the Dog Control Act 1996.
- Issue permits for operations of an amusement device (Amusement Devices Regulations 1978, Regulation 11).
- Issue Cleansing Orders (Section 41 Health Act 1956) and carry out Disinfection of Premises (Section 81 Health Act 1956).
- Action under Section 183 Local Government Act 2002 in relation to removal of growth likely to constitute a fire hazard.

- Delegation of functions pursuant to Regulation 22 (1) Housing Improvement Regulations 1947.
- Service of notices to occupiers of private land, to clear litter (Section 10, Litter Act 1979).
- Issue notices pursuant to Section 29 of the Health Act 1956.
- Issue of demolition requisitions and enforcement of demolition orders under Section 48 and Section 51 of the Health Act 1956
- Issue of certificate pursuant to Sections 42 and 48 of the Health Act.
- Issue of repair notices under Section 42 of the Health Act.
- Approve and issue and/or renew Certificates of Registration for all premises referred to in the Health (Registration of Premises) Regulations 1966.
- Issue Certificates of Exemption pursuant to Regulation 14 of the Camping Ground Regulations 1985.
- Refund fees in respect of any withdrawn applications in proportion to the remainder, less cost incurred by the time of withdrawal.
- Cancel a building line restriction pursuant to Section 327A of the Local Government Act, 1974 subject to all buildings being in conformity with the Operative District Plan and Te Tai o Poutini Plan (TTPP).
- Approve of the creation of a right of way pursuant to Section 348 of the Local Government Act, 1974.
- Remedy contravention under the Forest and Rural Fires Act 1977 and to initiate proceedings to recover costs for such actions.
- File prosecutions for offences under the Forest and Rural Fires Act 1977.
- Issue fire restriction notices and burning permits pursuant to the
- The functions, powers and duties vested in Council pursuant to Council Bylaws, excluding those the making and amending of a bylaw and those powers that are given to warranted officers.
- All the functions, powers and duties delegated to the Planning Manager, Building Control Manager, and Environmental Health Officer.

NOTE: The General Manager Regulatory and Compliance may subdelegate any or all of the above.

- Remit fees and charges for volunteer or not-for-profit organisations. (Decisions to be reported back to the next meeting of Council.)
- Affix the Common Seal in accordance with Clause 32.1 of this manual.

25.3.2 Planning Department

Sub-delegation is prohibited under the Resource Management Act 1991, and so the powers under that Act are delegated by the Council directly to relevant officers, rather than to the Chief Executive, and then to officers via sub-delegation. These delegations are set out in the Resource Management Act Delegations Table at 26.3.2.1.

Regardless of the tier referred to in the Resource Management Act Delegations Table below, the Chief Executive, General Manager Regulatory and Compliance, and Planning Manager all have the authority to exercise all of the powers, duties and functions listed. Where a power, duty or function is delegated to tier 5 or below, it can also be exercised by those who the delegate report to directly.

Where a delegation relates to litigation, it includes the ability to instruct counsel in relation to that power.

The tier referred to in the table relates to the minimum tier that holds the delegation, and it can be exercised by those in tiers above that officer within the planning department.

Delegations to Hearing Commissioners (HC) are held by those officers or elected members who have been approved as Commissioners.

25.3.2.1 Resource Management Act Delegations Table

All powers, functions and duties are to be exercised in accordance with the requirements of the empowering section.

The table below sets out the powers of the Council as regulator or territorial authority. The Council's power as landowner to participate in processes under the Resource Management Act, by way of submission or otherwise, is a matter for the department responsible for the affected asset.

The delegations set out in the table below do not preclude the Council from referring any matter to a committee (including a subcommittee) of the Council for a decision for any reason.

Any powers, functions or duties under the Resource Management Act 1991 not set out in the table below is delegated to the Chief Executive.

Resource Management Act section	Power	Tier
Regional Council Applications	In conjunction with the General Manager District Assets, make a submission on any Resource Consent notified by the West Coast Regional Council and give affected person approval on behalf of the Council.	3
Regional Council Plans	Make a submission for minor amendments and changes to any Plan or Policy Statement notified by the West Coast Regional Council <i>Any submission must be consistent with Council policy and any major change to a Plan or Policy Statement will be considered by the Council.</i>	3
Section 10(2)(b)	Grant an extension to the discontinuance period for an existing use right to be preserved.	3 HC
Section 34A	Power to appoint independent hearing commissioner to a hearing.	3
Section 36(5)	Remit fees and charges for volunteer or not-for-profit organisations. Decisions to be reported back to the next meeting of Council. Assess and require a person to pay any additional actual and reasonable charges.	3
Section 36AA	Calculate and apply any discount due in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010.	4
Section 36AA	Review the application of the Resource Management (Discount on Administrative Charges) Regulations 2010 following a request from the applicant	4
Section 36AAB	Approve the reimbursement of a fee where an application is withdrawn, and the processing costs are less than the fee. Adjust or write off any outstanding fees where it is determined that the fee requires adjustment, or it is unreasonable or not possible to try and collect it.	3
Sections 37 and 37A	Waive and extend time limits. Waive compliance with information requirement.	4

Resource Management Act section	Power	Tier
	Direct that the omission or inaccuracy in the information be rectified.	
Section 38	Authorise an Officer/s to carry out all or any of the functions of an enforcement officer Power as an enforcement officer under the Resource Management Act.	1
Hearing Powers		
Section 39	Duty to ensure hearings are held in public and without unnecessary formality.	HC
Section 40(2)	Power, if it is considered that there is likely to be excessive repetition, to limit the circumstances in which parties having the same interest in a matter may speak or call evidence in support.	HC
Section 41(4)	Power to request and receive, from any person who makes a report under section 42A or who is heard by the authority or who is represented at the hearing, any information or advice that is relevant and reasonably necessary to determine the application.	HC
Section 41A	Power to regulate how the hearing is conducted.	HC
Section 41B	Power to make directions to provide evidence within time limits.	HC
Section 41C	Power to make directions or requests before or at hearing.	HC
Section 41C(5)	Duty to provide a copy of any further information requested and received before the hearing, to the applicant and every person who made a submission, as directed in the Act.	5
Section 42	Power to make sensitive information orders.	HC
Section 42A	Power to, at any reasonable time before a hearing or, if no hearing is to be held, before the decision is made, require an officer of a local authority or to commission a consultant or any other person employed for the purpose, to prepare a report on information provided on any matter by the applicant or any person who made submissions.	3
Resource Consents		
Section 87BA	Make determination on issuing permitted certificates for boundary activities.	3
Section 87BB	Give written notice that a marginal or temporary non-compliant activities is a permitted activity.	3
Section 87E	Determine requests for applications to be directly referred to the Environment Court.	2
Section 87F	Appoint a planner to prepare a report on the application for direct referral.	3
Section 88	Determine whether an application for a resource consent is incomplete and if so, return the application with written reasons for that determination.	6
Section 91	Determine not to proceed with the notification or hearing of an application pending application for additional consents.	6
Section 91C	Determine whether to return applications that have remained on hold for a total of more than 130 working days with written reasons.	6
Section 91F	Determine whether to return non-notified applications that have been suspended for a total of more than 20 working days with written reasons.	6
Section 92	Require further information to be provided, or to commission a report.	6
Section 92A	Set time limits within which further information requested must be provided.	6
Section 95A	Determine whether public notification of an application is required.	6

Resource Management Act section	Power	Tier
Section 95B	Determine whether to give limited notification where an application is not publicly notified.	6
Section 99	Initiate pre-hearing meetings. Act as chairperson at pre-hearings meetings.	3 HC
Section 99A	Refer applicants and persons who made submissions on the application to mediation. Appoint a delegated mediator.	3
Section 100	Determine that a hearing is necessary.	3
Section 100A	Select a commissioner when an applicant has requested one be appointed.	3
Section 101	Fix a date, time and place for a hearing.	4
Section 102	Make a decision to establish a joint hearing where applications in relation to the same proposal have been made to two or more consent authorities.	2
Section 103	Decide and arrange the holding of combined hearings where two or more applications are made to Council.	3
Section 104 Section 104A Section 104B Section 104C Section 104D Section 105 Section 106 Section 108 Section 108A Section 220	Determine resource consent application.	4 HC
Section 109	Decide whether any work subject of a bond or covenant is completed satisfactorily.	3
Section 110	Authorise the refund or return of a financial contribution in accordance with this section.	3
Section 114	Determine what other authorities and persons are considered appropriate to be notified of a decision on a resource consent application.	4
Section 116	Support or oppose any application made to the Environment Court pursuant to Section 116 for early commencement of a consent.	3
Section 124	Allow the holder of the consent to continue to operate pending determination of an application for a new consent for the same activity.	4
Section 125	Extend the period after which a resource consent lapses.	4
Section 126	Cancel a resource consent by written notice served on the consent holder. Revoke a notice to cancel a resource consent and state a period after which a new notice may be served.	3 HC
Section 127	Decide on an application for change to or cancellation of resource consent conditions.	4
Sections 128 to 132	Initiate review of a condition of a resource consent and decide following the review.	4
Section 133A	Correct minor mistakes or defects in resource consent within 20 working days of decision.	4
Section 138	Refuse to accept the surrender of part of a resource consent.	4
Section 139	Grant or refuse an application for a Certificate of Compliance.	4

Resource Management Act section	Power	Tier
Section 139A	Grant or refuse an application for an existing use certificate	4
Water conservation orders		
Section 201	Apply to the Minister for a Water Conservation Order	3
Section 205	Make a submission to a tribunal concerning an application made under section 204	3
Subdivision and reclamations		
Section 221	Issue, vary and cancel a consent notice.	4
Section 222	Issue a Completion Certificate.	4
Section 223	Approve and certify a survey plan.	5
Section 224	Certify all conditions of subdivision consent are met and that a survey plan under s 223 has been approved.	5
Section 226(1)(e)	Issue a certificate.	4
Section 232	Agree to an esplanade strip instrument.	4
Section 234	Grant or decline an application to vary or cancel an esplanade strip. Certify a varied or cancelled esplanade strip.	4
Section 237B	Agree to the creation, variation, or cancellation of access strip easements.	4
Section 237C	Close esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.	3
Section 237D	Give written agreement that an esplanade reserve or riverbed ceasing to be vested in the territorial authority and classified or included in an existing reserve.	2
Sections 237E, 237F and 237G	Pay compensation in relation to esplanade reserves or strips in the required circumstances.	2
Section 237H	Object to the level of compensation determined by a registered valuer	2
Section 240	Cancel a covenant in whole or in part, in accordance with 240(4).	2
Section 241	Cancel in whole or in part, an amalgamation condition.	4
Section 243	Give written consent to the revocation, variation or transfer of easements.	4
Environment Court proceedings and other litigation		
Delegations in this part include the power to instruct external legal counsel and experts for the purposes of proceedings and litigation.		
Sections 274 and 313	File a notice of wish to be heard.	2
Section 294	Apply to the Environment Court for a rehearing.	2
Section 299	Appeal to the High Court.	2
Section 301	Give notice of intention to appear and be heard on appeal to the High Court (when an appeal is brought by another party).	2
Section 311	Apply to the Environment Court for a declaration.	2
Sections 316 and 320	Apply for enforcement order or interim enforcement order.	3
Section 318	Notify the Registrar that the Council wishes to be heard in relation to orders sought against it.	3

Resource Management Act section	Power	Tier
Section 325A	Cancel or confirm an abatement notice. Approve a request for change or cancellation of an abatement notice, and to give written notice of this.	4
Section 329	Issue water shortage direction	3
Emergency Works		
Section 331	Require reimbursement of actual and reasonable costs where occupier does not act as required.	3
Seized Property		
Section 336	Consider an application to return seized property.	3
Prosecutions and Infringement Offences		
Section 343B	Serve an infringement notice as provided for in section 343C for an infringement offence, following discussions with direct manager. <i>Note: section requires that infringement notice be issued by an enforcement officer</i>	5
Sections 338 and 343B	Decide whether initiate a prosecution. File charging document under section 14 of the Criminal Procedure Act 2011.	2
	Discontinue prosecutions or withdrawn infringement notices	3
Miscellaneous		
Section 355	Reclaim land by applying to the relevant Minister for any right, title, or interest in the land reclaimed, which is land of the Crown, to be vested in the Council.	2
Section 357(6), (7) and (8)	Object to the territorial authority, as requiring authority, in relation to notice of requirement.	2
Objections and Appeals		
Sections 357C and 357D	Grant an extension of time to lodge an objection. Consider, hear and determine any objections made under sections 357, 357A, or 357B.	3 HC
General	Determine whether to take Environment Court actions conditional on consultation with CE and legal and reporting any court action taken to the relevant committee.	3
General	Determine whether to initiate High Court, Court of Appeal or Supreme Court proceedings on points of law arising from a judgement of the Environment Court. Conditional on consultation with CE and legal and reporting any court action taken to the relevant committee.	3
General	Agree with a party believed to be liable to the Council, the terms for settlement of a matter that would otherwise be determined by the Environment Court, up to a value of \$10,000. Conditional on consultation with General Manager and legal and reporting any settlements to the relevant committee.	3
Resource Management (Forms, Fees, and Procedure) Regulations 2003		
Sections 10, 10A, 12 and 12A	Serve persons affected. Require notice to be affixed to a conspicuous place.	3

25.3.2.2 Other Statutory Delegations Table

Local Government Act 1974		
Section 327A	Cancel a building line restriction.	3
Section 348	Approve of the creation of a right of way.	3
Local Government Act 2002		
Section 162	Make an application to the District Court seeking an injunction to restrain a person from committing a breach of a bylaw.	3
Section 179	Contract out administration of enforcement.	3
Fast Track Approvals Act 2024		
17(3)	Provide comments to the Minister regarding any competing applications that have been lodged, or any existing resource consents of the kind referred to in s 30(3)(a).	5
20	Respond to a request for further information from the Minister for Infrastructure.	5
30	Advise as to whether there are existing resource consents to which, or that there are no existing resource consents of that kind. Notify the authorised persons and holders of any existing consent as required by this section.	5
47(5)	Notify the Minister when a competing application has been determined and any rights of appeal that relate to that application have been exhausted.	5
53	Provide comments on substantive applications.	5
67	Provide further information or report in respect of a substantive application. Decline to provide the information or report and provide reasons for doing so.	5
70	Provide comments on draft conditions the Council will have statutory responsibility to enforce or monitor compliance with.	5
76	Respond to any ministerial request for further information. Provide advice in relation to request a decision is called in or transferred to a Minister.	5
90-91	Respond to a request for information that the EPA considers is held by the Council. The obligation to provide information under s 90 is subject to qualifications set out in s 91 where that information is sensitive to an iwi or a hapū.	5
104	Seek to recover actual and reasonable costs incurred in consulting. Provide assistance before an application is lodged, and in performing or exercising its functions, duties, or powers.	5
Schedule 3, clause 3	Nominate members for the expert panel.	3
Schedule 3, Clause 12	Assist the panel by providing advice if requested.	5

25.3.3 Sale and Supply of Alcohol Act 2012 Delegations:

To act as Secretary of the District Licensing Committee.

NOTE: The General Manager Regulatory and Compliance may subdelegate any or all of the above.

25.3.4 Building Act Delegations:

All of the functions, powers, duties and discretions of the Council pursuant to the Building Act 1991 and the Building Act 2004 and Building Codes issued pursuant to them.

NOTE: The General Manager Regulatory and Compliance may subdelegate any or all of the above.

25.4 Chief Financial Officer

- Authority to institute legal proceedings for recovery of debts owed to Council.
- Authority to remit penalty on rates in respect to any particular ratepayer and ratepayers in the circumstances when the officer considers it would be just and equitable to do so. In all instances, the amounts shall not exceed delegation. All penalties written off are to be reported back to Council once a year.
- Authority to deposit surplus general funds with any bank and to invest special funds in any manner authorised by the Trustees Act and within the Audit Office and Council policy.
- Authority to negotiate loan interest rates and terms with brokers and/or lending institutes for loans raised by Council.
- The writing off bad debts considered to be bad or uncollectable up to the value of delegated authority. All debts to be written off to be reported back to Council once a year.
- Arrange overdraft facilities up to statutory limit.
- Make or take any oath or declaration in regard to Council's financial affairs.
- Enter into any arrangements for payment of a debt owed to Council over a period.
- In consultation with the General Manager District Assets, discontinue any service for non-payment and authorise resumption of service where appropriate.
- Amend any entries in the valuation roll or the Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.
- Authority to apply to the Valuer General for valuation equalization certificates for rating purposes.

NOTE: The Chief Financial Officer may subdelegate any or all of the above to the Senior Management Accountant.

- Internet Banking Authority in conjunction with any one of the following:
 - Chief Executive
 - Senior Management Accountant
 - Financial Accountant

- Authority to operate a Council Business Visa Card as approved by the Chief Executive.
- Authority to operate Council's bank accounts in conjunction with any one of the following:
 - Chief Executive
 - Senior Management Accountant
 - Financial Accountant

25.5 General Manager District Assets

- The powers conferred on the Council by clause 11 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads).
- Authority to remove motor vehicles which may be abandoned (Section 356 Local Government Act 1974).
- The closing of sports grounds as circumstances shall require from time to time.
- The granting of drainage easements over parks and reserves.
- Variation of the allocation of sports grounds, winter, and summer.
- Temporary use of any park or reserve for any recreation or entertainment and to impose any terms and conditions applicable.
- Approval of applications to take up collections on reserves and beaches and Council owned public open spaces.
- Approval of the erection of commercial signs and sponsorship signs on sports parks, subject to other necessary approvals (i.e., CAA or Building Consents)
- Approval of temporary helicopter landing and take-off sites on parks and reserves, subject to other necessary approvals.
- Authority to issue notices to property owners and residents in area where works are to be carried out subject to any other statutory provisions.
- Authorise the planting or removal of trees from any reserve, street, or other Council land.
- Approval of erection of directional signs.
- Authority to set fees and charges for inspections and repair of service authority trenches (i.e., utility providers), in conjunction with the Chief Executive.
- Fixing of charges within the limits imposed by the Reserves Act 1977, for the use of Council reserves in conjunction with the Chief Executive.
- All the functions, powers and duties vested in Council by virtue of the Jackson Bay Wharf Bylaw.
- The powers conferred on the Council by the Transport (Vehicular Traffic Road Closure) Regulations 1965.

- Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.
- Authority to carry out or authorise any relevant actions or procedures regarding parades or processions, public entertainment and playing of Christmas Carols on streets and public places.
- Remission of burial charges pursuant to Section 49 of the Burial and Cremation Act 1964.

NOTE: The General Manager District Assets may subdelegate any or all of the above.

25.6 Privacy Officers

The following staff member has been appointed as a Privacy Officer by the Senior Leadership Team:

- Compliance Team Leader Regulatory

26. Warrants of Appointments

Introduction

The purpose of granting a warrant by Council is to facilitate the conduct of the regulatory functions of Council. Warranted Officers are expected to apply good judgement at all times in the exercise of their duties under warrant. Officers must carry their warrants at all times when undertaking duties for which they are warranted and must display their warrant when requested to do so.

Delegations

All warrants of appointments will come back to Council for approval.

Warranted Officers

Council and Contractor staff members have been granted warrants for the Council for the specific Acts, Regulations and Bylaws detailed for each Officer. Staff of contractors may be appointed as Officers of the Council. Warrants are granted to Officers only for the period of time the Warranted Officer holds the position of responsibility necessitating the warrant. In the event a Warranted Officer changes their position or resigns as an Officer of Council their warrant is forfeit at the time the change or resignation becomes effective. Officers to whom warrants have been issued are required to surrender their warrants to the Council at that time.

Contractors are responsible for keeping and maintaining current at all times a register of all their staff who are Warranted Officers of Council. When any staff member resigns or leaves the employment of the contractor, they are to ensure that the warrant issued to that staff member is withdrawn and any warrant documents are returned.

Warrants Schedule

Refer to the Warrant Register for details (separate document).

27. Record of Amendments 2026

27.08.26	Added Civil Defence emergency authority for CE, CFO, GM Enablement, GM District Assets, GM Regulatory and Compliance and Civil Defence Controller. Added Business Visa Card for Mayor's Task Force for Jobs Employment Navigator.	25.8 26.1
27.02.26	Accepted tracked changes and numbering changes as noted at the Council Meeting on 26.02.26	Various
12.02.26	Update to Privacy Officers	26.7 & 33
12.02.26	Addition of Committee Structure and Delegations	20
12.02.26	Decrease in Credit Card limit for the Chief Executive	26.1
12.02.26	Removal of Senior Management Accountant Delegations	26.5
12.02.26	Rationalisation of Delegations to Staff	25.7

Report to Council



DATE: 27 August 2026

TO: Mayor and Councillors

FROM: General Manager Regulatory and Compliance

UPDATE OF COUNCIL'S DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY

1. Summary

- 1.1. The purpose of this report is to advise Council of a revised Dangerous, Affected and Insanitary Buildings Policy and to seek approval to undertake public consultation regarding the revised policy.
- 1.2. The reason the report has come before the Council is due to the requirement under the Building Act 2004 for councils to adopt and regularly review a policy on dangerous, affected and insanitary buildings.
- 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.
- 1.4. This report concludes by recommending that Council approve the revised Dangerous, Affected and Insanitary Buildings Policy for public consultation.

2. Background

- 2.1 This issue arises from the statutory requirement under the Building Act 2004 to review this policy every five years, in addition to updated guidance issued by the Ministry of Business, Innovation and Employment (MBIE) regarding the content of such policies, and the need to ensure Council's approach to risk assessment and engagement with building owners reflects current best practice.
- 2.2 Council's existing policy was due for review in July 2023. However, a policy does not cease to have effect as a result of not being reviewed within the required timeframe.
- 2.3 The policy requires updating to align with current MBIE guidance. The updated guidance places greater emphasis on a risk-based approach, improved documentation of decisions, and clearer processes for engaging with building owners and occupiers. The review also provides an opportunity to ensure consistency with national practice and improve clarity for stakeholders.

3. Current Situation

- 3.1. The current situation is that Council operates under an existing Dangerous, Affected and Insanitary Buildings Policy that no longer fully reflects current legislative expectations or MBIE guidance.
- 3.2. While the existing policy provides a framework for identifying and managing dangerous and insanitary buildings, it does not sufficiently incorporate updated risk assessment methodologies or clearly outline

how Council engages with building owners, particularly in relation to communication, timeframes, and enforcement processes.

4. Options

4.1. **Option 1:** Approve the updated Dangerous, Affected and Insanitary Buildings Policy for public consultation.

4.2. **Option 2:** Do not approve the updated Dangerous, Affected and Insanitary Buildings Policy for public consultation, and retain the existing policy.

5. Assessment of Options

5.1. Option 1

5.1.1. Pros

- Ensures compliance with the Building Act 2004.
- Aligns Council with MBIE guidance and national best practice.
- Introduces a robust risk assessment framework.
- Improves transparency and consistency in engagement with building owners.

5.1.2. Cons

- Requires staff time and resources to implement and communicate changes.
- May result in increased enforcement activity in the short term.

5.1.3. Financial Implications

- Minor costs associated with policy implementation, staff training, and public consultation.
- These costs are expected to be accommodated within existing operational budgets.

5.1.4. Significance and Engagement Assessment

- The level of significance has been assessed as being low to moderate, as the policy affects property owners and public safety but does not result in immediate financial impacts on the wider community.
- Public consultation is considered necessary as required under the Building Act 2004 when adopting or amending a Dangerous, Affected and Insanitary Buildings Policy

5.2. Option 2

5.2.1. Pros

- No immediate implementation costs.
- Minimal disruption to current processes.

5.2.2. Cons

- Does not meet current legislative and guidance expectations.
- Increases legal and reputational risk.
- Does not improve risk assessment or owner engagement processes.

5.2.3. Financial Implications

- There are no immediate financial implications; however, potential future costs may arise from non-compliance or ineffective management of dangerous buildings.

5.2.4. Significance and Engagement Assessment

- The level of significance has been assessed as being low to moderate, as the policy affects property owners and public safety but does not result in immediate financial impacts on the wider community.
- Public consultation is required under the Building Act 2004 when adopting or amending a Dangerous, Affected and Insanitary Buildings Policy.

6. Risk Assessment

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

- **Legal and compliance risk**

Failure to update the policy may result in non-compliance with the Building Act 2004.

- **Public safety risk**

An outdated policy may reduce Council's ability to effectively identify and manage dangerous or insanitary buildings.

- **Reputational risk**

Council may be perceived as not following national best practice or MBIE guidance.

These risks are mitigated through adoption of the updated policy.

7. Preferred Option(s) and Reasons

7.1. The preferred option is Option 1.

7.2. The reason that Option 1 has been identified as the preferred option as it ensures legislative compliance, aligns with MBIE guidance, strengthens Council's risk management approach, and provides clearer and more consistent processes for engaging with building owners.

8. Recommendation(s)

8.1. That the report be received.

8.2. That public consultation be undertaken in accordance with the requirements of the Building Act 2004.

8.3. That Council approves the updated Dangerous, Affected and Insanitary Buildings Policy for public consultation.

Lee Webster

General Manager – Regulatory and Compliance

Appendix 1: Statement of Proposal – Dangerous Affected and Insanitary Buildings Policy

Appendix 2: Proposed Dangerous, Affected and Insanitary Buildings Policy



Statement of Proposal

PROPOSED DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY

Submit online at www.westlanddc.govt.nz

**PLEASE ENSURE YOUR SUBMISSION IS WITH COUNCIL BY 5.00PM
ON 2 October 2026**

Appendix 1

Reason for the Proposal

The Building Act 2004 requires Council to adopt a Dangerous, Affected and Insanitary Buildings Policy under section 131. When adopting or amending this policy, councils must follow the Special Consultative Procedure set out in the Local Government Act 2002.

Section 132 of the Building Act 2004 requires councils to review the policy at least every five years. However, the policy remains in force while it is being reviewed and does not cease to have effect simply because it is due for review or undergoing the review process.

During a technical audit of some of the Council's building functions, the Ministry of Business, Innovation and Employment (MBIE) reviewed the Council's current Dangerous, Affected and Insanitary Buildings Policy. In response to MBIE's recommendations, and in recognition of the policy's scheduled review date, the Council has undertaken a comprehensive review of the policy.

The review has been carried out to ensure the policy continues to comply with legislative requirements, aligns with current best practice, and effectively supports the Council in fulfilling its responsibilities under the Building Act 2004.

Current Dangerous, Affected and Insanitary Buildings Policy

The purpose of the Policy is to ensure that buildings within the Westland District do not present an unacceptable risk to public health and safety because they are dangerous, affected or insanitary.

The Policy sets out:

- how Council will perform its functions under the Building Act 2004 in relation to dangerous, affected and insanitary buildings;
- Council's priorities when exercising those functions; and
- how the Policy applies to heritage buildings.

The Policy provides a consistent framework for identifying, assessing and managing dangerous, affected and insanitary buildings while balancing public safety with the economic and social impacts on building owners and the wider community.

Proposal changes

The proposed amendments are intended to enhance the effectiveness and use of the Policy while ensuring it remains aligned with current legislative requirements and best practice. The amendments do not materially alter the intent or purpose of the existing Policy; rather, they improve clarity, provide greater guidance on its application, and ensure ongoing consistency with the requirements of the Building Act 2004.

Appendix 1

The proposed changes include:

- updating terminology and wording throughout the policy to ensure alignment with current legislative requirements and guidance;
- confirming Council's passive approach, whereby Council does not proactively inspect every building in the district but will respond promptly when potentially dangerous, affected or insanitary buildings are brought to its attention (2.4);
- introducing a provision for engagement with building owners, where appropriate, before formal notices are issued, to support communication, clarify concerns, and encourage voluntary resolution where possible (2.5);
- incorporating additional legislative references relating to non-compliance;
- including Council's priorities for responding to dangerous, affected and insanitary buildings, including immediate urgent situations (2.7);
- adding a clause that may request written reports from Fire and Emergency New Zealand or other relevant parties where appropriate (2.7);
- Enhancing the policy by including MBIE forms as appendices and strengthening section 2.7 with references to guidance and criteria used in the assessment of dangerous and insanitary buildings;
- Clarifying that Council's Enforcement Policy may be used if requirements of notices are not met with a reasonable period of time (2.7);

Consultation provides an opportunity for residents, property owners, businesses and other interested parties to provide submissions on the proposed policy before Council makes a final decision on its adoption.

Options Considered by Council

Option 1 – Adopt the Proposed Dangerous, Affected and Insanitary Buildings Policy (Preferred Option)

Council adopts the updated Policy incorporating the proposed amendments.

Advantages

- Aligns the Policy with current legislation.
- Improves clarity and transparency.
- Reflects current best practice.
- Provides a clear framework for Council, property owners and the community.

Disadvantages

- No significant disadvantages have been identified.

Appendix 1

Option 2 – Retain the Existing Policy

Council continues to operate under the current Policy without amendment.

Advantages

- No changes to current processes.

Disadvantages

- The Policy may not fully reflect current legislative requirements.
- Opportunities to improve clarity and consistency would be missed.
- The Policy would not incorporate recommendations identified through recent policy reviews.

Legal Considerations

Relevant Legislation

- Building Act 2004
- Local Government Act 2002

The Building Act 2004 establishes the legislative framework for regulating building work in New Zealand and requires every territorial authority to adopt a Dangerous, Affected and Insanitary Buildings Policy.

The purpose of the Policy is to reduce risks to public health and safety arising from dangerous, affected or insanitary buildings while recognising the differing circumstances of individual districts.

The Local Government Act 2002 requires Council to use the Special Consultative Procedure when adopting or amending this, Policy.

Having considered the decision-making requirements of the Local Government Act 2002 and Council's Significance and Engagement Policy, the proposed amendments are considered to have a low level of significance.

More Information

The Proposed Dangerous, Affected and Insanitary Buildings Policy and supporting information are available:

- on the Westland District Council website; and
- at Council offices.

Appendix 1

Submissions

Westland District Council welcomes submissions on the proposed Dangerous, Affected and Insanitary Buildings Policy.

Whether you support the proposal, oppose it, or have suggestions for improvement, Council encourages you to make a submission.

Please note that all submissions received by Council are public information and may be included in reports considered by Council and made publicly available.

Council will take account of all submissions made when making decisions on the proposed bylaw. There will be a Council hearing for those submitters who indicate they wish to speak in support of their submission.

All submissions, including name and contact details of the submitter, will be made available to the public and media on Council's website, unless you specifically request that your contact details are kept private.

All enquiries (not submissions) should be directed to the Building Control Manager, Ana Coleman, ana.coleman@westlanddc.govt.nz

You can make a submission by:

- Completing the online submission form.
- Emailing your submission to Council.
- Posting your submission to Westland District Council.
- Delivering your submission in person to a Council office.

Submission dates and hearing information will be published in the public notice and on the Council website.

Timetable

Submissions open:	31 August 2026
Submissions close:	2 October 2026
Hearing of submissions:	22 October 2026
Council meeting:	26 November 2026

Don't forget, get your submission to Council by 5:00pm on 2 October 2026

Appendix 1

Westland District Council

Submission Form

Proposed Dangerous, Affected and Insanitary Buildings Policy

Submissions close at 5.00 pm on 2 October 2026

Westland District Council invites you to provide feedback on the proposed **Dangerous, Affected and Insanitary Buildings Policy**.

Your feedback will assist Council in making a final decision on the Policy.

Your Details

Name

Organisation (if applicable)

Postal Address

Email

Phone

Submission

1. Do you support the proposed Dangerous, Affected and Insanitary Buildings Policy?

☐ Yes

☐ Yes, with changes

☐ No

2. Please tell us why.

Appendix 1

3. Do you have any comments or suggestions on the proposed Policy?

4. Are there any parts of the proposed Policy that you think should be changed?

☐ No

☐ Yes

If yes, please tell us which section(s) and why.

5. Are there any other comments you would like Council to consider?

Hearing of Submissions

Would you like to speak to your submission at the Council hearing?

Appendix 1

☐ Yes

☐ No

If you wish to speak to your submission, Council staff will contact you with the hearing details.

Privacy Statement

The information you provide in this submission will be used for the purpose of considering the proposed Dangerous, Affected and Insanitary Buildings Policy.

Please note:

- Your submission, including your name, may be included in reports that are made publicly available.
 - Contact details will be used only for Council's consultation process.
 - Personal information will be managed in accordance with the Privacy Act 2020.
-

Signature

Signature

Date

How to Make a Submission

You can lodge your submission by:

Online

Complete this form

Complete submission form on the Westland District Council website www.westlanddc.govt.nz

Email

buildingadmin@westlanddc.govt.nz

Post

Private Bag 704
Hokitika 7842

In Person

Deliver your submission to:

Appendix 1

Westland District Council
36 Weld Street
Hokitika

Submissions close at 5.00 pm on 2 October 2026

Thank you for taking the time to provide your feedback.



Dangerous, Affected and Insanitary Building Policy

Version: 2

August 2026

DOCUMENT CONTROL

VERSION	DATE	COMMENTS
1	21/09/2006	Adoption by Council
2	24/11/2011	Adoption following policy review
3	20/10/2018	Adoption following policy review and amended as a result of special consultative procedure and the Building (Earthquake-prone Buildings) Amendment Act 2016
4		

DOCUMENT APPROVALS

	NAME	DATE
REVIEWER	Saskia Sheehan	
APPROVER	Ana Coleman	

DOCUMENT CUSTODIAN AND REVIEW DATE

	NAME	REVIEW PERIOD	NEXT REVIEW DATE
CUSTODIAN	Lee Webster	5 years	MONTH 2031

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1 Policy Context

This policy outlines how Westland District Council (WDC) will continue to fulfil its responsibilities in accordance with the requirements set out in Building Act 2004.

2 Policy Objectives

Section 131 and 132A of the Building Act 2004 requires territorial authorities to adopt a policy on dangerous, affected and insanitary buildings within their district, and to review this every five years. If amended, a copy of the new version is to be provided to MBIE as specified in Section 132(3). The requirement for this document to also include a policy on earthquake-prone buildings was removed by the Building (Earthquake-prone Buildings) Amendment Act 2016 and replaced with new national provisions now residing in Subpart 6A of the Building Act 2004.

The policy is required to state:

1. The approach that the Westland District Council will take in performing its functions under the Building Act 2004.
2. Westland District Council's priorities in performing those functions.
3. How the policy will apply to heritage buildings.

While addressing insanitary buildings under the Building Act, the council is also required to consider obligations under the Health Act, as each statute serves distinct but complementary public health purposes, and these considerations are undertaken separately to ensure all relevant risks and enforcement powers are appropriately addressed.

In developing, adopting and reviewing this policy, Westland District Council has followed the consultative procedure set out in section 83 of the Local Government Act 2002, as required by section 132 of the Building Act 2004, and has made extensive use of the guidance documents provided by the Ministry of Business, Innovation and Employment and its predecessor agencies.

3 Policy Statement

3.1 Policy Principles

Early detection and rectification of dangerous, affected, and insanitary buildings is strongly connected with the Council's aim of having a safe District. The Council acknowledges that the provisions of the Building Act 2004 (the Act) in regard to dangerous, affected, and insanitary buildings reflect the Government's broader concern with the health and safety of people who use buildings.

Section 4 of the Building Act lays down the following principles to be applied in performing functions or duties or exercising powers under the Act:

(2) In achieving the purpose of this Act, a person to whom this section applies must take into account the following principles that are relevant to the performance of functions or duties imposed, or the exercise of powers conferred, on that person by this Act:

(a) when dealing with any matter relating to 1 or more household units,—

(i) the role that household units play in the lives of the people who use them, and the importance of—

(A) the building code as it relates to household units; and

DRAFT Dangerous, Affected, and Insanitary Building Policy

- (B) the need to ensure that household units comply with the building code:*
- (ii) the need to ensure that maintenance requirements of household units are reasonable:*
 - (iii) the desirability of ensuring that owners of household units are aware of the maintenance requirements of their household units:*
 - (b) the need to ensure that any harmful effect on human health resulting from the use of particular building methods or products or of a particular building design, or from building work, is prevented or minimized:*
 - (c) the importance of ensuring that each building is durable for its intended use:*
 - (d) the importance of recognizing any special traditional and cultural aspects of the intended use of a building:*
 - (e) the costs of a building (including maintenance) over the whole of its life:*
 - (f) the importance of standards of building design and construction in achieving compliance with the building code:*
 - (g) the importance of allowing for continuing innovation in methods of building design and construction:*
 - (h) the reasonable expectations of a person who is authorized by law to enter a building to undertake rescue operations or firefighting to be protected from injury or illness when doing so:*
 - (i) the need to provide protection to limit the extent and effects of the spread of fire, particularly with regard to—*
 - (i) household units (whether on the same land or on other property); and*
 - (ii) other property:*
 - (j) the need to provide for the protection of other property from physical damage resulting from the construction, use, and demolition of a building:*
 - (k) the need to provide, both to and within buildings to which section 118 applies, facilities that ensure that reasonable and adequate provision is made for persons with disabilities to enter and carry out normal activities and processes in a building:*
 - (l) the need to facilitate the preservation of buildings of significant cultural, historical, or heritage value:*
 - (m) the need to facilitate the efficient use of energy and energy conservation and the use of renewable sources of energy in buildings:*
 - (n) the need to facilitate the efficient and sustainable use in buildings of—*
 - (i) materials (including materials that promote or support human health); and*
 - (ii) material conservation:*
 - (o) the need to facilitate the efficient use of water and water conservation in buildings:*
 - (p) the need to facilitate the reduction in the generation of waste during the construction process.*
 - (q) the need to ensure that owners, designers, builders, and building consent authorities are each accountable for their role in ensuring that—*
 - (i) the necessary building consents and other approvals are obtained for proposed building work; and*
 - (ii) plans and specifications are sufficient to result in building work that (if built to those plans and specifications) complies with the building code; and*
 - (iii) building work for which a building consent is issued complies with that building consent; and*
 - (iv) building work for which a building consent is not required complies with the building code.*

3.2 Overall Approach

Subpart six, Sections 121 to 130 of the Act provide the authority necessary for Council to take action on dangerous, affected, or insanitary buildings, and sets out how these actions are to be taken.

Council is committed to ensuring that the Westland District is a safe and healthy place to live and work while also ensuring that the District continues to develop and thrive.

The public are encouraged to discuss their development plans with Council and to obtain building consent for work Council deems to be necessary before any work commences. This aims to minimise the creation of dangerous or insanitary conditions that could be injurious to the health of occupants, or where safety risks are likely to arise from a change in the use of a building.

Council follows up on complaints from various sources and observations from council officers to identify potentially dangerous and/or insanitary buildings and will continue this approach.

The development of the New Zealand Building Code and associated standards has created, over time, an effective “raising of the bar” for the standards which buildings and Building Owners must meet. Existing buildings must be maintained appropriately in order to continue to meet such standards.

The Council is actively involved in educating the public on Building Act matters with a view to encourage owners to obtain building consent where necessary.

Westland District Council recognises that West Coasters have a range of financial circumstances and preferences as to the style and condition of buildings they want to live and work in. At the same time, the Council treats building safety as a serious matter; buildings must be safe for their intended use and for Occupiers.

Accordingly, in applying the “offensive” trigger for insanitary building classification under Section 123 of the Building Act, the Council will prioritize human health and wellbeing rather than aesthetics. A building simply looking poorly maintained might offend some people, but would not normally trigger an insanitary building classification, unlike a building that released objectionable odours or discharges. The other triggers for an insanitary building classification, (“is...likely to be injurious to health”, “has insufficient or defective provisions against moisture penetration so as to cause dampness in the building...”, “does not have a supply of potable water that is adequate for its intended use”, or “does not have sanitary facilities that are adequate for its intended use”) are less subjective than the “offensive” trigger, and it is clear how the Council will be guided by these.

Similarly, the Section 121 definition of a dangerous building is focused on avoiding injury, death or property damage - more tangible and less subjective outcomes than avoiding offence – so the Council will be clearly guided by this definition.

3.3 Definitions of Buildings Covered by the Policy

The definitions of dangerous, affected and insanitary buildings are set out in sections 121, 121A and 123 of the Building Act 2004 as follows:

s121 Meaning of dangerous building

- 1) A building is dangerous for the purposes of this Act if,—
 - a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause—

- i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or
 - ii) damage to other property; or
 - b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely.
- 2) For the purpose of determining whether a building is dangerous in terms of subsection (1) (b), a territorial authority—
- a) may seek advice from employees, volunteers, and contractors of Fire and Emergency New Zealand who have been notified to the territorial authority by the board of Fire and Emergency New Zealand as being competent to give advice; and
 - b) if the advice is sought, must have due regard to the advice.

s121A Meaning of affected building

A building is an affected building for the purposes of this Act if it is adjacent to, adjoining, or nearby—

- a) a dangerous building as defined in section 121; or
- b) a dangerous dam within the meaning of section 153.

(Note: Dangerous dams are dealt with by Regional Councils, so are not covered by this policy.)

s123 Meaning of insanitary building

A building is insanitary for the purposes of this Act if the building—

- a) is offensive or likely to be injurious to health because—
 - i) of how it is situated or constructed; or
 - ii) it is in a state of disrepair; or
- b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or
- c) does not have a supply of potable water that is adequate for its intended use; or
- d) does not have sanitary facilities that are adequate for its intended use.

3.4 Identifying Dangerous, Affected or Insanitary Buildings

The Council takes a passive approach to the issue but will actively respond to and investigate all complaints received or issues identified by staff and identify from these investigations any buildings that are dangerous, affected, or insanitary. The MBIE flowchart is attached to show the steps Council will take to assess and manage these buildings (**Appendix A**).

An authorised Council officer will assess the building to determine:

- if there has been any unauthorised building work and / or unauthorised change of use;
- the standard of maintenance of any specified systems for fire safety, water supply or other building elements that provide amenity;
- the state of repair of the building structure and services;
- the safety level of the building compared to the relevant performance criteria of the New Zealand Building Code.

- whether any other buildings should be regarded as an affected building.

The MBIE guidance document “Steps for identifying and managing dangerous, affected and insanitary buildings” will be used for this determination process (**Appendix B**).

Council or owners may obtain expert advice where appropriate and explore options to reduce or remove the danger, or to fix the dangerous or insanitary conditions.

3.5 Interactions with Building Owners and Building Act Sections

Before exercising its powers, Council will seek to discuss options for action with owners on a mutually acceptable approach, before issuing a Notice or erecting hoardings or signs. This will lead to a formal proposal from the owners for dealing with dangerous, affected or insanitary situations, or action being taken under the Health Act 1956.

Where discussions do not yield a mutually acceptable or co-operative approach and proposal, Council will commence proceedings in accordance with Section 124 of the Act.

Where parties other than the building owner, have access to the building, Council will exercise its powers without delay in the interests of protecting the public. The owner will be kept fully informed of the process.

3.6 Assessment & Action Prioritization Criteria

The Council will assess potentially dangerous or insanitary buildings, and affected buildings, in accordance with sections 121, 121A, or 123 of the Act as appropriate and in terms of the level of risk to public health, safety or property that is presented. The Council will give priority to buildings that have been determined to present such a high level of risk as to warrant immediate action to remove the risk. In forming its views as to the work or action that is required to prevent the building from remaining dangerous, affected, or insanitary, Council will consider some or all of the following:

- the type, size and complexity of the building and location of the building in relation to other buildings, public places and hazards.
- age of the building.
- how many people spend time in or near the building.
- current and likely future use of the building.
- the expected useful life of the building and any prolongation of that life.
- reasonable practicality of any work required.
- any special historical or culture value of the building.
- the economic impact of the Policy.
- any other matters that Council considers may be relevant considering the particular set of circumstances.

Council uses a risk matrix to determine the timeframe within which the assessment will be completed. (**Appendix B**).

3.7 Investigation and Enforcement Process - Dangerous, Affected and Insanitary Buildings

In accordance with Section 124 and Section 125 of the Building Act 2004 (the Act) Council:

- a) respond to and investigate all building complaints received.

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- b) assess the building/s using the determination process in Appendix B.
- c) may request a written report on the building from Fire and Emergency New Zealand (Whakaratonga Iwi).
- d) may request reports from other parties with relevant expertise to be supplied at the owners expense.

If the building is found to be dangerous, or insanitary, Council may do any or all of the following:

- a) will advise and liaise with the owner(s) of buildings once a building has been identified as dangerous, affected or insanitary as per clause 2.5 above,
- b) assess the level of risk presented by the building (or, in the case of an affected building, to the building) and, if required, take immediate action.
- c) put up a hoarding or fence to prevent people approaching the building.
- d) attach in a prominent place, on or adjacent to, the building a notice that warns people not to approach the building.
- e) attach a written notice to the building requiring work to be carried out on the building within a time stated in the notice, being not less than 10 days, to reduce or remove the danger, or prevent the building from remaining in an insanitary condition.
- f) issue a notice restricting entry to the building.
- g) endeavour to give copies of that notice to the building owner, occupier, and every person who has an interest in the land, or is claiming an interest in the land, as well as Heritage New Zealand, if the building is a registered heritage building.
- h) contact the owner at the expiry of the time in the notice to gain access to the building to ascertain whether the notice has been complied with.
- i) where the danger or insanitary condition is the result of unauthorised building work, the owner will be formally requested to provide a written explanation as to how the work occurred, who carried it out, and under whose instructions.
- j) pursue enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time.

If the building is considered to be of immediate danger (as defined in Section 129 of the Act), Council may:

- a) by warrant, undertake any action to remove that danger, which may include prohibiting persons from using or occupying the building or demolition of all or part of the building; or fix the insanitary conditions; and
- b) undertake action to recover costs from the owner(s) when Council carries out works to remove the danger; and
- c) inform the owner that the amount recoverable by Council will become a charge on the land on which the building is situated.

All owners have a right of appeal as defined in the Act, which can include applying to the Ministry of Business, Innovation and Employment for a determination under Section 177(3) of the Act.

3.8 Interaction between this Policy and Related Sections of the Act

Section 41 of the Building Act 2004 provides for situations where, because of the urgency of the work to be done, it is not practical to apply for a building consent before the work is undertaken. In cases where a building is assessed as being immediately dangerous the Council may not require a building consent to be obtained for any building work considered to be immediately necessary to remove the danger. However, prior to any action being taken it is essential that building owners provide a written proposal of any proposed works to the Council.

3.9 Acting on Affected Buildings

When a building is determined to be dangerous, Council will assess if any adjacent, adjoining, or nearby building is affected (an affected building) as defined in Section 121A of the Act.

The owner of the affected building will be provided with a copy of any notice issued for the dangerous building under Section 124(2)(b),(c) or (d) of the Act, and information relating to Council's monitoring and enforcement actions in relation to the dangerous building.

Council may at its discretion, exercise any of its powers under Section 124(2)(a), (b), or (d) in relation to the affected building.

3.10 Recording Dangerous, Affected and Insanitary Status

Council will keep a register of buildings in their district deemed dangerous, affected or insanitary.

Any buildings identified as being dangerous or insanitary will have a requisition placed on the Council's records for the property on which the building is situated until the danger or insanitary condition is remedied.

In addition, the information will be placed on any Land Information Memorandum (LIMs) and will be available for public release in accordance with the provisions of Local Government Official Information and Meetings Act 1987.

Where the status of the building could affect any proposed building work, councils should consider whether the information should be disclosed in a project information memorandum.

4 Heritage Buildings (Pohere Taonga)

Westland District Council believes it is important that its heritage buildings are maintained so they are not dangerous or insanitary, in order to protect people and retain these important connections to the District's history and unique character. However, Westland District Council does not wish to see the intrinsic heritage values of these buildings adversely affected by building work.

Heritage buildings are those listed in Council's District Plan Schedule, Marae and buildings listed in the New Zealand Heritage List / Rārangi Kōrero. The Building Act 2004 recognises that special provision shall be made for such buildings. In the implementation of procedures under the Act with regards to dangerous, affected, or insanitary buildings, Council will consider any special traditional or cultural aspects of the intended use of a building and the need to facilitate the preservation of buildings of significant cultural, historical or heritage value.

This will be achieved by:

- a) recognising the range of heritage buildings that exist in the District, including the New Zealand Historic Places list and statutory protection through listing in the District Plan.
- b) consultation with owners and Heritage New Zealand in relation to any proposed written notice requiring work.
- c) informing and involving relevant statutory organisations, including Heritage New Zealand, with regard to any heritage building identified as at risk.
- d) considering heritage values when developing and managing upgrading proposals.
- e) consideration of alternative methods to avoid unnecessary demolition of heritage buildings including:
 - i) partial demolition.
 - ii) temporary propping/support of the structure.
 - iii) hoardings to restrict access.

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- iv) partial deconstruction to make safe and salvage materials.

After undertaking the actions outlined above, Council will serve notices requiring upgrading or removal within specific timeframes, in consultation with building owners.

Heritage buildings will be assessed in the same manner as other potentially dangerous or insanitary buildings (as per ss121-123 of the Act), and discussions will be entered into with the owner and Heritage New Zealand (pursuant to s125(2)(f) where the building is contained in their List) to identify a mutually acceptable way forward which meets heritage objectives and Building Act requirements included in this Policy as near as is reasonably practicable in the circumstances.

A copy of any notice issued under s124 of the Act will be sent to Heritage New Zealand in the case of all heritage buildings. Any upgrading work must consider the principles of the International Council on Monuments and Sites (ICOMOS) NZ Charter, any advice from Council's heritage staff or other heritage professionals or organizations where applicable and should be designed to involve minimal loss to heritage fabric.

5 Economic Impact of Policy

The economic impact of this policy is assessed as being minor, since there are relatively few issues arising with respect to dangerous and insanitary buildings each year.

6 Objections

In the first instance, building owners or other directly affected parties who wish to object to a building being (or not being) declared dangerous, affected or insanitary should record their objections in writing to the Council's Chief Executive Officer, who will undertake an investigation of the circumstances of the building and the reasons behind the Council's decision on the matter and arrange for the Council or an appropriate Committee to review the decision and if necessary to hear evidence from parties involved. The Council's decision will be provided by way of response to an objection.

The Council reserves the right to recover actual and reasonable costs incurred in conducting review and objection processes, in accordance with fees set from time to time.

Priority will be given to objections where the building has been declared to be of such a risk as to require immediate remedial action so that no undue delays are caused.

6.1 Determinations

Further legal remedies and application to the Ministry of Business, Innovation and Employment for a Determination are also available to Building Owners. Building owners and a variety of other interested parties can formally object to the Council's decision through the right to apply to the Chief Executive of the Ministry of Business, Innovation and Employment for a determination. Determinations can be applied for concerning the Council's decisions to issue or not issue a consent or code compliance certificate, or to exercise its powers concerning dangerous, affected or insanitary buildings. Sections 176 – 190 of the Building Act lay out the requirements for determinations.

7 Policy Review

Pursuant to section 132 of the Building Act 2004 this policy is required to be reviewed by the Council every 5 years. Any amendment or replacement of the policy must be adopted in accordance with the special consultative procedure in section 83 of the Local Government Act 2002.

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A territorial authority must, as soon as practicable after adopting or amending a policy, provide a copy of the policy to the chief executive.

A territorial authority must complete a review of a policy within 5 years after the policy is adopted and then at intervals of not more than 5 years.

A policy does not cease to have effect because it is due for review or being reviewed.

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

7.1 Policy Review and Version History

This policy was first adopted by the Westland District Council on Thursday 21 September 2006. It was first reviewed and amended in 2011 and was adopted on 25 August 2011 for the purposes of commencing the special consultative procedure pursuant to Section 132 of the Building Act 2004. The revised Policy was adopted after amendments were made as a result of the special consultative procedure on 24 November 2011. A further review was undertaken in 2018 and a proposed revised Policy was adopted on 23 August 2018 for the purposes of commencing the special consultative procedure. The revised Policy was adopted as a result of the special consultative procedure on 25th October 2018.

The policy is due for review by 25th October 2023.

8 Questions

Any questions regarding this policy should be directed to the Building Control Manager.

9 Relevant Documents and Legislation

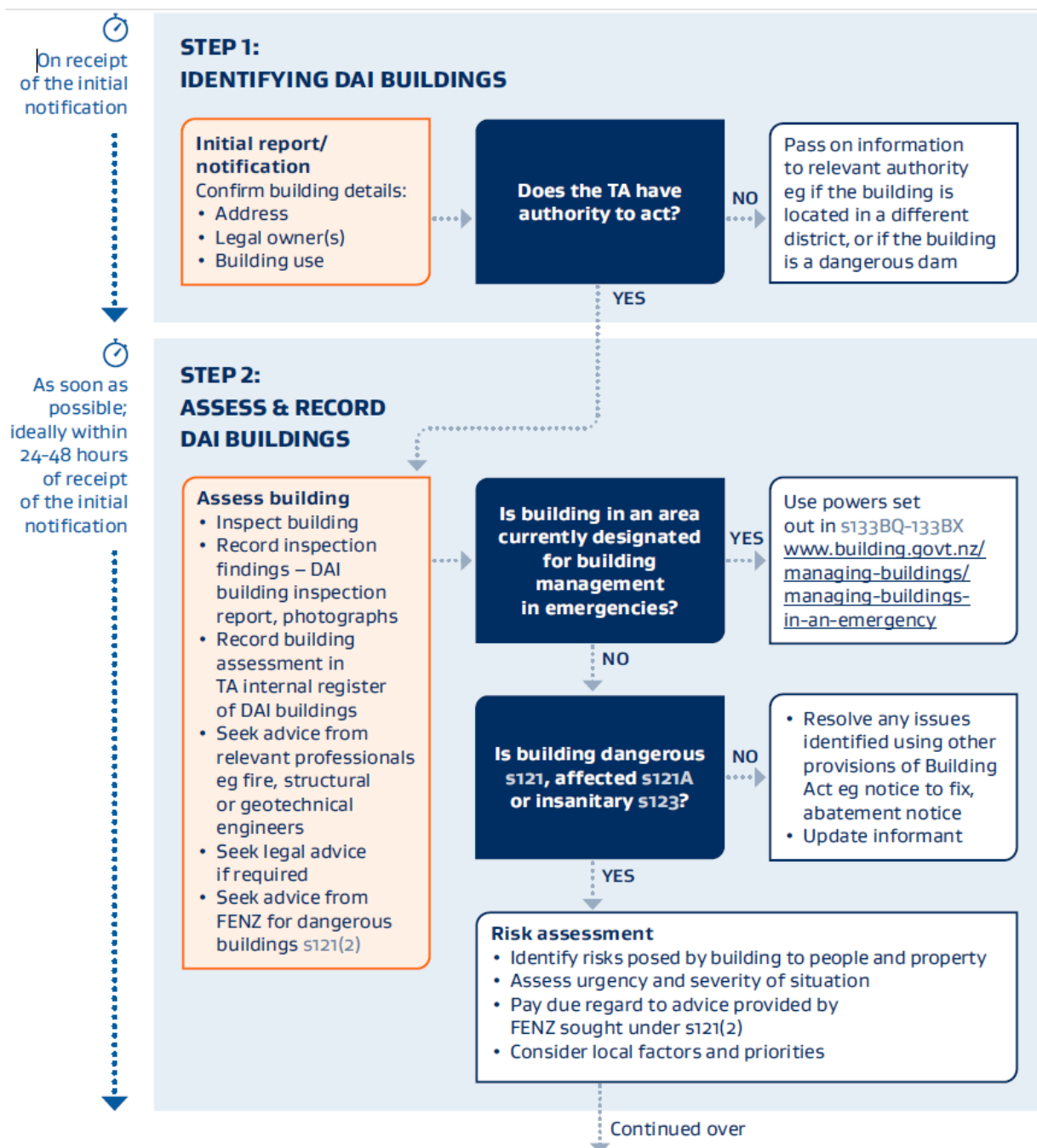
- [Building Act 2004](#)

10 Policy Owner

This policy is owned by the General Manager Regulatory and Compliance.

11 Appendix A: Building Performance Flowchart - Steps for Identifying and Managing DAI Buildings

This flowchart outlines the steps that councils will take when performing functions for managing a dangerous, affected or insanitary building from initial identification through to resolution.



Appropriate timeframe decided based on risk posed by building and action required

STEP 3: TAKE ACTION

From previous page

Is immediate danger likely/immediate action required?

YES

NO

Immediate danger

- CE of TA issues warrant under s129 causing action to:
 - avoid immediate danger s121
 - fix insanitary conditions s123
- Inform building owner(s) and occupants of assessment
- Notify Heritage NZ Pouhere Taonga for heritage buildings
- On completion of the warranted action TA applies to District Court for confirmation of warrant s130
- Determine what follow up action is required

Notify

At this point the TA may:

- Inform building owner(s) and occupants of assessment
- Discuss building status with the owner where appropriate

Take action

The TA can take several actions depending on whether the building is dangerous, affected or insanitary

Dangerous (s121)

- Put up a hoarding or a fence to prevent people approaching the building nearer than is safe s124(2)(a)
- Attach in a prominent place, either on or adjacent to the building, a notice that warns people not to approach the building s124(2)(b)
- Issue a written notice restricting entry to the building, either for particular purposes or to a specific person or groups of people s124(2)(d)

Give written notice requiring work to be carried out on the building to reduce or remove the danger s124(2)(c)(i)

Give written notice requiring work to be carried out on the building to prevent the building from remaining insanitary s124(2)(c)(ii)

Insanitary (s123)

Affected (s121A)

Using dangerous, affected or insanitary buildings

Once a TA has done any of the following:

- Put up a hoarding or fence in relation to a building s124(2)(a)
- Attached a notice warning people not to approach a building s124(2)(b)
- Issued a notice restricting entry to a building s124(2)(d)

it is prohibited for anyone to use or occupy a building, or permit another person to use or occupy it s128

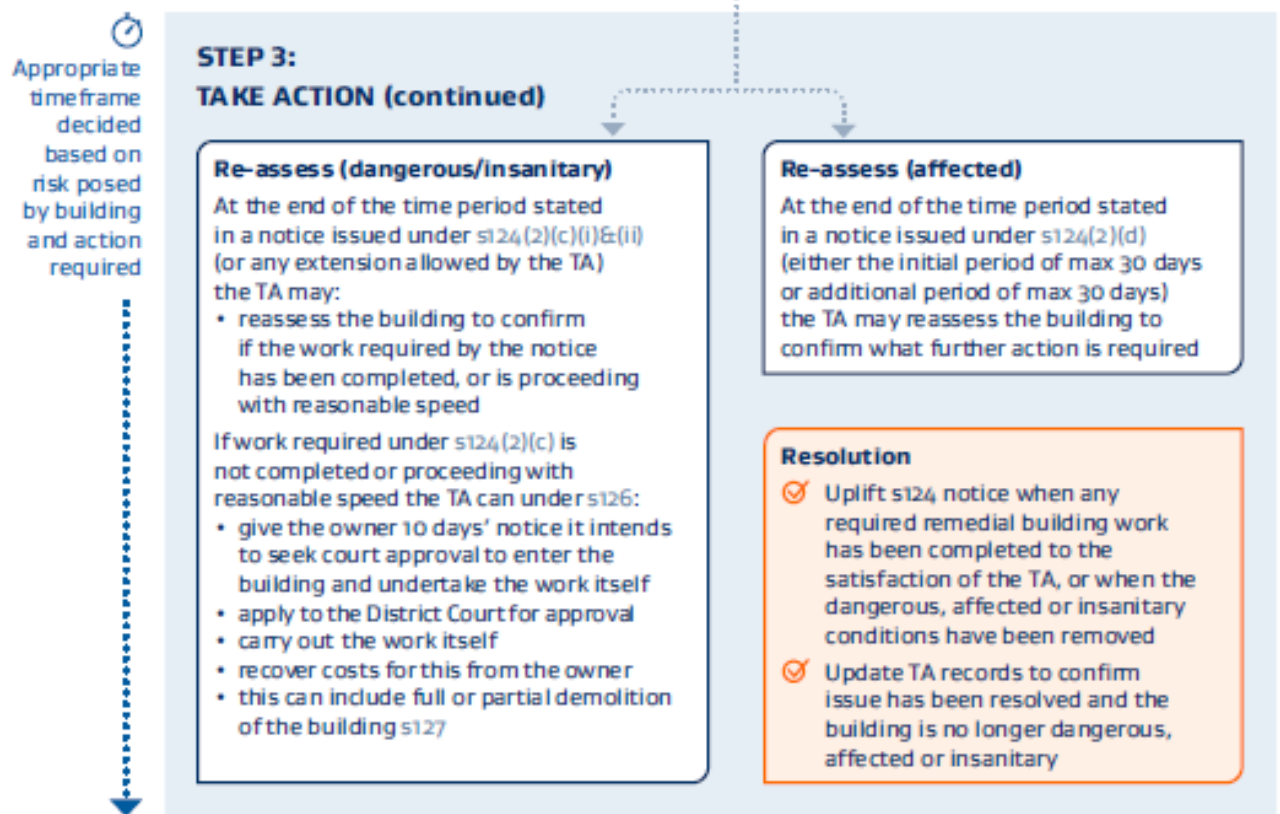
Form of s124(2)(c)(i) & (ii) notices specified by s125(1)

- The notice must be in writing and fixed to the building in question
- Copies of notices must be sent to both the owner of the building and those who occupy it, and also to a range of other people as listed in s125(2)
- The notice must state if the owner of the building must obtain a building consent for the work required by the notice
- The notice must state the time that the building work must be carried out in
- This timeframe must not be less than ten days from the date the notice is given, or a reasonable time for a building consent to be obtained, whichever is longer

Form of s124(2)(d) notices specified by s125(1A)

- The notice must be in writing and fixed to the building in question
- Copies of notices must be sent to both the owner of the building and those who occupy it, and also to a range of other people as listed in s125(2)
- The notice must be issued for a maximum period of thirty days, and may be re-issued once for a further maximum period of thirty days

Continued over



Glossary of abbreviations

Term	Explanation
DAI	Dangerous, affected and Insanitary
TA	Territorial Authority
FENZ	Fire & Emergency New Zealand
CE	Chief Executive

12 Appendix B: Risk Matrix for Assessment & Action

Table 1. Definitions

Level of risk/likelihood	
Very high	Accessed daily by large groups of people (e.g. hospital, education facility, police station, prison, community centre, supermarket).
High	Accessed regularly by small groups of people (e.g. office, shops, apartment building).
Medium	Accessed daily (e.g. dwelling).
Low	Infrequent access, or exposure to hazard (e.g. detached domestic garage, workshop, sleepout).
Very low	Unlikely to be occupied, space typically used for storage only (e.g. farm shed, hay barn).
Consequence of failure	
Negligible	No injuries, no inconvenience to building users, no impact on adjacent buildings/property.
Minor	No injuries, some inconvenience to building users, likely impact on adjacent buildings/property.
Moderate	No injuries, inconvenience to building users, likely to impact on adjacent building/property.
Major	Serious injury or death (including injurious to health), evacuation or short-term sheltering may be required.
Extreme	Multiple deaths/serious injuries, failure of building likely to impact on adjacent building/property, evacuation or short/long term sheltering is required.

Table 2. Assessment priority matrix

Risk calculator (level of risk/likelihood x consequences of failure).

*Determine the level of risk/likelihood and the consequence of failure using the definitions provided in Table 1 above. Input these into the table below. **Consequence of failure***

Level of risk	Negligible (1)	Minor (2)	Mode rate (3)	Major (4)	Extre me (5)
Very high (5)	5	10	15	20	25
High (4)	4	8	12	16	20
Mediu m (3)	3	6	9	12	15
Low (2)	2	4	6	8	10
Very low (1)	1	2	3	4	5

Table 3. Assessment timeframe

The score from Table 2 informs the timeframe in which initial action shall be taken.

Priority	Score	Working days
Immediate	≥15	1
High	10-+14	3
Medium	6-9	10
Low	≤5	20

Report to Council



DATE: 27 August 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

PROJECTS AND CARRY FORWARDS TO 2026/27 – Update

1. Summary

The purpose of this report is to seek Council approval for the updated carry forward of funding of projects that were scheduled from previous financial years but were not completed by 30 June 2026.

This issue arises due to changes to the carry forward report that was approved by Council in June 2026 as estimates and final invoices were processed.

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 2025/34.

This report concludes by recommending that Council approve the updated carry forward of funds for the project costs itemised in **Appendix 1**.

2. Background

The reason the report has come before the Council is due to the Council approving its annual budget based on planned levels of service and capital works for the financial year.

It is common that certain undertakings will be partially complete, committed but not started, or deferred as at the end of the financial year.

At its June meeting, Council adopted the capital carry-forward schedule for 2026/27. This updated report includes some additions to the schedule and amendments to figures that were estimated at the time of the June 2026 report.

3. Current Situation

At the Council meeting in June 2026 Council approved capital carry forwards of \$13,046,567. Following updates to the schedule as estimate numbers were finalised the update capital carry forward total has been revised downwards to \$12,179,986. This represents a reduction of \$866,581 against the value previously approved by Council.

4. Options

Option 1: Approve the updated carry forward of funds for the projects in **Appendix 1**.

Option 2: Reject the updated carry forward schedule.

5. Assessment of Options (including Financial Considerations)

Option 1 – will update the previous schedule now that final accounts are available and will allow Council to continue to deliver those projects that were approved in the Long-Term Plan 2025/34 but were not completed in the expected timeframe.

Option 2 – would mean those projects that were not previously identified as carry forwards in the June 2026 report would not be completed, which would be a departure from the programme set out in the Long-Term Plan 2025/34. In addition, where the values carried forward have been updated Council would be unable to apply funding to those schemes, where the carry forward had increased, and may be unable to fully complete those projects.

6. Risk Assessment

No significant risks have been identified.

7. Preferred Option(s) and Reasons

The preferred option is Option 1 – approve the updated carry forward of funds for the project costs itemised in **Appendix 1**.

The reason that Option 1 has been identified as the preferred option is that this will demonstrate Council's resolve to deliver on its commitments and will ensure that revenues and other sources of funds are applied to their intended purposes.

8. Recommendation(s)

8.1. That the report be received.

8.2. That Council approve the updated carry forward of funds for the projects itemised in the Updated Carry Forward 2026/27 report.

Stephen Lewis
Chief Financial Officer

Appendix 1: Updated Carry Forward 2026/27

Westland District Council 2025 2026 Carry Forwards - Final

Activity	Description	Project	2025/26 Budget	Carried Forward from previous years	Adjustments	Total 2025/26 Budget	2025/26 actual spend	Balance	Carry forward to 2026/27	Carry forward to 2027/28	Variation from Jun26
Leadership	Council HQ Earthquake strengthening & upgrade	LDHQ Strengthen	1,350,000	-	-	1,350,000	19,956	1,330,044	-	1,330,044	(3,000)
	IT equipment Renewals	LDIT Equip	65,000	-	-	65,000	16,312	48,688	48,688		0
	IT Offsite Replication	LDIT Offsite Rep	41,000	-	-	41,000	-	41,000	41,000		0
	Aerial photography of Westland	LDGISAerial	9,501	-	-	9,501	-	9,501	9,501		9,501
	Teleconferencing Equipment	LDIT Teleconference	15,000	-	-	15,000	-	15,000	15,000		0
						-			114,189	1,330,044	6,501
Planning & Regulatory	Civil Defence - EMAT Cache	LSFCivilCache	32,000	-	-	32,000	28,737	3,263	3,263		(3,413)
	Civil Defence - Alternative Water Supply		58,500	-	-	58,500	-	58,500	58,500		58,500
	Emergency equipment container	LSFCivil containers	31,416	-	-	31,416	1,953	29,463	29,463		0
						-			91,226	-	55,087
Facilities & Leisure	Cass Square - New Developments	LSFCass Facilities	50,000	49,500	-	99,500	32,689	66,811	66,811		(34,764)
	Cass Square Reseal	IBIS_23123	100,000	-	-	100,000	-	100,000	100,000		0
	Cemeteries signage	IBIS:23121	7,500	-	-	7,500	-	7,500	7,500		0
	Cemetery - Hokitika Improvements	LSFHOK cem improve	30,000	-	-	30,000	1,405	28,595	28,595		0
	Cemetery - Hokitika Installation of new berms		3,212	-	-	3,212	-	3,212	3,212		3,212
	Cemetery - Hokitika Upgrade and expansion	2020CEM 001	10,706	-	-	10,706	2,805	7,901	7,901		0
	Cemetery - Kumara development	IBIS:23120	20,000	-	-	20,000	-	20,000	20,000		0
	Cemetery - Ross Berm development	LSFROS cemetery berm	30,000	-	-	30,000	16,408	13,592	13,592		0
	Cycle Trail - Minor infrastructure (shelters etc)	LSFWCWT Infrastruct	70,660	-	-	70,660	29,999	40,661	40,661		1,217
	Heritage area lighting and banners	LSFHeritage Light	-	24,704	-	24,704	-	24,704	24,704		0
	Hokitika Swimming Pool heating upgrade	LSFSwimHeat	700,000	-	-	700,000	245,251	454,749	454,749		(168,984)
	Playground - Haast equipment upgrades to meet standards	LSFHAA playground	-	3,072	-	3,072	-	3,072	3,072		0
	Playground - Kumara equipment upgrades to meet standards	LSFKUM playground	15,000	18,072	-	33,072	3,845	29,227	29,227		0
	Purchase of Land \$30k & Erect Pole Shed	LSFRos ComShed	-	82,908	-	82,908	22,944	59,964	59,964		0
	Reserves signage	IBIS_23122	15,000	-	-	15,000	-	15,000	15,000		0
	Rimu-hill lookout kiosk and interpretation panels	LSFRimu kiosk	10,000	-	-	10,000	-	10,000	10,000		0
	Swimming Pool Ross - Replace novalite, windows & roof riding	LSFRos Pool	300,000	-	-	300,000	39,544	260,456	260,456		0
	Wainihinihi wet weather route bridge plus	LSFWCWT Wainihinihi	10,000	-	-	10,000	-	10,000	10,000		10,000
	WCWT Totara Bridge Stage 2 & 3	LSFWCWT Totara Br 2	1,400,000	-	-	1,400,000	177,061	1,222,939	1,222,939		(80,569)
	Westland Reserves Public Art & Monument Restoration (Cass Square)	IBIS_23124	5,000	-	-	5,000	-	5,000	5,000		0
	Whataroa playground equipment	LSFWHA playground	-	1,536	-	1,536	-	1,536	1,536		0
						-			2,384,919	-	(269,888)
Community Services	Franz Josef Urban Revitalisation Plan	LSFFZJ Revitalise	-	133,201	-	133,201	635	132,566	132,566		0
	Hokitika revitalisation plan	LSFHOK revitalise	50,000	-	-	50,000	-	50,000	50,000		0
	Hokitika Town Clock earthquake proofing	LSFHokiClock	75,000	-	-	75,000	-	75,000	75,000		0
	Lighting, banners & Bins	Various	90,487	-	-	90,487	45,951	44,536	44,536		14,536
									302,102	-	14,536
Land Transport	215 Structures Component Replacement/216 Bridge & Structures Replacement	3033 Structures Comp	1,206,215	-	-	1,206,215	75,315	1,130,900	1,130,900		0
	214 Sealed Road Pavement Rehabilitation	3057 Sealed Pavement	283,307	-	-	283,307	36,703	246,604	-		(246,604)
	Bridge & Structures Renewals	3058 EOL Renewals	250,000	-	-	250,000	-	250,000	-		(250,000)
	215 SPR Structures Component Replacement/216 SPR Bridge & Structures Replacement	3072 Structures Comp	1,000,000	-	-	1,000,000	-	1,000,000	1,000,000		12,017
	222 SPR Traffic services renewals	3073 Traffic Service	30,000	-	-	30,000	-	30,000	-		(30,000)
	214 SPR Sealed Road Pavement Rehabilitation	3074 Sealed Pavement	600,000	-	-	600,000	-	600,000	-		(600,000)
									2,130,900	-	(1,114,587)
Solid Waste	Butlers - Intermediate capping	2019REF 002	30,000	109,265	-	139,265	47,003	92,262	92,262		0
	Butlers New Cell/Franz Josef Waste Management	FXBTPOG 2020	-	13,241	-	13,241	-	13,241	13,241		0
	Butlers pump & infratructure renewal	IBIS_23128	10,000	-	-	10,000	-	10,000	10,000		0

Westland District Council 2025 2026 Carry Forwards - Final

Activity	Description	Project	2025/26 Budget	Carried Forward from previous years	Adjustments	Total 2025/26 Budget	2025/26 actual spend	Balance	Carry forward to 2026/27	Carry forward to 2027/28	Variation from Jun26
	Emissions Trading - Carbon Credits	CarbonCredit	280,000	-	-	280,000	259,986	20,014	20,014		0
	Haast Landfill Capping	REFHAA capping	150,000	24,259	-	174,259	9,481	164,778	164,778		(3,545)
	Haast - Develop transfer station	REFHAA trans	50,000	100,000	-	150,000	-	150,000	150,000		0
	Hokitika - Refuse General Upgrade	IBIS: 15267	20,000	10,000	-	30,000	10,384	19,616	19,616		(2,664)
	Hokitika - Waste minimisation equipment	REFHOK Minimisation	155,000	3,399	-	158,399	(57,564)	215,963	215,963		0
								685,874	-		(6,209)
Stormwater	Hokitika Pump Station Component Upgrade	SWHOKPump	256,983	-	-	256,983	46,298	210,685	210,685		(3,594)
	Livingstone St Pump Upgrade/Hokitika SW retic with pump upgrade	SWLivingstone	1,325,000	1,546	-	1,326,546	146,517	1,180,029	1,180,029		(62,496)
	Stormwater component replacements, incl. Telemetry on Pump Stations	SWHokTelemetry	57,000	-	-	57,000	22,533	34,467	34,467		1,354
								1,425,181	-		(64,736)
Wastewater	Franz Josef WWTP pump station SCADA system	WWFraWWTPTelemetry	85,000	-	-	85,000	22,533	62,467	62,467		1,354
	Campervan and Stock Effluent Dump Stations	IBIS: 15286 WWHokE Effluent	90,000	-	-	90,000	24,379	65,621	65,621		65,621
	Fox Glacier WWTP Components Replacement	WWFOXComp	12,873	-	-	12,873	8,139	4,734	4,734		4,734
	Hokitika Upgrade Pump Stations - Pumps and Components	WWHOKPump	440,034	-	-	440,034	169,101	270,933	270,933		270,933
	Hokitika WWTP components replacement	WWHOKComponents	13,724	-	-	13,724	11,914	1,810	1,810		1,810
	Haast WWTP upgrades	WWTPHaastUpgrade	50,000	-	-	50,000	45,100	4,900	4,900		4,900
	Haast WWTP pump station SCADA system	WWHaaWWTPTelemetry	25,000	-	-	25,000	22,533	2,467	2,467		1,354
	Hokitika WWTP Treatment and Disposal	WWHOK NEW WWTP	2,365,000	-	-	2,365,000	187,091	2,177,909	2,177,909		28,438
	Hokitika WWTP pump station SCADA system	WWHokWWTPTelemetry	82,500	-	-	82,500	27,137	55,363	55,363		(3,250)
								2,646,204	-		375,894
Water Supply	Kumara Seismic valves/Burst Control valves		48,680	-	-	48,680	13,195	35,485	35,485		35,485
	Arahura water supply components		6,000	-	-	6,000		6,000	6,000		6,000
	Arahura SCADA system replacement	WSAraWTPTelemetry	55,000	-	-	55,000	22,533	32,467	32,467		1,354
	Hokitika/Blue Spur SCADA system replacement	WSBluWTPTelemetry	55,000	-	(290)	54,710	22,533	32,177	32,177		1,354
	Franz SCADA system replacement	WSFraWTPTelemetry	55,000	-	-	55,000	22,533	32,467	32,467		1,354
	Franz Joseph water supply components	WSFZJ Components	60,000	-	-	60,000	43,873	16,127	16,127		16,127
	Hokitika water supply components	WSHOK Components	55,000	-	-	55,000	48,548	6,452	6,452		6,452
	Kumara Existing Reservoirs Replacement	WSKumaraRes	72,800	-	-	72,800	49,935	22,865	22,865		22,865
	Kumara SCADA system replacement	WSKumWTPTelemetry	55,000	-	-	55,000	22,533	32,467	32,467		1,354
	Ross water supply components	WSROS Components	60,000	-	-	60,000	43,450	16,550	16,550		16,550
	Ross Watermain & Fittings Upgrades	WSROSSWatermain2425	146,452	-	-	146,452	141,790	4,662	4,662		4,662
	Ross SCADA system replacement	WSRosWTPTelemetry	55,000	-	-	55,000	22,533	32,467	32,467		1,354
	Blue Spur Chlorination Building Renewal		500,000	-	-	500,000	478,090	21,910	21,910		21,910
								292,096	-		136,821
CCO Funded	Hokitika Airport	HokitikaAirport2526	16,400,000	-	(19,996)	16,380,004	624,749	15,755,255	15,755,255		0
	Hokitika Airport - Funding	HokitikaAirport2526	- 16,400,000	-	19,996	- 16,380,004	(1,402,000)	- 14,978,004	(14,978,004)		0
								777,251	-		0
Updated Carry Forwards									10,849,942	1,330,044	
Jun26 Carry Forwards									11,713,523	1,333,044	
Reduction									(863,581)	(3,000)	(866,581)

Noting Report to Council



DATE: 27 August 2027
TO: Mayor and Councillors
FROM: Chief Financial Officer

Kumara Endowment Fund

1. Summary

Council requested that staff seek advice to evaluate the permissible uses for the Kumara Endowment Fund. Simpson Grierson prepared a legal assessment on the endowment in May 2013, therefore staff have requested an update to that advice which is provided in this report.

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.

2. Background

Under an Order in Council dated 10 July 1879, titled *'Reservation of Land for the purpose of granting it to the Corporation of the Borough of Kumara'*, the New Zealand colonial government granted land to the Borough of Kumara. Administrative jurisdiction over this land was subsequently inherited by the Westland District Council on its formation in 1989.

In 2013 land from the endowment was sold and the Kumara Endowment Reserve was created. Sales proceeds of \$651,323.67 were recognised and costs of \$210,766.78 were offset against the sales proceeds with the balance of \$440,556.89 being placed into the reserve.

At an Ordinary Council meeting on the 29 September 2016 Council resolved that an amount of \$150,000 be allocated to the Kumara Residents Trust for the Kumara Chinese Miners Memorial Reserve funded from the Kumara Endowment Funds.

There have been no other withdrawals from the fund.

The Kumara Endowment Reserve earns interest each year and the balance on 30 June 2026 was \$428,360.26.

3. Current Situation

Staff contract Simpson Grierson and requested an update to the legal advice that was provided in May 2013.

The following response was provided by Simpson Grierson:

“Further to our discussion last week, we can confirm that the Kumara Endowment funds could be spent on the maintenance or upgrading of any facilities on reserve land, provided the proposed works fall within the relevant classification for that reserve, and the facilities are owned by the Council. We expect that will not be problematic in most situations. If a building is already on reserve land, then we expect it was constructed in compliance with the reserve classification.

Our reference in the 2013 advice to “playgrounds” was an example and not intended to mean that the endowment funds could only be spent on those types of facility. Our reference to “maintenance costs of existing reserves” extends to maintenance (including upgrading) of any facilities on an existing reserve, not just maintaining the land.

Section 141(1)(a) of the LGA 02 (“Conditions applying to sale or exchange of endowment property”) does not require the Council to maintain the endowment by reinvesting the money in further land purchases. Rather, it requires the funds to be used for a purpose that is consistent with the purpose of the endowment – in this situation, a purpose relating to reserves in the Kumara area. “

4. Recommendation

4.1. That the report be received.

Stephen Lewis
Chief Financial Officer

Report to Council



DATE: 27 August 2026

TO: Mayor and Councillors

FROM: Transportation Manager

Declaration of Private Drain as Public Drain – Havill Drive

1. Summary

- 1.1. The purpose of this report is to seek a Council resolution declaring the drain through Lot 11 DP 338147 Blk X Waimea SD (Lot 11) at the end of Havill Drive to be a public drain, in accordance with section 462 of the Local Government Act 1974.
- 1.2. This issue arises from historical subdivision arrangements where roadside drainage from Havill Drive was directed through Lot 11 without an easement in favour of Council being created at the time of the original development and survey.
- 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.
- 1.4. This report concludes by recommending that Council declare the drain through Lot 11 to be a public drain under section 462 of the Local Government Act 1974.

2. Background

- 2.1. The report has come before Council because the current landowner has raised concerns that the drain through Lot 11 is presently private, despite serving a public stormwater function for Havill Drive roadside drainage.
- 2.2. When the subdivision was created, roadside drainage was specifically directed by the developer through Lot 11. An easement in favour of Council should have been created at that time to protect the public drainage function, but this did not occur and the matter was not raised until this year by the current landowner.
- 2.3. Section 462(1) of the Local Government Act 1974 provides that Council may, by resolution passed at a meeting of which at least 14 days' public notice has been given, declare any specified private drain in the district to be a public drain. The procedure therefore requires both a Council resolution and at least 14 days' public notice before the meeting at which the resolution is considered.

- 2.4. Where the drain is subject to a registered Private Drain Certificate under section 461 of the Local Government Act 1974, Council's chief executive must notify Land Information New Zealand so the relevant title records can be updated to show that the drain has become public.

3. Current Situation

- 3.1. The current situation is that the drain remains in private control although it serves to drain Havill Drive roading stormwater and should properly be protected as public drainage infrastructure.
- 3.2. The road corridor created at the time of subdivision is also insufficient to provide a compliant turn head at the end of Havill Drive. Large vehicles have historically encroached onto private land to turn around. Council has entered into a licence to occupy with the landowner, with Council as licensee, to enable a compliant turn head to be created and to allow the road encroachment to continue. The agreement also requires Council to progress the statutory process under section 462 of the Local Government Act 1974 to declare the drain public.
- 3.3. The separate licence to occupy agreement is a confidential agreement between Council and the landowner and has therefore been excluded from this public meeting report. Placing the entire report in the confidential section of the meeting would not align with the public decision-making requirements of the Local Government Act. A copy of the licence to occupy can be made available for councillors to view outside of this meeting. A plan of the area is included as Appendix 1.

4. Options

- 4.1. Option 1: Declare the drain through Lot 11 to be a public drain in accordance with section 462 of the Local Government Act 1974.
- 4.2. Option 2: Do nothing and leave the drain in private control.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified: if the drain remains private, the public stormwater function serving Havill Drive may be vulnerable to alteration, blockage, filling or removal by a current or future landowner. This could compromise road drainage and expose Council to avoidable operational, legal and financial risk.

6. Health and Safety

- 6.1. Health and Safety has been considered. Formalising the drain as public infrastructure supports ongoing maintenance and reduces the risk of stormwater issues affecting the road corridor or adjoining land. No additional health and safety risks are identified from the recommended resolution itself.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as low. The matter relates to formalising an existing drainage function and protecting the public interest in maintaining Havill Drive stormwater drainage.

7.1.1.No wider public consultation is considered necessary. The statutory public notice requirement under section 462 of the Local Government Act 1974 is satisfied by the report being placed before Council through the public meeting process. The matter has been raised with the affected landowner and addressed through a licence to occupy agreement. The licence itself is confidential and has not been included in this public meeting report but can be made available for councillors to view separately outside of the meeting.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Declare the drain public under section 462 of the Local Government Act 1974. This option protects the drain from being altered, blocked, filled in or otherwise interfered with by current or future landowners. It recognises the public stormwater function of the drain, supports the confidential licence to occupy arrangements for the Havill Drive turn head, and gives effect to the negotiated settlement with the landowner. There are no significant direct financial implications associated with progressing the statutory process, aside from administrative costs associated with documenting the resolution and, where required under section 461, notifying Land Information New Zealand so the title records can be updated.

8.2. Option 2 – Do nothing. This option would leave the drain in private control and would not protect the public drainage function serving Havill Drive. It would also risk undermining the confidential licence to occupy arrangements for the road turn head, potentially making the secondary agreement with the landowner null and void and exposing Council to costly and avoidable legal action.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that it follows the statutory process in section 462 of the Local Government Act 1974, protects the public interest in retaining the drain for Havill Drive roading stormwater, aligns with the landowner agreement, reduces future legal and operational risk, and corrects the historical omission of an easement or other formal protection when the subdivision was created.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council notes the statutory public notice requirement under section 462 of the Local Government Act 1974 has been satisfied by this report being placed before Council through the public meeting process.

10.3. That Council declares the specified private drain through Lot 11 DP 338147 Blk X Waimea SD at Havill Drive to be a public drain in accordance with section 462 of the Local Government Act 1974.

10.4. That, if the drain is subject to a registered Private Drain Certificate under section 461 of the Local Government Act 1974, Council's chief executive notifies Land Information New Zealand so the relevant title records can be updated to show that the drain has become public.

Karl Jackson
Transportation Manager

Appendix 1: Havill Drive Site and Drain Plan

Created By: Karl Jackson
Print Date: 25/07/2026
Print Time: 12:52 PM



Scale: 1:600
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2350803.81013685,5837831.54106455
2350936.98973555,5837904.99712725

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Report to Council



DATE: 27 August 2026

TO: Mayor and Councillors

FROM: Principal Communications Advisor and Quality Assurance Manager

VOTING SYSTEM

1. Summary

- 1.1 The purpose of this report is for Council to consider the choice of Electoral Voting System for the 2028 and 2031 local elections.
- 1.2 This issue arises from the requirement for councils to resolve to change electoral voting systems by 12 September 2026 if the council wishes to change the electoral system for the next local elections.
- 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.
- 1.4 Council is bound by the [Local Electoral Act 2001](#) (LEA) that governs the conduct of local elections and polls.
- 1.5 This report concludes by recommending that Council resolve to continue to use the First Past the Post Electoral System for the 2028 and 2031 local elections.

2. Background

- 2.1 Westland District Council (WDC) currently uses the First Past the Post (FPP) Electoral System.
- 2.2 There is no requirement to change the voting system; however, if Council does wish to do so, a resolution must be passed by 12 September 2026; the system would then be in place for the 2028 and 2031 local elections.
- 2.3 Regardless of Council passing a resolution in respect of the electoral system, it is a statutory requirement to publish a public notice by 19 September 2026 informing electors of their right to demand a poll in relation to the electoral system.
- 2.4 A poll can be initiated by council resolution or be demanded by a minimum of 5% of the electors in the Westland District.
- 2.5 The result of a poll is binding, and the electoral system adopted must be used for the next two local elections, and all subsequent elections until Council passes another resolution or a further poll is held.

3. Options

3.1 **Option 1:** That Council resolves to use a STV Electoral System for 2028 and 2031 local elections.

3.2 **Option 2:** That Council resolves to continue to use the FPP for the 2028 and 2031 local elections.

4. Risk Analysis

4.1 Risks have been considered, and the following risks have been identified:

- Process and reputational risk from not meeting statutory election timelines.

5. Significance and Engagement Assessment

The level of significance has been assessed as being medium, as the choice of voting system will be of interest to the community; however, resolving the voting system is an administrative function.

6. Assessment of Options (including Financial Considerations)

6.1 **Option 1** – That Council resolves to use a Single Transferable Voting System for the 2028 and 2031 local elections.

6.2 **Option 2** - That Council resolves to continue to use the FPP Voting System for the 2028 and 2031 local elections.

- If WDC does nothing, Council will continue to use the FPP electoral system.
- There is potential for the electors to demand a poll to change the electoral system.
- The FPP system is easy to understand, and electors are familiar with the system.

7. Preferred Options and Reasons

7.1 The preferred option is Option 2.

7.2 The reason that Option 2 has been identified as the preferred option is that it is a familiar and easy-to-understand voting system.

8. Recommendations

8.1 That the report be received.

8.2 That Council resolves to continue to use the FPP Voting System for the 2028 and 2031 local elections.

Riddhish Parekh
Principal Communications Advisor

Diane Maitland
Quality Assurance Manager