

# AGENDA

## RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

# COUNCIL

to be held on **Thursday, 27 June 2024** commencing at **10.30 am** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

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

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

## Council Vision

*We work with the people of Westland to grow and protect our communities, our economy,  
and our unique natural environment.*

# Purpose

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

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

## 1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

## 2. NGĀ WHAKAPAAHA APOLOGIES

## 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

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

### MINUTES TO BE CONFIRMED:

- **Ordinary Council Meeting Minutes – 30 May 2024** (Pages 7 – 14)
- **Extraordinary Council Meeting Minutes – 5 June 2024** (Pages 15 – 16)
- **Extraordinary Council Meeting Minutes – 18 June 2024** (Pages 17 – 18)
- **Extraordinary Council Meeting Minutes – 24 June 2024** (circulated separately)

### MINUTES TO BE RECEIVED:

- **Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Meeting Minutes – 6 September 2024**

## 6. ACTION LIST (Pages 22 – 23)

## 7. NGĀ TĀPAETANGA PRESENTATIONS

- **Waste Management and Minimisation Plan Presentation**  
**Joint Procurement Approach for Waste Services Contracts** (Pages 24 – 30)  
**Council Report Westland District Waste Management and Minimisation Plan update** (Pages 31 – 131)  
Erle Bencich, Operations Manager; Chris Purchas and Hannah Kelly from Tonkin + Taylor.

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Appointment of Acting Chief Executive** (circulated separately)  
Her Worship the Mayor
- **Commencement of Recruitment Process for a Chief Executive** (Pages 132 - 133)  
Her Worship the Mayor
- **Financial Performance – May 2024** (Pages 134 – 149)  
Lynley Truman, Finance Manager
- **Representation Review Decision** (Pages 150 – 160)  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Statement of Intent** (Pages 161 – 202)  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance  
**Final Statement of Intent 2024-2027 –**  
Chris Gourley, Chair, Destination Westland Limited  
**Westroads Ltd (WRL) Statement of Intent 2025 –**  
Mark Rogers, Chairman, Westroads Limited
- **Hokitika Wildfoods Festival 2024** (Pages 203 – 204)  
Chris Gourley, Chair, Destination Westland Limited (Appendix circulated separately)
- **Council Controlled Organisation (CCO) Oversight Committee Terms of Reference (ToR)** (Pages 205 – 210)  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance

- **Council Controlled Organisation (CCO) Director Appointment Policy -** (Pages 211 – 218)  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Terms of Reference – Consenting and Compliance Committee** (Pages 219 – 223)  
Te Arohanui Cook, Group Manager Regulatory, Planning, and Community Services
- **Manatu Whakaaetanga Partnership Agreement** (Pages 224 – 247)  
Scott Baxendale, Acting Chief Executive
- **Hokitika Swimming Pool Stage 2 Refurbishment Feedback Report** (Pages 239 – 251)  
Jan Visser, Facilities and Properties Manager
- **Public Toilet Refurbishments** (Pages 252 – 266)  
Jan Visser, Facilities and Properties Manager
- **Ngā Whakatūranga – Museum Redevelopment** (Pages 267 – 281)  
Laureen Sadlier, Museum Director

## 9. ADMINISTRATIVE RESOLUTION

Council is required to confirm its Seal being affixed to the following documents:

- Warrants of Appointment –

<b>Warrant of Appointment – Building Control Officer – Kerry Magnuson</b>	<b>To act in the Westland District as:</b> <ol style="list-style-type: none"> <li>1. An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li> <li>2. An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND</li> <li>3. An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND</li> <li>4. An Officer under the Westland District Council Bylaws; AND</li> <li>5. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.</li> </ol>
<b>Warrant of Appointment – Health and Safety &amp; Compliance Officer</b>	<b>STATUTORY APPOINTMENT</b> <ol style="list-style-type: none"> <li>1. An Authorised Officer pursuant to Section 174 of the Local Government Act 2002</li> <li>2. An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002</li> <li>3. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991</li> <li>4. A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996</li> <li>5. A Dog Ranger pursuant to Section 12 of the Dog Control Act 1996</li> <li>6. A Deputy Poundkeeper pursuant to Section 9 of the Impounding Act 1955</li> </ol> <b>STATUTORY DELEGATIONS AND ENFORCEMENT</b> <ol style="list-style-type: none"> <li>1. Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.</li> <li>3. Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger.</li> <li>4. Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a Deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act.</li> </ol> <p><b>DISCRETIONARY STATUTORY DELEGATIONS</b></p> <ol style="list-style-type: none"> <li>1. Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position.</li> <li>2. Authority pursuant to the Dog Control Act 1996: <ol style="list-style-type: none"> <li>a. To seize and remove a dog pursuant to Section 15</li> <li>b. To classify a dog as dangerous pursuant to Sections 31 and 33ED;</li> <li>c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED;</li> <li>d. To require a menacing dog to be neutered pursuant to Section 33EB;</li> <li>e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and</li> <li>f. To return a dog to its owner pursuant to Section 70.</li> </ol> </li> <li>3. Authority to exercise powers, functions and duties of Council pursuant to Section 63 of the Impounding Act, other than the setting of fees and charges pursuant to Section 14 of the Act.</li> </ol>
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI  
RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 30 May 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

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

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

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 JULY 2024  
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 30<sup>TH</sup> MAY 2024 COMMENCING AT 1 PM

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

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Kw Tumahai.

### 2. MEMBERS PRESENT AND APOLOGIES

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

### NGĀ WHAKAPAAHA APOLOGIES

Nil.

### STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory Planning and Community Services; L. Crichton, Group Manager: Corporate Services, Risk & Assurance; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator; E. Bencich, Operations Manager; J. Visser, Properties and Facilities Manager; L. Sadlier, Museum Director; L. Truman, Finance Manager; K. Jackson, Transportation Manager.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of

Council's adopted Standing Orders, the following item be added as an **Urgent Item Not on the Agenda** for Councils consideration due to the following:

- **Long Term Plan (LTP) Amendment estimated costs**

- i) The reason the item is not on the agenda is –  
The need for this agenda item arose after the agenda was released.

The issue arises from Elected Members requesting to consider selling the Pakiwaitara Building outside of the Long Term Plan (LTP) process.

- ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting is –  
To enable Council to advise the consultant and Audit as soon as possible.

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

The Minutes of the previous Meetings were circulated.

- **Ordinary Council Meeting Minutes – 18<sup>th</sup> April 2024**
- **Extraordinary Council Meeting Minutes – 15<sup>th</sup> May 2024 – amendment**
  - Amendment to be made – Submission number 18, Public Toilets, amend to include the figure for the Grey Power toilets of \$5,000 plus GST.

Moved Cr Gillett, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 18<sup>th</sup> of April 2024 and the Amended Minutes of the Extraordinary Council Meeting held on the 15<sup>th</sup> of May 2024 be confirmed as a true and correct record of the meetings.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of 18<sup>th</sup> of April 2024 and the Confirmed Council Meeting Amended Minutes of 15<sup>th</sup> of May 2024.

### **Committee Minutes to be Received:**

- Risk and Assurance Committee Meeting Minutes – 8<sup>th</sup> February 2024

Moved Cr Neale, seconded Cr Burden and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 8<sup>th</sup> of February 2024 be received.

## 6. **ACTION LIST**

Simon Bastion, Chief Executive spoke to the Action List and provided the following updates:

- Travers Armstrong from Elliot Sinclair provided an update regarding the Pakiwaitara Building and the Council Headquarters as follows:
  - The investigative work has been completed on both buildings.
  - Geotechnical experts have processed this information.
  - Testing analysis models are being made, these will then be tested under different scenarios.
  - Once testing is complete a report will be compiled with all the results. This report is aiming to be completed by the June Council meeting.
  - Depending on the outcome of the analysis, they may have to come back and look at the quality of the fill that sits between the columns underground and the concrete pads that sit below these on more stable soil.
  - Structural analysis to be completed, which will feed into the Geotech analysis reports.



- 25% of the Pakiwaitara building is not piled, this may react differently to the rest of the building which is piled well. This difference may cause some issues if there is a substantial earthquake. The report for the Pakiwaitara building may not be completed until July 2024.
- Hokitika Gorge Lower Bridge –
  - Engineer expects to get the construction drawings out to tender by mid-July.
  - Department of Conservation (DOC) are taking the lead on this project, with Council in a supporting role.
  - The current timeline puts the completion of the lower swing bridge at February 2025.
    - Council have requested to invite DOC to the June 2024 Council meeting to discuss where this project currently sits.

Invite the Department of Conservation to the June Council meeting to present an update on the Hokitika Gorge Lower Bridge project.

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

1. The updated Action List from the Chief Executive be received.

## 7. NGĀ TĀPAETANGA PRESENTATIONS

- **Community Housing Trust**

Wharerimu Iraia, Development West Coast spoke to this presentation.

- Looking to establish a Community Housing Trust on the West Coast, to provide affordable housing and social housing.
- There is currently no community housing provider on the West Coast.
- Housing is an issue for everyone across New Zealand.
- The Government is looking at efficiencies and Community housing providers are efficient.
- Funding from the Government for housing is more likely to go to charities as they know this funding then gets exactly where it needs to be.
- The strategic plan needs to be based on assets to start off with.
- Mr Iraia enquired as to what land Council has that could be made available as a suitable site.

Action a report from Staff to Council, for the next Council meeting, on available Council Land that could be used for the Community Housing Trust.

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

1. The presentation be received.

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Chief Executives Quarterly Report**

Simon Bastion, Chief Executive spoke to this item and advised the purpose of this report is 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.

- There was a clear mandate from Central Government that Council provide a water service plan.
  - The Chief Executives of the West Coast Councils have discussed this and reached out to Tonkin + Taylor to see what this plan would look like, including what systems Councils currently have.
  - What would this plan look like as a combined Councils project and as a stand-alone Westland project.

- Wastewater Treatment Plant – there is a subcommittee meeting on June 5<sup>th</sup> 2024. There has been conversations with other stakeholders and some sight evaluations done also.
- Currently there is a feasibility study underway on recycling as a collective with Grey District Council.

Council requested the following information:

- More detail on resource consenting in future Chief Executive Reports.
- A report for the June Council meeting regarding The Hokitika Wildfoods Festival with a full detailed break down of funding/sponsorship/income/ticket sales/expenses etc.

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

1. The report be received.

Cr Burden left the meeting at 1.59 pm and returned at 2.00 pm.

- **Reallocation of Better Off Funding**

Jan Visser, Facilities and Properties Manager spoke to this item and advised the purpose of this report is to update Council on the proposed reallocation of Better Off Funding that is currently unallocated as follows:

- Kumara and Kaniere civil defence containers have been received.
- Ross Hall needs more investigation regarding the asbestos.
- Fox Arboretum had an error in the allocation of funds, this is to be corrected by the reallocation of funds.
- 5 projects within the Better Off Funding umbrella – funding can only be reallocated within it's own project category.
- Better off projects need to be delivered by the end of November. There are very strict regulations with this funding.
- The allocation from the Better Off Fund to the Hokitika Lions Club was for the upgrade of the kitchen. The Hokitika Lions Club then returned to Council to request another \$200k which Council declined.
- Any funding remaining in the Better Off Fund at the end of the funding period must be redirected to water projects.

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

1. The report be received.
2. Council reallocates part of the Better Off Funded, Community Halls funding to the Ross Hall (\$20,000.00) and Whataroa Hall (\$4,497.00) to help cover greater than expected project costs. Council also reallocates cost savings from the Community Funding portfolio to the Fox Arboretum (\$40,320.00) and Hari Hari Civil Defence (\$23,000.00).

*Cr Neale and Cr Phelps recorded their vote against the above Motion.  
Cr Gillett recorded an Abstention to the vote due to a conflict of interest.*

- **Financial Performance – April 2024**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report is to provide an indication of Council's financial performance for the month to 30 April 2024.

- The money that was outstanding for the Hokitika Pool project has been paid.
- Kw Madgwick reminded Council of the need to keep a close eye on spending as there are big expenses to come in future years, including the repairs on Council Headquarters and the Hokitika Wastewater Treatment Plant.

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

1. The Financial Performance Report for 30 April 2024 be received.

- **Speed & Traffic Counting for Hans Bay Road and Okarito Village**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report is to provide an update to Council on the outcomes from seasonal traffic/speed monitoring carried out specifically in Hans Bay and Okarito Village.

- 24% of the traffic recorded was speeding in Hans Bay but 90% of those were still under 40 km.
- Rubber speed humps tend to provide a much better yield to reduce the speed, these are removable and relocatable.
- Cost wise the rubber speed humps are approximately three times less than the roading alternative.

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

1. The report be received.
2. Council adopts to endorse the installation of two additional Rubber Speed Humps on Hans Bay Road and three new Rubber Speed Humps in Okarito Village.
3. Staff to carry out consultation with the Communities as to the best placement of the speed humps.

- **Ngā Whakatūranga – Museum Redevelopment**

Laureen Sadlier, Museum Director spoke to this item and advised the purpose of this report is to provide an update on the progress of Ngā Whakatūranga - the Hokitika Museum Redevelopment Project.

- Museum Vision –
  - “Hei Whakahaumako te tangata – Enriching today and tomorrow’s people: By showcasing the culture of the West Coast people who strived to survive, developing self-reliance, adaptability and a raw, rugged optimism, we highlight the unique West Coast attitude to life.”
- Museum Director Vision –
  - To create a museum that leaves a positive and enduring legacy for Hokitika. One that reflects local identity by showcasing the unique cultural, historical, and economic contributions of Hokitika and the West Coast to New Zealand’s national identity. By engaging storytelling, using objects and narratives to tell compelling stories that resonate with both locals and visitors. Within a vibrant and engaging space that creates an atmosphere that encourages exploration and interaction

Kw Madgwick noted that he is the Maori researcher for the Museum project and stated he is not being paid the \$43 k that is in the budget, he will be donating his time to this project.

Council requested a “Plan B” report be brought to Council in June 2024 with details on where the budget can be trimmed with a view to opening before the tourism season starts in 2024.

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

1. The report be received.
2. A full report be brought back to Council in June 2024.

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that the meeting go beyond 2 hours (at 3.10 pm) in accordance with Council’s Adopted Standing Orders.

#### **LATE AGENDA ITEM**

- **Long Term Plan Amendment estimated costs**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is to provide the estimated costs and timings for a Long Term Plan (LTP) Amendment.

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

1. The report be received.
2. Council resolve to include the sale of the Pakiwaitara Building through the Long Term Plan 2025-34 process and include in the Long Term Plan (LTP) consultation document.

Kw Madgwick requested to bring the Organisational Change Report from the Confidential part to the Open part of the meeting. This matter was discussed and Her Worship the Mayor declined the request due to staff privacy issues.

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

Moved Cr Gillett, seconded Cr Burden 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 3.20 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 – 18 <sup>th</sup> April 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Committee Minutes to be Received – Risk and Assurance Committee 8 <sup>th</sup> February 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Development West Coast Presentation	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.	CE Verbal Update – Good reason to Regional Infrastructure Fund Section 7 (RIF)	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
6.	Organisational Change Proposal  Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
7.	Hokitika Racecourse Development  Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

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

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

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

Moved Cr Gillett, seconded Cr Burden and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 5.37 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 20 JUNE 2024  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 5.37PM**

Moved Cr Burden, seconded Cr Davidson and **Resolved** to change the date of the June Ordinary Council Meeting from the 20<sup>th</sup> of June to the 27<sup>th</sup> of June 2024.

Confirmed by Council at their meeting held on the 27 June 2024.

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

**Date**



# EXTRAORDINARY COUNCIL MINUTES – FURTHER DELIBERATIONS ON THE DRAFT ANNUAL PLAN

## MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 5 JUNE 2024 COMMENCING AT 2 PM

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

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The Opening Karakia was read by Deputy Mayor Cassin.

### 2. MEMBERS PRESENT AND APOLOGIES

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Chairperson:	Her Worship the Mayor
Deputy Mayor & Southern	Cr Cassin
Ward Member:	
Northern Ward Members:	Cr Burden, Cr Phelps (via zoom)
Hokitika Ward Members:	Cr Baird, Cr Davidson
Iwi Representative:	Kw Madgwick

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### NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai, Cr Manera & Cr Gillett.

### ABSENT

Cr Neale.

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

### STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager Corporate Services, Risk and Assurance; E. Bencich, Operations Manager District Assets; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (via zoom). L. Truman, Finance Manager.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

There were no changes to the Interest Register noted.

#### 4. PŪRONGO KAIMAHI STAFF REPORTS

- **Further Deliberations on the Draft Annual Plan**

Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of this report is to decide on matters raised at the Council Draft Annual Plan 2024/2025 workshop on 30 May 2024 regarding the Land Transport Levels of Service.

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

1. The report be received
2. Council direct staff on their preferred option for Land Transport Levels of Service to be included in the Annual Plan 2024/2025 and to update the financials and documentation accordingly.
  - a. The Council resolves to include the funding required for Option 3 'do the minimum' in the Annual Plan 2024/2025. Under this option maintenance will be focused on parts of the network that are more widely used.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 27 JUNE 2024  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.06 PM**

Confirmed by:

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**Her Worship the Mayor  
Chair**

**Date:**





# EXTRAORDINARY COUNCIL MINUTES – FURTHER DELIBERATIONS RELATING TO THE FORWARD STAFFING BUDGET ON THE DRAFT ANNUAL PLAN

## MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON TUESDAY 18 JUNE 2024 COMMENCING AT 2 PM

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

### 1. MEMBERS PRESENT AND APOLOGIES

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

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### NGĀ WHAKAPAAHA APOLOGIES

Cr Neale. Cr Phelps. Kw Tumahai.

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the apology from Cr Neale, Cr Phelps and Kw Tumahai be received and accepted.

### STAFF PRESENT

S. Baxendale, Acting Chief Executive; T. Cook, Group Manager Regulatory, Planning and Community Services; L. Crichton, Group Manager Corporate Services, Risk and Assurance; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (on Zoom); P. Coleman, Governance Administrator; L. Truman, Finance Manager; E. Bencich, Operations Manager; J. Visser, Facilities and Properties Manager.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

### 3. PŪRONGO KAIMAHI STAFF REPORTS

- **Further Amendment to the Draft Annual Plan 2024/2025: Removal of a Number of Vacant Positions.**

Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of this report is for the Council to resolve on the further amendment to the draft Annual Plan 2024/2025: Removal of vacant positions.

- These are vacant positions that have not been filled for quite some time.
- These positions have been previously left in the budget for possible future use.
- 3 positions total.
- This has a savings of approximately \$200,000 which will help to reduce rates.

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

1. The report be received.
2. The Council resolve to remove a number of vacant positions from the budget for the draft Annual Plan 2024/2025.

**DATE OF NEXT EXTRAORDINARY COUNCIL MEETING – 24 JUNE 2024**  
**DATE OF NEXT ORDINARY COUNCIL MEETING – JUNE 27 2024**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.17 PM**

Confirmed by:

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**Her Worship the Mayor**  
**Chair**

**Date:**



# Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Minutes

## MINUTES OF THE HOKITIKA WASTEWATER TREATMENT PLANT OVERSIGHT SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 5 JUNE 2024 COMMENCING AT 3 PM

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

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Ema Weepu.

### 2. MEMBERS PRESENT APOLOGIES

<b>Chairperson:</b>	Her Worship the Mayor
<b>Members:</b>	Deputy Mayor Cassin
	Cr Phelps
	Cr Burden
<b>Iwi Representatives:</b>	Ema Weepu – Ngāti Waewae
	Steve McLaren – Ngāti Maahaki
	Pauline Adams – Ngāti Maahaki
	John Strange, Senior Civil Engineer, Stantec

### NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps

Steve McLaren, Ngāti Maahaki

Moved Cr Burden, seconded Pauline Adams and **Resolved** that the apologies from Cr Phelps and Steve McLaren be received and accepted.

### STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom).

ALSO IN ATTENDANCE:  
John Strange, Stantec

**3. WHAKAPUAKITANGA WHAIPĀNGA  
DECLARATIONS OF INTEREST**

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

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

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

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

The Minutes of the previous Meeting were circulated separately.

- **Hokitika Wastewater Treatment Plant Oversight Subcommittee Meeting Minutes – 6 September 2023**

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that the Minutes of the Hokitika Wastewater Treatment Plant Oversight Subcommittee Meeting held on the 6 September 2023 be confirmed as a true and correct record of the meeting.

**The Chair approved that their** digital signature be added to the confirmed Hokitika Waste Water Treatment Plant Oversight Subcommittee Meeting Minutes of the 6<sup>th</sup> of September 2023.

**6. NGĀ TĀPAETANGA  
PRESENTATIONS**

- **Wastewater Treatment Plant Project Update**

John Strange, Senior Civil Engineer from Stantec provided a presentation as follows:

- Resource consent for the current Hokitika Wastewater Treatment Plant discharge expires in April 2026.
- West Coast Regional Council (WCRC) indicated that the existing discharge will not meet current receiving environment standards.
- November 2023 saw possible future plans presented to Kaumatua with the shortlist options.
- Public information sessions were held at the Hokitika-Westland RSA in November, and these were attended by a small number of community members.
- Evaluation to come of the Multi Criteria Analysis (MCA).
- In March 2024, a report from Silver Fern farms regarding their treatment options was received. This included options on how they might reduce loads into the council system.
- Meetings and site walkovers for land inspections of possible sites have taken place.
- Shortlisted options –
  - Ocean via Westland Milk Product existing outfall.
  - Land, west of the Hokitika Airport, via rapid infiltration basins or trenches.
- Treatment plant options –
  - Biological Trickling Filter or Conventional Water Treatment Plant.
    - Existing treatment plant.

- Land west of the Hokitika Airport.
- Hokitika Airport.
- Critical success factors being affordability and technical feasibility.
- Site layout plans are being worked on currently.
  
- Next steps –
  - Continue Communications with Westland Milk Products regarding their ocean outfall.
  - Continue communications with Silver Fern Farms.
  - Multi Criteria Analysis of the Short-Listed Schemes and decision-making.
  - Identification of a Preferred Wastewater Scheme.
- Hokitika Wastewater Treatment Plant Working Group meeting on Wednesday 17<sup>th</sup> July 2024.
- Hokitika Wastewater Treatment Plant Project Oversight Subcommittee meeting on Wednesday 31 July 2024.
- A full report to the Council in August 2024.

**DATE OF THE NEXT HOKITIKA WASTE WATER TREATMENT PLANT OVERSIGHT  
SUBCOMMITTEE MEETING – DATE TBC  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 4.02 PM**



Confirmed by:

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**Mayor Helen Lash  
Chair**

**Date:**

22.02.24 – COUNCIL MEETING ACTION LIST

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika  Council Headquarters, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	June 24	CE	<p>Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building.</p> <p>Geotech by Elliott Sinclair work for both buildings is also being progressed. Investigative work is underway along with technical analysis. A verbal update from Elliott Sinclair at the council meeting.</p> <p>Waterproofing and Soffit repairs on Pakiwaitara are to be completed April 2024. Future of Council Headquarters is currently out for consultation.</p> <p>The Reports from Elliott Sinclair have been delayed, the report for Council Headquarters will be at the next meeting of Council.</p>
2	30.05.24		Hokitika Gorge Bridge	Replacement of the original swing bridge at the Hokitika Gorge.		CE	<p>The engineer has completed structural calculations and provided elevation and cross section drawings for the new bridge.</p> <p>The engineer is currently mid-way through the design of the bridge, construction drawings for tender are due for completion by mid-July.</p> <p>RFT document has been drafted and will be ready for WDC to review by mid-June.</p> <p>On the current timeline completion of construction would be the end of February 2025.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							DOC will be presenting at the July meeting of Council regarding progress on the Hokitika Lower Gorge Swingbridge.
3	27.06.24		Community Housing Trust	Available Council land to contribute to the Community Housing Trust		CE	<p>Council requested at the May Council meeting for a report from Staff regarding Council land that may be able to be contributed to the Community Housing Trust.</p> <p>This report will be coming to the July meeting of Council.</p>

# Report to Council



**DATE:** 27<sup>th</sup> June 2024  
**TO:** Mayor and Councillors  
**FROM:** Operations Manager – District Assets

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## Joint Procurement Approach for Waste Services Contracts

### 1. Summary

- 1.1. The purpose of this report is to seek direction for Westland Waste and Recycling Contract procurement process over the next twelve months.
- 1.2. This issue arises as all three councils have aligned the existing waste services contracts to expire 30<sup>th</sup> June 2025 and new contract(s) need to be in place prior to this date.
- 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 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council proceed with the joint procurement of Waste & Recycling services contracts.

### 2. Background

- 2.1. The reason the report has come before the Council is due to the Waste management and recycling services are currently delivered under a number of contracts across the three district councils, with existing contracts aligned to expire on 30 June 2025. This has enabled a collaborative approach to procuring new contracts across the three districts.  
The aligning of services and contracts seeks to attain value for money, maximise benefits through economies of scale, improve resilience of services, and to position the region for future solid waste management challenges and legislation. This needs to be balanced with local control of assets (such as landfills and transfer stations) and ensuring that allocation of costs and effort are fair i.e. cross subsidies are avoided.

### 3. Current Situation

- 3.1. The current situation is that each council holds individual contracts with their agreed supplier. Westland, Grey and Buller District Councils have been collaborating to plan waste management and minimisation services within the West Coast Region through the development of the regional Waste Assessment and Waste Management and Minimisation Plan (under development). The delivery of Council waste services (kerbside collection, public place bins, and transfer station and landfill operation) is a key component of making progress on waste minimisation goals and maintaining the level of service outlined in the Long-Term Plans.



#### 4. Options

- 4.1. Option 1: Westland District Council undertake procurement Individually with individual contractors.
- 4.2. Option 2: Joint procurement with individual council contracts and with the same contractor if possible.
- 4.3. Option 3: Joint procurement with one regional supplier and one regional contract.

#### 5. Risk Analysis

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

<b>Risk</b>	<b>Mitigation</b>
Tight timeline for procurement to ensure contract can be delivered by commencement date	Early contractor engagement Allowance for contingency planning within contract for mobilisation period
Evaluation identifies different preferences for preferred supplier	Joint procurement, evaluation team and single evaluation report Clear evaluation criteria and fair scoring process Demonstration of value for money within proposals and impact of reduced scope
Inadequate capacity or capability to deliver services	Collaborative procurement to ensure potential suppliers see value in tendering Weighted attribute criteria
Value of contracts exceeds budget	Joint procurement approach to achieve economies of scale Budget identified early to enable contract negotiation Council approval process for contract award

#### 6. Health and Safety

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

#### 7. Significance and Engagement

7.1. The level of significance has been assessed as Low. No public consultation is considered necessary.

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

- 8.1. Option 1 – This option does allow for full council autonomy, however contract size reduction and possible lack of interest via the supplier market could equate to increased prices at tender time. Cross utilisation of services between regions becomes difficult if different contractors hold individual sectors and service delivery differs. Tendering and evaluation costs increase for each council due to duplication.
- 8.2. Option 2 – (Preferred) This option allows for joint purchasing, sharing of materials & documentation with the possibility of one contractor securing multiple contracts through negotiation. Each Council still retains autonomy but it allows for greater service delivery options going forward. Shared process management and tendering delivery will provide benefits, but these may not be as great as option 3. Each council does retain more oversight of its individual expenditure as well as control over services.

8.3. Option 3 – This option allows for joint purchasing and management of a regional contract delivery method. As reviewed at a previous council meeting this would require the establishment of a joint oversight committee, dedicated project staff and the utilisation of separate budgets dedicated to this project. This option does have the opportunity to provide additional savings through bulk purchasing. Unfortunately, due to additional councillor administration, staff deployment and lack of ability to tailor services to meet the needs of each community, this option is not preferred.

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

9.1. The preferred option is Option 2

9.2. The reason that Option 2 is the preferred is outlined in 8.2. Autonomy is maintained for each council but benefit is targeted through tendering, contract management, information and documentation sharing. Service delivery is aligned throughout the region and potential savings are possible.

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

10.1. That the report be received.

10.2. That council proceed to tender allowing for joint tendering processes to secure combined contractor deployment where possible. Combined evaluation and documentation delivery but individual council-controlled service delivery contracts either shared or individually depending on outcomes.

**Erle Bencich**  
**Operations manager – District Assets.**

**Appendix 1: T & T Summary of Joint Procurement Approach for Waste Services Contracts.**

## 1 Summary of Joint Procurement Approach for Waste Services Contracts

### 1.1 Background

Westland, Grey and Buller District Councils have been collaborating to plan waste management and minimisation services within the West Coast Region through the development of the regional Waste Assessment and Waste Management and Minimisation Plan (under development). The delivery of Council waste services (kerbside collection, public place bins, and transfer station and landfill operation) is a key component of making progress on waste minimisation goals and maintaining the level of service outlined in the Long-Term Plans.

Waste management and minimisation services are currently delivered under a number of contracts across the three district councils, with existing contracts aligned to expire on 30 June 2025. This has enabled a collaborative approach to procuring new contracts across the three districts.

The aligning of services and contracts seeks to attain value for money, maximise benefits through economies of scale, improve resilience of services, and to position the region for future solid waste management challenges and legislation. This needs to be balanced with local control of assets (such as landfills and transfer stations) and ensuring that allocation of costs and effort are fair i.e. cross subsidies are avoided.

### 1.2 Options for procurement and contract management

Options considered for how the procurement and resulting contract(s) will be set up included:

1. Procurement and delivery of contract undertaken individually by each council
2. Joint procurement with individual council contracts delivered by one contractor
3. Joint procurement and one joint contract for services for all councils.

Contract approach	Considerations
Councils undertake procurement Individual with individual contracts	Limits future regional collaboration Reduced efficiencies and increased cost Limited contractor interest in smaller contracts
Joint procurement with individual council contracts with the same contractor	Efficiency and economies of scale improve value for money Council contract management efficiencies limited as duplication across councils Councils maintain autonomy for levels of service Progress towards regional collaboration
Joint procurement and one regional contract	Limited ability for other councils to join (Buller) at a later stage Efficiency and economies of scale improve value for money Council contract management efficiencies through combined resource Regional commitment to term, service levels and formal collaboration arrangement needed (potentially with less autonomy)

### **1.3 Analysis of the market**

The West Coast region is one of the more remote areas of the country and one of the most sparsely populated, which makes the delivery of cost-effective services challenging. In addition, the delivery of waste services is reasonably specialised requiring contractors with extensive experience in collection, operation of processing, transfer station and disposal facilities, and sale of recyclable material to end markets. There are a limited number of waste contractors (locally and nationally) that can deliver these services. The opportunity to collaborate on the procurement:

- Enables economies of scale and better value for money if one contractor can deliver services across the region
- Avoids multiple tenders occurring in the market at the same time and resulting risk of limited or no interest from suppliers for some or all of these smaller contracts.
- Makes the contracts for services more attractive for potential suppliers if these can be delivered by one contractor.
- Through alignment of services across Councils along with a reasonable contract term is likely to increase the value of these contracts for potential suppliers.

Several suppliers have indicated interest in the procurement of these contracts and have provided feedback on the high-level scope of work, including shared examples of good practice with similar services and contracts they have delivered on the West Coast and elsewhere in New Zealand. Based on the interest to date the procurement team anticipate a competitive tender process delivering good value for the Councils and the community.

### **1.4 Joint procurement approach**

Based on the market analysis and goal to progress towards regional collaboration with waste management and minimisation services, the preferred option is to complete a joint procurement process but maintain individual council contracts with a single contractor for Westland and Grey District Councils (and potentially Buller District Council).

Key outcomes that the councils would like to achieve through this procurement approach are:

- Delivery of reliable, customer focused waste services
- Value for money, maximising benefits through economies of scale
- Waste minimisation and recovery (in accordance with WMMP and national waste policy)
- Future proofed for anticipated changes to legislation nationally
- Working towards regional collaboration
- Enabling resilience during emergencies and natural weather events
- Contribution to broader outcomes of sustainability, emissions reduction, local economy and social benefits
- Contribution to health and safety and environmental outcomes.

The joint procurement approach adopted consists of:

1. A single Request for Proposals to the open market outlining levels of service for each council and contract requirements.
2. Individual contracts for each Council (using standard contract templates NZS 3917) with similar contract clauses and term where possible.
3. A joint evaluation team with representatives from each council that will evaluate proposals for the councils with the aim of appointing one contractor to deliver the services.

#### **Proposed term of contract**

A contract term that is sufficient to provide value for potential suppliers, enable quality plant and equipment to be provided and amortised cost effectively throughout the contract, but allows for

flexibility to adapt to the changing national legislative environment and manage contractor performance was considered. A contract term of eight years with two one-year renewals (maximum 10-year term) is considered appropriate for the type of collection vehicles and operational plant and equipment required for this contract.

### Evaluation methodology

Based on the key outcomes listed above, the supplier selection method considered suitable for this procurement is weighted attribute (weighted score) value add with the following weightings applied.

Criteria	Weighting
Capability and track record	10%
Capacity and resources	15%
Methodology	15%
Price	60%
	100%

### 1.5 Services excluded from joint procurement

For Westland District Council landfill operations (Butlers Landfill) and services in Southern Westland (Whataroa, Fox Glacier and Haast) have been excluded from the joint procurement due to existing contractual commitments for these services post the commencement date of the new contract. Services in this area include transfer stations at Whataroa, Franz Josef, Fox Glacier (mobile), and Haast; Haast Landfill; township litter bins in Fox Glacier and Franz Josef; rubbish collection for residents and rubbish & recycling collection for businesses.

### 1.6 Risks

Key risks identified in the procurement plan include:

Risk	Mitigation
Tight timeline for procurement to ensure contract can be delivered by commencement date	Early contractor engagement Allowance for contingency planning within contract for mobilisation period
Evaluation identifies different preferences for preferred supplier	Joint procurement, evaluation team and single evaluation report Clear evaluation criteria and fair scoring process Demonstration of value for money within proposals and impact of reduced scope
Inadequate capacity or capability to deliver services	Collaborative procurement to ensure potential suppliers see value in tendering Weighted attribute criteria
Value of contracts exceeds budget	Joint procurement approach to achieve economies of scale Budget identified early to enable contract negotiation Council approval process for contract award

### 1.7 Next steps

The request for tender will go out to the market in early July for a period of eight weeks. Following the closing date in late August, evaluation of proposals and (if required) interviews with potential

suppliers will occur in September with a recommendation to Council for awarding the tender to occur in early October.

Once the tender has been awarded, mobilisation with the new contractor will begin, with the contracts commencing on 1 July 2025.

# Report to Council



**DATE:** 27<sup>th</sup> June 2024  
**TO:** Mayor and Councillors  
**FROM:** Operations Manager – District Assets

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## **Council Report Westland District Waste Management and Minimisation Plan update.**

### **1. Summary**

- 1.1. The purpose of this report is to update Councils on the review of the current waste and resource recovery performance in Westland District and decide whether to adopt the Draft Waste Assessment, before deciding whether to review and update the current Waste Management and Minimisation Plan 2018.
- 1.2. The West Coast Regional Waste Minimisation and Management Plan 2018 is due for review by September 2024 as required by the Waste Minimisation Act 2008. The Waste Minimisation Act 2008 (WMA) requires a decision on whether the plan should be amended or revoked and a new plan substituted.
- 1.3. As part of this report, officers present the draft Waste Assessment for the West Coast Region. This report sets out the information necessary to identify key issues and priority actions to be addressed in the next WMMP.
- 1.4. The Waste Assessment 2024 (Draft attached to this report) is a new document prepared to provide a summary of progress against the 2018 WMMP.
- 1.5. The proposed WMMP will be similar to the 2018 WMMP with updates to reflect the changes at national level through the 2023 Waste Strategy.
- 1.6. Under the WMA a formal decision is required to continue, amend, or revoke and substitute the existing WMMP based on the analysis contained in the Regional Waste Assessment. This decision needs to be made by each of the three councils.
- 1.7. This report concludes by recommending that Council accept the waste assessment report provided by Tonkin & Taylor and resolves to proceed in updating the current WMMP and consultation with the community. Option two.
- 1.8. 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 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.

## 2. Background

2.1. The current West Coast Region WMMP (2018-2024) (WMMP) aims to promote effective and efficient forms of waste management and minimisation across the region, and establishes a related set of waste reduction targets.

The 2018-2024 WMMP was prepared in 2018 for the three Councils of the West Coast Region and fulfilled the requirements of Section 50 (1) (b) of the Waste Minimisation Act 2008. Section 50 (1) (b) specifies the conditions to review the WMMP and requires all territorial authorities to review their WMMP at intervals of not more than 6-years after the last review. The intent of the WMMP is to provide the strategic framework for managing waste within the West Coast Region.

As such, and noting the 2018-2024 West Coast Region WMMP will expire in September 2024, a decision on whether to update the WMMP is now required. The time for the updated West Coast Region WMMP is a 6-year time horizon from 2024-2030.

To support the development of the 2024-2030 WMMP, the Waste Minimisation Act 2008 sets out several statutory requirements that must be met. These include:

- the development of a Waste Assessment as specified in Section 50 of the Act (discussed in the Current Situation); and
- having regard to the New Zealand Waste Strategy
- the development of the range of actions and initiatives that will be developed by each West Coast Region territorial authority to enact the WMMP.

2.2. Further, as per the statutory requirements of the Waste Minimisation Act 2008, the Medical Officer of Health must be consulted with to provide feedback on the Waste Assessment. Specifically, this feedback relates to the Health Act 1956 which requires Councils to ensure the provision of waste services to adequately protect public health.

2.3. The reason the report has come before the Council is due to the current WMMP (2018 – 2024) requires updating due to age, to reflect new central govt. requirements and outcomes overviewed in the Waste Assessment report tabled.

## 3. Current Situation

3.1. Preliminary results of the updated Waste Assessment show:

- Waste generation is steadily increasing in the region. An anomaly in the results show approximately 300kg per person in the West Coast Region was disposed of to landfill in 2022/23 compared with approximately 402kg per person in 2018/19, this was due to removal of Fox landfill material to Butlers and additional material in Buller due to flood damage.
- Diversion of waste from landfill in the region has decreased from 22% in 2018/19 to 18% in 2022/23. The data suggests that recovery has remained consistent with waste to landfill increasing during this period.
- Waste from tourism accounts for circa 28% of all waste in the West Coast.

These figures should be treated with caution until any data gaps have been filled and the Waste Assessment finalised.

The current opportunities for the region include:

- Decreasing the amount of divertible materials which are being sent to landfill.
- Addressing the level of contamination in kerbside recycling. Approach contamination, and other issues, through an educational and behaviour change lens
- Increase and target communication for better waste management practices in tourism hotspots.
- Engage different industry groups in the region to ensure recovery of waste streams at an industrial scale.



- 3.2. The Waste Assessment has proposed the following options to address in the next 6-year period:
- Consider how the region can capture organic wastes from entering landfill.
  - Utilise government supported Product Stewardship Schemes to increase diversion of waste from landfill.
  - Collaborate with industry to support waste management knowledge and practices.
  - Focus on collaboration within the region between community groups to support waste management (removing the reliance on Council to provide services).

These issues and options are broadly consistent with those identified in the 2018 WMMP. This means that some progress has been made but many of the actions identified in the 2018 WMMP remain relevant. It should also be noted that during the past 6 years there has been significant change at national level with the release of Te rautaki para, the 2023 Waste Strategy which shows Central Government's comment to transition to a circular economy. Updating of the 2018 WMMP would enable these changes to be reflected.

#### **4. Options**

- 4.1. Based on the review of the Draft Waste Assessment, Councillors will need to decide whether to adopt the Draft West Coast Waste Assessment 2024. Based on the findings of the West Coast Waste Assessment 2024, two options for the future direction of the West Coast's waste plan have been evaluated:
- 4.2. Option one: continue with the West Coast Regional WMMP 2018 (status quo). Adjust initial services to meet statutory requirements. Consultation required.
- 4.3. Option two: amend the West Coast Regional WMMP 2018 and extend activities to align with the 2023 National Waste Strategy - WMA s50(3)(a). (recommended). Consultation required.

These decision needs to be made by each of the three councils.

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

- 5.1. Risk has been considered and the following risks have been identified as -Low

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

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

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

- 7.1. The level of significance has been assessed as significant.  
This is due to both options pertaining to the current 2018 WMMP are based on current documents but significant changes with either option will require consultation with the wider community.
- 7.1.1. Public consultation is considered necessary as outcomes have the potential to change the scope of services.

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

- 8.1. Option 1 – Financial impacts remain accounted for in current AP amendment. Changes would still need to be allowed for in LTP 2025 forward.
- 8.2. Option 2 – (Preferred) – Current financial impacts remain accounted for in current AP, however future services, investment and cost recovery would need to be allowed for in future LTP. External funding and Waste Levy support will be sort for additional services from 2025 onwards.

Additional sorted glass collection needs to be allowed for in all contracts from 2025 onwards, additional recycling services will need funding allocation and recovery via the Ministry for the Environment.

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

9.1. The preferred option is Option is: Option 2. This allows for the expansion of recoverable recyclables and development of appropriate services and infrastructure, with the assistance of the Ministry for the Environment. Consultation will be necessary.

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

10.1. That the report be received.

10.2. That council accepts Option 2. To accept the Draft West Coast Waste Assessment 2024 and then amend & update the West Coast Regional WMMP 2018. Proceed with community consultation and where possible extend activities to align with the 2023 National Waste Strategy – WMA s50(3)(a).

Erle Bencich

**Operations Manager – District Assets**

**Appendix 1:** Westcoast Regional Waste Assessment V3(Draft).

**Appendix 2:** Westcoast “current Situation” Report cover.



# Draft West Coast Regional Waste Assessment

Prepared for: Buller District Council, Grey  
District Council, and Westland District Council

Prepared by: Tonkin & Taylor Ltd

Date: June 2024

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This report has been prepared for the exclusive use of our client Buller District Council, with respect to the particular brief given to us and it may not be relied upon in other contents or for any other purpose, or by any person other than our client, without our prior written agreement.

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# Executive Summary

## Current situation

2022/23 waste quantities (tonnes)			
	Landfill 	Recovery 	Regional recovery
Transfer station	10,887	1,085	9%
Kerbside	5,375	1,794	33%

### Key legislation and policy

- Waste Strategy – Te rautaki para
- Waste Minimisation Act
- Emissions Reduction Plan

### What is working well?

- Enviroschools campaign
- Kerbside collections
- Access to services

### What required improvement?

- Understanding of waste from tourism sector
- Regional diversion from landfill
- Organic material recovery
- Alignment in services across the region
- Consistent data collection

## Where do we want to be?

### Vision:

*“By 2030, our enabling systems are working well, and behaviour is changing”*

### Goal 1

The building blocks are in place to enable change.

### Goal 2

More activity is circular, and we produce less waste.

### Goal 3

Emissions and other environmental indicators are improving.

## How do we get there?

- Creating partnership with iwi, industry, businesses and community groups.
- Making diversion easy by investing in recovery of organic materials (food, garden and timber waste).
- Supporting circular processes (product stewardship schemes).
- Advocating central government for change to encourage circular systems (keeping materials in cycle for as long as possible).
- Continue developing our behaviour change education.
- Working on the resilience of our waste services.

# Contents

<b>Executive Summary</b>	<b>3</b>		
<b>Contents</b>	<b>4</b>		
<b>1 Introduction</b>	<b>6</b>		
1.1 Purpose	6		
1.2 Waste Assessment Structure	7		
1.3 What must a WMMP address?	7		
<b>Part 1 – The Current Situation</b>	<b>8</b>		
<b>2 New Zealand legislative context</b>	<b>9</b>		
2.1 Te Rautaki Para   Waste Strategy 2023	9		
2.2 Kerbside standardisation	10		
2.3 Waste Disposal Levy Expansion	11		
2.4 Container Return Scheme	12		
2.5 Emissions Reduction Plan	13		
2.6 International Commitments	13		
2.7 Impact for West Coast	13		
<b>3 Our region</b>	<b>14</b>		
3.1 Our region	14		
3.2 Regional Policy	17		
3.3 Local Policy	17		
		3.4 Implications for the West Coast	19
	<b>4</b>	<b>Waste infrastructure, services and education</b>	<b>20</b>
	4.1	Transfer stations, recycling, and resource recovery centres	20
	4.2	Landfills	20
	4.3	Infrastructure outside of the West Coast Region	28
	4.4	Council service providers	29
	4.5	Collection	29
	4.6	Litter and illegal dumping	31
	4.7	Education and behaviour change	31
	4.8	Costs for waste management and minimisation	32
	<b>5</b>	<b>Waste quantities, composition, and system performance</b>	<b>35</b>
	5.1	Timeframe	35
	5.2	Data availability	35
	5.3	Waste quantities	35
	<b>6</b>	<b>System performance</b>	<b>46</b>
	6.1	Household waste composition	47
	6.2	Review of the 2018 WMMP	48
	<b>7</b>	<b>Forecast of future demand</b>	<b>53</b>
	7.1	Forward projections	53
	7.2	Challenges and opportunities	55

<b>Part 2 – Where do we want to be?</b>	<b>57</b>
<b>8 Background</b>	<b>58</b>
8.1 Draft vision, goals, objectives, and targets	58
8.2 Proposed targets	60
<b>Part 3 – How are we going to get there?</b>	<b>62</b>
<b>9 Options identified</b>	<b>63</b>
9.1 Introduction	63
9.2 Identifying options	63
9.3 Possibilities for the West Coast	64
9.4 Prioritising options	70
9.5 Evaluation	71
9.6 Priority options and actions	71
9.7 Evaluating the impact of priority actions	78
<b>10 Statement of proposal</b>	<b>80</b>
10.1 Councils’ intended role in meeting the forecast demand	80
<b>11 Medical officer of Health statement</b>	<b>81</b>

# 1 Introduction

## 1.1 Purpose

This Waste Assessment establishes the planning foundations for the Waste Management and Minimisation Plan (WMMP) that will be prepared for Buller District Council (BDC), Grey District Council (GDC), and Westland District Council (WDC), referred to herein as ‘the Councils’.

The Waste Assessment describes the current waste situation, sets the vision, goals, objectives, and targets for the districts, and develops options for meeting future demand. The outputs from this Waste Assessment will be summarised in the final regional WMMP.

It also positions the Councils to adequately protect public health by providing facilities for the safe recovery and disposal of waste. A statement from the Medical Officer of Health is provided at the conclusion of this document.

This Waste Assessment and the subsequent WMMP meet each Council’s obligations to evaluate and plan for waste minimisation and management in their district under the Waste Minimisation Act 2008 (WMA).

While a WMMP must be reviewed every six years, this assessment takes a much longer-term view. This recognises local government long term planning approaches and that decisions on contracts for services (typically 10 years or more) and infrastructure investment (with a service life of 20-50 years) span many years.

This Waste Assessment covers solid waste generated within the boundaries of the Councils and will take a regional approach. The focus is on materials entering the waste management system (kerbside or transfer station collection, processing, and disposal).





## 1.2 Waste Assessment Structure

This waste assessment has three parts:

### Part 1 – Where are we now?

This covers policy and legislative context, the current waste situation including waste flows, infrastructure, services and forecast of future demand. This will be summarised in the WMMP.

### Part 2 – Where do we want to be?

This includes the vision, goals, objectives, and targets for the Waste Assessment, which will form part of the WMMP.

### Part 3 – How are we going to get there?

This part identifies options and assesses the suitability of each option (as required by Section 51 of the Waste Minimisation Act 2008) and includes a summary of the outcome of consultation with the Medical Officer of Health. The preferred options from the Part 3 assessment will be presented in the WMMP.

## 1.3 What must a WMMP address?

A WMMP must contain a summary of the Councils' objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how the Councils will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

- Objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district.
- Methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including:
  - collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise).
  - any waste management and minimisation facilities provided, or to be provided, by the territorial authority.
  - any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority.
- How implementing the plan is to be funded; and
- If the territorial authority wishes to make grants or advances of money in accordance with Section 47, the framework for doing so.
- In addition, a WMMP must have regard to the waste hierarchy, the Waste Strategy, and a Council's most recent Waste Assessment (this document).

# Part 1

## The Current Situation

## 2 New Zealand legislative context

Legislation surrounding waste management and minimisation continues to evolve in New Zealand. This section offers a summary of relevant legislation, policy and central government activity in 2024. The dark squares in Figure 2.1 are covered in detail within this section, the lighter squares are important considerations for Councils and the main elements of these legislative requirements are further detailed in Appendix A.

Te rautaki para   Waste Strategy 2023	Waste Minimisation Act 2008 (under review)	Local Government Act 2002
Climate Change Response Act 2002	Emissions Reduction Plan 2022	Resource Management Act 1991 (under review)
National Kerbside Standardisation	Waste Disposal Levy Expansion	District Bylaws
Product Stewardship	National Plastics Action Plan	Container Return Scheme

Figure 2.1: Relevant waste legislation, policy, and activity.

### 2.1 Te Rautaki Para | Waste Strategy 2023

Te Rautaki Para Waste Strategy (2023) is the Government’s core policy document concerning the future direction of waste management and minimisation in New Zealand. The vision of the Waste Strategy commits New Zealand to a low-emissions, low-waste, circular economy by 2050.

The strategy includes three national targets to achieve by 2030.

- 1 Waste generation: reduce the amount of material entering the waste management system by 10 per cent per person.
- 2 Waste disposal: reduce the amount of material that needs final disposal by 30 per cent per person.
- 3 Waste emissions: reduce the biogenic methane emissions from waste by at least 30 per cent.

Alongside the targets, key parts of the strategy that the West Coast may need to plan for include:

- Implications from regulated product stewardship schemes.
- Data collection and reporting requirements.
- Resource recovery infrastructure network (local and national).
- Behaviour change programmes (local and national).
- Contaminated land and remediation.

The aspirations of Te Rautaki Para Waste Strategy are underpinned by several acts, including:

- Waste Minimisation Act 2008 (under review).
- Local Government Act 2002.
- Hazardous Substances and New Organisms Act 1996.

- Climate Change Response Act 1996.
- Resource Management Act 1991 (under review).
- Litter Act 1979 (under review).

There is some uncertainty about what the future legislative framework will look like given a number of these acts are under review. This includes proposals relating to nationally coordinated investment in infrastructure, clearer obligations for producers of waste (households and businesses) and specified services such as food waste collection from households.

Section 44 of the Waste Minimisation Act requires councils to have regard to the waste strategy when preparing their WMMP.

## 2.2 Kerbside standardisation

Early in 2023, the Ministry for the Environment (MfE) announced a move to standardise kerbside recycling across the country as part of the workplan/priorities laid out in Te Rautaki Para. This announcement signalled:

- A **standardised set of recyclable materials** will be collected from households in urban areas (i.e., towns of 1,000 people or more): this was implemented 1 February 2024.
- **Kerbside organics collections** be available to households in all urban areas by 2030.

- **Minimum standards for diverting waste from landfill** would apply to councils, with reporting requirements for private waste companies.
- Businesses would be required to separate food scraps from general waste by 2030.

The announcement was followed by a Gazette Notice released on 13 September 2023. The Gazette Notice sets out the first tranche of performance standards<sup>1</sup> related to standardisation of materials collected for recycling at the kerbside. The standard set of materials to be collected are:

- Glass bottles and jars.
- Paper and cardboard.
- Plastic bottles, trays, and containers 1, 2, and 5.
- Aluminium and steel tins and cans.

As of 1 February 2024, the collection of standard materials applies to all councils that collect kerbside recycling, food scraps or food and garden organics (FOGO) from households and that include such services in their Waste Minimisation and Management Plans (WMMPs).

The notice also applies to private waste companies that collect household kerbside recycling or organic waste on behalf of councils. The notice does not apply to transfer stations, community recycling centres, other drop-off recycling schemes or private waste

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<sup>1</sup> Standard materials for kerbside collections Notice 2023 (Notice No. 1) [2023-go4222].

companies and social enterprises that operate collections independently of councils.

The Gazette Notice also signalled that further regulations under Section 48 of the Waste Minimisation Act will be developed and that these regulations would:

- Ensure kerbside recycling services are provided to households in urban areas by 2027.
- Make kerbside organics collection services available to households in all urban areas by 2030.

The need for businesses to also separate food scraps from general waste by 2030, as signalled in the original announcement, is likely to be considered as part of the broader waste legislation review process.

The lack of clarity regarding the timing of some of these proposals creates a degree of uncertainty for councils. However, Te Rautaki Para clearly sets out a pathway towards a more circular economy.

### 2.3 Waste Disposal Levy Expansion

For every tonne of waste disposed to landfill, a levy is applied and collected by the Ministry for the Environment (MfE). Since 1 July 2021, the landfill waste disposal levy has been progressively increased and expanded (Figure 2.2). Government signalled further increases in the 2024 Budget with the levy on Class 1 landfills increasing to \$75 by July 2027 through 3 \$5 increases. The same will apply to construction and demolition fill (\$45 by 2027) and

managed or control fill (\$20 by 2027). The waste disposal levy is equally shared between councils (city and district) and the waste minimisation fund.

The Government also announced changes to the way the waste disposal levy can be spent. Previously the funding allocated to councils was required be spent on promoting or achieving the waste minimisation activities set out in their waste management and minimisation plans.

The scope of projects which can now be funded through the Waste Disposal Levy will be expanded to include a wider range of projects supporting the environment and climate change mitigation and adaptation in addition to minimising waste. These projects can include costs associated with disposal of waste generated by an emergency such as a cyclone, and to clean up contaminated sites and landfills vulnerable to severe weather events – before they cause a problem.

Territorial authorities received waste levy refunds based on levy collected, levy refunded, and their district’s population.<sup>2</sup> The Waste Levy distribution over the last five quarters is shown in Section 1.

The increase in the Waste Disposal Levy provides an opportunity for the region to increase investment in waste minimisation and broader environmental protection activities. However, due to the review of the Waste Minimisation Act, and projected population decline for the region, there is uncertainty on how much levy revenue will be available to the region.

<sup>2</sup> [Territorial authorities and the waste disposal levy | Ministry for the Environment.](#)

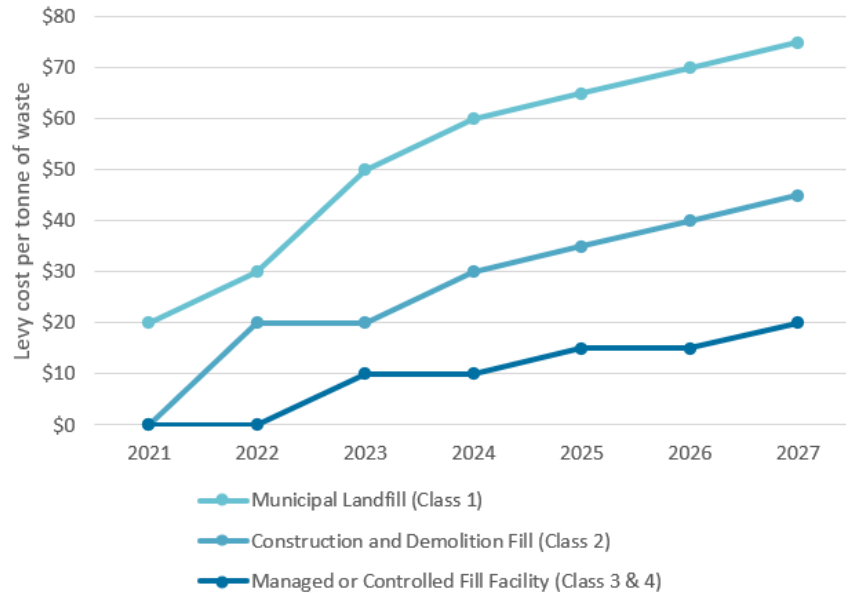


Figure 2.2: Waste Disposal Levy expansion.

## 2.4 Container Return Scheme



Figure 2.3: New Zealand Container Return Scheme model (figure adapted from MfE).

Alongside kerbside standardisation announcements in early 2023, the Government deferred the introduction of a **national beverage container return scheme (CRS)**. Container return schemes encourage consumers and businesses to return beverage containers (e.g., bottles, cans, etc) for recycling and/or re-use. They do this by including a refundable deposit (e.g., 20-cents or more) in the price of purchase.

While the scheme has been deferred it has not been abandoned. Depending on design, any future CRS may have an impact on the

quantity of containers collected through kerbside recycling services and drop-off locations including transfer stations and may significantly increase the value of some collected materials. The current design of the deferred CRS is illustrated in Figure 2.3: New Zealand Container Return Scheme model (figure adapted from MfE)..

## 2.5 Emissions Reduction Plan

In May 2022 the national **Emissions Reduction Plan (ERP)** was released. The ERP sets out the planned targets and objectives with an initial focus on the period from 2022 to 2025. The plan aims to enable a transition to a low-emissions, climate resilient future for Aotearoa New Zealand. As the first of its kind, the government is placing new requirements on councils to reduce their emissions from waste with particular focus on emissions from organic materials and landfill gas. A significant action for local government to reduce emissions is to offer a food scraps collection service by 2030 in line with the kerbside standardisation program of work.

Planning is now underway on the second emissions reduction plan. This will cover the emission budget for the years 2026 to 2030.

## 2.6 International Commitments

New Zealand is party to the following key international agreements that are of relevance to waste minimisation and management:

- **Montreal Protocol** – to protect the ozone layer by phasing out the production of ozone-depleting substances.
- **Basel Convention** – to reduce the movement of hazardous wastes between nations.
- **Stockholm Convention** – to eliminate or restrict the production and use of persistent organic pollutants.
- **Waigani Convention** – bans export of hazardous or radioactive waste to Pacific Islands Forum countries.

New Zealand has also joined other countries in supporting the launch of negotiations towards a new treaty to combat plastic pollution. This legally binding treaty is expected to be negotiated by the end of 2024. After negotiation, countries will go through their own treaty-making processes to determine whether they will sign up to the treaty.

## 2.7 Impact for West Coast

As discussed earlier in this section, Te Rautaki Para clearly sets out a pathway towards a more circular economy and the legislation surrounding waste management are likely to reflect this. The key impacts of this shift that the West Coast will need to plan for are:

- Ensuring Council is positioned to align with kerbside standardisation regulations within the timeframes outlined by MfE.
- Planning for how the increase in waste levy funding will be allocated.
- Accounting for, and future proofing, waste management infrastructure to adapt to changes in material quantities resulting from any CRS or product stewardship.

## 3 Our region

### 3.1 Our region

This Waste Assessment and the resulting WMMP have been prepared within the unique local and regional context of the West Coast. The actions and objectives identified in the Waste Assessment and WMMP reflect, intersect with, and are expressed through other planning documents. Key planning documents and other factors influencing waste management and minimisation are discussed in this section.

The West Coast region spans approximately 23,245 km<sup>2</sup> of mainly rural land.

The region is made up of three districts (Buller District, Grey District, and Westland District), with three key towns: Greymouth, Westport, and Hokitika. A summary of the population spread, and expected growth, is provided in Figure 3.1.

#### Population

West Coast Region is home to a population of 32,700 (2023 estimate)<sup>3</sup> making it the least populous region in Aotearoa. The population is projected to reduce to 30,000 by 2048.<sup>4</sup>

Looking at the population characteristics<sup>5</sup>, key areas to note are:

- West Coast’s population tends to be older than the national average. The current median age across the region is 47.2 years.
- The birth rate in the region is expected to decline by 7% on average year on year from current levels, with the death rate increasing by 9% on average year on year. This is leading to an aging population within the region.
- As seen in Figure 3.2, the region’s population is set to steadily decrease: meanwhile, visitor numbers are set to increase as discussed in the Tourism section below.

<sup>3</sup> <https://figure.nz/chart/qYPftr1JzsKFLy4b-SXfyuF28vKbvz5E9> data from Stats NZ.

<sup>4</sup> <https://figure.nz/chart/qYPftr1JzsKFLy4b-SXfyuF28vKbvz5E9> data from Stats NZ, based on 2018 data.

<sup>5</sup> <https://ecoprofile.infometrics.co.nz/West%20Coast%20Region/PDFProfile#h29>.



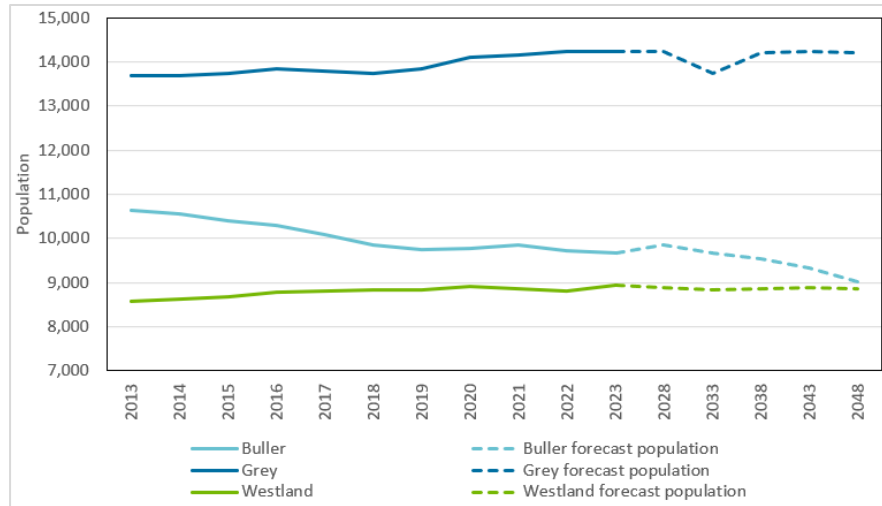


Figure 3.1: Population of Buller, Grey and Westland District Councils as per Stats NZ 2018 population data and forecasts.

### Marae/iwi

There are three iwi that span across the West Coast region: Ngāi Tahu, Ngāti Apa ki te Rā Tō, and Ngāti Rārua. Ngāti Waewae, a sub-tribe of Ngāi Tahu, are mana whenua for Te Tai o Poutini from Kahurangi Point, to the north bank of the Hokitika River.<sup>6</sup> Ngāi Tahu lands cover much of the South Island and are New Zealand’s largest single tribal territory.<sup>7</sup>

<sup>6</sup> [Mō Mātou | About Us | Ko Arahura te awa | Ngāti Waewae – Te Rūnanga o Ngāti Waewae \(ngatiwaewae.org.nz\)](#).

<sup>7</sup> [Ngāi Tahu – Te Ara Encyclopaedia of New Zealand](#).

<sup>8</sup> [Place Summaries | West Coast Region | Stats NZ](#).

From 2018 Census data, 11.7% of the West Coast population identify as Māori.<sup>8</sup>

Each Council has Māori representation:

- Buller: Non-elected Māori Portfolio Councillor.
- Grey: Iwi representative.
- Westland: Two iwi representatives.

### Industry

Key industries contributing to the West Coast’s Gross Domestic Product (GDP) include electricity, gas, water, and waste services (14% of GDP, 2023), agriculture, forestry, and fishing (13.8% of GDP, 2023), and mining (8.4% of GDP, 2023).<sup>9</sup>

The top three farm types in the West Coast are dairy cattle farming, beef cattle farming and forestry. There are two locations for meat processing in the region – ANZCO Foods Kokiri, and Silver Ferns Farms Hokitika. Another significant driver of economic activity is Westland Milk Products, which has a new lactoferrin plant being constructed at a facility based in Hokitika.<sup>10</sup> This new plant adds to powder and butter manufacturing at the site.

Mining is the key industry where the West Coast Region shows a strong comparative advantage.<sup>11</sup> The West Coast has a range of existing and potential mining projects, which includes projects

<sup>9</sup> [west-coast-region-economic-profile-2023.pdf](#) page 4.

<sup>10</sup> <https://www.westland.co.nz/news/70m-west-coast-investment-to-secure-westland-as-global-dairy-leader/>.

<sup>11</sup> [west-coast-region-economic-profile-2023.pdf](#) page 8.

recently consented near Westport, or working through the consent process north of Greymouth.

In early 2024, a number of mining consent applications have been submitted within the West Coast including a renewed application (since approved) for a mineral sands mine north of Greymouth<sup>12</sup> and a mineral sand mining application near Westport.<sup>13</sup>

With increasing growth in these industries, it is important for the region to consider management of waste resulting from mining activities including maintenance of heavy equipment, general consumables (PPE, packaging) and waste from supporting commercial activity alongside agricultural waste products. All these waste streams will contribute to waste requiring recycling or landfill disposal.

### Tourism

The West Coast is an ideal location for tourism and has an increasing number of tourists visiting every year, particularly between the months of November and April (as seen in Figure 3.2).<sup>14</sup> In 2023, there was an average of 160,000 visitors to the region each month, which is greater than four times the number of residents passing through the region monthly.

Key hotspots for tourists include Greymouth, Westport, Hokitika, Fox Glacier, Franz Josef Glacier, and Reefton.<sup>15</sup>

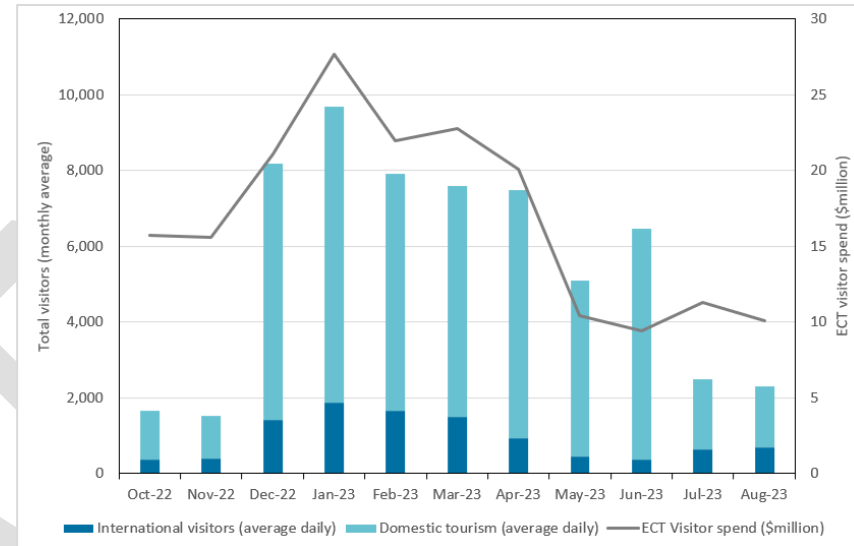


Figure 3.2: Tourism numbers and spend on the West Coast between October 2022 and August 2023.

### Regional collaboration

The three district councils within the West Coast have a strong history of collaboration. The most recent Waste Management and Minimisation Plan (2018) was conducted regionally.

Grey and Westland District Councils are also conducting a joint procurement for their waste services contracts, to come into place mid-2025. This aims to align services across the two districts as

<sup>12</sup> [West Coast mine proposal gets the green light \(1news.co.nz\)](https://www.1news.co.nz).

<sup>13</sup> [Sand mining proposal for Buller goes to hearing | RNZ News](https://www.rnznews.co.nz).

<sup>14</sup> Tourism data sheet graph.

<sup>15</sup> [West Coast Visitor Trends August 2023 q77iv4P.pdf](https://www.westcoast.govt.nz/files/default-source/visitor-trends/2023-08-01-West-Coast-Visitor-Trends-August-2023-q77iv4P.pdf).  
([d3sak6swcqiwwk.cloudfront.net](https://d3sak6swcqiwwk.cloudfront.net)).

much as possible. The procurement documents are being drafted in a way to allow Buller to join later if they choose to.

### 3.2 Regional Policy

Alongside the 2018 Regional Waste Management and Minimisation Plan,<sup>16</sup> the District Councils have a proposed combined District Plan: Te Tai o Poutini Plan.<sup>17</sup> It sets out the objectives, policies, rules, and methods to manage land use activities and subdivision across the districts. The formal public submissions and hearing runs from 2022 – 2024.<sup>18</sup> The existing District Plans for each Council remain in force (at least in part) until the combined District Plan comes fully into force.

### 3.3 Local Policy

West Coast waste management and minimisation documentation and relevant supporting policy is summarised in Table 3.1.

#### Long-Term Plans

All district councils within New Zealand must adopt a Long-Term Plan (LTP) as per Section 93 of the Local Government Act 2002. The LTP must be reviewed every three years and include information on activities, goods or services provided by Council, and specific funding and financial management policies and information.

Local authorities have been given the flexibility to defer the release of their 2024 – 2025 Long-Term Plans for one year whilst decisions

are made by the new government on the future of the 3 Waters Service. All three Councils have decided to defer the LTP and are developing an enhanced 2024/25 Annual Plan.

The waste management and minimisation outcomes from the three district councils current LTPs are summarised in Appendix B.

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<sup>16</sup> [West Coast Regional WMMP 2018.](#)

<sup>17</sup> [Te Tai o Poutini Plan.](#)

<sup>18</sup> <https://tppp.nz/timeline/>

**Table 3.1: Relevant waste management policy for Councils in the West Coast Region**

Policy	Buller	Grey	Westland
Financial Planning documents	<a href="#">2023 – 2024 Annual Plan Fees and Charges</a>	<a href="#">2023-2024 Annual Plan</a>	<a href="#">2023 -2024 Draft Annual Plan</a>
Statutory Planning documents			
Long term plan	<a href="#">2021 - 31</a>	<a href="#">2021-31</a>	<a href="#">2024 - 2034</a>
Infrastructure Strategy	<a href="#">30 Year Infrastructure Strategy 2021 - 2051</a>	<a href="#">30 Year Infrastructure Strategy 2021- 2051</a>	Within 2021 – 31 LTP
Asset Management Planning documents	N/A	Draft AMP 2024	Draft AMP 2024
Landfill Management plans	Karamea and Maruia Landfills	McLeans Pit Landfill and Recycling Centre	Butlers Landfill Management Plan
Bylaws & Waste policies	<a href="#">Solid Waste General Model Bylaw</a>	<a href="#">Solid Waste Bylaw 2012</a> <a href="#">Refuse &amp; Recycling Kerbside Collection 2012</a>	<a href="#">Refuse and Recycling Bylaw 1992</a>

### West Coast Regional Waste Management and Minimisation Plan 2018

The West Coast Regional Waste Management and Minimisation Plan was finalised in April 2018, and was adopted by all three Councils in the region in the same year.

The Plan (WMMP) covers all solid waste and diverted material (anything that is no longer required for its original purpose, but still has value through reuse or recycling is "diverted material" in the three districts, whether they are managed by Council or not) generated in the West Coast Region. This does not imply that the Councils are going to have direct involvement in the management of all waste - but there is a responsibility for the Councils to at least consider all waste in their districts, and to suggest areas where other groups, such as businesses or householders, could act themselves.

The Plan’s vision is:

“To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.”

Goals include actively avoiding and reducing waste where possible, managing waste responsibly, and maximising community benefit. Further information on the associated objectives and targets are available in section 8.1.

### Waste bylaws

Table 3.1 describes the most recent Solid Waste Bylaws in the region. The Local Government Act 2002 explains that a local authority must review a bylaw no later than 5 years after the date

on which the bylaw was made. Therefore, each district council is overdue for a review of their solid waste bylaw.

### 3.4 Implications for the West Coast

Based on the factors described in this section, Council will need to plan for:

- Waste streams which are generated from an aging population (medical and sanitary waste).
- Management of varying waste volumes from peak tourism seasons and international tourists who may have less knowledge of New Zealand waste management systems.
- Management of material quantities from growing industries, particularly organic materials from forestry and the primary sector.
- In tourist hot spots, there is an opportunity for recovery of commercial food waste.
- Supporting Mana Whenua aspirations in regard to waste management and minimisation.
- Increased collaboration with other neighbouring regions, district councils and stakeholders in the waste sector.
- Increasing commercial waste because of increased economic activity (new mining activity, Westland Milk expansion).

## 4 Waste infrastructure, services and education

### 4.1 Transfer stations, recycling, and resource recovery centres

The West Coast region has a range of facilities to manage waste (Table 4.1).

In Buller District, recyclable materials are captured at Westport and Reefton Transfer Stations, Maruia Recycling Centre, and Karamea Resource Centre where they are sorted before being sent to end markets out of the region (Table 4.4).

In Grey District, there are Resource Centres at Blackball, Moana and Nelson Creek, and Preston Road Recycling Centre in Blaketown. Recyclables are consolidated at these sites and sent to McLean's Pit Recycling centre for sorting, before being sent out of the region to end markets.

Westland District has a number of transfer stations located at Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier and Haast. These Transfer Stations are used to consolidate waste streams. Recyclable materials are sent to Hokitika Transfer Station for sorting before being sent out of the region to end markets.

There are currently three Material Recovery Facilities in the region located at Westport Transfer Station, McLeans Pit Recycling Centre, and Hokitika Transfer Station (Table 4.1).

Due to the low population density across the three districts, a Council-provided kerbside waste collection service is not available for all residents. There are some private kerbside collection services available for residents in Hokitika, Greymouth and surrounding areas, however these boundaries are like the Council-offered services. Therefore, households commonly drop their waste directly at transfer stations across the region.

### 4.2 Landfills

There are seven operating landfills in the Region as shown in Figure 4.2), five are Council-owned and two are privately owned.

With no large-scale landfill in the Buller District, most of the landfill waste generated (circa 90%) is collected at Westport and Reefton Transfer Stations and transported to York Valley Landfill in Nelson. Landfill waste from Karamea and Maruia townships is disposed of at their small local landfills which continue to operate to avoid transporting landfill waste long distances. Consent conditions for the Karamea and Maruia sites limit the volume of waste which can be received as these facilities are primarily for local use. Due to the low capacity of these sites, Buller District is reliant on transporting the remaining landfill waste to York Valley Landfill in Nelson.

Landfill waste which is generated in Grey District and Westland District remain within the districts. All landfill waste in Grey is sent to McLean's Pit Landfill which is 6km outside of Greymouth, and all landfill waste in Westland is sent to Butlers Landfill outside of Hokitika.

At the time of writing this report there are also two private landfills in the region - Taylorville Resource Park in Grey District and Rosco Contractors in Buller District.

The cost to dispose of landfill waste in the West Coast Region is significantly higher than neighbouring districts and districts of a similar context. Disposal fees in the 2023/24 financial year range from \$441 per tonne in Grey District to \$595 per tonne in Westland District. This is on average \$180 greater than districts of a similar context (Figure 4.1).

These disposal costs reflect several factors that include small scale disposal facilities (Grey, Westland) and the need to transport materials significant distances (Buller, Westland).

Disposal fees are set to continue to increase in line operational costs (including transport), capital investment and ongoing increases in waste levy and emissions trading scheme costs. This means that affordability and access is likely to be an ongoing challenge. The increasing costs may make alternatives such as reuse, recycling, and recovery more attractive for many materials.

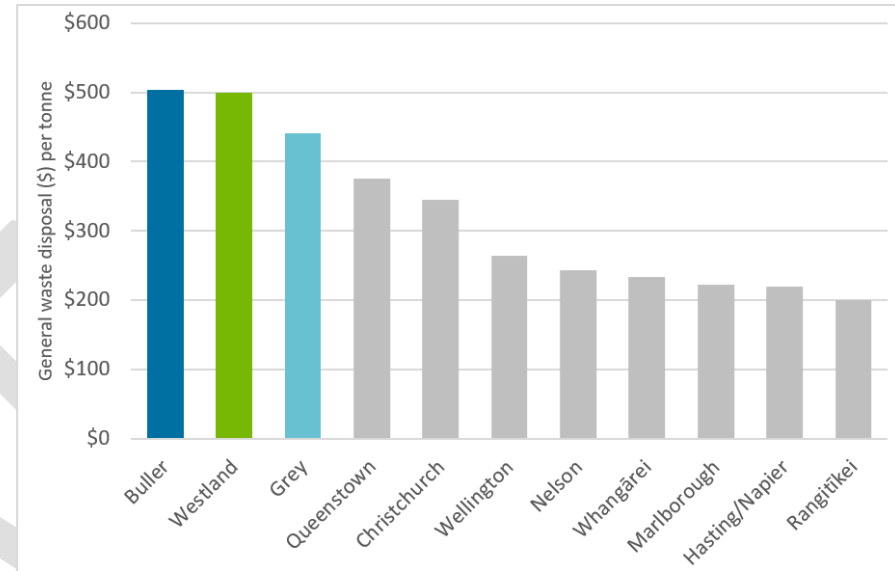


Figure 4.1: Waste disposal costs comparison.

**Table 4.1: Facilities for managing landfill waste and recycling**

District	Facility name	Landfill waste accepted	Recycling accepted	Weighbridge	Notes
Buller	Westport Transfer Station	Yes	Standard recyclables, scrap metal, tyres, batteries, e-waste, used oil, and paints.	Yes	All kerbside landfill waste and recycling is transported to the Westport Transfer Station. Landfill waste is packed for transport and sent to Nelson’s York Valley Landfill. There is a material recovery facility (MRF) on-site to sort and bale the recyclables. Recycling is checked, sorted, and compacted before being sent to processing plants (end markets) outside of the region.
	Reefton Transfer Station	Yes	Standard recyclables, scrap metal, tyres, batteries, e-waste, Agrochemical containers, oil, and paint.	Yes	Domestic drop off only.
	Karamea Resource Centre	Yes	Plastics (1,2, and 5), cans, scrap metal, tyres are received as recycling.	Yes	Glass and fibres are accepted but currently disposed as landfill waste. Recycling is sent to Westport for sorting.
	Maruia Recycling Centre	Yes	Plastics (1,2, and 5), paper/cardboard, cans, and sorted glass (by colour).	No	Recycling is sent to Westport MRF for sorting.
Grey	McLean’s Pit Landfill and Recycling Centre	Yes, including hazardous waste	Plastics (1,2, and 5), paper/cardboard, cans, glasses, and green waste.	Yes	There is a MRF on-site to sort and bale the recyclables.
	Blackball Resource Centre	Yes	Plastics (1,2, and 5), paper/cardboard, cans, and glass.	No	Landfill waste is sent to McLean’s Pit Landfill for disposal. Recycling is sent to McLean’s Pit Landfill for sorting.
	Nelson Creek Resource Centre			No	
	Moana Resource Centre			No	
	Preston Road Recycling Centre			No	



District	Facility name	Landfill waste accepted	Recycling accepted	Weighbridge	Notes
	Mitchells Refuse Site	Yes	No	No	This site is for the disposal of Landfill waste only and is transferred to McLean's Pit Landfill for disposal.
Westland	Butlers Landfill	Yes	No	Yes	
	Hokitika Transfer Station	Yes	Plastics (1,2, and 5), paper/cardboard, cans, glass, garden waste, and e-waste	Yes	Landfill waste is sent to Butlers Landfill. Recycling is sorted on site before being sent to processing plants (end markets) outside of the region.
	Kumara, Ross, and Harihari Transfer Station	Yes, including gas bottles, whiteware and tyres.	Plastics (1,2, and 5), paper/cardboard, cans, and green waste.	No	Landfill waste is sent to Butlers Landfill. Recycling is sent to Hokitika Transfer Station where there is a MRF on-site to sort and bale recycling.
	Whataroa, Franz Josef, and Fox Glacier Transfer Station		Plastics (1,2, and 5), paper/cardboard, cans, and uncompacted green waste.	No	
	Haast Transfer Station (replaced Haast Landfill upon closure at the end of 2024).			No	Haast Landfill is due to close in December 2024, and at this point it will become a Transfer Station.

# Waste Infrastructure

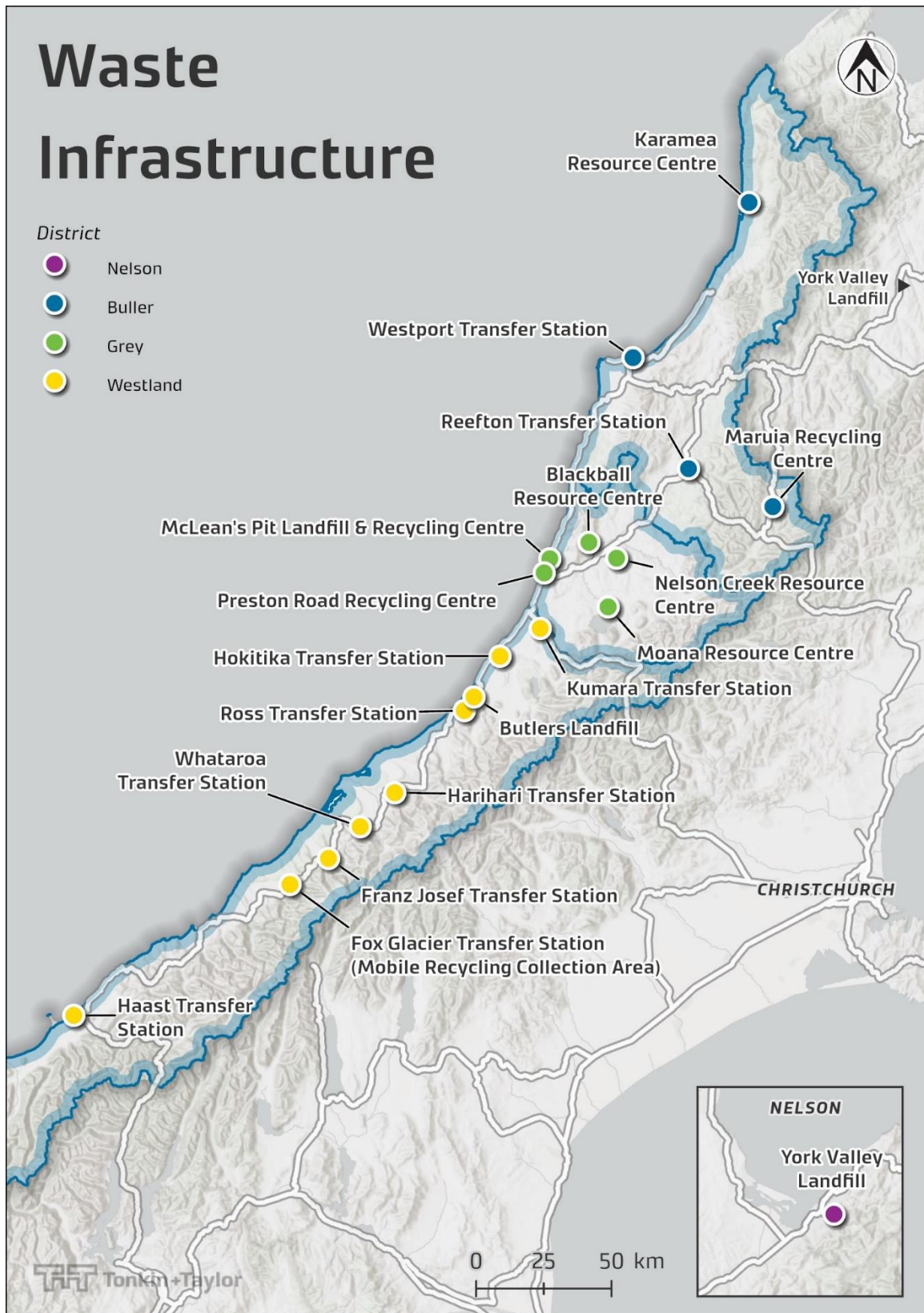


Figure 4.2: West Coast region waste infrastructure locations.

### Closed landfills

West Coast District has 26 closed landfills (Table 4.2). Each District Council provides the aftercare and monitors groundwater quality at these sites as required under resource consent conditions.<sup>19</sup> The most significant closed landfill in the region is Fox River located near Fox Glacier. Following a storm event in March 2019 which brought heavy rainfall and flooding to the region the Fox River Landfill became exposed through erosion resulting in waste washing out to the surrounding environment. After the event took place the Department of Conservation worked with the Defence Force to clean up the waste. A total of 15,750 tonnes of material from the landfill was collected and disposed of at Butler Landfill.

This event sparked a nationwide review from Councils of where there were high risk sites which could face similar events. As a result, more Councils are considering the resilience of their waste management infrastructure and its impact on the environment.

**Table 4.2: Closed landfills in the West Coast**

Buller	Grey	Westland
Birchfield Legacy Landfill	Blackball*	Hannah's Clearing
Hector Legacy Landfill	Cobden	Neil's Beach
Inangahua	Dobson	Harihari Old Landfill
Reefton <sup>20</sup>	Moana	Fox River Landfill^
Ikamatua	Nelson Creek*	Sunset Point Landfill
Mawheraiti	Ngahere	Ross*
Springs Junction	Runanga	Kumara*
Charleston		Harihari*
Westport*		Whataroa*
		Hokitika*

\* Now site for transfer station or resource centre.

^ Closed Landfill Site no longer in existence (waste relocated due to 2019 event).

### Public place litter bins

Litter bins are provided in the urban centres and popular visitors spots including nominated free camping locations throughout the region. Litter bin collection is undertaken by contractors with some cross over between Councils and Department of Conservation (DoC) staff with servicing of heavily used DoC locations.

<sup>19</sup> <https://bullerdc.govt.nz/media/e0mlqxhr/buller-district-infrastructure-strategy-2021-2051-final-for-ltp-adoption.pdf> p 126 (Buller only, check others).

<sup>20</sup> Note: this is not the same site as the Reefton Transfer Station.

**Table 4.3: Numbers of bins and servicing contract**

Buller	Grey	Westland
39 urban bins are serviced by Smart Environmental. 36 parks and reserves bins are managed by WestReef.	170 litter bins are serviced by Smart Environmental	39 town landfill waste and recycling bins are serviced by Mt Drums in the northern district and South Westland Rubbish Removal service in the south of the district.

Other waste streams

- Soft plastics recycling scheme.
- Soft plastics recycling scheme collection points are not currently available in the West Coast Region.

Organics processing

Central government have signalled a potential future requirement for territorial authorities to provide kerbside organics collection services. There are currently no commercial composting / organics processing operations of any scale in the West Coast Region.

At the time of writing, an organics feasibility study is being undertaken within the region.

Disaster waste

Extreme weather events are becoming increasingly common in the West Coast, so more attention may need to be given to how disaster waste is managed. Currently, it is common practice for disaster waste to be sent to key landfills such as Butlers Landfill, but continuing this will decrease the lifespan of these facilities.

Buller’s LTP connects climate change issues with the Civil Defence activity that is budgeted for by Council’s funding for emergency preparedness.<sup>21</sup> As part of Grey’s Environmental Services in their LTP, they aim to provide effective emergency preparedness and activated emergency activities for the safety of the community, as well as enabling communities to be prepared for these events.

Earthquake prone buildings are an important consideration as this has potential to create significant amounts of demolition waste. The West Coast Region has 201 earthquake-prone buildings on the natural hazards register.<sup>22</sup>

Medical waste

According to New Zealand’s clinical waste disposal regulations, there are only a very limited number of circumstances where medical waste can go straight to landfill, without prior treatment.<sup>23</sup>

Medical waste is predominantly disposed of through local medical centres. Councils receive small quantities of medical waste that has been incorrectly disposed of at its facilities.

<sup>21</sup> [21-31-ltp-final-with-audit-report.pdf \(bullerdc.govt.nz\)](#) page 59.

<sup>22</sup> [Register of earthquake-prone buildings \(EPB Register\).](#)

<sup>23</sup> Standards New Zealand. (2002). *Management of Healthcare Waste* (NZS 4304:2002). Hutcheson, Dowman & Stewart/Standards New Zealand. Page 31. <https://www.standards.govt.nz/shop/nzs-43042002/>.

Both Buller and Grey Districts have hospitals, but Westland medical waste is predominantly from aged care homes and General Practice (GPs).

#### Hazardous materials

Large quantities of hazardous waste are not permitted to be disposed of in Council landfills, however Grey District Council does accept domestic quantities of hazardous waste at McLeans Pit Landfill for storage in a secure bunded area until such time as it is collected by a suitably qualified contractor for appropriate safe disposal.<sup>24</sup> Certain materials such as asbestos are accepted at Butlers Landfill within the restrictions of the resource consent.

#### Farm / rural waste

Little research has been conducted on the quantities of waste generated on farms and disposed of on-site across New Zealand. There are two pieces of research, one conducted in the Waikato and Bay of Plenty in 2014<sup>25</sup> and one in Canterbury in 2013<sup>26</sup> on farm waste. The Canterbury study found that 92% of the farms surveyed practised one of the following methods (burn, bury, or bulk store indefinitely) for on-site disposal of waste.<sup>27</sup>

<sup>24</sup> [Hazardous Materials - Grey District Council \(greydc.govt.nz\)](http://greydc.govt.nz).

<sup>25</sup> GHD (2014) Rural Waste Surveys Data Analysis Waikato & Bay of Plenty, Waikato Regional Council Technical Report 2014/55, July 2014.

<sup>26</sup> GHD (2013), Non-natural rural wastes - Site survey data analysis, Environment Canterbury Report No. R13/52.

<sup>27</sup> GHD (2013), Non-natural rural wastes - Site survey data analysis, Environment Canterbury Report No. R13/52.

The studies calculated average annual tonnages of waste for four different types of farm in the regions and this is seen as reflective of other parts of New Zealand.<sup>28</sup> Total average waste per annum for all sites was 23.7 tonnes.<sup>29</sup>

Stats NZ (2022 data) indicates the West Coast has approximately 700 farms of various size, including viticulture / orchards (99), dairy (291), livestock (228), arable (33) and other (66).<sup>30</sup>

The West Coast Region offers a small number of free local drop-off points for agricultural container recycling<sup>31</sup>, including:

- Farmlands in Greymouth and Westport.
- Hokitika and Reefton Transfer Stations.

Agrecovery can also provide free on-property collection of 61 – 1000 L containers by arrangement. Agrecovery services have had minimal uptake in the region, despite an emphasis being placed on advertising when it was initiated. Farmlands Westport has had some uptake, with approximately 25% of containers sold, being returned for recycling.

<sup>28</sup> [NonnaturalWastesSitesurveydataanalysis.PDF](#).

<sup>29</sup> [NonnaturalWastesSitesurveydataanalysis.PDF](#) page 20.

<sup>30</sup> [Farms in the West Coast Region, New Zealand - Figure.NZ](#).

<sup>31</sup> These containers must be no more than 60L in size, have their lids removed, be free from chemical residues, and have the product label left on.

Other waste diversion schemes available in the region include:

- E-waste diversion via Techcollect Partnership.
- Small appliance recycling at Hokitika Transfer Station, in conjunction with Enviro NZ.<sup>32</sup>
- Mitre-10 diversion drop offs for: Polystyrene and plant pots.
- Household battery diversion.
- Reuse and recovery shops at McLeans Pit, Hokitika Transfer Station (Magpies Nest re-use shop) and opshops throughout the region.

### 4.3 Infrastructure outside of the West Coast Region

Recyclable materials collected at the waste transfer stations are transported out of the region for recycling and reprocessing. The facilities and processing providers used by Council are detailed in Table 4.4.

**Table 4.4: End market providers for recycling and reprocessing**

Material processed	Facility/ organisation	Processed
Council kerbside recyclable streams		
Glass	Visy Glass, Auckland	Recycled into new glass
Plastics, paper & cardboard, and	Smart Environmental, Nelson	Materials are either traded for processing NZ or exported.

<sup>32</sup> [https://www.westlanddc.govt.nz/notices-news-and-events/posts/small-appliance-recycling-at-hokitika-transfer-](https://www.westlanddc.govt.nz/notices-news-and-events/posts/small-appliance-recycling-at-hokitika-transfer-station/#:~:text=In%20conjunction%20with%20EnviroNZ%2C%20Westland,Magpies%20est%20re%2Duse%20shop.)

Material processed	Facility/ organisation	Processed
Aluminium cans & tin cans	Enviro NZ, Christchurch	
Council transfer station recyclable streams		
Tyres	Tyrewise	Tyre recycling in progress
Agricultural plastics	Agrecovery, nationwide	Agrecovery has a collection container at Reefton and Hokitika Transfer Stations, and Westport and Greymouth Farmlands.
E-waste	TechCollect, Auckland	E-waste processing
Household batteries	Upcycle, Auckland	Received household batteries
Metal	Sims Metals, Nelson	Scrap metal
	Metalcorp NZ, Christchurch	Receives scrap metal
Private waste recyclable schemes		
Polystyrene	Expol Ltd, Christchurch	Polystyrene for recycling collected at Mitre10
Lightbulbs, plant pots	Mitre 10, nationwide	Lightbulbs, plant pots recycling

[station/#:~:text=In%20conjunction%20with%20EnviroNZ%2C%20Westland,Magpies%20est%20re%2Duse%20shop.](https://www.westlanddc.govt.nz/notices-news-and-events/posts/small-appliance-recycling-at-hokitika-transfer-station/#:~:text=In%20conjunction%20with%20EnviroNZ%2C%20Westland,Magpies%20est%20re%2Duse%20shop.)

#### 4.4 Council service providers

The district councils within the West Coast engage several contractors to provide kerbside collection services, along with the management of Transfer Stations and Resource Centres. Refinement and alignment of these procurement services in the region is being explored.

**Table 4.5: Service providers**

Council	Service	Provider
Buller	<ul style="list-style-type: none"> <li>Zone 1<sup>33</sup> kerbside collection</li> <li>Westport Transfer Station</li> <li>Reefton Transfer Station</li> </ul>	Smart Environmental Ltd
	<ul style="list-style-type: none"> <li>Karamea Landfill and Recycling Centre</li> </ul>	WestReef
	<ul style="list-style-type: none"> <li>Maruia Landfill and Recycling Centre</li> </ul>	Buller District Council
Grey	<ul style="list-style-type: none"> <li>McLeans Pit Landfill</li> <li>Landfill waste collection.</li> <li>Kerbside collection</li> <li>Litter bin servicing</li> <li>Transfer of recyclables and landfill waste from resource centres</li> </ul>	Smart Environment Ltd
	<ul style="list-style-type: none"> <li>Blackball Resource Centre</li> <li>Nelson Creek Resource centre</li> <li>Moana resource centre</li> </ul>	West Roads Ltd

<sup>33</sup> For information on Buller’s zoning system, please see section 4.5.

Council	Service	Provider
Westland	<ul style="list-style-type: none"> <li>Kerbside collection in Northern Westland</li> <li>Hokitika Transfer Station &amp; Recycling Centre</li> <li>Kumera Transfer Station</li> <li>Ross Transfer Station</li> <li>Harihari Transfer Station.</li> <li>Transfer of recyclables and landfill waste from Transfer Stations</li> </ul>	Enviro NZ
	<ul style="list-style-type: none"> <li>No kerbside collection is provided in South Westland</li> <li>Whataroa Transfer Station</li> <li>Franz Josef Transfer Station</li> <li>Fox Glacier Transfer Station</li> <li>Haast Landfill</li> </ul>	South Westland Rubbish Removal
	<ul style="list-style-type: none"> <li>Butlers Landfill</li> </ul>	Westroads

#### 4.5 Collection

##### Council provided residential collection

The Councils provide kerbside collection services across specific townships in their districts for landfill waste and recyclables (Table 4.6).

**Table 4.6: Current kerbside collection services provided by West Coast District Councils**

Service	BDC – Zone 1 only	GDC*	WDC
Landfill waste	60 L Council bag <sup>34</sup> , weekly collection	120 L bin, fortnightly collection on alternate weeks to recycling*.	120 L bin, fortnightly collection on alternate weeks to recycling
Recycling	Recycling 240 L bin, fortnightly collection Glass 45 L crate, fortnightly collection	Recycling 240 L bin, fortnightly collection. Glass 45 L crate, fortnightly collection.	Recycling 240 L bin, fortnightly collection This does not include glass.

\* For Greymouth CBD, collection frequency is weekly for landfill waste and recycling.

Buller District has been divided into three zones. Zone 1 has a kerbside collection service available, detailed in Table 4.7.

**Table 4.7: Current kerbside collection service areas in the West Coast**

District	Service area
Buller District	Zone 1: Westport, the areas from Westport to the Mōkihinui Bridge, Westport to Punakaiki, Westport to Reefton including Blacks Point, and Reefton to Ikamatua.

<sup>34</sup> It is challenging to find this information online.

District	Service area
Grey District	Greater Greymouth, Greater Greymouth (residential), and CBD.
Westland	Kaniere Road to Ross, north side of Hampden Street to north side of Hokitika township, south side of Hampden Street, south side of Hokitika township, Brickfield and Blue Spur Roads to Arahura bridge, Kumara Junction to Stafford Loop Road, and Kumara township to Taramakau Bridge (return).

Kerbside landfill waste in Grey District is collected and disposed of at McLean’s Pit Landfill near Greymouth. Households in Grey District have a fortnightly landfill waste collection service and fortnightly co-mingled recycling and glass recycling collection.

Westland kerbside landfill waste and recycling (excluding glass) is collected and transported to be disposed at Butlers Landfill. This service is provided in Hokitika, Kumara, and Ross. Landfill waste and recycling (excluding glass) are collected on alternating weeks. Ratepayers may opt to receive a second sets of bins for an additional rating charge.<sup>35</sup> Glass can be dropped off at transfer stations and sorted by colour.

#### Commercial and/or industrial collection

Councils offer commercial and industrial organisations the same landfill waste and recycling kerbside collections service as households, consistent with Table 4.6 and Table 4.7. This collection service is tailored to households. If organisations generate more

<sup>35</sup> Draft AMP Westland.



waste, then they can fit in their bin set, the following options are offered:

- Request an additional set of bins, up to a maximum to 2 bin sets (Buller and Westland).
- Drop-off any excess landfill waste and recycling that does not fit in their bin sets at a local transfer station.
- Purchase official landfill waste bags as required (Buller only).
- Arrange a collection service with private contractor.

#### **4.6 Litter and illegal dumping**

The West Coast Region has historically had issues with litter and illegal dumping. There are high costs to removing illegally dumped waste, which could be better spent on opportunities higher up in the waste hierarchy. The relative remoteness of the region makes it easy to find locations to dump material if businesses or households want to avoid disposal charges.

Councils are acting where possible, including investigating littering and illegal dumping occurrences and charging fines of \$400 to persons who commit the offence.

#### **4.7 Education and behaviour change**

##### **Enviroschools**

There are 20 Enviroschools within the West Coast Region, including 5 Eco early childhood education centres and 15 schools. All Enviroschools engage in a wide range of actions for sustainability – one of these actions is 100% zero waste, showing that waste minimisation is a core part of the programme.

Regional partners include Buller, Grey, and Westland District Councils and the Department of Conservation (DOC). Regional collaborators in the West Coast are Conservation Volunteers New Zealand, Sustainable Coastlines Charitable Trust, West Coast Penguin Trust, and West REAP (Rural Education Activities Programmes).

### Website information and education

Councils also make clear and concise information available on their Council website, particularly for how to best use the collection and Transfer Station services shown in Table 4.8.

**Table 4.8: Education provided on Council websites**

Topic	Buller	Grey	Westland
Bin collection	✓	✓	✓
What can I recycle?	✓	✓	✓
Where to go?	✓	✓	✓
Recycling resources	✓	✓	✓
Composting guidance	x	✓	✓
Hazardous materials	x	✓	✓
Agrecovery	✓	x	✓
Battery recycling	✓	x	✓
E-waste	✓	x	✓
Event waste management and minimisation	✓	x	x
Business waste management and recycling	✓	x	x

<sup>36</sup> <https://bullerdc.govt.nz/media/z0udrkyb/21-31-ltp-final-with-audit-report.pdf> p 85.

## 4.8 Costs for waste management and minimisation

### Funding approach

The 2021 – 31 Long-Term Plans set the budget for solid waste operational activity with provision to make amendments if required through the Annual Plan process. The funding allocations are depicted in Figure 4.1.

Funding for operations is through general rates, targeted rates, and user charges. The targeted rates fund kerbside collection services and are detailed through to 2025/26 in Table 4.9.

**Table 4.9: Targeted rates for waste management**

District	Targeted rate 2023/24	2024/25	2025/26
Buller District Council <sup>36</sup> (inclusive GST)	Zone 1: \$178 Zone 2: \$253 Zone 3: \$123	Zone 1: \$199 Zone 2: \$257 Zone 3: \$131	TBC
Grey District Council	Residential: \$362.14 Commercial: \$684.46	Residential: \$411.57 Commercial: \$777.89 <sup>37</sup>	TBC
Westland District Council	\$294 bin collection cost only	\$294 bin collection cost only	\$294 bin collection cost only

<sup>37</sup> Based on current draft of the enhanced annual plan 2024/25, noting this is yet to be formally approved so is subject to change.

### Waste levy received

Due to the increase in the Waste Disposal Levy charged per tonne of waste disposed to landfill between 2021 and 2024, the amount of the levy revenue that the Councils have received has increased (Figure 4.4), creating additional funding opportunities locally for waste minimisation activities. Levy revenue is expected to continue to rise with increases announced through to 2027. With the forecasted decrease in population, the proportion of Waste Levy received by Councils may also decrease in the future.

The amount through to 2027 will likely increase each Council's funding by 20% or more. This will depend on the total quantity of material disposed of to various landfill types across New Zealand.

### Other relevant funding sources

- \$900,000 has been awarded from the Waste Minimisation Contestable Fund to install three Construction and Demolition Facilities across the region.
- \$75,000 has been awarded to the three district councils from the Waste Minimisation Contestable Fund to investigate the feasibility of Regional Organic processing solutions.

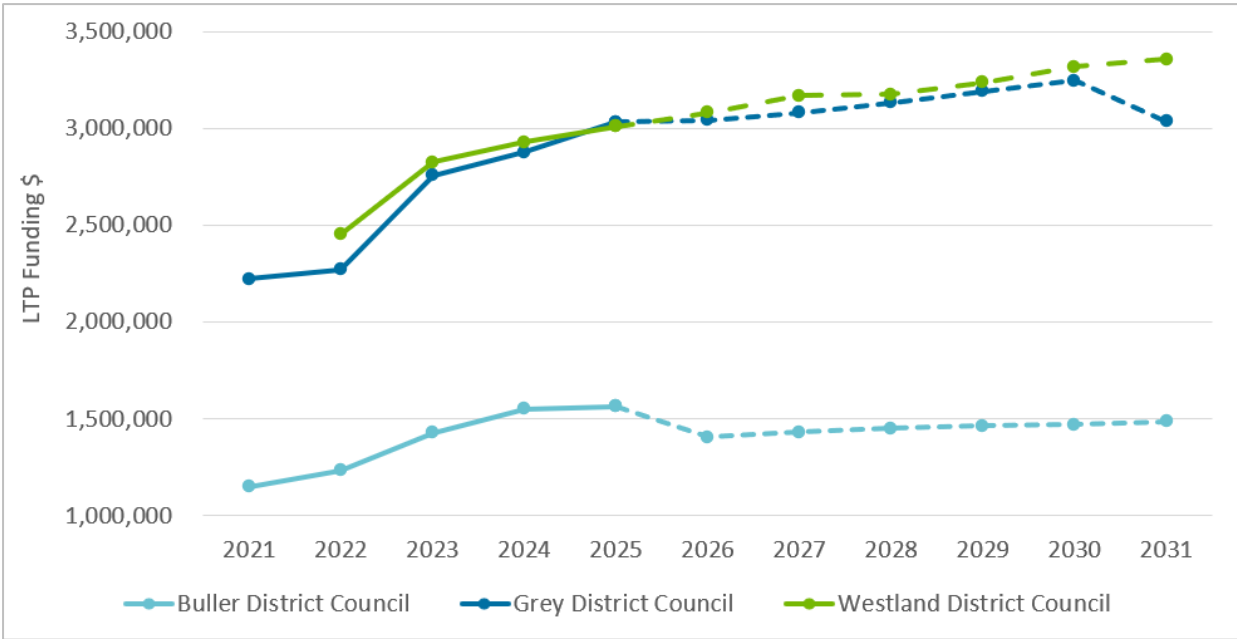


Figure 4.3: Solid Waste Operations funding forecast  
 Note: dotted line after 2024/25 in graph shows funding forecast.

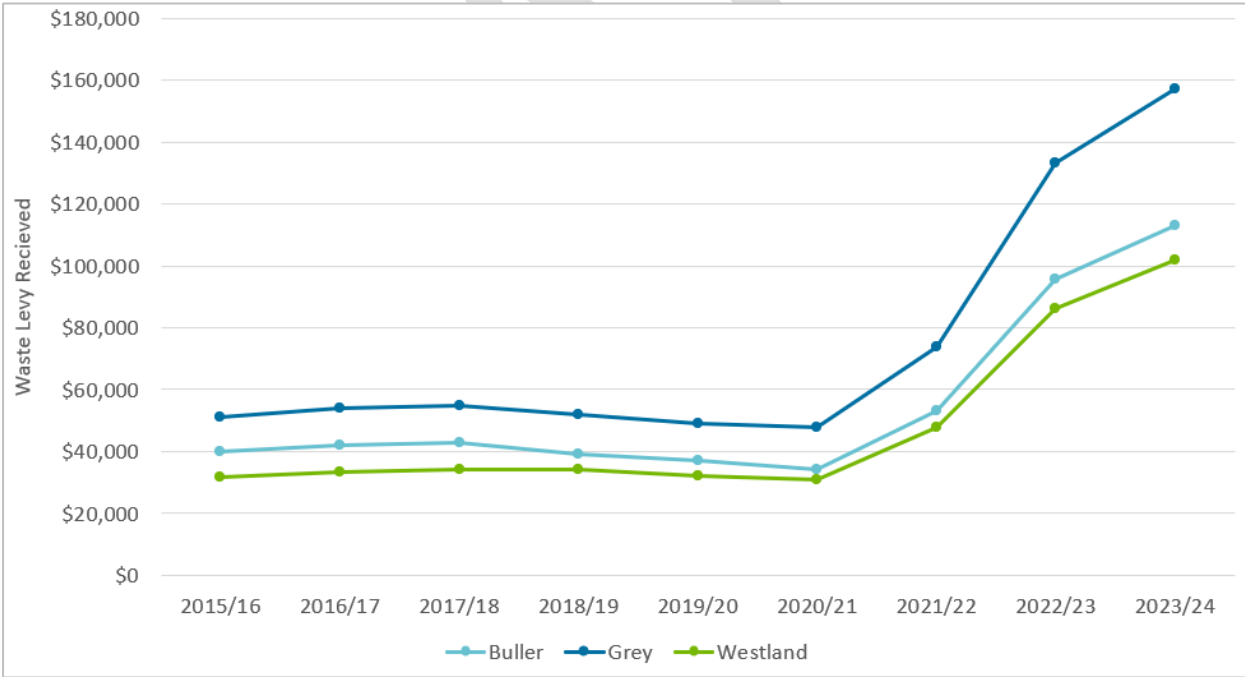


Figure 4.4: Waste Levy Received in West Coast, by district.<sup>38</sup>

<sup>38</sup><https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fenvironment.govt.nz%2Fassets%2Fta-payments-as-at-jan-24-work-spreadsheet-with-graphs.xlsx&wdOrigin=BROWSELINK>

## 5 Waste quantities and composition

This section describes the material quantities and composition resulting from the waste management system described in Section 1.

### 5.1 Timeframe

This document focuses primarily on data for the period between FY 2018/19 and 2022/23, as this data has been collected most consistently across all districts allowing for more accurate comparison. Waste quantities, composition and flows prior to this period are detailed in the 2018 regional Waste Assessment and WMMP.

### 5.2 Data availability

The information presented in this Waste Assessment informs the strategic approach and specific actions presented later in the document. The data availability for this Waste Assessment shows where there is opportunity for improvement, creating potential actions around data capture and collection.

Data received from the waste service contractors has had varying levels of detail for each district. This is particularly relevant for Westland, where they have two separate contractors in the North and South of the district. Once Haast Landfill closes all waste will be entering Butlers Landfill which will streamline the reporting for the district.

There are two private waste facilities in the region, Taylorville Recovery Park, and Rosco's Hole, both of which have very limited information publicly available on their infrastructure, services, and waste data.

During a waste levy audit conducted by MfE in 2023, it became clear that there was an error in the process for weighing recoverable material entering Grey District Council's McLeans Pit Recycling Centre. The recoverable material which was destined to be recycled was not weighed into the facility, only upon leaving McLean's Pit Recycling Centre to go to the processing facility. Therefore, the weight of some recoverable material which did not go for recovery (due to contamination levels) has not been recorded. This has resulted in some discrepancies in the data from Grey District. For this Waste Assessment, we have used the data available from the weighbridge, acknowledging there may be a small margin of error in the recycling data for Grey District.

### 5.3 Waste quantities

A summary of all material disposed of across the West Coast Region is detailed in *Figure 5.1*. The data shows that regional waste and recycling volumes are steadily increasing.

There was a significant peak in waste disposal during 2020/21 due to the relocation of 15,750 tonnes of material from Fox River Landfill to Butlers Landfill<sup>39</sup>.

As shown in *Figure 5.1*, diversion rates currently being achieved across all facilities in the region has averaged 19% over the past five financial years. The data demonstrates a dip in recovery in 2020/21 which can be attributed to a few factors.

- 1 Firstly, because of the Covid-19 pandemic, during nationwide lockdowns some recovery services were temporarily stopped, as a result households were required to dispose of recycling alongside general waste or stockpile it until the facilities started to accept the material again.
- 2 The second reason for the dip is due to a fire which took place at McLean’s Pit Resource Centre in late 2020. This resulted in the facility closing to repair the damage to the site which was therefore unable to accept and process recyclable waste streams. The facility reopened in early 2022.
- 3 With a natural increase in landfill waste generation from 2018/19 to 2022/23 the diversion rate has naturally decreased. The amount of recyclable waste (including glass) generated in the region remains consistent at around 2,700 tonnes per year.
- 4 Two major flooding events took place in Buller District during July 2021 and February 2022 which increased the total quantity of waste to landfill by around 750 tonnes compared

to previous years. As more waste was sent to landfill in the district a lower recovery rate was achieved.

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<sup>39</sup> [Fox Glacier Landfill Remediation Complete | Westland District Council \(westlanddc.govt.nz\)](https://www.westlanddc.govt.nz).

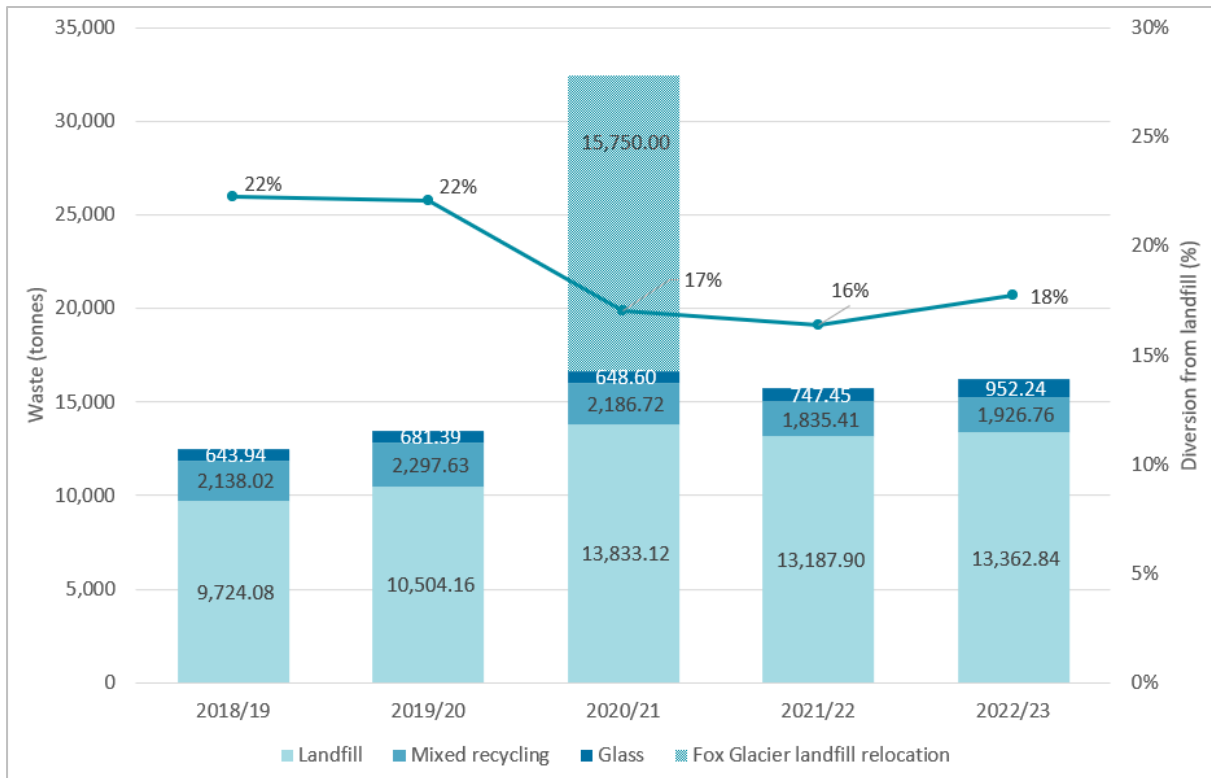


Figure 5.1: Regional waste volumes and diversion rates achieved (including kerbside).

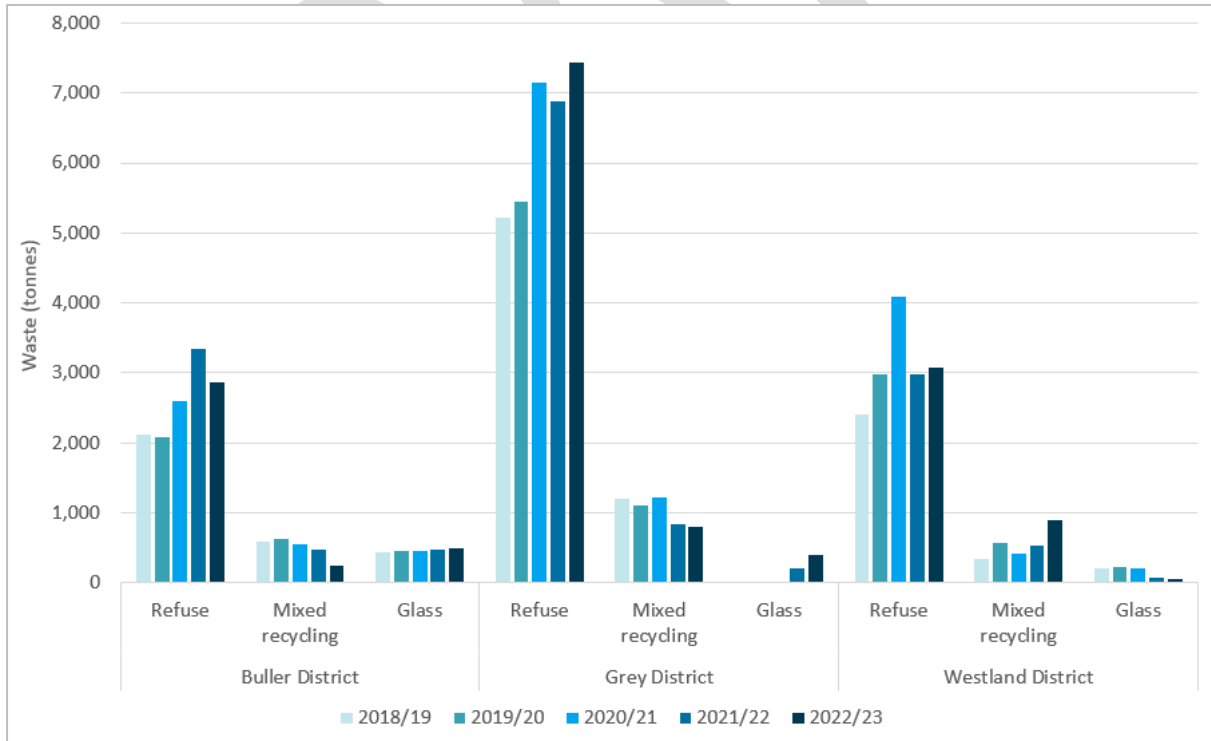


Figure 5.2: All regional waste by district.

### Kerbside waste quantities and composition

Figure 5.3 provides a summary of the waste collected from the kerbside across the West Coast Region. Kerbside collection tonnages remain consistent across the period shown, with kerbside landfill waste contributing around 25% of the overall waste in the region. Of the total kerbside waste (including recycling) collected during 2018/19 to 2022/23, on average, 34% is being recovered through co-mingled recycling or glass collections.

Composition of Waste Study (SWAP)<sup>40</sup> data, collected at Westport Transfer Station in 2017, has been used to assess the composition of residential landfill waste collected at the kerbside. The data shows that 70% of the landfill waste generated by households in the region is paper, plastic, putrescible (food and garden waste), metals and glass - most of which is potentially recoverable (Figure 5.4).

In 2014, Buller District Council implemented a kerbside glass collection which increased the district's diversion of waste from landfill from 14% to an average of 40% per annum (2013/14 to 2022/23).

The total quantity of material generated by each district is detailed in Figure 5.2. The quantity of waste is reflective of the population in each district with Grey generating the largest. The data demonstrates on average 81% by weight of all waste generated is sent to landfill.

We have used the general waste SWAP data collected at Westport Transfer station in 2017, to quantify current and potential material capture based on 2022/23 data. As the West Coast Region has not undertaken a SWAP study to investigate the composition of mixed recycling entering the transfer stations in the region, this assessment has used the SWAP data available from another district council of similar context to analyse the recovery which may currently be taking place.

The data shown in Table 5.1 and Figure 5.5 demonstrates the greatest ability to increase capture is through focusing efforts on organics (food and garden waste), plastics and paper/cardboard.

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<sup>40</sup>Composition of Waste Study: Westport Transfer Station 11 – 17 December 2017. C. Abernathy, JBL Environmental Ltd.



**Table 5.1: Potentially recoverable material from kerbside waste**

Material	Current recovery (2022/23)		Potential recovery		Total increase	
	%	tonnes	%	tonnes	%	tonnes
Paper	66%	918	75%	1,038	9%	120
Plastic	20%	159	50%	388	30%	229
Organics (food and garden)	0%	-	60%	628	60%	628
Ferrous metal	44%	56	75%	96	31%	40
Non-ferrous metal	45%	29	75%	49	30%	20
Glass	80%	632	90%	714	10.3%	82
Total	33%	1,794	54%	2,913	21%	1,118

Notes: The above calculations assume 90% capture of glass, 75% capture of paper, ferrous and non-ferrous metals, 60% capture of organics and 50% capture of plastic.

### Kerbside waste quantities summary

Figure 5.5 illustrates the data presented in Table 5.1 in graphical form showing current and potential future capture of recyclable and recoverable materials. This is based on the estimate composition, current recovery rates and achievable capture rates for specific material streams. Key points to note include:

- **Paper and cardboard** capture is good (estimated at 67%), with potential to increase this to around 75% with strong education and information for households.

- **Plastic** capture is relatively low but with many plastics not recyclable in New Zealand only plastics 1, 2, and 5 could be targeted through kerbside collections. This can be improved through education and information for households.
- **Organic** capture of 50-60% is considered achievable for kerbside. To achieve this for the West Coast Region a kerbside organics collection will need to be implemented alongside education and information for households.
- **Ferrous and non-ferrous metal** capture is relatively low, this may reflect materials which are not suitable for kerbside recycling i.e. not cans being disposed of through the landfill waste collections. There may be potential to increase this to around 75% for both metals with strong education and information for households on putting aside bulky metals for recycling at transfer station and targeting cans and tins for recycling.
- **Glass** capture at kerbside very good achieving 80% diversion from landfill. Initially for Grey this was not the case as previously glass was included in the mixed recycling collection, therefore users of the kerbside service were required to break this habit. This was successfully changed through effective communication. Many districts of a similar context achieve 90% capture or higher and this should be achievable once the Westland kerbside glass recycling system is in place.
- If the kerbside recovery rates anticipated are achieved this could result in over 50% recovery rate at kerbside. Key contributors to the increased recovery are organic materials (requiring a new collection), paper/card, and plastics.

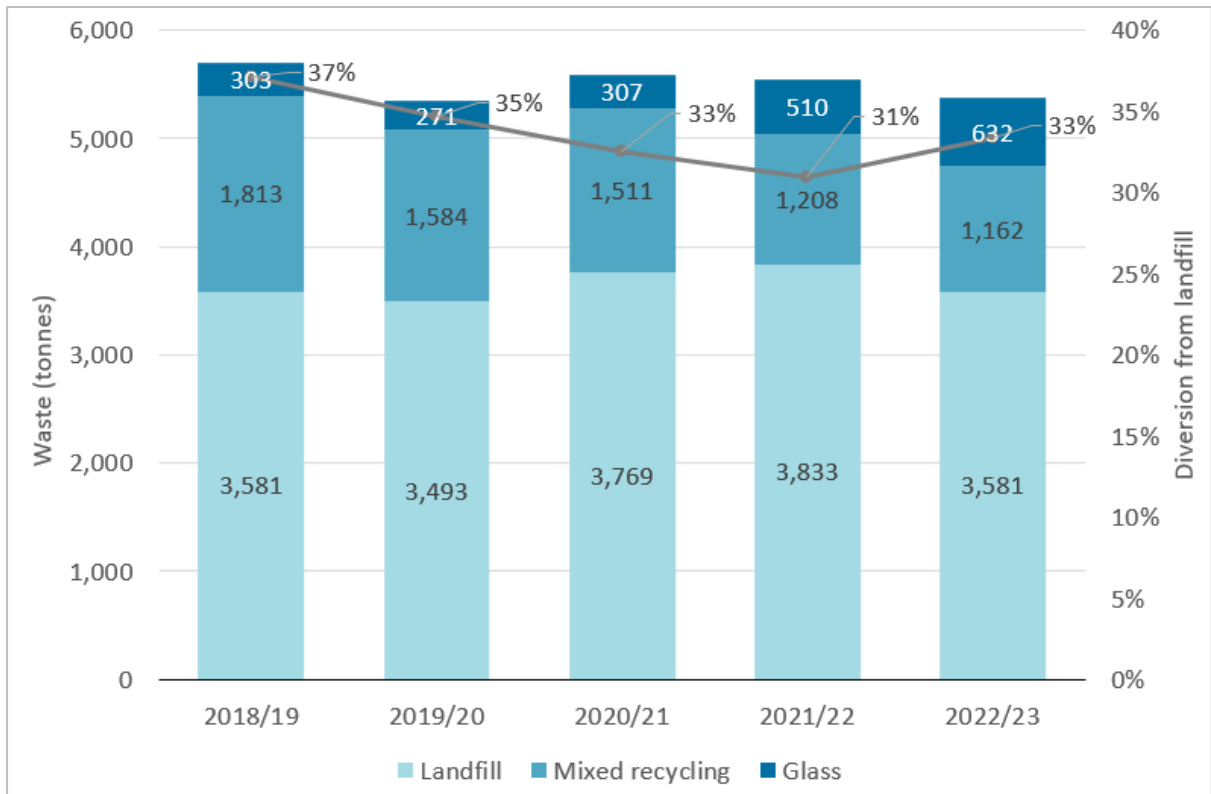


Figure 5.3: Regional kerbside waste and diversion.

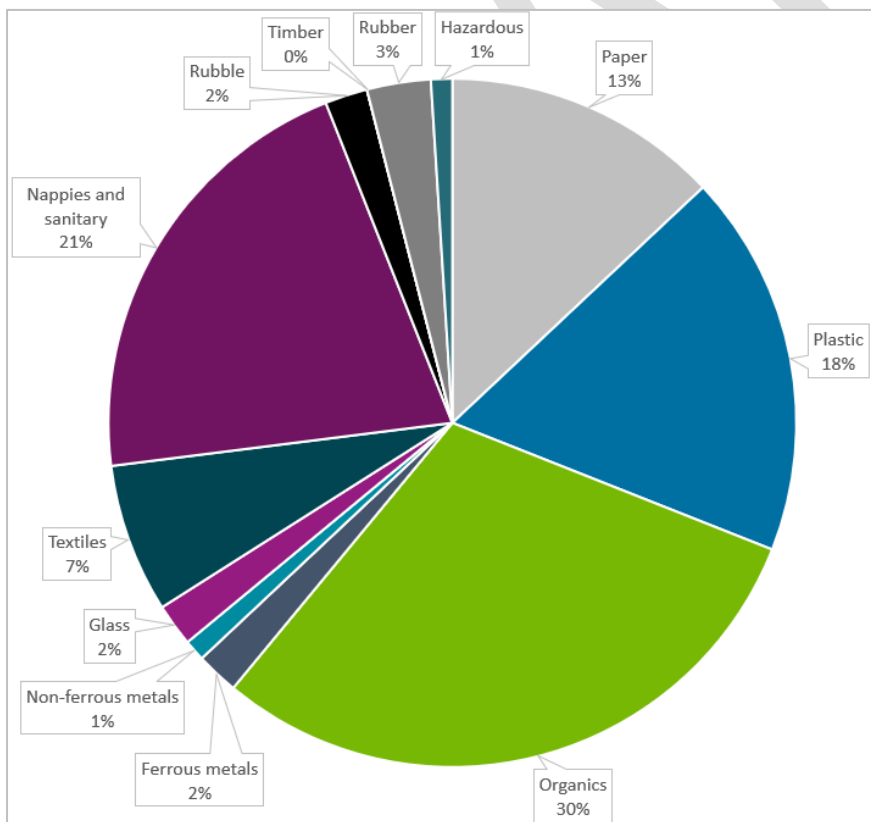


Figure 5.4: Kerbside landfill waste composition (2017 SWAP data from Westport Transfer Station).

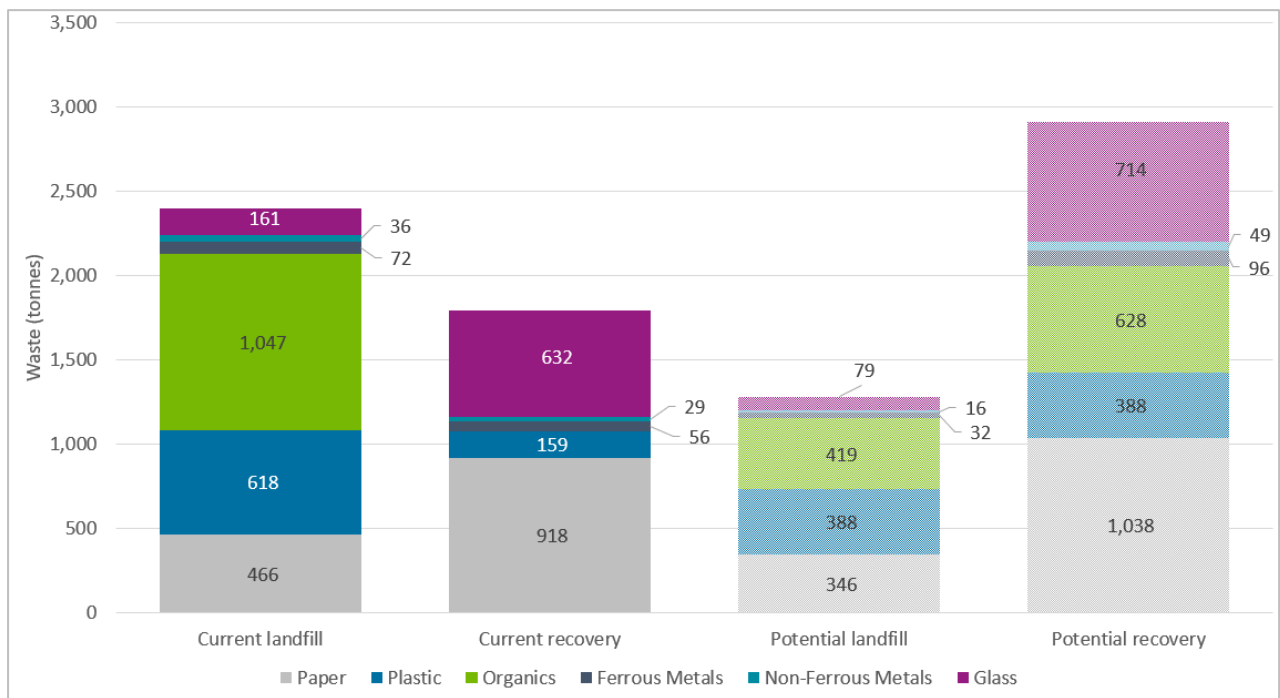


Figure 5.5: Current and potential kerbside material capture.

### Transfer Station

As discussed in Section 1 waste is consolidated in multiple facilities across each district before being transported to the primary facility in each district for either disposal to landfill or recovery through markets in New Zealand and internationally. Figure 5.6 demonstrates the total final quantities each facility receives.

The West Coast Region has not undertaken a SWAP study to investigate the composition of mixed recycling entering the transfer stations in the region. Therefore, this assessment has used the SWAP data available from another district council of similar context to analyse the recovery which may currently be taking place.

Waste entering the system through direct drop off at the Transfer Stations and Resource Recovery Centres across the region shows a similar picture to the kerbside diversion. The waste streams which have no current option for diversion at kerbside (organics – food and garden and glass in Westland) demonstrate greater diversion at transfer station. The data (shown in Table 5.2 and Figure 5.7) demonstrates the greatest ability to increase capture is through focusing efforts on plastics, paper/cardboard, organics (food and garden) and glass.

Figure 5.7 illustrates the data presented in Table 5.2 in graphical form showing current and potential future capture of recyclable and recoverable materials. This is based on the estimate composition, current recovery rates and achievable capture rates for specific material streams.

**Table 5.2: Potentially recoverable material from transfer station waste**

Material	Current recovery (2022/23)		Potential recovery		Total increase	
	%	tonnes	%	tonnes	%	tonnes
Paper	15%	325	50%	1,097	35%	772
Plastic	2%	56	60%	1,607	58%	1,550
Organics (food and garden)	14%	267	60%	1,111	46%	844
Ferrous metal	7%	31	50%	216	43%	185
Non-ferrous metal	6%	10	50%	83	44%	73
Glass	31%	285	50%	465	19%	180
<b>Total</b>	<b>9%</b>	<b>974</b>	<b>43%</b>	<b>4,579</b>	<b>34%</b>	<b>3,605</b>

Notes: The above calculations assume 60% capture for organics and plastics and 50% capture for paper, metals, and glass.

### Transfer station waste quantities summary

Key points to note include:

- Paper and cardboard** capture is relatively low, with potential to increase this to around 50% with strong education and information for households. It should be noted that much of the paper and cardboard entering the transfer stations will be contaminated therefore unable to be captured.

- **Plastic** capture is very low, and improvements should be possible including targeting materials not collected at kerbside and 'clean' commercial streams such as agricultural plastics.
- **Organic** capture is low with potential to target an increase in green waste captured at transfer stations. There may be potential to increase this to around 60% with strong education and information for households.
- **Ferrous and non-ferrous metal** capture is relatively low, there should be potential to increase this to as much as 50% for both metal types with strong education and information for households on separating bulky metals for recycling. For metals, given their value as commodities, there may be potential to offer incentives alongside education for separating materials - for example free drop off supporting by transfer station staff.
- **Glass** capture is relatively low, there should be potential to increase this to as much as 50% with strong education and information for households on separating flat glass in particular for recycling.
- If the recovery rates anticipated are achieved this could result in over 30% recovery rate at across kerbside and other streams. Key contributors to the increased recovery are organic materials (requiring an increased focus on capture), paper/card and plastics.

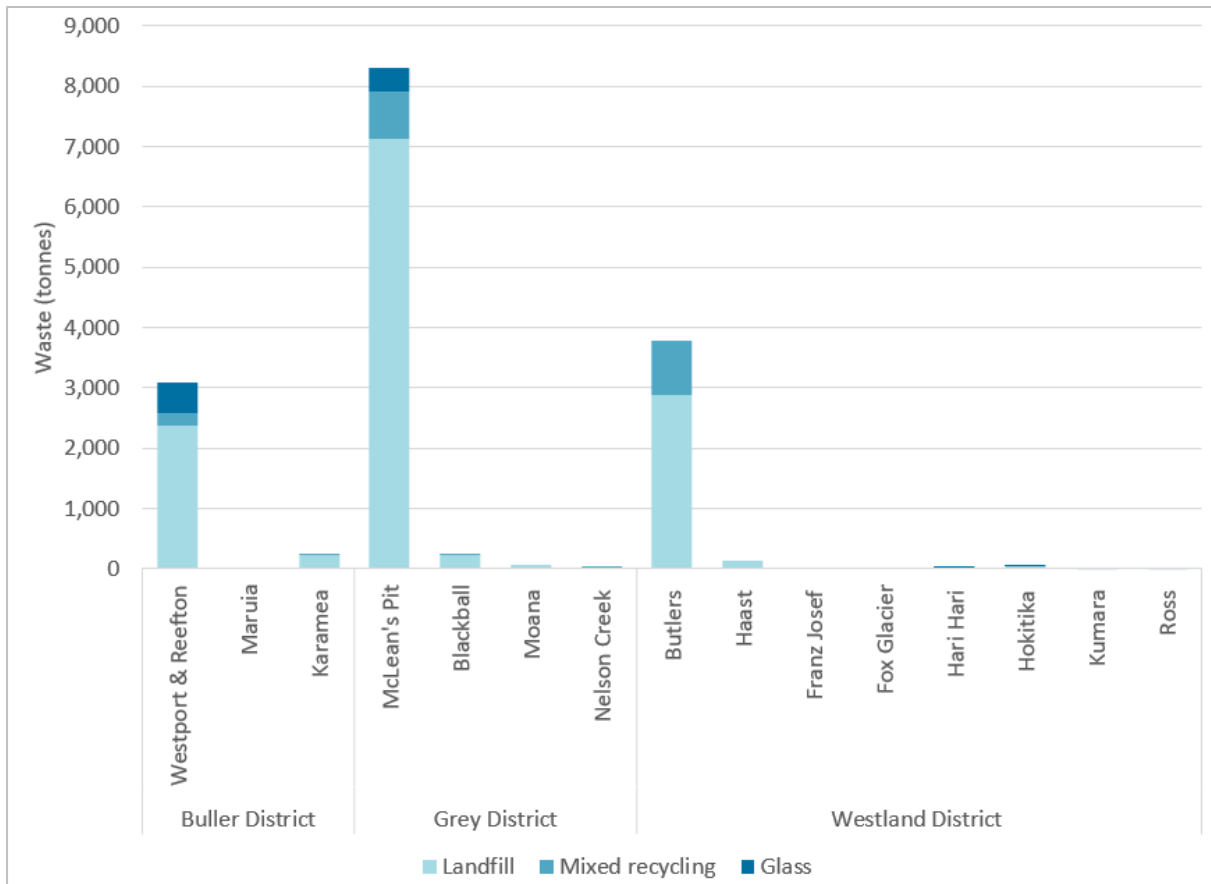


Figure 5.6: Regional waste volumes and diversion by district facility (2022/23).

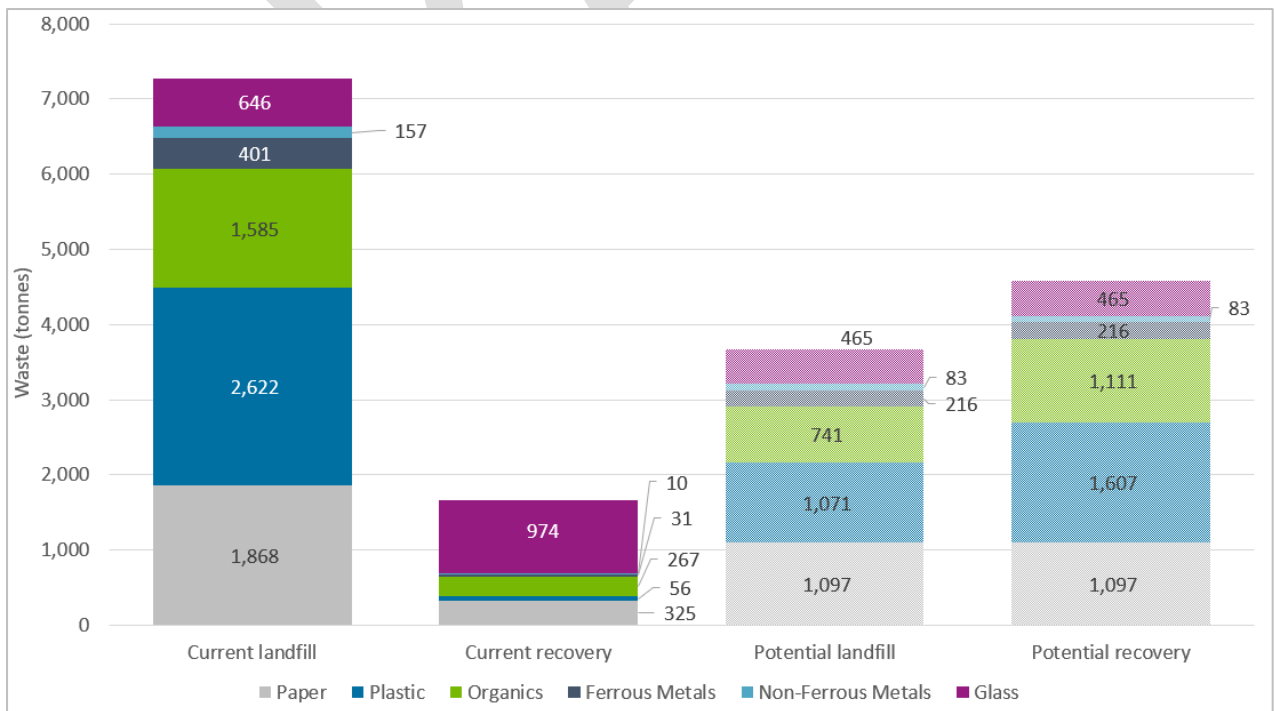


Figure 5.7: Current and potential transfer station material capture.

### Tourism waste

As detailed in section 3.1, the West Coast receives on average 160,000 visitors transiting through the region monthly which is four times greater than the population of the region. Therefore, it is important that the regional waste data explores the contribution from visitors to the West Coast.

Although there is limited data regarding waste from tourism in New Zealand, a study on the implications of increasing demand on infrastructure in Westland because of tourism was conducted in 2001 by Lincoln University. The study found that 3 tonnes of solid waste is generated per 1,000 visitor nights in Westland (3 kg of waste per visitor per night). It is assumed that this is a combination of food waste within the hospitality sector and general waste from consumption of goods and services whilst travelling.

Due to greater general awareness of waste management through education and communication campaigns in New Zealand, we have reduced this value to 2 tonnes of solid waste per 1,000 nights (2 kg of waste per visitor per night). Applying this theory, it is estimated that visitors contribute to ~26% of total waste per year (Table 5.3).

**Table 5.3: Visitor waste per year**

Year	Visitor numbers	Estimated waste generation (tonnes)	% of total waste from region
2021/22	1,970,659	4,012	26%
2022/23	2,172,595	4,382	27%

As tourism within the region significantly contributes to the consumption of goods and services it is important to account for the waste generation from visitors in the region alongside residents. By applying the regional diversion rates to the visitor waste data for 2021/22 and 2022/23 we can see a more accurate representation of residential waste generation compared to visitor waste generation (Figure 5.8).

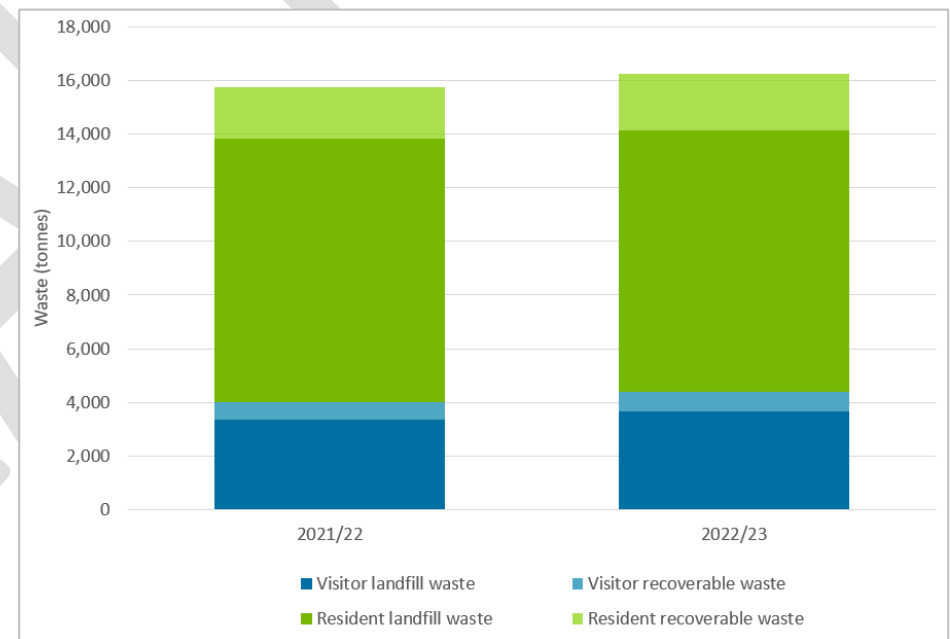


Figure 5.8: Visitor and residential waste generation.

## 6 System performance

This section provides a range of indicators that can be used as a benchmark for the performance of the West Coast’s waste management system.

Since 2018/19 waste disposed of to landfill per person in the West Coast has increased by 102kg but appears to have remained around 540 kg per person for the last three years (Figure 6.1). When removing the visitor waste data from this assessment the total disposal and recovery per capita decreases to 400 kg per person (this is further detailed in Figure 7.2).

When comparing the West Coast as a region to other district councils of similar context (Figure 6.2) the recovery rate is at the lower end of the range for New Zealand. This reflects a reliance on kerbside recycling (no organic materials collection) and lower end capture rates for recyclable or recoverable materials at transfer stations.

This may be due to the greater space availability in urban areas (larger sections than other urban areas) allowing households to be managing some of their waste onsite by composting, burying, or burning their waste. This, alongside some gaps in the data, may mean the actual waste per capita is higher than the current data shows.

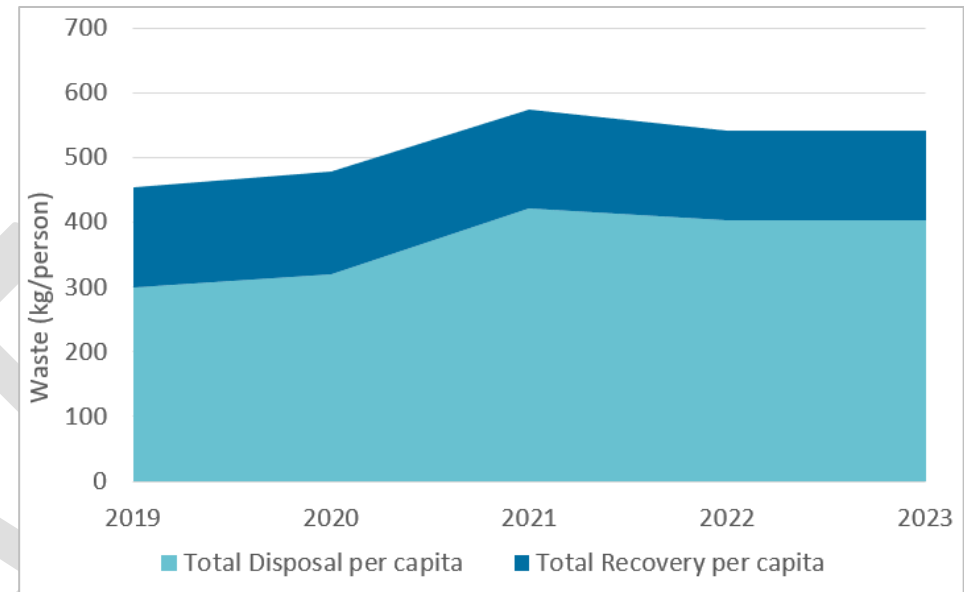


Figure 6.1: Regional waste and recovery per capita.



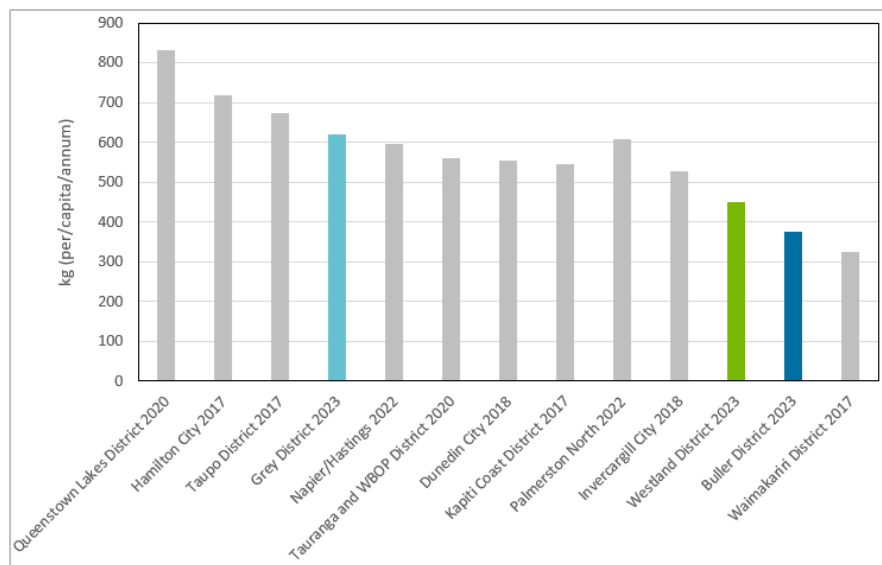


Figure 6.2: Waste per capita relative to other councils.

## 6.1 Household waste composition

Comparing the composition of household waste in the West Coast with similar councils (Table 6.1), the following insights are apparent:

- 1 Households in the West Coast dispose of relatively less organic materials in landfill compared to similar districts.
- 2 Recycling quantities in household rubbish are relatively higher (paper, plastic, metals, and glass).
- 3 The quantities of building and industrial materials (rubble, concrete, timber, and rubber) are relatively higher than other Councils.

Table 6.1: Household kerbside material composition relative to similar councils

Material	Buller District Council *	Ōpōtiki District Council	Manawatū District Council	Central Hawkes Bay District Council
Paper	13%	14%	13.9%	9.0%
Plastics	18%	12%	14.5%	12.1%
Putrescibles	30%	50%	45.1%	53.1%
Ferrous metals	0.4%	2%	2.7%	2.6%
Non-ferrous metals	0.2%	9%	2%	1%
Glass	2%	3%	3%	5.4%
Textiles	7%	4%	5%	4.8%
Nappies & Sanitary	21%	1%	8%	6.0%
Rubble, concrete etc.	2%	2%	2%	2.9%
Timber	0%	1%	2%	1.0%
Rubber	3%	0%	1%	0.2%
Potentially hazardous	1%	1%	1%	1.2%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100.0%</b>

(\* ) It is assumed that Buller kerbside material composition is representative of all West Coast District Councils kerbside waste compositions. This data is from the 2017 SWAP conducted at Westport Transfer Station.

## 6.2 Contamination

Contamination of collected recyclables with non-recyclable items is an ongoing issue across the region. Buller District has been tracking contamination in the kerbside recycling bins since 2021 which demonstrates an average level of contamination to be 30%. A similar situation is expected to be the case in Grey and Westland. Contamination levels increased for Grey as the district transitioned from mixed recycling which included glass to a single source glass collection in 2021/22.

Limited data is available on contamination which makes it difficult to track progress. However, the region recognises the issue and currently focus efforts on communication of good recycling practices in an effort to decrease the contamination rates.

## 6.3 Review of the 2018 WMMP

The last WMMP for West Coast Region was prepared in 2018. The WMA requires that each Waste Assessment include a review of the last WMMP, including an assessment of data, key issues from the last WMMP, any other issues not addressed, and progress on the action plan from the last WMMP.

The 2018 WMMP has a vision to deliver community benefits and reduce waste.

There are three overarching goals, to:

- Avoid and reduce waste where we can.
- Manage waste responsibly.
- Maximise community benefit.

Under these goals there are 7 objectives and 10 targets. Table 6.2 shows progress against these targets over the past WMMP period.

### Key issues

The key issues identified in the 2018 WMMP are summarised in the table below. It is helpful to consider progress against these issues, as not all were carried forward into targets within the 2018 WMMP. Key issues in the current period are discuss in section 7.2.

**Table 6.2: Progress against key issues in the 2018 WMMP**

Issue / opportunity (2018 WMMP)	Comment on progress (from 2018 to present)
<b>Waste Infrastructure</b>	
Transfer stations - there are variable services across the Region.	There continue to be variation in services provided.
There is a lack of consistency in services for visitors to the Region.	Some services have since been removed – educational services are now the focus.
There are 3 MRFs in the Region sorting similar materials.	There are 3 MRFs which are referred to as Transfer Stations and Recycling Centres in the Region (Westport, McLean’s Recycling Centre and Hokitika).
The two major landfills in the Region are close to each other.	This continues to be true; McLeans Pit is located 65km from Butlers Landfill.
Disposal costs are relatively high, but likely reasonable in light of scale and transport distances.	This continues to be true. The cost of disposal at the landfills are detailed in Appendix C.

Issue / opportunity (2018 WMMP)	Comment on progress (from 2018 to present)
There are limited services for commercial and construction waste, with limited information available regarding diversion activity focussed on these waste streams.	Feasibility studies for recovery of construction and demolition waste and organics material are underway.
Lack of collections for glass in Westland District and issues with glass contamination in Grey District.	A new waste services contract will provide for glass collection in Westland District in 2025. Glass contamination is no longer a key issue for Grey District.
<b>Waste data</b>	
There is a mix of volume-based estimates and measured weights.	<p>Since the 2018 WMMP, some sites have had weighbridges installed so data collection has significantly improved, but still has room for more improvement.</p> <p>Waste data consistency and data collection can be addressed through waste contractors.</p> <p>Waste services contracts are being reviewed in all districts and will incorporate the provision of quality and accurate data and reporting in line with expectations of central government.</p>
The source of waste is not always clear.	
There is limited data on service areas, set out rate or participation rates for kerbside collection.	
The data regarding quantity of waste collected or processed is not complete.	

## Targets

As discussed earlier, the Regional WMMP (2018) set out a range of objectives and targets outlined in Appendix A.

This section looks at the progress the region has made against these targets. The shading for each council shows the current achievement status; green is achieved / on track, orange is partially achieved, and grey is not progressed / decision not to continue.

**Table 6.3: Progress on 2018 WMMP targets**

Target	Indicator	2018 WMMP target	2022/23 progress			
			Buller	Grey	Westland	West Coast Region
1.1 To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis	Waste disposed to landfill <300 kg per person each year.	340	295	522	344	402
2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations.	Kerbside recycling > 35% by 2025	29%	40%	27%	19%	29%
	Recycling at Transfer stations > 50% by 2025	27%	22%	13%	24%	18%
2.2 Establish simple and effective recycling services for visitors to the West Coast Region.	Establish 5 landfill waste and recycling depots at key visitor locations on the West Coast by 2022. Pilot with 2 facilities in Buller District followed by the remainder of the Region.	N/A	3 facilities established in 2019, two of these have been removed due to high levels of contamination.	Preston Road Recycling Centre was established and is operational and well utilised by the community.	N/A	N/A

Target	Indicator	2018 WMMP target	2022/23 progress			
			Buller	Grey	Westland	West Coast Region
3.1 Satisfaction with kerbside collection and transfer station services.	% resident and visitor satisfaction	> 85%	Transfer station customer survey takes place. The results of the 2021 survey show that 78% of respondents think the ease of use for the site is 'very good' or 'fairly good'. An overall satisfaction question has not been asked.	Resident satisfaction is tracked via Grey Annual Reports. The 2022/23 results show 80% residents' satisfaction. Visitor satisfaction is not currently tracked.	Latest survey results (2022) show 72% overall satisfaction of kerbside collection service. Note: Visitor satisfaction is not currently tracked.	There is room for improvement to ensure questions are consistent with that of Grey and Westland, and to track each year.
4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region.	Reduced quantity of illegally dumped waste. Reduced number of incidents of illegal dumping.	Quantity of illegally dumped waste < 2016/17 figure.	No data has been collected.	161 complaints of illegal dumping received from January 2020 to January 2024. The data is not consistently tracked over time.	Annually, approximately 15 incidents are reported to Council. This is tracked through Council's Customer Service Request system.	Illegal dumping continues to be an issue for the region. There is a lack of data detailing how large the issue is in each district.
5.1 To publish a summary of available data on waste generation and management with each annual report.	Summary data published in Annual Report.	N/A	Waste data is not published in the Annual Reports.	% of waste diversion from landfill is reported in the Annual Reports.	Volumes of waste to landfill is reported in the Annual Reports.	N/A
	To create a grant scheme to support new initiatives to reduce waste.	N/A	Buller District Council has Community Grants and Community-Led Volunteer Revitalisation Funds	Grey District Council has information on their website of external grant schemes. There is currently no Council	Westland District Council has information on their website of external grant schemes. There is currently no	N/A

Target	Indicator	2018 WMMP target	2022/23 progress			
			Buller	Grey	Westland	West Coast Region
			available. It is not clear whether either of these funds have been used for solid waste projects.	funded grant for solid waste activities.	Council funded grant for solid waste activities.	
6.1 Schools programmes supported by Council	Support the Enviroschools programme each year.	N/A	7 number of Enviroschools events are run annually.	5 number of Enviroschools events are run annually.	8 number of Enviroschools events are run annually. Supports Paper4Trees.	N/A
6.2 Council (or contractors) promote waste minimisation at events in the Region.	Councils promote waste minimisation at > five events in the Region each year.	N/A	Councils are promoting waste minimisation at local events. There is room for improvement as there is not a system for tracking how many events each Council is attending or supporting.			
6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities.	Information made available and regularly updated on Council websites.	N/A	There is room for improvement to ensure information is consistent across all waste webpages, and regionally where appropriate.			
7.1 Work with others to influence national policy and action on waste minimisation and management.	N/A	N/A	<ul style="list-style-type: none"> <li>Participation in WasteMINZ events and TAO forum</li> <li>Working within LGNZ forums</li> </ul>			

## 7 Forecast of future demand

There are a range of drivers that mean methods and priorities for waste management are likely to continue to evolve, with an increasing emphasis on diversion of waste from landfill and recovery of material value. These drivers include:

- Increasing costs of waste disposal to landfill resulting from the waste levy expansion and emissions trading scheme.
- Changes resulting from Te Rautaki Para including potential changes to the WMA, and requirements for territorial authorities.
- The introduction of product stewardship schemes.
- Activities and policy resulting from the second emissions reduction plan.
- Changes to forestry slash removal requirements resulting from Cyclone Gabrielle.
- Increased private sector capacity to recycle and reprocess materials.
- Changes to markets for materials.
- Economic development in the region.

### 7.1 Forward projections

Forecasts of waste ‘generated’ have been developed using population projections, annual visitor data, historic waste quantities and the specific factors relevant to the district (Figure 7.1).

Based the current percentage increases in landfill waste and recovery volumes year on year with no changes to the current waste services and behaviours in the region, landfill waste per capita is set to increase by 5% per year and recovery is set to increase by 6% per year.

Based on these figures (removing visitor waste data) waste generated per person will exceed 450 kg by 2043 (Figure 7.2). With a projected population of 32,490 in 2043, and similar visitor numbers the total waste generated (landfill waste and recycling) will exceed 20,000 tonnes per year.

There are several factors which create significant uncertainty in the forecasts and these need to be considered in any decisions made. For example, unknown quantities of waste are generated on rural properties in the region and are assumed to be dealt with by farm dumps and burning farm waste. With the current (regional and national) focus on responsible rural waste management it is possible there will be an increase in commercial quantities of rural waste such as plastic wrap, chemical containers and domestic waste being disposed of at the transfer stations. Other factors impacting future waste generation include:

- The impact of kerbside standardisation on waste disposed of via the transfer station network.
- The impact of varying economic activity in the region including mining and agriculture (dairy farming).

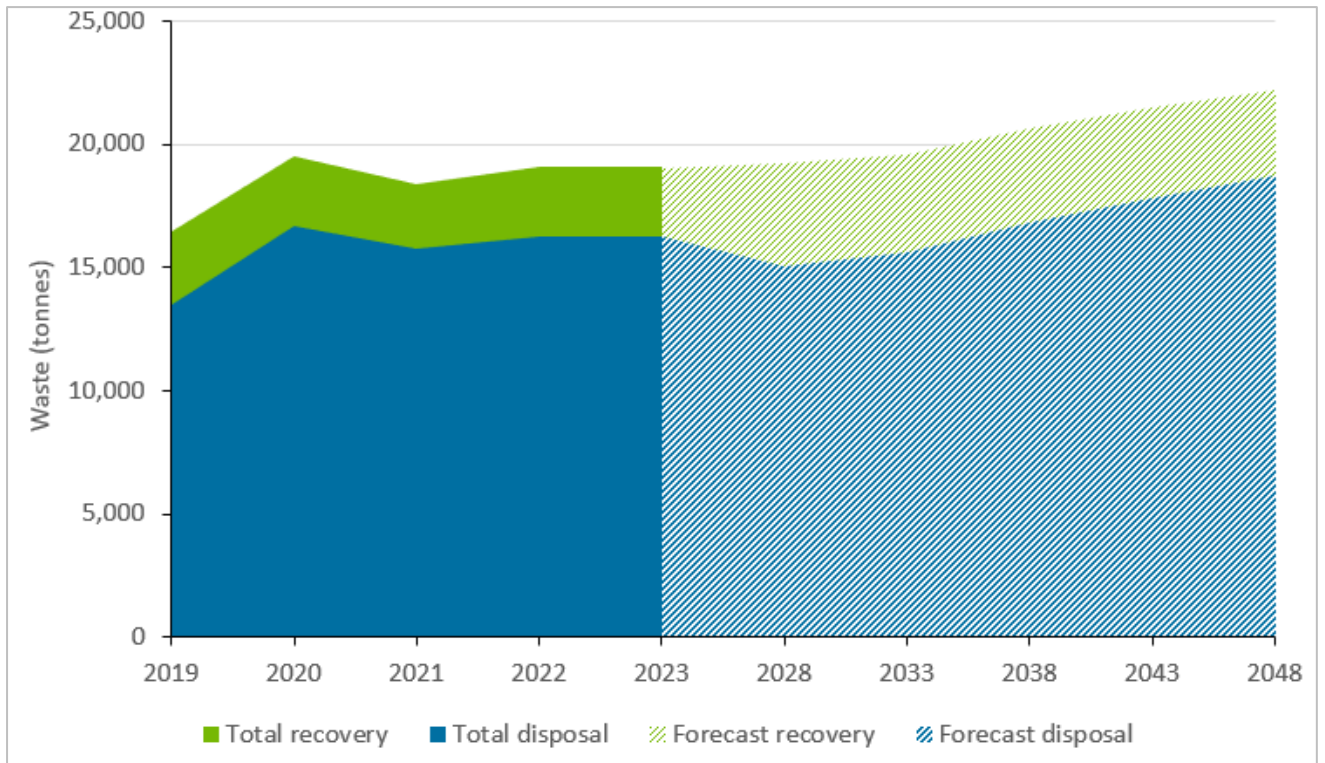


Figure 7.1: Future forecast waste generation based on population forecast.

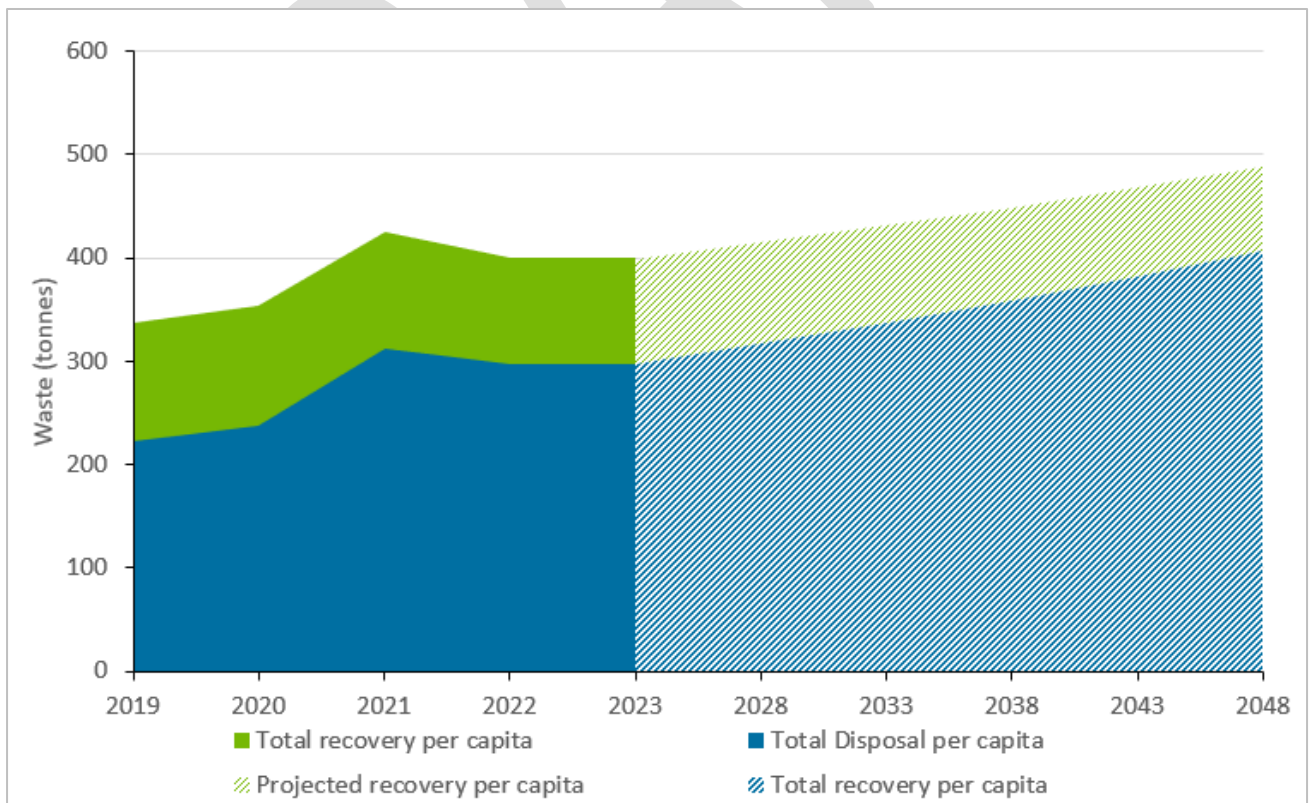


Figure 7.2: Future forecast waste generation per capita based on population forecast (visitor waste estimations excluded).



## 7.2 Challenges and opportunities

The aim of waste planning at a territorial authority level is to achieve effective and efficient waste management and minimisation. Using the available information, the key waste issues which should be addressed in the WMMP are listed below. These can be compared with the 2018 challenges and opportunities faced in Table 7.1.

- Continued, or enhanced, regional collaboration creates an opportunity to boost economies of scale and support a lot of the following opportunities / challenges.
- Streamlining data collection across all Council services.
- There is considerable opportunity to increase the capture of materials (specifically paper, plastic, metals, and organic materials) for diversion.
- Streamlining kerbside collections with all Councils offering the same service, and planning for new services as required, in line with the national kerbside standardisation. We recognise that work is currently underway to increase recovery from kerbside through the combined procurement work with Grey and Westland.
- Increasing the availability of information regarding waste diversion, infrastructure and current performance to rate payers and members of the public online and in other methods to increase buy-in.
- Focus on sectors likely to generate more waste in the future including:
  - Agricultural waste – ensuring farmers make informed decisions on waste management and appropriate services for their sector.
  - Mining waste – considering the increases in waste volumes and types from the industry.
- Reporting of emissions associated with waste services and management does not currently take place. As part of the National Strategy tracking of this data will need to start taking place.
- Education and behaviour change are important to reduce the generation of materials, enhance the use of existing infrastructure, improve the capture of materials for recycling and recovery, address contamination in recycling and illegal dumping.
- There is currently limited information available on contamination in kerbside recycling which makes it difficult to track progress. Work is required to record this data and understand underlying barriers to recycling well, alongside leveraging national policy change such as alignment with national standardisation of what is collected for recycling.
- Waste from tourism is expected to increase therefore work to support the procurement of goods and consumables from tourism providers and careful planning around communication and infrastructure available to tourists to encourage diversion of waste is essential to successful recovery in the region, particularly Westland.

- There is no disposal facility (landfill) in Buller District which creates a challenge as landfill waste is transported out of region to Nelson. There is also a lack of hardfill and hazardous waste facilities in Buller District.

**Table 7.1: Challenges, opportunities, and possible solutions**

Challenge	Opportunity
Data collection is misaligned and patchy in some waste areas.	To streamline data collection across all contractors, Council, and sites – aim for consistency and alignment across the region.
Significant amounts of Divertible Material are being sent to landfill.	Potential to increase the capture of materials (household recyclables, C&D waste, and organic materials) for diversion.
Lack of information available for ratepayers / members of the public on waste diversion, infrastructure, and current performance.	Opportunity to increase public engagement and awareness of resources that are available resulting in changes to behaviour.
Lack of focus on industrial waste.	Opportunity to engage different industry groups in the region to ensure recovery of waste streams at an industrial scale.
Emissions reporting for waste services and management is not currently taking place.	Opportunity to begin the conversation now to take residents and organisations on the journey.

Challenge	Opportunity
In some districts there are high amounts of contamination in kerbside recycling. Limited data is available on contamination which makes it difficult to track progress.	Approach contamination, and other issues, through an educational and behaviour change lens. Strengthen these skills within Council. Improve data collection in this area.
Tourism waste is anticipated to increase.	Opportunity to forward plan for this increase and target communication campaigns in tourism hotspots. This may include additional Levy returns for projects, or a potential dispensation for tourism numbers.

## Part 2

# Where do we want to be?

## 8 Background

This section introduces the vision, goals, objectives, and targets (strategic framework) for waste management and minimisation in the West Coast. Together the vision, goals, objectives, and targets establish the planning foundations for the waste management and minimisation plan (WMMP).

The relationship between Vision, Goals, and Objectives is illustrated in Figure 8.1.



Figure 8.1: Vision, goals, objectives, and targets<sup>41</sup>.

<sup>41</sup> Figure adapted from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

### 8.1 Draft vision, goals, objectives, and targets

The West Coast Councils have decided to align their vision, goals, and objectives with that of the National Waste Strategy, whilst taking into account regional context. This ensures the WMMP will be future proofed, and the region will be well positioned to adapt to national direction.

The vision, goals, and objectives were drafted in a workshop with Council staff. The National Waste Strategy wording was used as a baseline, and amendments were made to ensure they reflect the West Coast. Particular attention was given to framing each element to ensure they would be easily understood.

Figure 8.2 outlines the vision, three goals and eight objectives which Buller, Grey, and Westland District Councils have adopted.

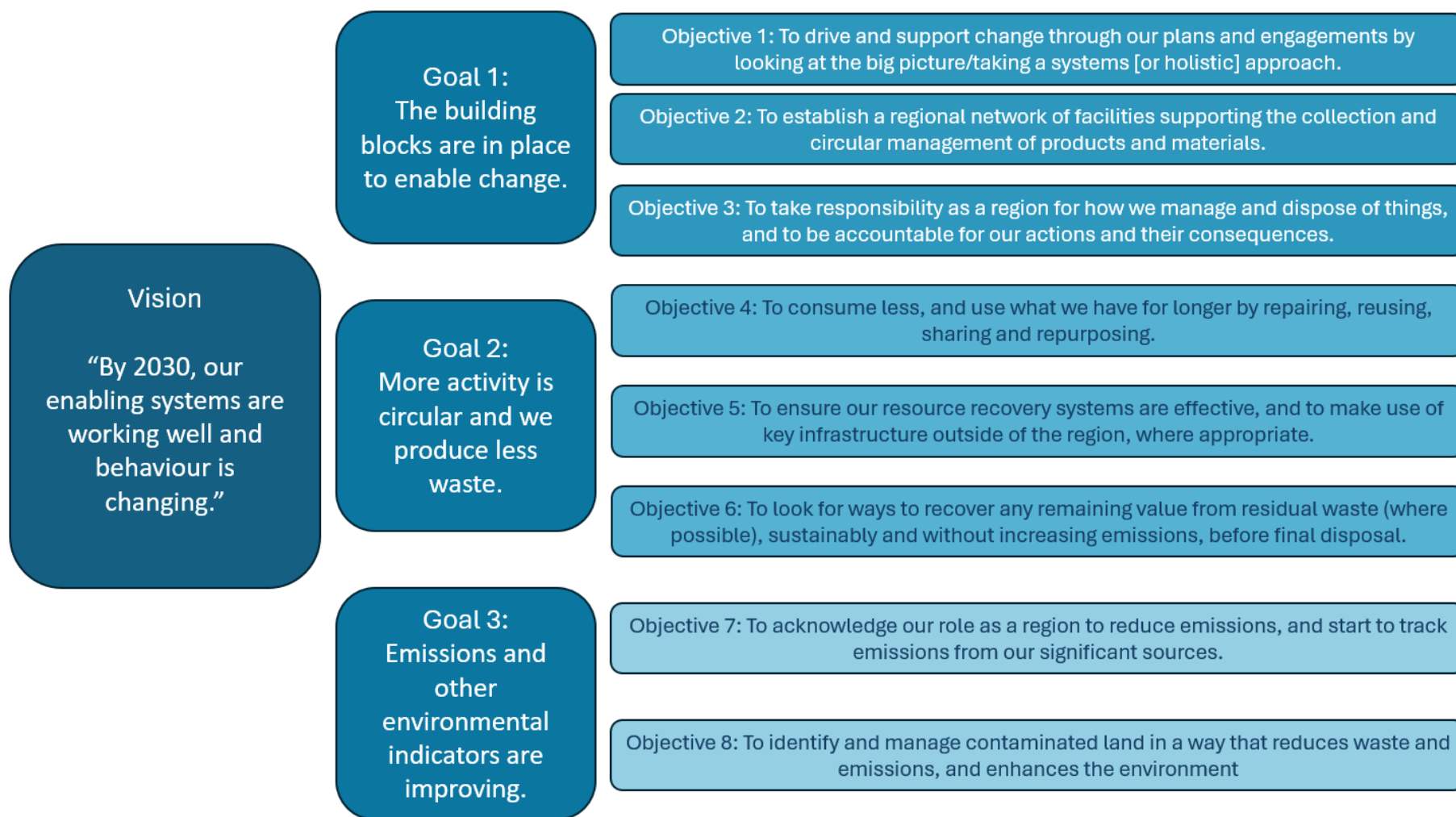


Figure 8.2: Vision, goals, and objectives for the WMMP.

## 8.2 Proposed targets

The Councils set out targets in the 2018 WMMP, as outlined in Table 6.3. The decided approach was to review these targets, align under the appropriate updated goal and objective, and keep them similar where possible.

Where Councils had undertaken action on the target, regardless of whether this had been partially or fully met, the target was amended to take the next intuitive step.

As discussed in section 8.1, the Councils have decided to align with the Aotearoa New Zealand Waste Strategy. The Strategy has the following national targets that the West Coast must aim to achieving by 2030:

- Waste Generation: reduce the amount of material entering the waste management system by 10 per cent per person.
- Waste Disposal: reduce the amount of material that needs final disposal by 30 per cent per person; and
- Waste Emissions: reduce the biogenic methane emissions from waste by at least 30 per cent.

Performance standards, specific to national kerbside standardisation, have also been set by Central Government, which the Councils must aim to achieve. Of the total household waste placed at kerbside, Councils will need to divert:

- 30 per cent by 2026.
- 40 per cent by 2028; and
- 50 per cent by 2030.

In addition, targets should also align with Councils' Long Term Plan performance measures and Asset Management Plan key performance indicators. The targets in Table 8.1 align with these, and the expected performance of proposed priority actions outlined in Section 9.6 of this Waste Assessment.

It is important to recognise the challenges that the region will face in meeting the national targets, primarily due to the significant levels of transient visitors that travel through the region annually (as discussed in Section 5.3).

**Table 8.1: Proposed targets**

Target		Unit	2018	2022/23	Regional Target
Waste generation	Reduce the amount of material entering the waste management system by 10% per person by 2030*	kg per capita per annum	385.51	494	445 by 2030
Waste to landfill	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030*	kg per capita per annum	299.76	402	282 by 2030
	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030*	kg per dwelling per annum	575.63	573	401
Diversion of waste	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only, excludes green waste) *	% diversion from landfill	37%	33%	30% by July 2026 40% by July 2028 50% by July 2030
	Reduce contamination of Council provided kerbside recycling.	% contamination	N/A	31%	TBC
Waste emissions	Increase organics capture at transfer station and kerbside (%) * <i>Organics capture includes food, garden, and timber waste streams.</i>	% diversion from landfill	N/A	4%	30% capture of organic material by 2030
	Reduce the biogenic methane emissions from waste by 2030 (CO <sub>2</sub> e) *	% reduction of biogenic methane	N/A	TBC <sup>42</sup>	30% reduction
Customer satisfaction	Percentage of community satisfied with the solid waste service.	% satisfaction	N/A	72 – 82%	> 85% satisfaction
	Total number of complaints received about the Council’s solid waste service	Number of complaints annually	N/A	N/A	> 50 complaints annually
Environmental health and safety	Maintain 100 per cent compliance with resource consent conditions for Council-operated solid waste district facilities.	% compliance	100%	100%	100% compliance

Note: targets marked with an (\*) asterisk are requirements from Central Government.

<sup>42</sup> Councils are awaiting guidance from central government on the calculation of biogenic methane emissions from waste before a baseline is confirmed for the region.

## Part 3

How are we going to get there?



## 9 Options identified

### 9.1 Introduction

Section 51 of the WMA requires that the Waste Assessment contains a statement of options available to meet the forecast demands of the region with an assessment of the suitability of each option.

This section summarises the identification and evaluation of options to meet the forecast demands of the region and to meet the goals and targets set out in Section 8. The process started by identifying a wide range of possible options, or ‘possibilities’, and agreeing on a set of evaluation criteria. The list of ‘possibilities’ have then been evaluated against the criteria to identify priority options. The priority options from this assessment will be incorporated into the draft WMMP Action Plan.

For the West Coast region, the total quantity of waste generated is forecast to increase over the life of this plan as more residents utilise the council waste services offered and economic activity in the region increases. Actions which feed into the WMMP need to take account of these factors, while driving a reduction in total waste generated (whether recovered or landfilled) and a reduction waste disposed to landfill.

### 9.2 Identifying options

There are a wide range of possible approaches that could be adopted in the West Coast to achieve, or work towards, their vision and goals. A useful way to consider how to make effective change is whether the option addresses infrastructure (including collection), education/information and regulation/policy. These are supported by having the right data to inform strategic and operational decision making.

Ensuring the West Coast is in a good place to transition to a circular economy involves considering materials through their entire life cycle, through production, product design, use and disposal. Maximising the value of materials recovered through waste minimisation and management activities, and actively collaborating with the community and private sector, are important when making this transition. Figure 9.1 details the components of council’s contribution to a circular economy with multiple elements in place to set strong foundations for success.

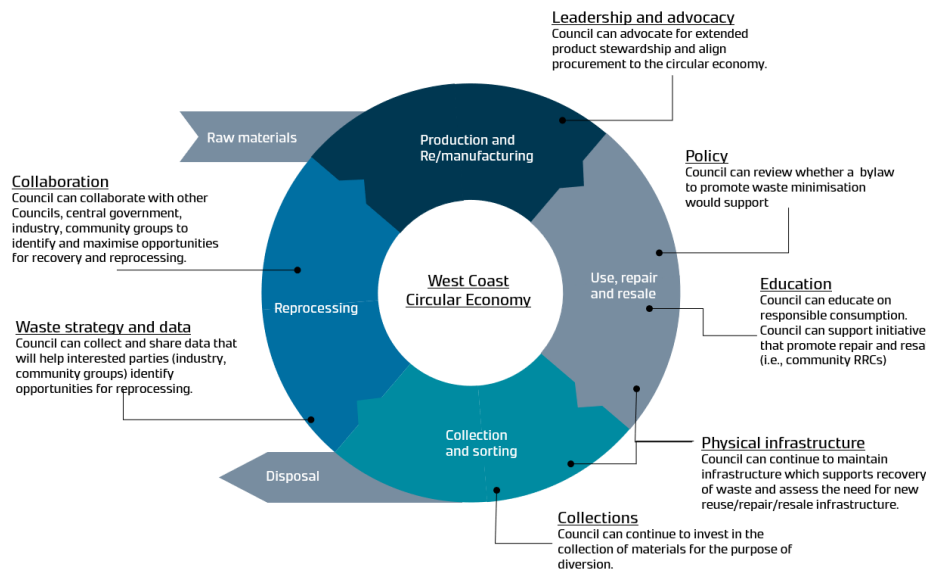


Figure 9.1: Components of Councils contribution to a circular economy in the West Coast.

### 9.3 Possibilities for the West Coast

From the assessment of Part One of this document, the Current Situation, key opportunities have been identified and could be implemented in a number of ways. This document refers to these as the Possibilities. These Possibilities build on existing, and already planned, activities.

To develop pathways for circularity in the West Coast and achieve effective change in each of the Focus Areas (Table 9.1) there would ideally be a combination of Possibilities covering:

- Policy (e.g., Central Government policy, district bylaws),
- Infrastructure (e.g., regional disposal facility, transfer stations, kerbside collection, signage) and
- Education (e.g. targeted education and behaviour change programmes)

The influence of national policy, local policy, infrastructure, and education sit across different areas of the circular economy (Figure 9.2).

Table 9.1: Possible options development in line with current and planned activities sets out a list of Possibilities, using this approach, with consideration is given to:

- The current activities in place.
- Planned changes still to be implemented; and
- Possibilities - future options not currently planned.

The list of Possibilities is tested against the applicability to the West Coast Region using the Evaluation Criteria in Section 9.4. This evaluation determines whether it will be a Priority Option.

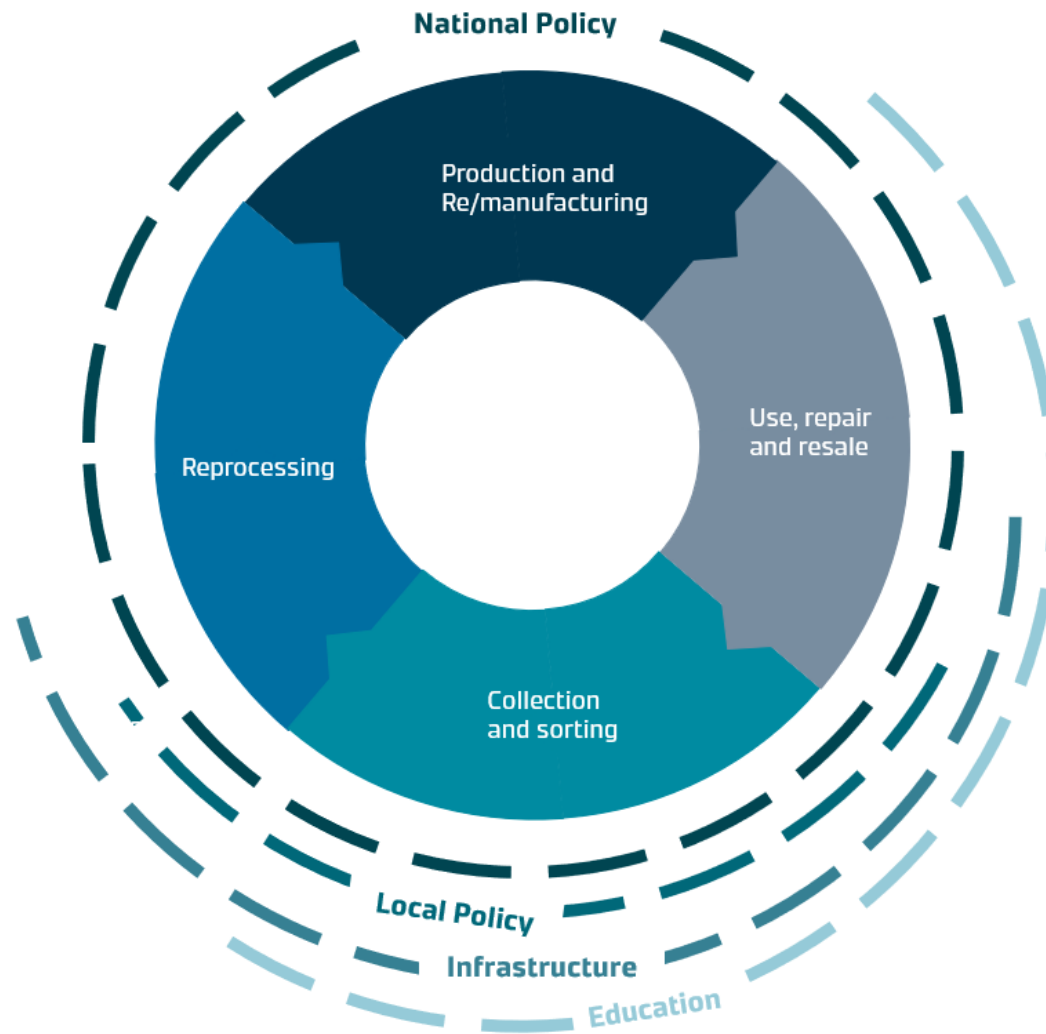


























Figure 9.2: Level of influence of change levers in the circular economy framework.

**Table 9.1: Possible options development in line with current and planned activities**

Focus area / Key opportunity	Intervention	Current What is happening? (Nationally and regionally)	Planned future What is planned to happen? (Nationally and regionally)	Possibilities What opportunities are there to improve? (Possibilities in bold address multiple focus areas)
Contamination in kerbside recycling	Policy 	<ul style="list-style-type: none"> <li>National standardisation for what is accepted for recycling at kerbside.</li> </ul>	<ul style="list-style-type: none"> <li>The Proposed National Waste Data Framework will require more reporting on domestic kerbside contamination.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with local industry / organisations to establish hubs for collection of difficult materials / common contaminators of recycling e.g. Supermarkets.</li> <li>Undertake a study on contamination in kerbside and public litter bins to establish problematic materials, causes for contamination and possible options to prevent contamination, these could include a demerit points system or RFID tags on bins to monitor repeat offenders.</li> <li>Develop/update solid waste bylaw to strengthen enforcement.</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>Kerbside recycling bin audits (through an app for Buller and Grey) and random spot checks by kerbside contractors (Buller and Westland).</li> <li>MRF contamination data collected in Buller.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Investigate options to prevent contamination of glass colours (Westland).</li> <li>Investigate solutions for high contamination in kerbside comingled recycling in Grey District Council.</li> <li>Require that kerbside waste contractors to complete random spot checks on recycling bin compliance.</li> </ul>
	Education 	<ul style="list-style-type: none"> <li>Information sharing to public on contamination levels in kerbside bins.</li> <li>Kerbside recycling bin audits with stickers for non-compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Kerbside recycling bin audit process plan in place through app in Grey.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with central government, local government, and non-government organisations to assess solutions to reduce contamination and explore opportunities for the West Coast to improve waste management. This could include joining nationwide forums e.g. WasteMINZ TAO Forum or connecting with the Sustainable Business Network.</li> <li>Identify learnings from bin audits undertaken (by Council and contractors to Council) to identify materials which cause contamination.</li> <li>Develop an educational programme of work focusing on behaviour change and information sharing to the community.</li> <li>Utilise and/or build on national waste and behaviour change campaigns and/or collateral to promote waste diversion.</li> </ul>
Environmental impacts – Reducing emissions and other environmental impacts associated with waste generation	Policy 	<ul style="list-style-type: none"> <li>Monitoring of closed landfills in line with consent requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Remediation plan for Birchfield and Westport legacy Landfills (Buller).</li> </ul>	<ul style="list-style-type: none"> <li>Investigate the most efficient way for councils to report consistently on emissions associated with waste generation and management across the region.</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Investigations into which Council owned closed / historic landfill sites require a remediation plan.</li> <li>Develop resilience plans for current waste infrastructure and services. This could include collaborating with Civil Defence and other organisations to develop a regional Disaster Waste Management Plan. This will ensure processes in place for managing waste associated with natural disasters, and waste from earthquake prone buildings.</li> <li>Investigate feasible landfill gas management options for McLeans and Butlers Landfills. Partner with organisations promoting emissions tracking e.g. Development West Coast, West Coast Climate Action Support.</li> <li>Investigate the feasibility of a regional Disposal Facility / Landfill that could service the entire region.</li> </ul>
	Education 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Promote and share existing tools, case studies and resources to support organisations in calculating their waste related emissions.</li> </ul>
Illegal dumping	Policy 	<ul style="list-style-type: none"> <li>Grey District has a schedule of offences and fees that apply for littering or dumping.</li> </ul>	<ul style="list-style-type: none"> <li>Litter Act legislation review.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate within Council (internally), across Councils (regionally), and with organisations/industry (externally) to actively track illegal dumping and record data through existing processes, such as Request for Service system.</li> <li>Investigate developing a financial assistance programme and penalty system to manage illegal dumping. This could include rebates/discounts for current resource recovery infrastructure or tracking in illegal dumping hotspots for penalties.</li> </ul>

Focus area / Key opportunity	Intervention	Current What is happening? (Nationally and regionally)	Planned future What is planned to happen? (Nationally and regionally)	Possibilities What opportunities are there to improve? (Possibilities in bold address multiple focus areas)
	Infrastructure 	<ul style="list-style-type: none"> <li>Councils actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.</li> <li>Residents report incidents of illegal dumping with Councils utilising services to collect and responsibly dispose of illegal dumped waste.</li> </ul>	<ul style="list-style-type: none"> <li>Continued collection of illegal waste dumping when notified of occurrence.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate whether Council provide or partner to provide a bookable bulky waste collection service (e.g. for whiteware).</li> </ul>
	Education 	<ul style="list-style-type: none"> <li>Councils have illegal dumping web pages with information on the issue and education around this.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Information and education on the impacts of illegal dumping and options for unwanted materials - charity shops, reuse, Trade Me.</li> </ul>
Industry waste management and uptake in schemes	Policy 	<ul style="list-style-type: none"> <li>No specific policy on waste minimisation for construction sector.</li> </ul>	<ul style="list-style-type: none"> <li>The Building Act amendments to include mandatory waste minimisation plans for all construction and demolition projects.</li> <li>The Emissions Reduction Plan actions on construction waste (15.3.1).</li> <li>Waste Strategy focus on organic material recovery, including timber from construction and demolition.</li> <li>Landfill levy increase.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate and facilitate collaboration opportunities across the region with iwi, industry, businesses, community groups, utilising activities that are already established e.g., virtual/in person networking events, Council gardens etc.</li> <li>Establish needs and barriers from industry to support waste reduction. This can be done through connecting with industry at existing events run by industry or Council.</li> <li>Advocate and facilitate sector groups (e.g. C and D, Agricultural waste groups) to discuss problems and explore solutions. Utilise resources outside of the region and connect with other regional sector groups (e.g. tradie breakfast).</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>Agrecovery services are available across the region.</li> </ul>	<ul style="list-style-type: none"> <li>In the process of setting up a Tyrewise collection point when the programme opens (September 2024), and promoting to encourage uptake (Westland and Buller)</li> <li>WMF funded construction of C&amp;D recovery arrangements at transfer stations across the region and coordinated management of construction waste materials.</li> <li>Starting discussion for setting up soft plastics programme and agricultural plastics (Buller only)</li> </ul>	<ul style="list-style-type: none"> <li>Reflect and investigate low uptake of existing product stewardship schemes in the region including Agrecovery, to apply learnings for new opportunities that emerge.</li> <li>Investigate options for recovering high volumes of industry waste, with consideration of landfill longevity.</li> </ul> Investigate whether Council want to facilitate additional Product Stewardship Schemes at their transfer stations.
	Education 	<ul style="list-style-type: none"> <li>Educational resources available through private (commercial and not for profit) and public (council) organisations.</li> </ul>	<ul style="list-style-type: none"> <li>Regional C&amp;D waste engagement and education programme, with key audience as construction sector.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Information and education – available to rate payers and members of the public	Policy 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Align survey questions across districts in resident satisfaction survey to allow for year-on-year and cross district comparison.</li> <li>Conduct a resident satisfaction survey within Buller.</li> <li>Consistently share waste recovery and diversion information in Councils Annual Reports.</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Investigate whether a grant for waste and resource recovery activities in the region can be developed between Councils (draft criteria for grant funding has been drafted).</li> <li>Explore whether the community would like Councils to offer services or guidance such as waste audits to help organisations understand their waste generation better.</li> </ul>
	Education 	<ul style="list-style-type: none"> <li>Information on waste and recycling services in the region are available through the Council's websites and Facebook pages.</li> <li>School education programmes supporting existing environmental education activities for schools, homes, and businesses.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Align information available on council websites regarding waste services, education, and policy where possible. For example, share good news stories in a consistent and regular manner, share activities from EnviroSchools through Annual Reports, ensure the information on waste services available is consistent and ensure information on Butlers Landfill is easy to find online (Westland).</li> <li>Collaborate with industry and community to create West Coast A-Z recycling &amp; recovery directory to highlight circular services in the region.</li> </ul>

Focus area / Key opportunity	Intervention	Current What is happening? (Nationally and regionally)	Planned future What is planned to happen? (Nationally and regionally)	Possibilities What opportunities are there to improve? (Possibilities in bold address multiple focus areas)
		<ul style="list-style-type: none"> <li>Composting workshops take place in Buller.</li> </ul>		<ul style="list-style-type: none"> <li>Assess whether a regional Waste Minimisation / Behaviour Change role could be developed for the region.</li> <li>Advocate for action and research promoting the top of the waste hierarchy (e.g. Product Stewardship Schemes, Right to Repair legislation and research into recovery options for difficult to manage waste streams).</li> </ul>
Reduce generation – waste volumes decrease and increase in material recovery	Policy 	<ul style="list-style-type: none"> <li>Event waste management and minimisation plan for events (Buller).</li> </ul>	<ul style="list-style-type: none"> <li>Regulated product stewardship with six priority products.</li> <li>Additional funding available through waste levy increases</li> <li>Organic kerbside collection to become mandatory nationally by 2030.</li> <li>The Proposed National Waste Data Framework will require more reporting on domestic kerbside and commercial organics.</li> <li>Landfill levy increase.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate alternative options to manage waste streams / materials which take up most volume in the regions landfills and transfer stations.</li> <li>Tourism Levy implemented for those staying in the region to cover the costs of infrastructure including waste assets and management.</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>Diversion trials e.g. Techcollect partnership (E-waste), small appliance recycling.</li> <li>Diversion drop offs: Polystyrene drop off (mitre 10, Expol Ltd), household battery, plan pots.</li> <li>Trialed recycle/waste stations at tourism hotspots across the West Coast – trial the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.</li> <li>Reviewing the results from C&amp;D feasibility study to assess the best options for C&amp;D recovery in the region.</li> </ul>	<ul style="list-style-type: none"> <li>C&amp;D feasibility study – construction of facilities based on study recommendations.</li> <li>Organics feasibility study.</li> <li>Continued support for diversion partnerships.</li> <li>Continue to support and promote product stewardship schemes through existing transfer stations where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Implement Resource Recovery Shops in the region’s main transfer stations (Westport, McLean's Pit and Hokitika).</li> <li>Review access to services e.g. rural residents, review transfer station openings times/days to assess whether they meet the needs of locals, visitors.</li> <li>Investigate opportunities to provide cost-effective services for those not receiving a kerbside collection e.g. mobile solution etc.</li> <li>Investigate consolidating MRF operations and options for glass (local processing and beneficial use).</li> <li>Review the results from organics feasibility study to assess the best options for organic recovery in the region in line with central governments indicated direction.</li> <li>Collaboratively investigate with the community and industry groups what potential reuse, share and repair services would be beneficial for the region, and the role of councils in this i.e., collaboration, support, encouragement.</li> <li>Map out existing resource recovery work that is happening in the region including community-led initiatives and share and promote publicly.</li> </ul>
	Education 	<ul style="list-style-type: none"> <li>Information available on all three district council websites to encourage waste reduction.</li> </ul>	<ul style="list-style-type: none"> <li>Continue behavioural change plan and programme set to continue.</li> </ul>	<ul style="list-style-type: none"> <li>Utilise council websites to link to existing resources to help plan and manage material management e.g. BRANZ and REBRI for the construction sector.</li> <li>Investigate the volumes and impacts of waste from tourism, which can feed into a feasibility study for how to manage waste from tourism in the region.</li> </ul>
Streamline data collection across all contractors, Council, and sites	Policy 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Joint waste services contract outlines data collection consistent with requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate / support data collection on waste diversion through other sources e.g., reuse shops, food banks etc</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>Contractors are collecting data from kerbside and waste facilities (landfills and Resource Centres).</li> </ul>	<ul style="list-style-type: none"> <li>Standardisation across kerbside delivery (regional approach) – joint waste services.</li> </ul>	<ul style="list-style-type: none"> <li>Align services available at transfer stations across the region.</li> <li>Establish a template for reporting consistency from each district Council and Regional Council (waste data, emissions data) including waste streams reported on, total tonnage, diversion, contamination - align to new national requirements 01 July 2024 onwards.</li> <li>Investigate data collection from difficult waste streams often managed by private contractors (e.g. hazardous, EOL vehicles, medical)</li> <li>Collect tonnage data at Transfer stations from residential drop off and commercial drop off from different sectors to help track trends for future analysis.</li> </ul>

Focus area / Key opportunity	Intervention	Current What is happening? (Nationally and regionally)	Planned future What is planned to happen? (Nationally and regionally)	Possibilities What opportunities are there to improve? (Possibilities in bold address multiple focus areas)
	Education 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Streamline kerbside collections - all councils to offer the same service in line MfE's kerbside standardisation	Policy 	<ul style="list-style-type: none"> <li>Standardisation of kerbside services nationwide implemented 1st February 2024.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>All councils to have the same waste contractor which reports at district level streamlining data capture.</li> </ul>
	Infrastructure 	<ul style="list-style-type: none"> <li>Weighbridges are installed at Westport, Reefton, and Hokitika Transfer Station, and Karamea and McLeans Pit Landfills to collect waste data.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Standardisation across kerbside delivery (regional approach) – consistent waste services.</li> <li>Possible organic materials collection as per kerbside standardisation</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Investigation into combining Grey District and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed). <i>Option carried from 2018 WMMP.</i></li> </ul>
	Education 	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Coordinated activity on contamination (linked into national action and information)</li> </ul>

DRAFT

## 9.4 Prioritising options

### Workshop with Council Staff

To assess the feasibility of the Possibilities listed in Table 9.1, a workshop took place with Council Staff representing the waste and resource recovery teams for each district. The focus areas were reviewed to ensure the key themes were correct with the challenges and opportunities the region currently faces. The current and planned activities under each focus area was then reviewed to ensure all the work to date had been captured. A review of the Possibilities then took place by focus area, with Council Staff amending specific actions required by the Possibility and adding additional options where required.

### Evaluation criteria

As not all the Possibilities can be implemented within budget and resource constraints, nine Evaluation Criteria (explained in Appendix D) have been developed to assist Councils' decision making on priority areas for investment and confirm what actions can be proposed in the draft Regional WMMP. The criteria have been developed to align with the West Coast's vision and goals and have been equally weighted for this analysis.

The Evaluation Criteria include:

- 1 Cost to Council (economically viable).
- 2 Accessibility and affordability.
- 3 Impact on the wider environment.
- 4 Social / cultural outcomes.

- 5 Partnership and collaboration.
- 6 Recovery and markets.
- 7 Responsible consumption.
- 8 Appropriate for West Coast / regional lens.
- 9 Technical risk.

Each Possibility is rated as either high, medium, or low as per the outcomes which can be achieved for each criterion (Table 9.2). They are colour-coded using a traffic light system (i.e., 'low' is red, 'medium' is orange and 'high' is green) with a weighting applied to advice which of the possibilities are in line with the West Coast's vision and goals.

Those which rate higher (17+) show greater alignment with the vision and goals and therefore, is recommended to be considered as an option for action in the WMMP (Table 9.3).

**Table 9.2: Rating and weighting key**

Colour	Rating	Weighting
Green	High	3
Orange	Medium	2
Red	Low	1



**Table 9.3: Overall prioritisation guide**

Colour	Overall score	Priority
	22 to 27	Option recommended to be taken forward as priority option in the WMMP.
	17 to 21	Options to be considered to be taken forward into WMMP.
	9 to 16	Options may not be taken forward into the next WMMP but may be considered for future WMMPs or after the priority actions have been achieved.

## 9.5 Evaluation

The evaluation of all ‘possibilities’ from Table Appendix E.1 are detailed in Appendix E.

## 9.6 Priority options and actions

Once the list of Possibilities was evaluated (Appendix E), a list of Priority Options emerged. Priority Options were defined as those with a score >17 which demonstrate strong alignment with the region’s objectives and goals.

The Shortlist Assessment details the Option Theme (where the options complement or align with other options these have been grouped ), Focus Area (initial issue or challenge identified in 7.2) and the Option (which will further support these activities, and ultimately lead towards circular outcomes for the region).

The objectives which the Priority Options are assessed against during the Shortlist Assessment include:

- Objective 1 (OB 1): To drive and support change through our plans and engagements by looking at the big picture/taking a systems [or holistic] approach.
- Objective 2 (OB 2): To establish a regional network of facilities supporting the collection and circular management of products and materials.
- Objective 3 (OB 3): To take responsibility as a region for how we manage and dispose of things, and to be accountable for our actions and their consequences.
- Objective 4 (OB 4): To consume less, and use what we have for longer by repairing, reusing, sharing, and repurposing.
- Objective 5 (OB 5): To ensure our resource recovery systems are effective, and to make use of key infrastructure outside of the region, where appropriate.
- Objective 6 (OB 6): To look for ways to recover any remaining value from residual waste (where possible), sustainably and without increasing emission, before final disposal.
- Objective 7 (OB 7): To acknowledge our role as a region to reduce emissions and start to track emissions from our significant sources.
- Objective 8 (OB 8): To identify and manage contaminated land in a way that reduces waste and emissions and enhances the environment.

Councils intended role is also detailed in the Shortlist Assessment.

These roles include:

- Advocate / promote – To Central Government, community, or industry for change.
- Regulator – to direct /govern the region/district.
- Service provider – To host the service (infrastructure, programme, service).
- Collaborator/connector – To be the connecting party between groups.
- Enabler – to guide and assist along with collect information to assist in decision-making.
- Advisor – To support community groups, Iwi, residents, industry and other.

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**Table 9.4: Shortlist Assessment (priority options)**

	Option theme	Focus area	Options	Regional (R) or district specific (BDC, GDC, WDC)	Alignment with objectives	Councils intended role(s)
Top Options	Creating partnerships	Industry waste	Advocate and facilitate sector groups (e.g. C&D, Agricultural waste groups) to discuss problems and explore solutions. Utilise resources outside of the region and connect with other regional sector groups (e.g. tradie breakfast)	R	OB1, OB3	Advocate / promote Enable Advisor
		Contamination in kerbside	Collaborate with central government, local government, and non-government organisations to assess solutions to reduce contamination and explore opportunities for the West Coast to improve waste management. This could include joining nationwide forums e.g. WasteMINZ TAO Forum or connecting with the Sustainable Business Network.	R	OB1, OB3, OB5	Advocate / promote Enable Advisor
		Industry waste	Investigate and facilitate collaboration opportunities across the region with iwi, industry, businesses, community groups, utilising activities that are already established e.g., virtual/in person networking events, Council gardens etc.	R	OB1, OB3, OB5	Collaborator / connector Enabler
	Communicate and share circular economy initiatives	Reduce generation	Utilise council websites to link to existing resources to help plan and manage material management e.g. BRANZ and REBRI for the construction sector.	R	OB3, OB6	Service provider Advisor

	Option theme	Focus area	Options	Regional (R) or district specific (BDC, GDC, WDC)	Alignment with objectives	Councils intended role(s)
		Contamination in kerbside	Develop an educational programme of work focusing on behaviour change and information sharing to the community.	R	OB1, OB3, OB6	Service provider Advisor
		Contamination in kerbside	Utilise and/or build on national waste and behaviour change campaigns and/or collateral to promote waste diversion.	R	OB3, OB6	Service provider Advisor
	Policy development	Contamination in kerbside	Develop solid waste bylaw to strengthen enforcement.	R	OB1, OB3, OB4, OB6, OB7	Regulator
		Information & education	Investigate whether a grant for waste and resource recovery activities in the region can be developed between Councils.	R	OB3, OB4	Regulator
		Reduce generation	Tourism Levy implemented for those staying in the region to cover the costs of infrastructure including waste assets and management.	R	OB5, OB6	Advocate Regulator Advisor
	Product Stewardship	Information & education	Advocate for action and research promoting the top of the waste hierarchy (e.g. Product Stewardship Schemes, Right to Repair legislation and research into recovery options for difficult to manage waste streams).	R	OB2, OB3, OB6	Advocate / promote Enable Collaborator / connector
		Industry waste	Investigate whether Council want to facilitate Product Stewardship Schemes at their transfer stations e.g. Tyrewise collection point when the programme opens, promoting the programmes to encourage uptake.	R	OB2, OB3, OB6	Enable Advisor

	Option theme	Focus area	Options	Regional (R) or district specific (BDC, GDC, WDC)	Alignment with objectives	Councils intended role(s)
		Reduce generation	Continue to support and promote product stewardship schemes through existing transfer stations where appropriate.	R	OB2, OB3, OB6	Advocate / promote Enable Collaborator / connector
	Making diversion easy	Streamline data collection	Align services available at transfer stations across the region.	R	OB2, OB5	Service provider Enabler
		Reduce generation	Investigate alternative options to manage waste streams / materials which take up most volume in the regions landfills and transfer stations.	R	OB1, OB2, OB5	Advisor
		Reduce generation	Review the results from C&D feasibility study to assess the best options for C&D recovery in the region (subject to feasibility study)	R	OB2, OB3, OB4, OB6, OB7	Enable Advisor
		Reduce generation	Review the results from organics feasibility study to assess the best options for organic recovery in the region in line with central governments indicated direction.	R	OB2, OB3, OB4, OB6, OB7	Enable Advisor
		Reduce generation	Investigate the volumes and impacts of waste from tourism, which can feed into a feasibility study for how to manage waste from tourism in the region.	R	OB1, OB2, OB3, OB5	Enable Advisor
	Resilience	Environmental impacts	Develop resilience plans for current waste infrastructure and services. This could include collaborating with Civil Defence and other organisations to develop a regional Disaster Waste Management Plan. This will ensure processes in place for managing waste associated with natural disasters, and waste from earthquake prone buildings.	R	OB1, OB3, OB5, OB8	Enable Advisor Collaborator / Connector

	Option theme	Focus area	Options	Regional (R) or district specific (BDC, GDC, WDC)	Alignment with objectives	Councils intended role(s)
		Environmental impacts	Investigate the feasibility of a regional Disposal Facility / Landfill that could service the entire region.	R	OB3, OB5, OB8	Service provider Enabler
<b>Other shortlisted options for consideration</b>	Making diversion easy	Contamination in kerbside	Investigate options to prevent contamination of glass colours (Westland).	WDC	OB3, OB5	Enable Advisor
		Contamination in kerbside	Investigate solutions for high contamination in kerbside comingled recycling in Grey District Council.	GDC	OB3, OB5, OB6	Enable Advisor
		Contamination in kerbside	Collaborate with local industry / organisations to establish hubs for collection of difficult materials / common contaminators of recycling e.g. Supermarkets	R	OB3, OB5, OB6	Enable Advisor
		Illegal dumping	Investigate developing a financial assistance programme and penalty system to manage illegal dumping. This could include rebates/discounts for current resource recovery infrastructure or tracking in illegal dumping hotspots for penalties.	R	OB1, OB2	Enable Advisor
	Creating partnerships	Illegal dumping	Collaborate within Council (internally), across Councils (regionally), and with organisations/industry (externally) to actively track illegal dumping and record data through existing processes, such as Request for Service system.	R	OB2, OB5, OB6	Collaborator / Connector
	Communicate and share circular economy initiatives	Reduce generation	Map out existing resource recovery work that is happening in the region including community-led initiatives and share and promote publicly.	R	OB3, OB5, OB6	Service provider Advisor

	Option theme	Focus area	Options	Regional (R) or district specific (BDC, GDC, WDC)	Alignment with objectives	Councils intended role(s)
		Information & education	Align information available on council websites regarding waste services, education, and policy where possible. For example, share good news stories in a consistent and regular manner, share activities from Enviroschools through Annual Reports, ensure the information on waste services available is consistent and ensure information on Butlers Landfill is easy to find online (Westland).	R	OB3, OB5, OB6	Service provider Advisor
		Information & education	Collaborate with industry and community to create West Coast A-Z recycling & recovery directory to highlight circular services in the region.	R	OB3, OB5, OB6	Service provider Advisor
	Improving data collection	Streamline data collection	Establish a template for reporting consistency from each District Council and Regional Council (waste data, emissions data) including waste streams reported on, total tonnage, diversion, contamination - align to new national requirements 01 July 2024 onwards.	R	OB1, OB7	Enabler
		Streamline data collection	Investigate / support data collection on waste diversion through other sources e.g., reuse shops, food banks etc	R	OB1, OB7	Enabler Advisor

## 9.7 Evaluating the impact of priority actions

Following the prioritisation of the options the associated spend and outcome are presented below. The intent of each action is to increase the capture of materials for recovery (reduce waste to landfill) and decrease emissions.

### Material capture

Figure 9.3 presents the material capture for recycling or recovery of the tangible infrastructure options which are included in the priority options. Assumptions have been made regarding the timeline of implementation of these options in line with Central Government targets.

The figure shows that the greatest wins for diversion of material from landfill is to focus on organic materials (food and garden waste) and commercial waste including that of the construction sector. The values within the green section of the figure detail the potential recovery which can be achieved from each of the tangible infrastructure options.

### Supporting initiatives

There are multiple actions that are not directly related to target waste streams or infrastructure but are critical in supporting capital and operational activities. This lack of quantifiable link makes it difficult to present the potential savings (waste reduction and emissions) of these supporting initiatives. It is more helpful to consider these options as underpinning the increased capture and reduced emissions delivered by the capital investments. The capital and operational activities will have limited impact without the

supporting activities and the supporting activities will have limited impact without the infrastructure and ongoing services.

With the planned increases to the waste levy along with LTP funding the regions indicative funding expected towards solid waste management is detailed in (Figure 9.4). It is important to note that funding through other central government sources is expected to be more difficult to obtain.

A high-level assessment of the cost of implementing the prioritised activities across the region suggests a total budget of over \$850,000 each year for operational expenditure (with capital expenditure varying depending on the option). These activities are ongoing, largely regional and could be introduced over an extended period drawing on increasing LTP budgets and/or waste levy funding. The breakdown of estimated costs for each of the tangible infrastructure options are detailed in Appendix F.



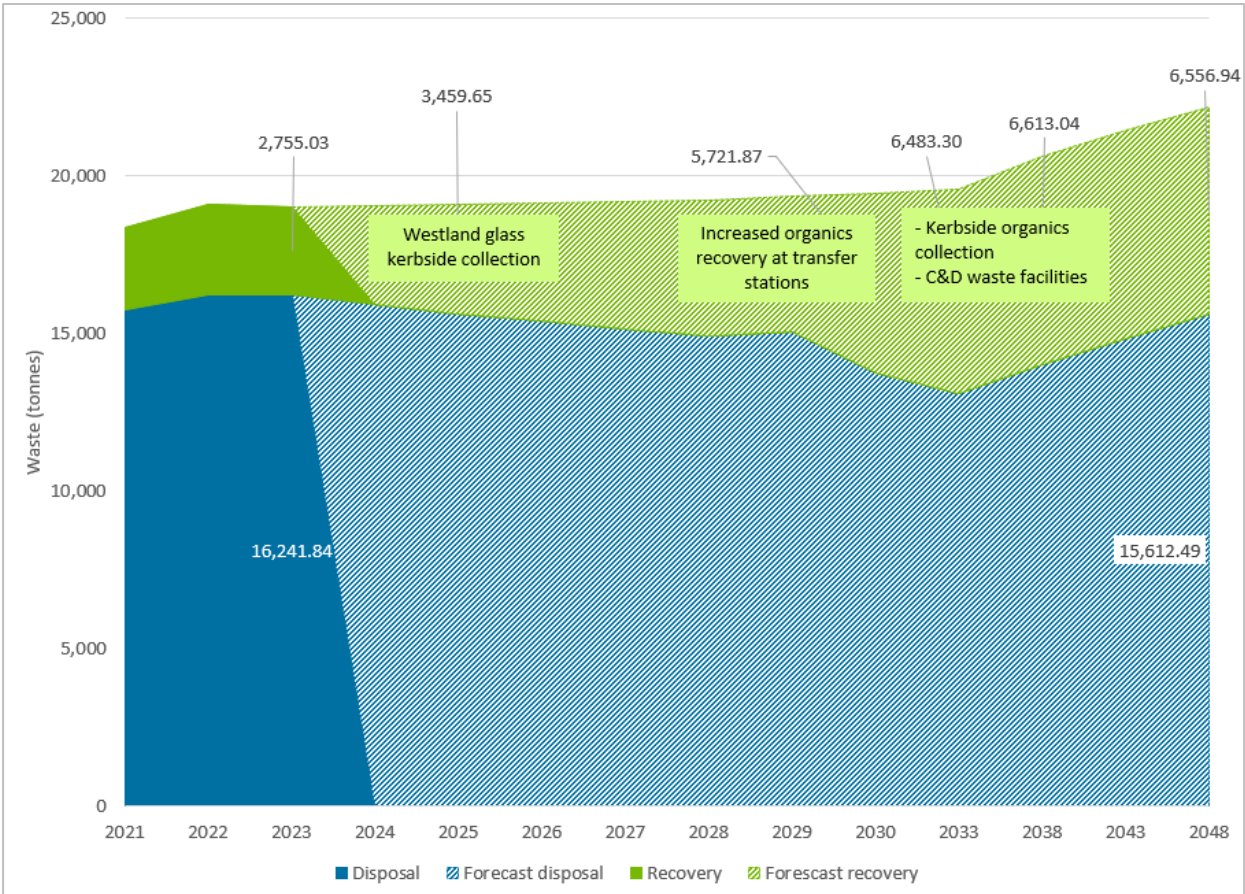


Figure 9.3: Material capture for new activities (priority options).

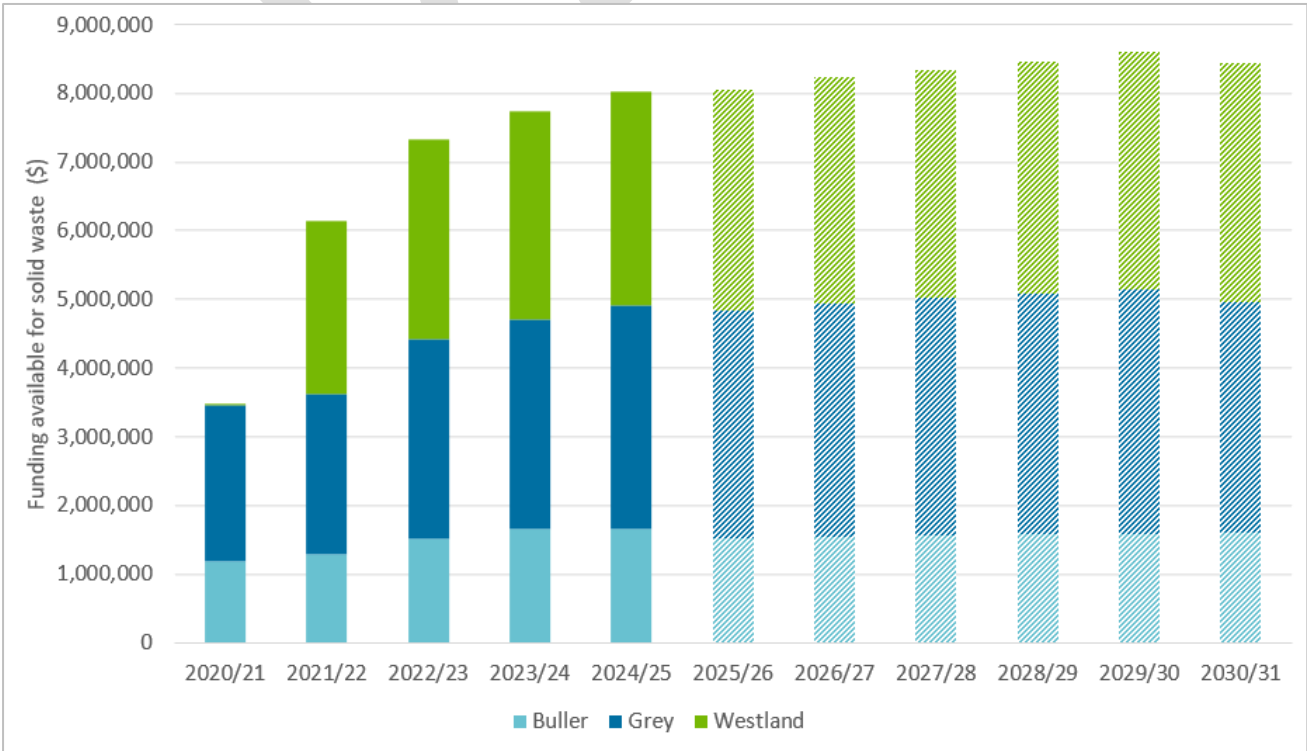


Figure 9.4: Indicative funding expected.

## 10 Statement of proposal

Drawing on the Possibilities, Evaluation, Priority Options, and the Councils' intended roles in meeting future demand, the Councils must:

- Include a statement of their proposal for meeting the forecast demands including proposals for new or replacement infrastructure.
  - A statement about the extent to which the proposals will:
    - Ensure that public health is adequately protected.
    - Promote effective and efficient waste management and minimisation.
- 1 This document has identified that over 16,000 tonnes of waste was generated in the West Coast Region in 2022/23 with 83% being sent to landfill and the remainder diverted via recycling. Diversion occurs predominantly through recycling at kerbside and transfer stations. The diversion of waste from landfill currently being achieved at kerbside is 30% which demonstrates the success of rolling out kerbside recycling services.
  - 2 Table 9.4: Shortlist Assessment (priority options) summarises the Priority Options the councils propose for meeting and managing the forecast demands on waste in the district (subject to consultation). These Options have been aligned to the strategic framework including goals, and objectives set out in Part 2 – Where do we want to be? Current waste minimisation services and activities provide a

good foundation and will continue to be delivered and built on to ensure:

- 1 The West Coast is set up to respond to future national policy changes.
- 2 Improved data collection and reporting to improve for planning and transparency.
- 3 Councils can tackle specific waste streams and improve the capture of materials.
- 4 Support and increase the focus on circular economy activities.

### 10.1 Councils' intended role in meeting the forecast demand

#### The next six years

The councils currently provide waste services in the district via a contracts for kerbside collection (to those in eligible areas), transfer station services, and resource recovery facilities. This ensures public health is adequately protected by providing facilities for the safe recovery and disposal of waste. The councils also provide information specific to disposal options and educational resources to encourage recovery and waste minimisation.

However, councils cannot achieve a waste minimisation and progress towards a circular economy alone. The updated regional vision focuses on ensuring systems are set up to enable successful recovery of waste and change in mindset towards consumption and the generation of waste. Over the next six years, through the proposed objectives in Part 2 – Where do we want to be? councils will continue to improve the delivery of waste services and facilities

including a more on supporting and enabling the community to contribute through:

- Developing partnerships and collaboration with industry and community groups.
- Developing behaviour change and education programmes.
- Providing leadership to industry, the community, and residents.
- Ensuring council owned services and facilities are consistent across the region.

#### Longer range forecast

The Aotearoa New Zealand Waste Strategy envisions a low waste, low emissions circular economy by 2050 and provides a high-level roadmap to achieve this. Over the next 27 years or four Waste Management and Minimisation Plans, a significant reduction in waste to landfill will need to be achieved. Alongside this, total material entering the waste system (waste generated) also needs to reduce.

## 11 Medical officer of Health statement

The Medical Office of Health for the National Public Health Service – West Coast provided a statement regarding this Waste Assessment. This statement is included in Appendix G.

## Appendix A Relevant policy for waste in the West Coast region

**Table Appendix A.1 : National, regional, and district waste policy**

National	Regional	District Council specific
Statutory <ul style="list-style-type: none"> <li>Waste Minimisation Act 2008 (currently under review)</li> <li>Health Act 1956</li> <li>Hazardous Substances and New Organisms Act 1996</li> <li>Resource Management Act 1991</li> <li>Local Government Act 2002</li> <li>Litter Act 1979 (under review)</li> <li>Climate Change Response Act 2002</li> <li>Non-Statutory</li> <li>Emissions Reduction Plan 2022</li> <li>Te Rautaki Para   Waste Strategy 2023</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Waste Management and Minimisation Plan 2018</a></li> <li><a href="#">Combined West Coast District Plan</a></li> </ul>	Annual Plan 2023/24 <ul style="list-style-type: none"> <li><a href="#">Buller Annual Plan</a></li> <li><a href="#">Grey Annual Plan</a></li> <li><a href="#">Westland Annual Plan</a></li> </ul>
		Long-Term Plan 2021/31 <ul style="list-style-type: none"> <li><a href="#">Buller LTP</a></li> <li><a href="#">Grey LTP</a></li> <li><a href="#">Westland LTP</a></li> </ul>
		<ul style="list-style-type: none"> <li>Climate change:</li> <li><a href="#">Buller climate change adaptation planning</a></li> </ul>

**Table Appendix A.2 : Goals and targets from the 2018 WMMP**

Goals	Objectives	Targets	Indicators
Avoid and reduce waste where we can	1. To avoid creating waste	1.1 To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis.	The current figure is 340 kg per person. Waste disposed to landfill < 300 kg per person each year
Manage waste responsibly	2. To make it easy to recycle	2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations.	The current figures are 29% and 27%, respectively. Kerbside recycling > 35% by 2025 Recycling at Transfer stations > 50% by 2025

Goals	Objectives	Targets	Indicators	
		2.2 Establish simple and effective recycling services for visitors to the West Coast Region.	Establish 5 landfill waste and recycling depots at key visitor locations on the West Coast by 2022. Pilot with 2 facilities in Buller District followed by the remainder of the Region.	
Maximise community benefit	3. To ensure visitors, households and businesses have access to safe disposal of residual waste	3.1 Satisfaction with kerbside collection and transfer station services.	Resident and visitor satisfaction > 85% Establish 5 landfill waste and recycling depots at key visitor locations on the West Coast by 2022	
	4. To reduce illegal dumping and litter	4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region. (Establishing landfill waste and recycle stations).	Quantity of illegally dumped waste < 2016/17 figure the number of illegal dumping incidents is < 2016/17 figure.	
	5. To create opportunities for West Coast – community partnerships, jobs, innovation, and efficient business	5.1 To publish a summary of available data on waste generation and management with each annual report.	Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste	
	6. To improve community understanding of issues and opportunities for waste management on the West Coast	6.1 School programmes supported by Council Support the EnviroSchools programme each year.		
		6.2 Council (or contractors) promote waste minimisation at events in the Region.		Councils promote waste minimisation at > five events in the Region each year.
6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities.			Information made available and regularly updated on Council websites.	
7. Councils work with others to improve waste minimisation and management in New Zealand	7.1 Work with others to influence national policy and action on waste minimisation and management.			

## Appendix B Long Term Plan overview

**Table Appendix B.1 : 2021 – 31 Long-term plan overviews**

Buller District Council		
Activity	Community outcome/ sustainable solution	Council role
<p>Solid waste – collection, transfer and final disposal of waste materials generated by households and businesses within the district.</p>	<p>Affordability - The District has a means of safely disposing of its landfill waste.</p> <p>Prosperity - Commercial needs for dealing with waste are met.</p> <p>Culture</p> <p>Programmes are provided to schools and the community on waste care and reduction.</p> <p>There is continued public education around composting, food waste reduction strategies and recycling opportunities.</p> <p>Environment</p> <p>Landfill waste is collected and disposed of in a safe, efficient, and sustainable manner, minimising the risk of waste being inappropriately or dangerously disposed of.</p> <p>- Waste minimisation is encouraged.</p>	<p>Council provides ethical, economical, and efficient waste management services, where the concepts of sustainability and social responsibility are equally valued alongside cost.</p> <p>Change behaviours to Solid waste leading to a decrease in the quantity of waste generated per person and divert Solid waste from landfills.</p>
<p>Long Term Plan 2021-2031</p> <p>Waste management and minimisation are listed as key aspects for achieving the community’s goal of a “Sustainable Environment.”</p> <p>Council is committed to this goal through the facilitation of the collection and disposal of landfill waste in a safe, efficient, and sustainable manner, and encouraging and educating the community around waste care and minimisation. However, there is nothing specific about C&amp;D waste.</p> <p>Council states their desire to move towards a more circular economy, and away from landfills.</p> <p>Capital funding has been allowed in the Plan for replacement of existing assets over the life of the Plan. No specific detail is provided on specific assets.</p>		

Grey District Council		
Activity	Community outcome/ sustainable solution	Council role
Solid waste – landfill waste collection, recovery of recyclable materials, management of landfill and cleanfill and resource recovery centres, management of minor quantities of hazardous waste, Litter Bin management, waste minimisation, environmental monitoring.	<p>Economic wellbeing (strong, sustainable) – Efficient and responsible management of solid waste is integral to providing for a strong and sustainable economy.</p> <p>Social wellbeing (safe) – Efficient and responsible management of solid waste is fundamental to the health and safety of people within the community.</p> <p>Environmental wellbeing (practical, resilient, strategic) – Effective, strategic, and responsible management of solid waste provides for resiliency of the environment.</p>	<p>Providing solid waste infrastructure – McLeans Landfill and Recycling Centre</p> <p>Council services provide the following – kerbside recycling for the CBD and urban area of greater Greymouth, landfill waste collection, and litter bins.</p>
<p>Long Term Plan 2031-2031</p> <ul style="list-style-type: none"> <li>• Key contributions in terms of waste management are stated as being the provision of waste and recycling collection, storage, and disposal (including management of the McLean’s Landfill and McLean’s Recycling Centre), the provision of waste minimisation processes and education, and the provision of litter management services and education.</li> <li>• Four key issues for waste management are identified for the district including the need for ongoing development at McLean’s Landfill. The need for increased waste minimisation, the financial impact of the ETS, and increasing volumes of demolition waste from the demolishing of earthquake prone buildings.</li> </ul> <p>Options for addressing these key issues are outlined in the plan, along with funding projections to provide for them.</p>		

Westland District Council		
Activity	Community outcome/ sustainable solution	Council role
Solid Waste – manage across Westland District, including waste and recycling collection (pick-up) in the northern and southern parts of the district, the provision of transfer stations and disposal sites serving all townships, and responsible camping waste stations.	<p>Sustainably Managed Environment</p> <ul style="list-style-type: none"> <li>- Solid waste is managed appropriately</li> <li>- Maximised recycling efficiency</li> </ul>	Council is responsible for encouraging efficient and sustainable management of solid waste.
Our Way Forward - Council’s Long-Term Plan 2031-2031		

**Westland District Council**

Activity	Community outcome/ sustainable solution	Council role
<ul style="list-style-type: none"> <li>• Key issues associated with solid waste management are identified as waste minimisation, waste charges, reducing waste tonnage to landfill, communication with the community, and transfer station opening hours. Closed landfill capping projects and legislation changes are also identified as key issues.</li> <li>• Funding has been allocated for several capital projects including works at the closed landfill at Hokitika, and capping and new cell construction at Butlers and Haast landfills.</li> <li>• The Plan states that Council are strict with illegal dumpers of waste by using infringements.</li> </ul> <p>There are no specific references to C&amp;D waste due to early stages of this project.</p>		

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## Appendix C District waste disposal costs 2023/24

**Table Appendix C.1 : Buller district – Westport and Reefton Transfer Stations disposal costs**

Waste	Unit	Cost
General waste	Per bag	\$9.10
	Per tonne	\$503.70
	30 Kg	\$15.90
	50 Kg	\$25.20
	100 Kg	\$50.40
	Polystyrene per m3	\$327.20
Green waste	Car boot	\$10
	Truck (over 500 Kg) per tonne	\$143.30
	Single axle trailer	\$11.20
	Tandem axle trailer	\$16.80
Other items	Whiteware (except refrigeration)	\$10
	Tyres – car (each)	\$9.60
	Car bodies	\$56.20
	Gas bottles (each)	\$10
	Paint 10 litre pail (each)	\$7.80
	Waste oil (4L)	\$2.20
	Waste oil (20L)	\$4.50

**Table Appendix C.2 : Grey district disposal costs**

Waste	Unit	Cost
<b>McLean's Pit Landfill</b>		
General waste	Per tonne	\$441
	Refuse Bag with Council issued tie	Free
	Refuse Bag without Council issued tie	\$6.30
Tyres	Car, motorbike and 4WD	\$10.60
	Truck	\$19.00
	Tractor	\$19.70
	Specialist Industrial	\$43.70
Other	Unprepared car bodies (per car)	\$83.20
	Paint/solvents (per litre)	\$4.10
<b>McLean's Pit Recycling Centre</b>		
Commercial Recycling	Per tonne	\$141.00
Plastic, paper, cardboard, aluminium cans. Tin cans, glass, light scrap metal, heavy scrap metal, recyclable whiteware, empty LPG bottles, prepared car bodies		free
Green waste	Commercial trailer (per load)	\$184.00
	Car boot	\$18.40
	Single axle trailer	\$23.90
	Tandem Trailer	\$31.80
	Small Truck (1.5m3 Max)	\$55.20
	Large Truck	\$184.00
<b>Resource Centres (Moana / Blackball / Nelson Creek)</b>		

Waste	Unit	Cost
General waste	Refuse Bag with Council issued tie	free
	Refuse Bag without Council issued tie	\$6.30
	Car Boot	\$39.10
	Station wagon	\$59.10
	Utility vehicle/van	\$59.10
	Single axle trailer	\$77.80
	Tandem Trailer	\$127.30
	Truck under 5 m, uncompacted general waste	\$278.80
	Truck under 5 m, compacted general waste or dense material such as building waste.	\$441.20

**Table Appendix C.3 : Westland district – Hokitika Transfer Station disposal costs**

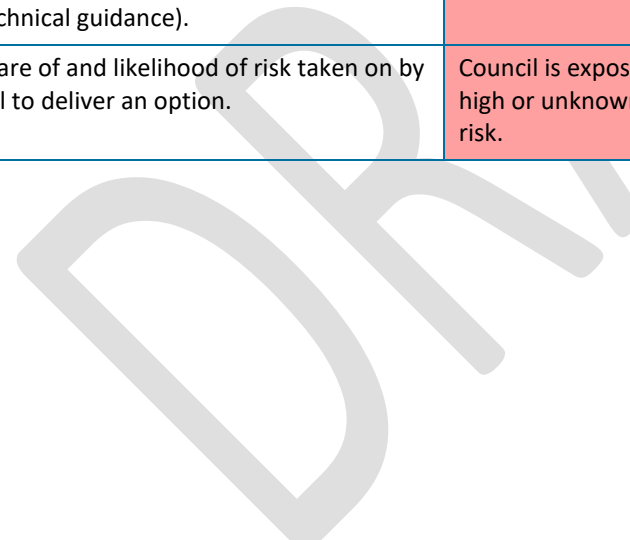
Waste	Unit	Cost
General waste	Per tonne	\$535
	60 L bag	\$4.80
Uncompacted general waste	<0.5 m <sup>3</sup>	\$73
	>0.5 m <sup>3</sup>	\$107
	60 L bag	\$4.50
	120 L Wheelie bin	\$12.50
	240 L wheelie bin	\$25
	Small trailer/ute (0.68 m <sup>3</sup> )	\$73
	Medium trailer (0.91 m <sup>3</sup> )	\$100
	Cage or large trailer (2.7 m <sup>3</sup> )	\$292
Green waste	Per cubic metre	\$10.70
	60L bag	\$0.55
	Small trailer/ute (0.68m <sup>3</sup> )	\$6.40
	Medium trailer (0.91m <sup>3</sup> )	\$10.70
Other items	Gas bottle disposal	\$12
	Whiteware	\$10.60
	Tyres (each)	\$5

## Appendix D Evaluation Criteria

**Table Appendix D.1 : Evaluation Criteria**

Measures	Description	Rating		
		Low	Medium	High
Cost to Council (economically viable)	The level of capital and operational expenditure and resourcing required by Council to deliver the option, noting the potential for funding from outside source(s).	The option commits Council to a high degree of financial and resource investment.	The option requires financial and/or resource investment from Council.	This option allows Council to experience benefits without the need for significant financial and/or resource investment.
Accessibility and affordability	Solutions delivered which are equally accessible to all in the community. This includes physical access, affordability, consistency in materials accepted, accessibility of information etc.	Access to facilities, services and information does not improve from what is currently available in the region.	Most residents have access to affordable waste / material management facilities, services, and information.	All residents and community groups have access to affordable waste / material management facilities, services, and information.
Impact on the wider environment	Options that minimise negative impacts of waste management and enhance the environment.	Impacts to the environment are consistent with current activities.	Some indirect / unknown positive impacts to the environment.	Positive impacts to the environment are generated or the environment is enhanced.
Social / cultural outcomes	The ability of an option to enable better social, financial, environmental, and cultural benefits for members of the community including Mana Whenua.	No additional outcomes are provided to the region.	Outcomes provided to small / specific group within the community.	Outcomes which benefit multiple groups within the region.
Partnership and collaboration	Options that allow collaboration across stakeholder groups (Mana Whenua, community, businesses, and industry) to ensure all aspects of the circular economy can be implemented.	No collaboration taking place.	Collaboration between existing groups, industries, and Councils.	Cross collaboration between community groups, industries and Mana Whenua with Council acting as a facilitator or connector (little/no Council involvement).

Measures	Description	Rating		
		Low	Medium	High
Recovery and markets	The level of confidence in recovery of the material and viable markets for the output(s) from the solution. Along with consideration from future markets which may become available in the West Coast and New Zealand.	No recovery or markets currently available in New Zealand.	Recovery is currently taking place and markets available in New Zealand with future markets emerging.	Recovery and markets currently available within New Zealand which are available to the West Coast.
Responsible consumption	Encourages and educates residents and visitors to make choices in line with the waste hierarchy	Option does not address behaviour change.	The option considers positive behaviour change.	The option actively promotes positive behaviour change.
Appropriate for West Coast / regional lens	Assessment of how appropriate and resilient the option is for the West Coast, noting seasonal visitor numbers and resilient to a changing waste environment in Aotearoa (including policy direction, market conditions and technical guidance).	Option not practical in the West Coast due to scale, funding requirements or other factor(s).	Option has been implemented in other New Zealand regions of similar context.	Option is likely to be successful in the West Coast or has been in other regions in New Zealand of similar context.
Technical risk	The share of and likelihood of risk taken on by Council to deliver an option.	Council is exposed to a high or unknown level of risk.	Council is exposed to an acceptable level of risk.	Council is exposed to risks which can be effectively mitigated.



## Appendix E Possibilities assessment

Table Appendix E.1 : Evaluation of Possibilities options for West Coast

Focus Area	Possible Option	Cost to Council (economically viable)	Accessibility and affordability	Impact on the wider environment	Social / cultural outcomes	Partnership and collaboration	Recovery and markets	Responsible consumption	Appropriate for West Coast / regional lens	Technical risk	Score
Contamination in kerbside	Develop solid waste bylaw to strengthen enforcement.										24
	Collaborate with central government, local government, and non-government organisations to assess solutions to reduce contamination and explore opportunities for the West Coast to improve waste management. This could include joining nationwide forums e.g. WasteMINZ TAO Forum or connecting with the Sustainable Business Network.										22
	Develop an educational programme of work focusing on behaviour change and information sharing to the community.										22
	Utilise and/or build on national waste and behaviour change campaigns and/or collateral to promote waste diversion.										22
	Investigate options to prevent contamination of glass colours (Westland).										21
	Investigate solutions for high contamination in kerbside comingled recycling in Grey District Council.										21
	Identify learnings from bin audits undertaken (by Council and contractors to Council) to identify materials which cause contamination.										21
	Collaborate with local industry / organisations to establish hubs for collection of difficult materials / common contaminators of recycling e.g. Supermarkets										21
	Advocate to central government to implement rules for product producer and retailers to take ownership for packaging and offer take back schemes.										20
	Request kerbside waste contractors to complete random spot checks on recycling bin compliance.										19
Environmental impacts	Undertake a study on contamination in kerbside and public litter bins to establish problematic materials, causes for contamination and possible options to prevent contamination, these could include a demerit points system or RFID tags on bins to monitor repeat offenders.										15
	Investigations into which Council owned closed / historic landfill sites require a remediation plan.										20
	Develop resilience plans for current waste infrastructure and services. This could include collaborating with Civil Defence and other organisations to develop a regional Disaster Waste Management Plan. This will ensure processes in place for managing waste associated with natural disasters, and waste from earthquake prone buildings.										20
	Promote and share existing tools, case studies and resources to support organisations in calculating their waste related emissions.										19

Focus Area	Possible Option	Cost to Council (economically viable)	Accessibility and affordability	Impact on the wider environment	Social / cultural outcomes	Partnership and collaboration	Recovery and markets	Responsible consumption	Appropriate for West Coast / regional lens	Technical risk	Score
	Investigate the feasibility of a regional Disposal Facility / Landfill that could service the entire region.										17
	Investigate whether landfill gas capture is required and feasible for McLeans Pit and Butlers Landfills.										17
	Investigate the most efficient way for councils to report consistently on emissions associated with waste generation and management across the region.										15
	Partner with organisations promoting emissions tracking e.g. Development West Coast, West Coast Climate Action Support.										15
Illegal dumping	Investigate developing a financial assistance programme and penalty system to manage illegal dumping. This could include rebates/discounts for current resource recovery infrastructure or tracking in illegal dumping hotspots for penalties.										21
	Collaborate within Council (internally), across Councils (regionally), and with organisations/industry (externally) to actively track illegal dumping and record data through existing processes, such as Request for Service system.										20
	Investigate whether Council provide or partner to provide a bookable bulky waste collection service (e.g. for whiteware).										18
Industry waste	Advocate and facilitate sector groups (e.g. C and D, Agricultural waste groups) to discuss problems and explore solutions. Utilise resources outside of the region and connect with other regional sector groups (e.g. tradie breakfast)										26
	Investigate whether Council want to facilitate Product Stewardship Schemes at their transfer stations e.g. Tyrewise collection point when the programme opens, promoting the programmes to encourage uptake.										21
	Investigate and facilitate collaboration opportunities across the region with iwi, industry, businesses, community groups, utilising activities that are already established e.g., virtual/in person networking events, Council gardens etc.										21
	Investigate options for recovering high volumes of industry waste, with consideration of landfill longevity.										20
	Establish needs and barriers from industry to support waste reduction. This can be done through connecting with industry at existing events run by industry or Council.										18
	Reflect and investigate low uptake of existing product stewardship schemes in the region including Agrecovery, to apply learnings for new opportunities that emerge.										13
Information and education	Advocate for action and research promoting the top of the waste hierarchy (e.g. Product Stewardship Schemes, Right to Repair legislation and research into recovery options for difficult to manage waste streams).										24
	Investigate whether a grant for waste and resource recovery activities in the region can be developed between Councils.										22

Focus Area	Possible Option	Cost to Council (economically viable)	Accessibility and affordability	Impact on the wider environment	Social / cultural outcomes	Partnership and collaboration	Recovery and markets	Responsible consumption	Appropriate for West Coast / regional lens	Technical risk	Score
	Align survey questions across districts in resident satisfaction survey to allow for year-on-year and cross district comparison.										21
	Assess whether a regional Waste Minimisation / Behaviour Change role could be developed for the region.										20
	Consistently share waste recovery and diversion information in Councils Annual Reports.										18
	Align information available on council websites regarding waste services, education, and policy where possible. For example, share good news stories in a consistent and regular manner, share activities from EnviroSchools through Annual Reports, ensure the information on waste services available is consistent and ensure information on Butlers Landfill is easy to find online (Westland).										18
	Conduct a resident satisfaction survey within Buller.										18
	Collaborate with industry and community to create West Coast A-Z recycling & recovery directory to highlight circular services in the region.										18
	Explore whether the community would like Councils to offer services or guidance such as waste audits to help organisations understand their waste generation better.										18
Reduce generation	Utilise council websites to link to existing resources to help plan and manage material management e.g. BRANZ and REBRI for the construction sector.										25
	Investigate alternative options to manage waste streams / materials which take up most volume in the regions landfills and transfer stations.										22
	Tourism Levy implemented for those staying in the region to cover the costs of infrastructure including waste assets and management.										22
	Implement Resource Recovery Shops in the regions' main transfer stations (Westport, McLean's Pit and Hokitika).										21
	Review the results from C&D feasibility study to assess the best options for C&D recovery in the region (subject to feasibility study)										21
	Continue to support and promote product stewardship schemes through existing transfer stations where appropriate.										21
	Review the results from organics feasibility study to assess the best options for organic recovery in the region in line with central governments indicated direction.										20
	Review access to services e.g. rural residents, review transfer station openings times/days to assess whether they meet the needs of locals, visitors.										19
Investigate opportunities to provide cost-effective services for those not receiving a kerbside collection e.g. mobile solution etc.										19	

Focus Area	Possible Option	Cost to Council (economically viable)	Accessibility and affordability	Impact on the wider environment	Social / cultural outcomes	Partnership and collaboration	Recovery and markets	Responsible consumption	Appropriate for West Coast / regional lens	Technical risk	Score
	Map out existing resource recovery work that is happening in the region including community-led initiatives and share and promote publicly.										19
	Investigate consolidating MRF operations and options for glass (local processing and beneficial use).										18
	Collaboratively investigate with the community and industry groups what potential reuse, share and repair services would be beneficial for the region, and the role of councils in this i.e., collaboration, support, encouragement.										16
	Investigate the volumes and impacts of waste from tourism, which can feed into a feasibility study for how to manage waste from tourism in the region.										16
Streamline data collection	Align services available at transfer stations across the region.										23
	Establish a template for reporting consistency from each district Council and Regional Council (waste data, emissions data) including waste streams reported on, total tonnage, diversion, contamination - align to new national requirements 01 July 2024 onwards.										19
	Investigate / support data collection on waste diversion through other sources e.g., reuse shops, food banks etc										19
	Investigate data collection from difficult waste streams often managed by private contractors (e.g. hazardous, EOL vehicles, medical)										18
	Collect tonnage data at Transfer stations from residential drop off and commercial drop off from different sectors to help track trends for future analysis.										16
Streamline kerbside	All councils to have the same waste contractor which reports at district level streamlining data capture.										15



## Appendix F Priority options fundings

**Table Appendix F.1 : Priority options funding estimates**

Option	Requirement	Capex (\$)	Requirement	Opex (\$)
Glass diversion Westland kerbside	Fleet ( <i>assuming one vehicle</i> )	120,000	Contractor	150,000
	Procurement	80,000	Facility maintenance	25,000
	<b>Total</b>	<b>200,000</b>	<b>Total</b>	<b>175,000</b>
Behaviour change / education programme	N/A	N/A	Council time	50,000
			Providers	15,000
			Marketing	20,000
			<b>Total</b>	<b>85,000</b>
Organics recovery kerbside	Fleet ( <i>assuming two vehicles</i> )	240,000	Contractor	150,000
	Procurement	80,000	Facility maintenance	70,000
	<b>Total</b>	<b>320,000</b>	<b>Total</b>	<b>220,000</b>
Organics recovery Transfer Station	Facility development / upgrades	200,000	Contractor	150,000
	Procurement process	40,000	Facility maintenance	120,000
	<b>Total</b>	<b>240,000</b>	<b>Total</b>	<b>270,000</b>
C&D recovery	Facility development / upgrades	200,000	Contractor	50,000
	Procurement process	40,000	Facility maintenance	50,000
	<b>Total</b>	<b>240,000</b>	<b>Total</b>	<b>100,000</b>

## Appendix G Medical Officer of Health review

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DRAFT

## Current situation

2022/23 waste quantities (tonnes)			
	Landfill 	Recovery 	Regional recovery
Transfer station	10,887	1,085	9%
Kerbside	5,375	1,794	33%

### Key legislation and policy

- Waste Strategy – Te rautaki para
- Waste Minimisation Act
- Emissions Reduction Plan

### What is working well?

- EnviroSchools campaign
- Kerbside collections
- Access to services

### What required improvement?

- Understanding of waste from tourism sector
- Regional diversion from landfill
- Organic material recovery
- Alignment in services across the region
- Consistent data collection

## Where do we want to be?

### Vision:

*“By 2030, our enabling systems are working well, and behaviour is changing”*

### Goal 1

The building blocks are in place to enable change.

### Goal 2

More activity is circular, and we produce less waste.

### Goal 3

Emissions and other environmental indicators are improving.

## How do we get there?

- Creating partnership with iwi, industry, businesses and community groups.
- Making diversion easy by investing in recovery of organic materials (food, garden and timber waste).
- Supporting circular processes (product stewardship schemes).
- Advocating central government for change to encourage circular systems (keeping materials in cycle for as long as possible).
- Continue developing our behaviour change education.
- Working on the resilience of our waste services.

# Report to Council



**DATE:** 27 June 2024  
**TO:** Councillors  
**FROM:** Her Worship the Mayor

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## COMMENCEMENT OF THE RECRUITMENT PROCESS FOR A CHIEF EXECUTIVE

### 1. Summary

- 1.1 The purpose of this report is for the Council to commence the recruitment process for a new Chief Executive.
- 1.2 This issue arises from the previous incumbent Chief Executive, Simon Bastion, having resigned from his position, on 17 June 2024, effective immediately.
- 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 2021, which are set out in the Long Term Plan 2021 - 31.
- 1.4 This report concludes by recommending that the Council receive the report and engage a suitably qualified recruitment agent to manage the recruitment of a new Chief Executive for Westland District Council.

### 2. Background

- 2.1. On 17 June 2024, Chief Executive Simon Bastion, resigned from his position, effectively immediately.
- 2.2. In accordance with the Local Government Act 2002 Section 42(1) Council must appoint a Chief Executive.
- 2.3 An Acting Chief Executive will be appointed to cover the role on a temporary basis until a permanent appointment has been made and that person has commenced.
- 2.4 The appointment process and period until a successful candidate can commence is likely to take three to six months and it is important therefore that this process gets underway as soon as possible.

### 3. Current Situation

- 3.1 The current situation is that the previous incumbent Chief Executive resigned on 17 June 2024 without prior notice.
- 3.2 As the Chief Executive resigned on 17 March 2024 without prior notice and, the recruitment process and period until a successful candidate can commence is likely to take at least three to six months, recruitment for a new Chief Executive needs to commence as a matter of urgency.
- 3.3 As this is a senior, specialised role, it is planned to engage a recruitment agent specialised in this field to fully manage the process.

3.4 Council will appoint an Acting Chief Executive until a permanent appointment has been made and that person has commenced.

#### **4. Options**

4.1 Option 1: To receive the report and engage a suitably qualified recruitment agent to manage the recruitment of a new Chief Executive for Westland District Council.

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

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

- Reputational Risk – Council’s reputation is at risk without a Chief Executive in place.
- Legal Risk – Council is required under the Government Act 2002 to have a Chief Executive.
- Compliance Risk – Council must have a position in that role.
- Strategic Risk – The position must have the required skills and knowledge to guide the organisation towards its strategic direction.
- Financial Stewardship
- Potential staff disruption and dissatisfaction due to the proposed change in Chief Executive.

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

6.1. Health and Safety has been considered and the following items have been identified:

6.1.1. Critical issues not being identified/addressed in a timely manner increasing risk exposure to Council Staff and Contractors.

6.1.2. The absence of a permanent Chief Executive in the role can be unsettling for staff and there it can have a negative impact on staff well being and stress levels.

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

7.1. The level of significance has been assessed as being low as the report is for administrative purposes only.

7.1.1. No public consultation is considered necessary.

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

8.1. Option 1 – That Council engage a suitably qualified recruitment agent to manage the recruitment of a new Chief Executive for Westland District Council.

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

9.1. Option 1 is the preferred option.

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

10.1. That Council receive this report.

10.2. That Council engage a suitably qualified recruitment agent to manage the recruitment of a new Chief Executive for Westland District Council.

**Helen Lash**  
**Mayor**

# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Finance Manager

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## **FINANCIAL PERFORMANCE – May 2024**

### **1. Summary**

- 1.1. The purpose of this report is to provide an indication of Council’s financial performance for the month to 31 May 2024.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 May 2024.

### **2. Background**

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

### **3. Current Situation**

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

- 3.3. The financial performance report to 31 May 2024 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
  - 3.3.2.Statement of Comprehensive Revenue and Expense
  - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense
  - 3.3.4.Revenue and Expenditure Graphs
  - 3.3.5.Funding Impact Statement
  - 3.3.6.Statement of Financial Position
  - 3.3.7.Debtors
  - 3.3.8.Debt position
  - 3.3.9.Capital Report

#### **4. Options**

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 May 2024.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 May 2024.

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

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

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

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

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

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

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

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

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

9.1. The preferred option is Option 1.

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

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

10.1. That the Financial Performance Report for 31 May 2024 be received.

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

**Appendix 1:** Finance Performance Report for 31 May 2024



## Appendix 1



### Financial Performance

Year to 31 May 2024

## Contents

Sustainability Report.....	2
Statement of Comprehensive Revenue and Expenditure .....	4
Notes to the Statement of Comprehensive Revenue and Expenditure .....	5
Revenue & Expenditure Graphs.....	6
Funding Impact Statement .....	7
Statement of Financial Position .....	8
Debtors 31 May 2024.....	10
Rates Debtors 31 May 2024.....	10
Debt Position.....	11
Capital Expenditure.....	12

## Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
<b>\$32.01M</b>	<b>\$31.49M</b>	<b>\$0.52M</b>
Is 7.03% more than the total budget of \$29.91M	Is 7.17% more than the total budget of \$29.38M	Is -0.4% less than the total budget of \$0.53M

### SUSTAINABILITY

**Rates to operating revenue** **54.00%**

Rates Revenue	\$17.29M
Operating Revenue	\$32.01M

54% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

**Balanced budget ratio** **101.66%**

Operating revenue	\$32.01M
Operating expenditure	\$31.49M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 101.66% of operating expenditure.

**Interest to rates revenue (LGFA Cov.)** **2.75%**

Net interest and finance	\$0.48M
Rates Revenue	\$17.29M

2.75% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.75% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

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**Interest to operating revenue** **1.49%**

Net Interest and finance	\$0.48M
Operating revenue	\$32.01M

1.49% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.49% indicates that interest revenue is less than interest expense.

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**Liquidity Risk (LGFA Cov.)** **133.00%**

Gross debt	\$30.32M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$4.90M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 133%.

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**Essential services ratio** **63.03%**

Capital expenditure	\$3.76M
Depreciation	\$5.97M

Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 63.03% of depreciation. Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roding. Capital expenditure is lower than Depreciation by 2.21M due to the following:

- Expenditure on Roding assets was brought forward into the 2022-23 financial year. This has had an impact of limiting current year expenditure by \$0.55M.
  - Delays in receiving invoices, which has led to outstanding purchase orders relating to ES projects totalling \$0.64M.
  - Asset revaluations at the end of the 2022-23 financial year lead to a 6.18% increase in value of ES assets, which means an increase in depreciation totalling approximately \$0.43M.
-

## Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
<b>Revenue</b>							
Rates	01	19,209	19,266	17,342	17,285	(57)	(0.33%)
Grants and subsidies	02	9,770	9,843	9,186	9,114	(72)	(0.79%)
Interest Revenue	03	1,055	268	246	1,033	787	320.01%
Fees and Charges	04	2,714	2,232	2,059	2,541	482	23.40%
Other revenue	05	2,198	1,235	1,074	2,038	964	89.73%
<b>Total operating revenue</b>		<b>34,947</b>	<b>32,844</b>	<b>29,907</b>	<b>32,011</b>	<b>2,104</b>	<b>7.03%</b>
<b>Expenditure</b>							
Employee Benefit expenses	06	6,472	6,274	5,751	5,949	198	3.44%
Finance Costs	07	1,603	1,130	1,036	1,509	472	45.60%
Depreciation	08	8,522	9,331	8,554	7,744	(809)	(9.46%)
Other expenses	09	17,887	15,643	14,041	16,286	2,244	15.98%
<b>Total operating expenditure</b>		<b>34,484</b>	<b>32,378</b>	<b>29,382</b>	<b>31,488</b>	<b>2,106</b>	<b>7.17%</b>
<b>Operating Surplus/(Deficit)</b>		<b>464</b>	<b>466</b>	<b>526</b>	<b>523</b>	<b>(2)</b>	<b>(0%)</b>

## Notes to the Statement of Comprehensive Revenue and Expenditure

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

### 01 Rates

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

### 02 Grants and subsidies

Of the grant revenue received to date, \$3.2M relates to the Hokitika Swimming Pool redevelopment project. Capital grants relating to Transport are below budget by \$1.28M due to low capital spend this year.

All further variances relate to either timing or unbudgeted grants, including unbudgeted MTFJ grants which total to \$352k, and an unbudgeted grant for a Fox Glacier Water Treatment Plant upgrade \$156k.

### 03 Interest Revenue

Interest on swaps is \$414k over budget, while the rest of the variance (\$373k) is attributable to interest from our term deposits and the current account. The total variance of \$787k more than offsets the adverse increase of \$472k in finance costs against budget.

### 04 Fees and charges

Building and resource consent fees are over by \$175k and \$129k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged). This is offset by the variance in consent processing costs (\$191k over). Waste disposal levy payments are \$87k over, refuse site fees for rubbish removal to Butlers Landfill are \$43k over, both due to higher than expected tourist numbers and escalations.

### 05 Other Revenue

Non-cash gain on swaps is \$752k above budget. This is offset by loss on swaps mentioned in note 09. Unbudgeted cost recoveries relating to 3-Waters total \$200k.

### 06 Employee benefit expenses

Salary cost is slightly over, \$117k of which is due to MTFJ salary costs, which is an entirely unbudgeted activity this year.

### 07 Finance Costs

This is largely made up of interest expenses on our loans. While finance costs are over budget by \$472k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

### 08 Depreciation

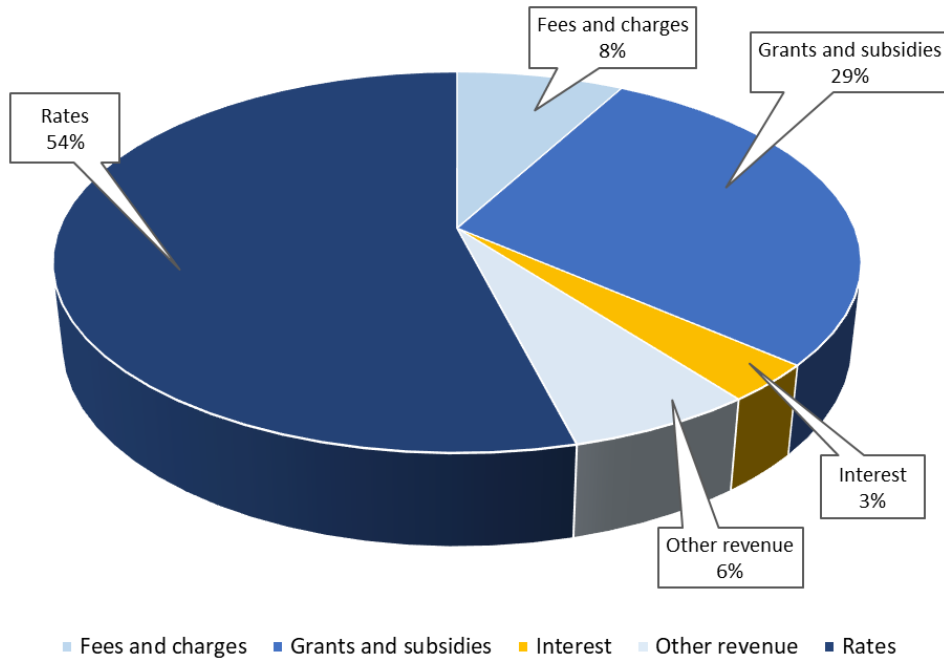
A number of depreciation rates were adjusted in line with our depreciation policy after the budget was set. This included our Bridge (Roading) assets where the adjustment resulted in a decrease in annual depreciation by approximately \$505k.

### 09 Other expenses

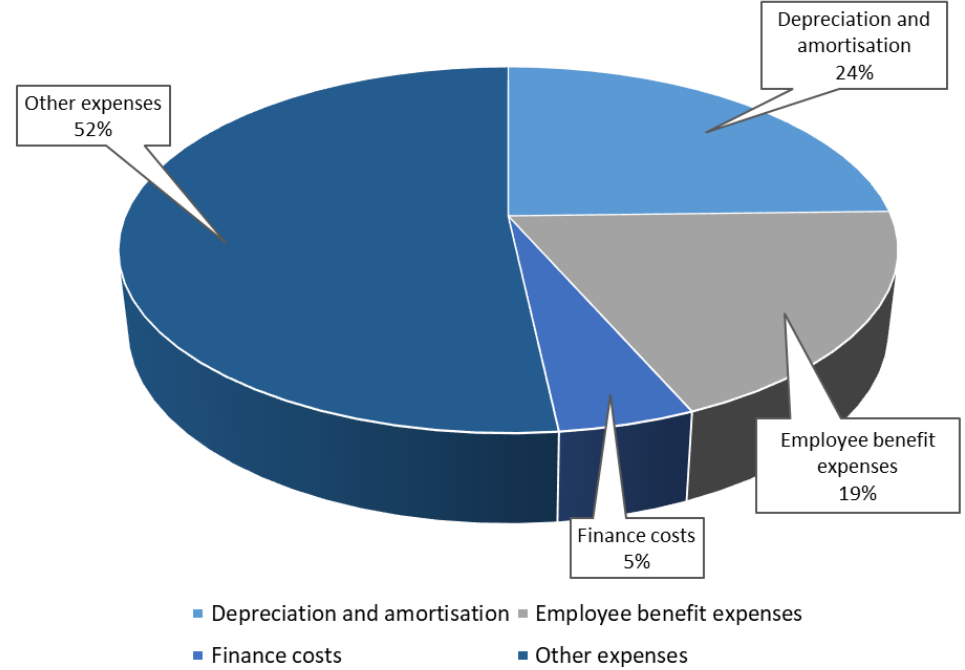
- Non-cash loss on swaps is over budget \$747k due to drops in swap rates (Offset by gains on swaps - see note 05).
- Maintenance of Water Services assets is over by \$607k due to additional sampling costs not budgeted for, as well as asset failures.
- Maintenance of Waste Water assets is over by \$213k. \$52k of this is due being undercharged for blockages costs dating back to November 2022. The rest relates to higher than expected escalation costs.
- Street maintenance and vegetation control of local roads is \$314k over budget.
- Unbudgeted, fully funded MTFJ costs total \$208k.
- Land assets were disposed of/derecognized after we performed a historical wash-up of our asset register. Land was either merged with other land, deemed abandoned, or transferred to our CCOs. This resulted in a non-cash expense totalling \$158k.
- Resource and Building consent processing costs are \$147k and \$44k over respectively due to the increasing volume of consents being applied for. This is offset by the fees mentioned in note 04.
- Insurance costs are \$107k over, largely due to revaluation increases in assets covered by material damage insurance.
- 3 waters transition consultancy is \$97k over - offset by recoveries mentioned in note 05.

# Revenue & Expenditure Graphs

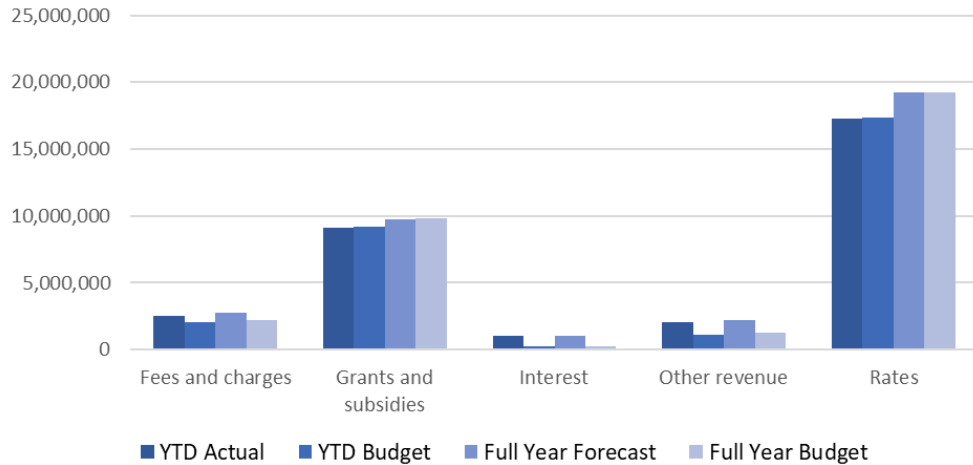
### Operating Revenue Actual Year to May



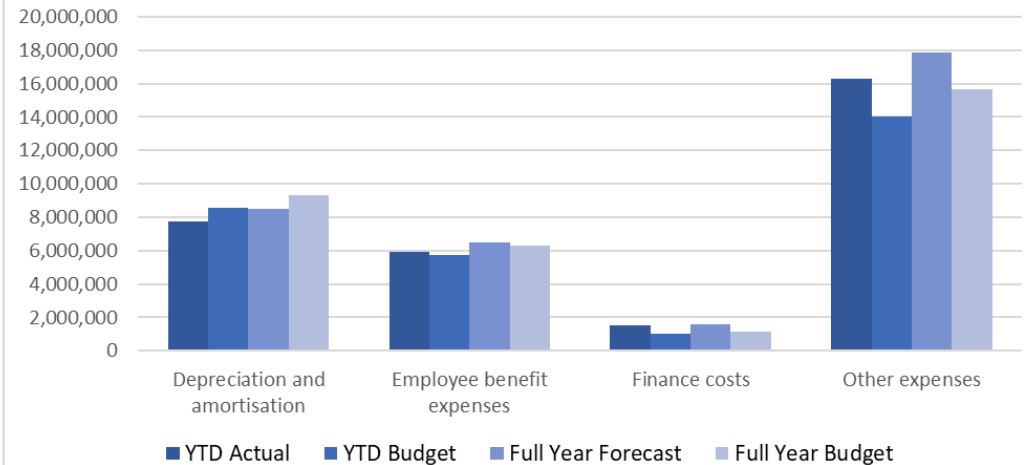
### Operating Expenditure Actual Year to May



### Operating Revenue



### Operating Expenditure



## Funding Impact Statement

<b>Funding Impact Statement for Whole of Council</b>				
	<b>2023 Annual Plan \$000</b>	<b>2023 Annual Report \$000</b>	<b>2024 Annual Plan \$000</b>	<b>2024 Actual \$000</b>
<b>(SURPLUS) / DEFICIT OF OPERATING FUNDING</b>				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	8,982	8,889	11,131	10,279
Targeted Rates	10,245	9,878	8,135	7,006
Subsidies and grants for operating purposes	2,135	3,867	2,638	2,489
Fees and charges	2,037	2,254	2,232	2,541
Interest and dividends from investments	257	1,050	518	1,233
Local authorities fuel tax, fines, infringement fees, and other receipts	1,084	2,649	985	1,802
<b>Total Operating Funding (A)</b>	<b>24,740</b>	<b>28,588</b>	<b>25,639</b>	<b>25,350</b>
Applications of Operating Funding				
Payments to staff and suppliers	19,950	23,011	21,916	22,027
Finance Costs	986	1,395	1,130	1,505
<b>Total Applications of Operating Funding (B)</b>	<b>20,936</b>	<b>24,407</b>	<b>23,047</b>	<b>23,532</b>
<b>Surplus/(Deficit) of Operating Funding (A - B)</b>	<b>3,804</b>	<b>4,181</b>	<b>2,592</b>	<b>1,818</b>
<b>(SURPLUS) / DEFICIT OF CAPITAL FUNDING</b>				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	9,156	3,992	7,205	6,625
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	5,941	(3,000)	6,887	-
Gross proceeds from sale of assets	-	12	-	36
<b>Total Sources of Capital Funding (C)</b>	<b>15,097</b>	<b>1,004</b>	<b>14,092</b>	<b>6,661</b>
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	1,735	666	252	361
- to improve the level of service	14,250	4,929	10,600	5,933
- to replace existing assets	12,537	6,266	9,770	3,391
Increase (decrease) in reserves	(9,770)	(6,675)	(3,937)	(1,205)
Increase (decrease) of investments	149	-	-	-
<b>Total Applications of Capital Funding (D)</b>	<b>18,901</b>	<b>5,185</b>	<b>16,684</b>	<b>8,480</b>
<b>Surplus/(Deficit) of Capital Funding (C - D)</b>	<b>(3,804)</b>	<b>(4,181)</b>	<b>(2,592)</b>	<b>(1,818)</b>
<b>Funding Balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Statement of Financial Position

	At 31 May 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
<b>Assets</b>			
<b>Current assets</b>			
Cash & cash equivalents	5,073	4,311	8,378
Debtors & other receivables	3,499	3,135	2,809
Tax receivable	-	-	-
Derivative financial instruments	106	12	53
Other financial assets	3,571	-	48
<b>Total Current Assets</b>	<b>12,248</b>	<b>7,458</b>	<b>11,288</b>
<b>Non-current assets</b>			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	176	137	176
Intangible assets	144	225	151
Assets Under Construction	15,162	10,781	9,571
Derivative financial instruments	660	493	1,052
Other Financial Assets	646	771	553
Property, Plant and Equipment	512,253	516,239	515,647
<b>Total Non-current assets</b>	<b>541,736</b>	<b>541,340</b>	<b>539,845</b>
<b>Total Assets</b>	<b>553,985</b>	<b>548,797</b>	<b>551,133</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Creditors & other payables	1,273	2,863	4,001
Employee benefit liabilities	607	507	521
Borrowings	3,500	-	3,000
Derivative financial instruments	-	-	-
Other	2,062	1,475	595
<b>Total Current Liabilities</b>	<b>7,441</b>	<b>4,846</b>	<b>8,116</b>
<b>Non-current liabilities</b>			
Deferred Tax	-	-	-
Employee benefit liabilities	34	36	30
Provisions	3,335	2,821	3,335
Borrowings	26,818	36,180	23,818
Derivative financial instruments	-	-	-
<b>Total Non-Current Liabilities</b>	<b>30,187</b>	<b>39,038</b>	<b>27,183</b>
<b>Total Liabilities</b>	<b>37,628</b>	<b>43,883</b>	<b>35,299</b>
<b>Net Assets</b>	<b>516,356</b>	<b>504,914</b>	<b>515,833</b>

	<b>At 31 May 2024 \$000</b>	<b>Annual Plan 2023/24 \$000</b>	<b>Actual 2022/2023 \$000</b>
<b>Equity</b>			
Retained Earnings	173,165	179,854	172,412
Restricted Reserves	10,073	6,481	10,073
Revaluation reserves	332,941	318,402	333,170
Other comprehensive revenue and expense reserve	177	177	177
<b>Total Equity</b>	<b>516,356</b>	<b>504,914</b>	<b>515,833</b>

## Debtors 31 May 2024

**31/05/2024**

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	33,130	12,185	7,416	47,153	99,884
Building Warrants	331	-	48	4,553	4,932
Resource Consents	17,530	16,575	33,775	44,050	111,930
Sundry Debtors	75,667	115,890	49,423	57,134	298,113
Grant Debtors	128,228	-	-	184,994	313,222
<b>Grand Total</b>	<b>254,886</b>	<b>144,649</b>	<b>90,663</b>	<b>337,883</b>	<b>828,081</b>

**31/05/2023**

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	12,833	9,551	14,541	63,450	100,376
Building Warrants	-	-	-	(320)	320
Resource Consents	1,110	-	4,800	9,853	15,763
Sundry Debtors	101,271	4,460	23,876	114,270	243,876
Grant Debtors	72,449	-	-	304,929	377,378
<b>Grand Total</b>	<b>187,663</b>	<b>14,011</b>	<b>43,217</b>	<b>492,182</b>	<b>737,073</b>

### Grants outstanding as at 31/05/2024

Date Invoiced	Project	Total (\$)
20/12/2023	Better off Funding - Community Halls	91,727
22/02/2024	Custom House Restoration claim	36,501
3/05/2024	Westland Anniversary – 150 years Celebration	184,994
		<b>313,222</b>

## Rates Debtors 31 May 2024

<b>Rates Debtors at 30 April 2024</b>	<b>3,721,979</b>
Rates instalment	-
Less payments received	(3,105,175.19)
Paid in advance change	191,625.02
Previous years write off's	-
Write off's	(3,974.24)
Penalties	33,046.49
Discounts	-
Court Cost	-
	(2,884,477.92)
<b>Total Rates Debtors at 31 May 2024</b>	<b>837,500.90</b>
Arrears included above at 31 May 2024	837,501
Arrears at 31 May 2023	815,860
<b>Increase/(decrease) in arrears</b>	<b>21,641</b>

## Debt Position

### Debt Position 2023/2024 (\$000)

	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Actual Debt Position	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	30,318	30,318	
Budget	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	36,180	36,180	36,180
Forecast													37,018

### Forecast Debt Position for 2023-2024 Financial Year

	Jun-24
Forecast as at	26,818
Opening balance	26,818
Loan funded capex forecast	7,500
CCO debt drawdown	5,700
Forecast repayments 2023-24	-3,000
<b>Forecast balance June 2024</b>	<b>37,018</b>



### Note:

LGFA will consider the Council offsetting the Westroads debt for the purpose of calculating its financial covenants.

- LGFA will then treat a loan from WDC to Westroads as a financial asset.

## Capital Expenditure

<b>Capital Projects 2023/24</b>			
<b>As at 31/05/2024</b>			
<b>Project / Activity</b>	<b>YtD Expenses</b>	<b>Carry f/wd + Annual Plan</b>	<b>Forecast</b>
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Leadership</b>			
	224,818	512,049	284,482
<b>Planning &amp; Regulatory Services</b>			
	33,670	1,560,708	28,058
<b>Library &amp; Museum</b>			
	104,419	886,532	890,904
<b>Water Supply</b>			
	1,505,000	1,954,048	1,967,722
<b>Waste Water</b>			
	377,774	1,586,805	927,786
<b>Solid waste</b>			
	347,522	822,760	851,880
<b>Storm water</b>			
	169,383	228,340	216,459
<b>Cemeteries</b>			
	51,982	98,150	107,167
<b>Swimming pools</b>			
	2,945,996	2,197,950	2,945,996
<b>Facilities &amp; leisure services - other</b>			
	519,689	2,498,835	1,148,605
<b>Parks &amp; reserves</b>			
	1,731,579	6,986,596	3,919,825
<b>Land transportation</b>			
	1,509,057	3,741,538	2,240,477
<b>Better Off Funded Projects</b>			
	838,330	1,499,404	1,381,759
Less Operational Better Off Funding	334,259	615,893	554,274
<b>Total Less Operational Better Off Funding</b>	<b>504,071</b>	<b>883,511</b>	<b>827,485</b>
<b>Unbudgeted capital expenditure</b>			
	335,906	0	383,971
<b>Funded Projects</b>			
	12,887	0	0
<b>Total</b>	<b>10,708,013</b>	<b>24,573,714</b>	<b>17,295,091</b>
<b>Total Less Operational Better Off Funding</b>	<b>10,373,753</b>	<b>23,957,821</b>	<b>16,740,817</b>

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

# Report to Council



**DATE:** 27 June 2024

**TO:** Mayor and Councillors

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

---

## Representation Review Decision

### 1. Summary

- 1.1. The purpose of this report is to hear submissions on the Representation Review.
- 1.2. This issue arises from the requirements of s 19H of the Local Government Electoral Act 2001 to undertake a review of the current representation arrangements once every six years.
- 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 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council hear the submissions to the Representation Review for the 2025 Local Elections and resolve to keep the status Quo.

### 2. Background

- 2.1. Council agreed to conduct public consultation at Council meeting on 18 April 2024 date.
- 2.2. The consultation document proposed that the representation arrangements remain as status quo.
- 2.3. Public consultation commenced on the 22 April 2024 and closed on 24 May 2024.
- 2.4. Council resolved to remain with the status quo;
  - 2.4.1. three wards, Hokitika, Northern and Southern Wards are retained.
  - 2.4.2. no change to the number of councillors.
  - 2.4.3. that councillors are elected by the electors of 2 or more wards.
  - 2.4.4. that community boards are not established.

### 3. Current Situation

- 3.1. Council received 5 submissions attached as **Appendix 1**. No submitters requested to speak. However one submitter requested after the submissions had closed that a statement be read out on her behalf, this has been refused as any verbal submissions must be related to the original submission and this statement did not.
- 3.2. Analysis of the submissions is attached as **Appendix 2**.

3.3. Reducing the number of councillors would require boundary changes to remain within the +/-10% rule. This can be costly as meshblocks will need to be purchased and surveys taken. It is unlikely that reducing the number of councillors will improve representation.

3.4. Two submissions requested to keep the status quo.

#### **4. Options**

4.1. Option 1: Do not hear and consider submissions to the Representation Review.

4.2. Option 2: Hearings.

4.2.1. Hear submissions.

4.2.2. Deliberate on submissions.

4.2.3. Receive Submissions

4.2.4. Resolve to keep the status quo;

4.2.4.1. Three wards being the Hokitika, Northern and Southern Wards.

4.2.4.2. no change to the number of councillors.

4.2.4.3. that councillors are elected by the electors of 2 or more wards.

4.2.4.4. that community boards are not established.

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

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

- Compliance risk if Council do not hear and consider the submissions, as under the Local Government Electoral Act 2001, submissions must be heard within 6 weeks of the closing date of the consultation.

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

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

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

7.1. The level of significance has been assessed as being high under Council's Significance and Engagement Policy.

7.2. Public consultation was undertaken from 22 April 2024 to 24 May 2024. This was advertised, through local media, WDC website and WDC face book page.

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

8.1. Option 1: Council has an obligation to hear and consider submissions. To do nothing would breach Council's obligations under the LGA.

8.2. Option 2: Hearings are an important part of community consultation and engagement. Council needs to understand the community's view on the representation review. However, there are no speakers therefore Council can deliberate and make a final decision.

Once Council has made a final decision, that decision will be notified, only persons that submitted to the initial proposal may object. If any objections are received, the Local Government Commission will make the final decision.

8.3. There are no financial implications to carrying out a hearing.

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

9.1. The preferred option is Option 2.

9.1.1. Hear submissions.

9.1.2. Deliberate on submissions.

9.1.3. Receive submissions.

9.1.4. Resolve to keep the status quo.

9.1.4.1. Three wards being the Hokitika, Northern and Southern Wards.

9.1.4.2. no change to the number of councillors.

9.1.4.3. that councillors are elected by the electors of 2 or more wards.

9.1.4.4. that community boards are not established.

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

10.1. That Council receive the report.

10.2. That Council hear and receive the written submissions.

10.3. That Council deliberates on the submissions to the representation review in the open part of the meeting.

10.4. That Council resolve to remain with the status quo.

10.4.1. Three wards being the Hokitika, Northern and Southern Wards.

10.4.2. no change to the number of councillors.

10.4.3. that councillors are elected by the electors of 2 or more wards.

10.4.4. that community boards are not established.

10.5. That Council direct staff to notify the public of the final decision.

**Lesley Crichton**

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

**Appendix 1:** Submissions

**Appendix 2:** Submission analysis



## Emma Rae

---

**From:** Emma Rae  
**Sent:** Wednesday, 24 April 2024 10:18 am  
**To:** Consultation Submissions  
**Subject:** FW: Review of Representation Arrangement for the 2025 and 2028 Local Elections

**Emma Rae** | Strategy and Communications Advisor  
**Te Kahui o Poutini | Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9082 |  +64 27 235 8917 |  emma.rae@westlanddc.govt.nz

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[www.westlanddc.govt.nz/AP24-25](http://www.westlanddc.govt.nz/AP24-25)

## What do you think?

Tell us what you think of our proposed Draft Annual Plan 2024/2025

Submissions open: 9am, Tuesday 2 April

Submissions close: 12pm, Friday 3 May



---

**From:** Rex and Anthea Keenan [REDACTED]  
**Sent:** Wednesday, April 24, 2024 9:48 AM  
**To:** Emma Rae <emma.rae@westlanddc.govt.nz>  
**Cc:** editor@greystar.co.nz; Winston.Peters@parliament.govt.nz.; info@lgc.govt.nz.  
**Subject:** RE: Review of Representation Arrangement for the 2025 and 2028 Local Elections

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Democracy has been eroded in Westland and staff can well list their own input into allowing this to happen here . As Anzac families of Westland we continually voice our concerns of such Council/s and CCOs, who have been involved in mis/mal/non feasance undermining any representation. Or to try to trespass, demean and gag us (as attempt to leave us with a criminal record! When we are well known New Zealand long term Westlanders) who've been part of and stood for representation of our rate and tax payers.

Our local heritage and us as early settler Pioneer descendants have been disturbed by happenings of this such Council and other Councils of West Coast, even New Zealand local government.

It is the ruination of harmony seen time & time again, such injustices as this Council and staff have been involved in, leading to court cases which are not acceptable and not to be denied.

New Zealand government must oversee a reset of political and ministerial and local government (layers of bureaucrats highly paid) to ensure cost effectively and efficiently that our foundational law, including 1688 Bill of Rights, 1852 Constitution, even our Magna Carta along with Treaty of Waitangi are well recognised by Oath of Allegiance. (not to deny Divine Law in Courts either).

Submissions/OBJECTIONS are already underway for Annual Planning (which there has been altering of Long Term Planning), given an extension of time to do Long Term Plan, and after staff went into Austerity Depreciation now having to claw back double rating. So NOW Council are now overloading ratepayers with further submissions representation/boundaries when there is already a major concern of happenings and especially rate/debt increases, after spending of tax grant monies, within the District and Region.

The matter must go back to Local Government Commission – as there were reasons further to unify the West Coast Councils and CCOs, DWC, DOC, IWI, NZTA etc...and their sanction for One Plan, although Government messed with Three Waters/RMA, while taxational grant (debt) monies spent elsewhere (unconsulted), not to be swept under the carpet.

Regards

:Anthea – Rose : Keenan

---

**From:** Westland District Council <[westlandmatters@westlanddc.govt.nz](mailto:westlandmatters@westlanddc.govt.nz)>

**Sent:** Wednesday, April 24, 2024 9:18 AM

**To:** Anthea [REDACTED]

**Subject:** Review of Representation Arrangement for the 2025 and 2028 Local Elections



## Review of Representation Arrangement for the 2025 and 2028 Local Elections

Westland District Council has reviewed its Representation Arrangements and resolved that the proposal available on our website will apply for the Council elections to be held in 2025 and 2028.

Copies of the Council's resolution and proposed ward boundary maps are available to view on our website or at the Customer Service Centre at 36 Weld Street, Hokitika.

[Representation review](#)

## Submissions

Council invites submissions on the proposed representation arrangements.

Submissions can be made online, by email to [consult@westlanddc.govt.nz](mailto:consult@westlanddc.govt.nz) or by post to Westland District Council, 36 Weld Street, Hokitika.

Submissions close at 5pm on Friday 24 May 2024.

*The officer for enquiries is Lesley Crichton, Group Manager Corporate Services,*  
[Lesley.crichton@westlanddc.govt.nz](mailto:Lesley.crichton@westlanddc.govt.nz)

---

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Westland District Council · 36 Weld Street · Hokitika, West Coast 7810 · New Zealand

▪

## Emma Rae

---

**From:** James Butzbach [REDACTED]  
**Sent:** Wednesday, 24 April 2024 2:57 pm  
**To:** Consultation Submissions  
**Subject:** Representation review

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Maintain status quo including Maori Reps.

## Emma Rae

---

**From:** noreply@westlanddc.govt.nz  
**Sent:** Wednesday, 24 April 2024 10:42 am  
**To:** Consultation Submissions  
**Subject:** Representation Review submission

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The following submission has been received.

**Name**

Lez Morgan

**Email**

[REDACTED]

**Please provide your comments about the Representation Review**

In relation to this review i would like to make the following points.

I believe that reducing the number of councillors in the Northern and Hokitika wards to two per ward would greatly benefit the ratepayers and council.

My reasoning is thus:

The funding by central government would be able to fund at least one if not both ward councillors to be full time, not the current part-time. Westland ratepayers deserve to have councillors that are fully committed to their roles, not trying to fit in council business around their full-time employment.

This would hopefully see ratepayers having a more community focused councillors who are available regularly to them. Having part-time councillors puts them and the ratepayer in a disadvantaged situation that if you have a concern and you see a councillor within their full-time employment talking about council issues isn't always practical or acceptable.

One of my councillors is almost invisible. The last time i saw him was at the Greymouth "Meet the Candidates" in the 2023 general election! I have emailed with questions around the Draft Annual Plan, as suggested within the consultancy document and get no reply. Part time councillors in the 21st century isn't acceptable!

I do believe aside from this that the representation around the council table is just and fair and that all the community and groups have fair representation.

## Emma Rae

---

**From:** noreply@westlanddc.govt.nz  
**Sent:** Wednesday, 1 May 2024 12:38 pm  
**To:** Consultation Submissions  
**Subject:** Representation Review submission

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The following submission has been received.

**Name**

Louise Morgan

**Email**

[REDACTED]

**Please provide your comments about the Representation Review**

I feel a reduction is needed to reduce the Northern Wards and Hokitika Wards by one councillor each to make it only two councillors per ward. This will enable council to employ at least one full time councillor per ward. This will enable ratepayers greater access to a full time councillor working solely on their behalf. I find it absurd in the 21st century we still have a part time system who cannot devote all their time and energy to council and ratepayer business. Apart from this I feel WDC as it stands provides equal and fair representation for everyone in the region.

## Emma Rae

---

**From:** noreply@westlanddc.govt.nz  
**Sent:** Wednesday, 15 May 2024 11:11 pm  
**To:** Consultation Submissions  
**Subject:** Representation Review submission

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The following submission has been received.

**Name**

Nicola Sutton

**Email**

[REDACTED]

**Please provide your comments about the Representation Review**

Please retain current representation - it appears fair and effective.

## Appendix 2

### Submission Analysis

Number	Issue	Staff Comment
1	NZ Government must oversee a reset of political, ministerial and local government to create cost efficiency and effectiveness	Submission noted, not relevant to representation review.
1	Council overloading ratepayers with further submissions on representation when already concern of happenings and rate/debt increases	Council must consult on representation review on strict timeline as per local government commission and is required by the Local Government Electoral Act to consult on the review.
1	Democracy has been eroded	Submission noted, not relevant to representation review.
1	Unify West Coast Councils	Submission noted, not relevant to representation review.
2	Maintain status quo	
3, 4	Reduce number of councillors in the Hokitika Ward and Northern Ward	Would require boundaries to be reviewed to ensure within the +/-10% rule. Cost of purchase of mesh blocks and surveys.
3, 4	Remaining councillors could be full time positions	Councillors do not hold employment positions, and the amount of representation is already deemed full time.
3, 4	Other than above believes that representation is fair	
5	Retain current representation	



# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councilors  
**FROM:** Chris Gourley, Chair, Destination Westland Limited

---

## Final Statement of Intent 2024-2027

### 1. Summary

- 1.1. The purpose of this report is to present the Final 2024-2027 Statement of Intent (SOI) for approval by Council.
- 1.2. This issue arises from the statutory requirement for Destination Westland Limited (DWL) to present the final SOI for adoption prior to the end of June.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002.
- 1.4. This report concludes by recommending that Council approves the 2024-2027 SOI

### 2. Background

- 2.1. The reason the report has come before the Council is due to the statutory requirement for Destination Westland Limited to present the final SOI to Council for approval, this would of by normal course been completed by Westland Holdings Limited, but due to the amalgamation of Westland Holdings into Destination Westland effective 30 June it was more appropriate to seek approval at council level.

### 3. Current Situation

- 3.1. The current 2023-2026SOI was approved by Westland Holdings in June 2023.
- 3.2. Since that date the following have been altered:
  - a) Removal of any reference to Westland Holdings limited, due to the imminent amalgamation
  - b) Financial covenants relating to LGFA funding have been added

### 4. Options

- 4.1. Option 1: That Council approve the final 2024-2027 SOI; or
- 4.2. Option 2: That Council does not approve the final SOI as presented.

### 5. Risk Analysis

- 5.1. Risk has been considered and no risks have been identified.

## **6. Health and Safety**

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

## **7. Significance and Engagement**

7.1. The level of significance has been assessed as medium;

7.2. No public consultation is considered necessary.

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

8.1. **Option 1** – That Council approve the final SOI as presented.

8.2. There are limited financial implications to this option.

8.3. **Option 2** – That Council does not approve the final SOI as presented.

8.4. Financial implications may include additional legal and accounting expenses.

## **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 Council approval of the SOI is required pursuant to the Local Government Act. Council was given the opportunity to provide feedback to the draft SOI from February 2024.

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

10.1. That the report be received.

10.2. That Council approve the Destination Westland Limited 2024-2027 Statement of Intent as presented.

**Chris Gourley**

**Chair, Destination Westland Limited**

**Appendix 1: Destination Westland Limited 2024-2027 Statement of Intent**



# Statement of Intent

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**DESTINATION WESTLAND LTD**  
FOR THREE YEARS COMMENCING  
1 JULY 2024

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## Contents

INTRODUCTION .....	2
COMPANY MISSION STATEMENT .....	2
OUR VALUES.....	2
OUR GOALS AND OBJECTIVES .....	2
GOVERNANCE.....	3
ACTIVITIES OF THE COMPANY.....	4
PERFORMANCE TARGETS .....	4
DISTRIBUTION POLICY .....	5
CAPITAL EXPENDITURE.....	5
ACQUISITION OF OTHER INTERESTS.....	6
SALE AND DISPOSAL OF ASSETS .....	6
COMMERCIAL VALUE OF SHAREHOLDERS INVESTMENT .....	6
RISK MANAGEMENT.....	6
REPORTING TO SHAREHOLDERS.....	6
ACCOUNTING POLICIES .....	8
COMMERCIAL VALUE OF SHAREHOLDERS INVESTMENT .....	8
SALE OF GOODS/SERVICES TO LOCAL AUTHORITY.....	8
APPENDIX A .....	9
APPENDIX B .....	15

## Introduction

Destination Westland Limited is a Westland District Council-Controlled Organisation for the purposes to the Local Government Act 2002 and is registered under the Companies Act 1993.

This Statement of Intent (SOI) is prepared in accordance with Section 64 and Schedule 8 of the Local Government Act 2002 and outlines the overall objectives and forecasts for Destination Westland for three years commencing from 1 July 2024.

## Company Mission Statement

”Striking a balance between investing in capital to upkeep and improve our assets and producing long-term profitable operational results.”

## Our Values

**Safety:** Health and Safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents and incidents.

**Trust:** Acting with credibility, professionalism and integrity every day.

**Accountability:** Being responsible for our actions and behaving openly and straightforwardly.

**Respect:** Recognising each other’s differences. Being considerate to each other and our environment.

**Teamwork:** Our unifying Value: We are One Team working together in a positive spirit towards the same goal.

## Our Goals and Objectives

Health, Safety & Risk Management

We will manage all our operations to achieve a zero-harm workplace.

We will:

- Embed a Civil Aviation Authority (CAA) compliant Safety Management System in both of our Aerodromes and flow that through to
- Promote health, safety, and wellness through regular discussions with our whole team and ensure it is central to all that we do.
- Identify critical risks and develop plans to reduce them.

## Commercial

- a. Develop new opportunities across the core strategic focus areas - Manage and Leverage Assets to Attract Investment
- b. Provide quality, efficient and cost-effective management services on a commercially competitive basis.
- c. Conduct business in a professional manner in accordance with the mandate and Company statement of Intent.
- d. Consistent with achieving the objectives above, deliver both financial & nonfinancial returns to the Shareholder.

## Growth Focus

- e. Grow and diversify revenue streams from existing activities.
- f. Seek out opportunities for new revenue streams.
- g. Be enabling for partnership in new activities.
- h. Enhance the value of the Shareholders' investment.

## Governance

The Directors of Destination Westland are appointed to govern and direct the company's activities, and have the following roles:

1. Strategic vision and governance.
2. Develop strategy implementation plans with management, to ensure consistency with vision and governance objectives.
3. Financial planning and management to achieve strategic and governance objectives.
4. Company performance monitoring and review.
5. Manage relationships with Shareholders, stakeholders and external parties at a governance level.
6. Manage Company Risk and Compliance requirements

Directors are appointed by the shareholder, Westland District Council. The current Board of Directors is made up of:

- Chris Gourley (Chair)
- Marie-Louise Tacon
- Peter De Goldi

The Directors are appointed on rotation policy. The current director's rotation is per the below table:

<b>Director</b>	<b>First Appointed</b>	<b>Current Term Ends</b>	<b>Eligible for Reappointment</b>
Chris Gourley	2 June 2020	AGM November 2024	YES
Marie-Louise Tacon	1 November 2021	AGM November 2025	YES
Peter De Goldi	1 December 2022	AGM November 2026	YES

Board evaluation will be conducted annually and facilitated by the Chair. Directors will consider training requirements annually to ensure that professional standards are adhered to.

## Activities of the Company

The Company and Group structures are outlined in Appendix B. The Company's Core Strategic Focus Areas as follows:



### Managing core infrastructure

Developing and executing a long-term strategy to oversee and enhance the critical infrastructure of Westland, including the **Airport, Heliport, and Property.**



### Leveraging our assets

Generate operating profits that align with our primary focus areas: **Airport - Heliport Property**  
Achieve this by boosting aviation movements, enhancing land utilisation, and fostering business expansion linked to our assets.



### Attracting investment

Collaborate with local and central government entities to establish robust investment streams that promote appropriate levels of capital and infrastructure expenditure. Engage with private investors aligned with our core focus areas: **Airport - Heliport - Property**

## Performance Targets

The Company will report annually to Shareholders on the following performance indicators:

### Financial Performance Targets:

- a. To show year on year revenue and net profit growth wherever possible
- b. To provide acceptable levels of return on investment across all activities

### Financial Performance Measures:

- a. The ratio of net profit before taxation and revaluations (before extraordinary items) to average shareholder funds within a range of 1% and 6% for the year commencing 1 July 2024
- b. The ratio of net profit before taxation and revaluations to average total assets (including any revaluation) of 1% for the year commencing 1 July 2024
- c. The Net Debt/EBITDA Range within a range of 4x-5x for the year commencing 1 July 2024.
- d. The FFO/Net Debt Range to be within a range of 12%-20% for the year commencing 1 July 2024.

### Non-Financial Performance Measures:

	Performance Measure	Target
Aged Care Housing	Occupancy is maximised	No less than 90%
	Tenant Satisfaction	Satisfaction with the provision of the Company's aged care rental housing is greater than or equal to 95%
Leasehold Properties	Annual % of properties available	Annual percentage of leasehold properties available for lease to be equal or more than 80%
Communication		Maintain high level of communication with WDC
Health & Safety	Time Loss through injury	Time loss through injury to be Zero
Environmental	Environmental incidents	No notifiable environmental incidents on company managed or owned property
Aviation	Annual CAA Audit Findings	Nil Major Findings

### Distribution Policy

Distributions will be paid, either by way of Dividends to Westland District Council or Subvention Payment to Westland District Council, as agreed with Westland District Council.

A subvention payment is defined as a payment based on a dollar for a dollar of tax loss.

The degree of profit retention/distribution will be agreed annually with Westland District Council, and included in the annual Statement of Intent, subject to the following criteria:

- The amount of any distribution considers Destination Westland Limited's ability to fund future capital expenditure requirements, to maintain and expand its operations, or to address matters related to the debt structure of the Company.
- Total liabilities not to exceed 30% of the total assets without the approval of Westland District Council.

### Capital Expenditure

Capital expenditure will generally be related to the development of existing land and property but will also be considered from time to time in relation to strategic asset developments or acquisitions for the benefit of Westland District and the Company.

The approval of Westland District Council must be obtained for any significant purchases or asset developments, including the funding mechanism for any purchase or development in excess of \$500,000. This figure is to be calculated based on the



complete cost of a project, even if the expenditure is spread over more than one year and comprises multiple transactions.

### 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 of the Shareholder.

### Sale and Disposal of Assets

The Company will not sell or dispose of any Company assets exceeding \$100,000 in value without first being authorised to do so by a special resolution of its Shareholder.

### Commercial Value of Shareholders Investment

The Directors estimate that the commercial value of the Shareholders' investment in Destination Westland Limited will be represented by the opening balance of Shareholders' Funds. The Directors will advise the Shareholders on an annual basis if they believe the value to differ materially from this amount.

The Directors may elect to revalue land improvements and investments on an annual basis in line with current Audit New Zealand policy.

### Risk Management

The Company shall complete and document a risk management analysis together with strategies for mitigation of these risks.

The Company shall adopt and regularly review a Communications Policy. The current Communications Policy of the Company was adopted 12 June 2013 and was last reviewed September 2023.

The Company shall work with Westland District Council to agree on formal communication protocols to improve communication with Council's elected representatives, relevant staff and stakeholders as it relates to the activities of the Company.

A formal Fraud Policy will be documented, and all Directors and staff are to be aware of this policy. The current Fraud Policy was adopted 10 September 2013 and last reviewed February 2024.

### Reporting to Shareholders

The following information will be available to shareholders based on an annual balance date of 30 June:

#### Draft Statement of Intent

On or before the 14<sup>th</sup> of February of each year, the Directors shall deliver to the Shareholders a Draft Statement of Intent, with tracked changes, in accordance with the requirements of Clause 9 Schedule 8 of the Local Government Act 2002.

### Completed Statement of Intent

On or before the 15<sup>th</sup> of June each year, the Directors shall deliver to the Shareholders a Final Statement of Intent in accordance with Clause 9 Schedule 8 of the Local Government Act 2002.

### Half Yearly Financial Report

On or before the 14<sup>th</sup> of February each year, the Directors shall deliver to the Shareholders an unaudited report containing the following information:

- a) A Revenue Statement disclosing actual and budgeted revenue and expenditure and comparative figures for the same period in the previous year.
- b) A Statement of Financial Position at the end of the half year i.e. 31 December.
- c) A commentary on the results for the six months together with a report on the outlook for the second six months with reference to any significant factors that is likely to have an effect on the Company's performance. This commentary is to also include an estimate of the financial result for the year under review.
- d) A copy of the Audit New Zealand management report for the previous year.
- e) A non-financial performance report.

### Quarterly Report

Between the annual report and half yearly reports Destination Westland will:

- a) Deliver to WDC a quarterly copy of the management accounts.
- b) Provide a commentary on the quarterly operations performance and future outlook of the individual entities and any special events likely to affect the performance of any entity.

### Annual Report

By 30 September of each year, unless the shareholder advises otherwise, 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 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.
- d) A statement of cash flows.
- e) An auditor's report on the above statements and the measurement of performance in relation to objectives.
- f) A non-financial performance report providing commentary on each of the Company's activities.

### Annual Budget

An annual budget shall be provided in particular terms for the coming financial year and in general terms for the following two years, at such a time to enable it to be included within the Draft Annual Plan for the Westland District Council. This budget shall accompany the half yearly financial report.

## Accounting Policies

The annual financial statements of Destination Westland Limited will be prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply the accounting policies recognised by the External Reporting Board ('XRB'), New Zealand generally accepted accounting policies to the extent that is practicable without disclosing commercially sensitive information that, in the view of the Directors, would be of value to competitors.

See Appendix A for the Accounting Policies listed in our most recent Annual Report

## Commercial Value of Shareholders Investment

The commercial value of Westland District Council's investment in Destination Westland Limited is estimated at \$4,400,000, and this value will be verified by way of external valuation.

## Sale of Goods/Services to Local Authority

It is considered likely that Destination Westland Limited will carry out some activities for which the Board will seek compensation from the Westland District Council, or its subsidiaries. These charges could be related to the sale, rental or leasing of property owned or managed by the Company or by Council or any other services as required.

Any compensation received and details of the undertaking will be reported in the annual report of Westland District Council.

Any commercial activities carried out for and or by Destination Westland Limited in relation to Westland District Council, or its subsidiaries will be at market rates.

## Financial Forecasts

	<b>BUDGET</b>	<b>FORECAST</b>	<b>FORECAST</b>
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
<b>Revenue</b>			
Revenue from Exchange Transactions	2,430	2,570	2,900
Revenue from Non-Exchange Transactions	-	-	-
<b>Total Revenue</b>	<b>2,430</b>	<b>2,570</b>	<b>2,900</b>
<b>Less Expenditure</b>			
Operating Expenses	675	705	750
Depreciation & Impairment Losses	320	320	320
Interest Expense	175	170	165
Service Delivery Costs	700	725	800
Occupancy Costs	365	430	515
<b>Total Expenses</b>	<b>2,235</b>	<b>2,350</b>	<b>2,550</b>
<b>Surplus/(Deficit) before Income Tax</b>	<b>195</b>	<b>220</b>	<b>350</b>
Income Tax Expense	55	62	78
<b>Surplus for the Period</b>	<b>140</b>	<b>158</b>	<b>272</b>
<b>Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>140</b>	<b>158</b>	<b>272</b>

NB: Forecast assumes that no further changes to operational activities.

## Appendix A

### Accounting Policy Details

#### REPORTING ENTITY

Destination Westland Limited is registered under the Companies Act 1993 and is domiciled in New Zealand. Destination Westland Limited is wholly owned by Westland District Council.

The company is a Council Controlled Organisation as defined in Section 6(1) of the Local Government Act 2002, with the company's ultimate parent being the Westland District Council. Destination Westland Limited is an Airport company pursuant to Section 3 of the Airport Authorities Act 1996.

The financial statements of the company have been prepared in accordance with the requirements of the Companies Act 1993 and the Local Government Act 2002.

From its inception, the Company was designated as a 'for-profit' entity for purposes of the New Zealand equivalents to International Financial Reporting Standards. In 2019 Destination Westland Limited reviewed its operations and objectives and with significant judgments made determined that the Company shall continue to be designated as a For-Profit entity. That designation was based on our judgments at that time that our primary objective is to generate a commercial rate of return, rather than to provide goods or services for community or social benefit. Generating a commercial rate of return is a key consideration when determining what goods or services we provide, and how those goods or services are provided.

In 2020, Destination Westland Limited reviewed its operations again and elected to report as Public Benefit Entity. This was based on the proportion of services for the community and social benefit and that we have not generated a commercial rate of return over the last couple of financial years.

This has been reviewed each year following and confirmed again for the year ending 30 June 2023.

#### ACCOUNTING POLICIES APPLIED

##### BASIS OF PREPARATION

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice ("NZ GAAP"). They comply with Public Benefit Entity Accounting Standards (PBE Standards) and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board. Destination Westland Limited complies with Parts 3 and 4 of the Airport Authorities (Airport Companies Information Disclosure) Regulations 1999.

The company has elected to report in accordance with Tier 2 PBE Accounting Standards and has applied disclosure concessions. The company is eligible to report in accordance with Tier 2 PBE Accounting Standards as it is not publicly accountable and has expenses of less than \$30 million.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Company will continue to operate in the foreseeable future. Covid-19 has continued to negatively impact some areas of the company's cash flows due to fewer visitor numbers.

The financial statements were approved by the board of directors on 29 September 2023.

##### Measurement Base

The financial statements have been prepared on a historical cost basis.

#### Functional and presentation currency

These financial statements are presented in New Zealand dollars (\$), which is the Company's functional currency. All financial information presented has been rounded to the nearest thousand.

#### Use of estimates and judgements

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

There are no material judgements or estimates applied in these Financial Statements.

#### Goods and Services Tax (GST)

The Company is registered for GST. All amounts in the financial statements are exclusive of goods and services tax (GST) with the exception of Debtors & other receivables and Creditors & other payables which are stated with GST included. Where GST is irrecoverable as an input tax then it is recognised as part of the related asset or expense.

#### CHANGES IN ACCOUNTING POLICIES

The only change to the Accounting policies for the year ended 30 June 2023, is that the company has decided to revalue all land and buildings in line with Westland District Council policy of revaluing every three years. All other accounting policies have been consistently applied throughout the period covered by these Financial Statements.

#### SIGNIFICANT ACCOUNTING POLICIES

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The following particular accounting policies which materially affect the measurement of financial results and financial position have been applied:

#### INVESTMENT PROPERTY

Properties leased to third parties under operating leases are classified as investment property.

Investment property is measured initially at its cost, including transaction costs. After initial recognition, all investment property is measured at fair value as determined annually by an independent valuer. Gains or losses arising from a change in the fair value of investment property are recognised in the surplus or deficit.

#### PROPERTY, PLANT & EQUIPMENT

##### Recognition and measurement

All items of property (except for Land Improvements and buildings and runaway roadway and lightning which are accounted for valuation), plant and equipment is recorded at cost less accumulated depreciation and impairment losses.

Cost includes expenditures that are directly attributable to the acquisition of the asset. The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the asset to a working condition for its intended use,

and the costs of dismantling and removing the items and restoring the site on which they are located. Purchased software that is integral to the functionality of the related equipment is capitalised as part of that equipment.

When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

#### Subsequent costs

The cost of replacing part of an item of property, plant and equipment is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Company and its cost can be measured reliably. The costs of the day-to-day servicing of property, plant and equipment are recognised in the profit or loss as incurred.

#### Depreciation

Depreciation is recognised in the profit or loss on a straight-line basis over the estimated useful lives of each part of an item of property, plant and equipment. Leased assets are depreciated over the shorter of the lease term and their useful lives. Land is not depreciated.

The estimated useful lives for the current and comparative periods are as follows:

	2023	2022
Buildings	3-50years	3-50years
Land improvements	3-50years	3-50years
Plant & equipment	1.5-25years	1.5-25years
Runway	10-50years	10-50years

#### IMPAIRMENT

The carrying amounts of the Company's assets are reviewed at each balance sheet date to determine whether there is any objective evidence of impairment.

Impairment losses directly reduce the carrying amount of assets and are recognised in the profit or loss.

#### Impairment of Debtors & other receivables

The recoverable amount of the Company's investments in Debtors & other receivables carried at amortised cost is calculated as the present value of estimated future cash flows, discounted at the original effective interest rate (i.e., the effective interest rate computed at initial recognition of these financial assets). Debtors & other receivables with a short duration are not discounted.

Impairment losses on an individual basis are determined by an evaluation of the exposures on an instrument by instrument basis. All individual instruments that are considered significant are subject to this approach.

For Debtors & other receivables which are not significant on an individual basis, collective impairment is assessed on a portfolio basis based on numbers of days overdue, and taking into account the historical loss experience in portfolios with a similar amount of days overdue.

#### Inventories

Inventories include development properties that are being developed for sale. These properties are measured at the lower of cost and net realisable value and the cost includes development costs to date.

#### Non-financial assets

The carrying amounts of the Company's non-financial assets, being property plant and equipment are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists then the asset's recoverable amount is estimated.

An impairment loss is recognised if the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. A cash-generating unit is the smallest identifiable asset group that generates cash flows that are largely independent from other assets and groups. Impairment losses are recognised in the profit or loss. Impairment losses recognised in respect of cash-generating units are allocated first to reduce the carrying amount of any goodwill allocated to the units and then to reduce the carrying amount of the other assets in the unit (group of units) on a pro rata basis.

The recoverable amount of an asset or cash-generating unit is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

#### FINANCIAL INSTRUMENTS

The Company categorises its financial assets as loans and Debtors & other receivables as being at amortised cost, and its financial liabilities as being at amortised cost (trade and other payables).

#### Financial Assets and Liabilities

Financial assets and liabilities are non-derivative financial assets with fixed or determinable payments that are not quoted on an active market. The company's financial assets and liabilities comprise: Bank accounts and cash and Debtors & other receivables, Trade and other payables and Loans.

Financial assets and liabilities are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less impairment.

#### Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

#### Bank accounts and cash

Bank accounts and cash comprise cash on hand, cheque or savings accounts and call deposits held with banks. Bank overdrafts that are repayable on demand and form an integral part of the Company's cash management are included as a component of Bank accounts and cash for the purpose of the statement of cash flows.

#### Debtors & other receivables

Debtors & other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Debtors & other receivables are classified as either relating to exchange transactions or non-exchange transactions.

#### Loans

Loans are classified as other non-derivative financial instruments and are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less impairment

#### LEASED ASSETS

Leases in terms of which the Company assumes substantially all the risks and rewards of ownership are classified as finance leases. Upon initial recognition the leased asset is measured at an amount equal to the lower of its fair value and the present value of the

minimum lease payments. Subsequent to initial recognition, the asset is accounted for in accordance with the accounting policy applicable to that asset.

Other leases are operating leases and, except for investment property, the leased assets are not recognised on the Company's balance sheet. Investment property held under an operating lease is recognised on the Company's balance sheet at its fair value.

#### PROVISIONS

A provision is recognised if, as a result of a past event, the Company has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

#### REVENUE

Revenue transactions are classified either as "exchange" transactions or "non-exchange" transactions:

##### Revenue from Exchange Transactions

Exchange transactions are transactions in which the Company received assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services, or use of assets) to another entity in exchange. Revenue from exchange transactions are accounted for when it is probable that the economic benefits or service potential associated with the transaction will flow to the Company and the amount of the revenue can be measured reliably.

The exchange revenue transactions for the Company are Lease Income, Services rendered (management fees, landing fees and marketing revenue) and Interest Income.

##### Lease income

Lease Income from property is recognised in the profit or loss on a straight-line basis over the term of the lease.

##### Services

Revenue from services is recognised either at a point in time or over time, when (or as) the company satisfies performance obligations by transferring the promised goods or services to its customer. If the company satisfies a performance obligation before it received the consideration, the company recognises a receivable in its statement of financial position, depending on whether something other than the passage of time is required before the consideration is due.

##### Management Fees

Revenue is recognised over the time of the contract and is paid monthly.

##### Landing Fees

Revenue arises at the point of time when the associated aircraft takes off or lands. Payment is due monthly (see note 4 for the payment terms)

##### Interest

Interest income is recorded as it is earned during the year.

##### Revenue from Non-Exchange Transactions

In a non-exchange transaction, the Company either receives value from another entity without directly giving approximately equal value in exchange or gives value to another entity without directly receiving approximately equal value in exchange. The Company's non-exchange revenue transactions this year include Covid19 Leave Payment Income. This revenue has conditions attached which specify that the future economic benefits or service



potential is required to be consumed as specified (used to retain and pay employees) or must be returned to the transferor.

#### LEASE PAYMENTS

Payments made under operating leases are recognised in the profit or loss on a straight-line basis over the term of the lease.

#### INCOME TAX

Income tax expense includes components relating to both current tax and deferred tax. Current tax is the amount of income tax payable based on the taxable profit for the current year, and any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit.

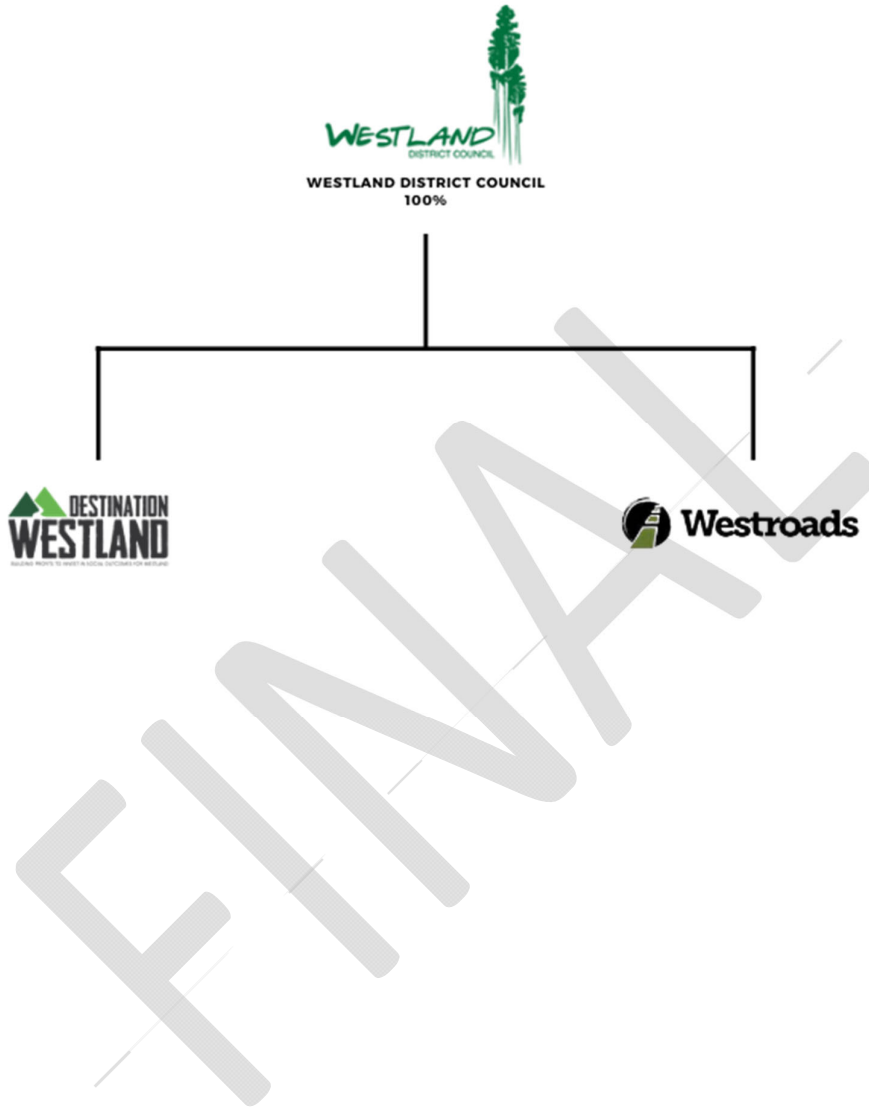
Deferred tax is measured at tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the profit or loss for the period, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

# GROUP STRUCTURE



# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Group Manager, Corporate Services and Risk Assurance

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## Westroads Ltd (WRL) Statement of Intent 2025

### 1. Summary

- 1.1. The purpose of this report is to present the Westroads Ltd Statement of Intent (Sol) for the period 1 July 2024 to 30 June 2025.
- 1.2. This issue arises due to the Council restructure of the Council Controlled Organisations and subsequent amalgamation of Westland Holdings Ltd with Destination Westland Ltd.
- 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 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Westroads Ltd Statement of Intent for the period 1 July 2024 to 30 June 2025.

### 2. Background

- 2.1. The reason the report has come before the Council is due to WRL being 100% owned by Westland District Council (WDC) as at 30 June 2024.
- 2.2. With the amalgamation of Westland Holdings Ltd into Destination Westland Ltd as at 30 June 2024, the direct ownership and relationship of WRL is now with WDC. Therefore the Sol is now required to be adopted by WDC directly.

### 3. Current Situation

- 3.1. The current situation is that the directors of WRL are presenting the Sol to Council for adoption.
- 3.2. 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.

### 4. Options

- 4.1. Option 1: That Council adopt the Westroads Ltd Statement of Intent 2025.
- 4.2. Option 2: That Council request changes to the Statement of Intent 2025.

## **5. Risk Analysis**

- 5.1. Risk has been considered and the following risks have been identified;
  - 5.1.1. Compliance risk if the Sol is not adopted by the statutory deadline.

## **6. Health and Safety**

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

## **7. Significance and Engagement**

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

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

- 8.1. Option 1 – That Council adopt the Westroads Ltd Sol.  
Under the LGA the shareholder must adopt a statement of intent by 30 June each year. 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.
  - 8.1.1. There are no financial implications to this option.
- 8.2. Option 2 – That Council request changes to the Statement of Intent.  
As this is a transitional year, a more robust process can be carried out in regards to what the shareholders (WDC) want to see in the Sol, and expectations made clear through letters of expectation and any reporting requirements. This area can be explored through the CCO oversight committee who can work directly with the CCO's to enhance the Sol's.  
If Council request changes to the Sol's this could mean the statutory deadlines are not met.  
There is opportunity under the LGA Schedule 8 to carry out an amendment to the Sol's after the adoption which would allow for deadlines to be met. This would be by resolution of Council.

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

- 9.1. The preferred option is Option 1
- 9.2. The reason that Option 1 has been identified as the preferred option is that the 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.  
Therefore adoption of the final Sol should just be an administrative task at this time.  
With the potential establishment of a CCO Oversight Committee there are opportunities for enhanced Sol's and performance monitoring of the CCO's going forward.

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

- 10.1. That the report be received.
- 10.2. That Council adopt the Westroads Ltd Statement of Intent 2025.
- 10.3. That Council direct staff to make the Sol available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

**Lesley Crichton**  
**Group Manager, Corporate Services and Risk Assurance**

- Appendix 1:** Westroads Ltd Cover Letter
- Appendix 2:** Westroads Ltd Statement of Intent 2025

Simon Bastion  
Chief Executive  
Westland District Council

Via Email: [simon.bastion@westlanddc.govt.nz](mailto:simon.bastion@westlanddc.govt.nz)

6 June 2024

Dear Simon

### **Final 2024/2025 TDHL Statement of Intent**

Further to the draft Statement of Intent (Sol) previously submitted to Westland Holdings Limited, I am pleased to provide the Final 2024/2025 Westroads SOI to Westland District Council.

The draft has been reviewed and adjusted in line with the ownership restructure as communicated on 30<sup>th</sup> April 2024. Objectives, Performance Targets, Reporting and Financial Forecasts remain unchanged.

We look forward to discussing the Sol with Council on the 27<sup>th</sup> June.

Sincerely



**Mark Rogers**  
**Chairman**  
**Westroads Limited**





# Westroads

Statement of Intent  
2024/2025



## Contents

1. Introduction
2. Company Mantra and Values
3. The Objectives of the Company
4. Nature And Scope of Activities
5. Governance
6. Performance Targets
7. Ratio of Consolidated Shareholders' Funds to Total Assets
8. Distribution Policy
9. Capital Expenditure
10. Procedures For Acquisition of Other Interests
11. Commercial Value of Shareholders' Investment
12. Risk Mitigation
13. Reporting To Shareholders
14. Accounting Policies
15. Financial Forecasts







# 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.

From 1<sup>st</sup> July 2024 the company will be owned 100% by Westland District Council (the Council).



## 2: Company Mantra and Values

### At Westroads “Excellence” is a way of life

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

## 2: Company Mantra and Values

### 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 "Thanks" goes a long way
- Care enough to provide constructive feedback
- Develop our people through training, mentoring and support
- Provide opportunities for career advancement
- Reward competitively

## 2: Company Mantra and Values

### 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

#### *We Take Pride*

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

### 3: The Objectives of the Company

**Priority objectives of the Company are:**

- A. Returning a distribution that makes a significant contribution to the Council.
- B. Maintaining a significant presence in Westland including employing local people and having equipment available throughout the district.
- C. Successfully bidding for contestable contracts tendered by the Council and other significant organisations and businesses.



## 4: Nature and Scope of Activities

Westland District Council

Westroads Limited  
(100%)

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. Roothing-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 four-member board of directors including:**

- Mark Rogers (Chair)
- Rob Caldwell (Deputy Chair and Chair Risk and Assurance)
- Peter Cuff
- Ross Pickworth

***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.

## 6. Performance Targets

### 6.1 Financial Performance Targets

- The ratio of net profit before taxation and revaluations (before extraordinary items) to average shareholder funds shall be at least 10% for the three years commencing 1 July 2024
- 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.

### 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 employment in the district and ensuring the community receives competitive prices for work done.



### 6.3 Employee and Safety Performance Measuring

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 < 20%

### 6.4 Strategy

The company will update its Strategy document every year and provide a copy of this to the Council.



## 7. Ratio of Consolidated Shareholders' Funds to Total Assets

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".

## 8. Distribution Policy

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

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.



## 9. 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.

## 10. 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.



## 11. 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.

## 12. Risk Mitigation

The Company shall regularly review key risks together with strategies for mitigation of these risks.

The Company has a formal Fraud Policy in place. All Directors and staff are aware of this policy.

## 13. Reporting to Shareholders

The following information will be made available to the Council:

### 13.1 Draft Statement of Intent

On or before the 1<sup>st</sup> 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.

### 13.2 Completed Statement of Intent

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

### 13.3 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.

### 13.4 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. 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.

### 13.5 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.

### 13.5 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.



## 14. 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





## 15. Financial Forecasts (\$000S)

	SOI Budget	Budget	Forecast	Forecast
	2023/24	2024/25	2025/26	2026/27
Gross Revenue	28,726,074	31,202,777	32,888,483	34,532,907
Cost of Sales	21,598,315	23,350,849	24,566,355	25,794,673
<b>Gross Profit</b>	<b>7,127,759</b>	<b>7,851,928</b>	<b>8,322,127</b>	<b>8,738,233</b>
Other Income	168,000	179,760	192,343	201,960
Administrative Expenses	4,002,685	4,393,659	4,582,674	4,811,808
Depreciation	1,946,340	2,094,480	2,228,365	2,339,783
Finance Costs	217,683	215,200	249,225	261,687
<b>Net Profit Before Tax</b>	<b>1,129,051</b>	<b>1,328,349</b>	<b>1,454,206</b>	<b>1,526,917</b>
Tax Expense	260,134	315,938	351,178	371,537
Subvention Payments	200,000	200,000	200,000	200,000
<b>Total Comprehensive Income for the Year</b>	<b>668,917</b>	<b>812,411</b>	<b>903,029</b>	<b>955,380</b>
<b>Other Performance Targets</b>				
Dividends	262,458	329,788	379,514	390,000
Earnings Retained	406,458	482,623	523,515	565,380
Closing Shareholder's Funds	12,028,106	12,510,729	13,034,244	13,599,624
Pre Tax & Subvention Return on Average Shareholder's Funds	9.39%	11.04%	11.62%	11.71%

*Subvention payments to be paid instead of dividends where possible.*



267 Kaniere Rd,  
Hokitika,  
Westland 7811

03 756 8044

[www.westroads.co.nz](http://www.westroads.co.nz)



# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Acting Chief Executive

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## HOKITIKA WILDFOODS FESTIVAL 2024

### 1. Summary

- 1.1. The purpose of this report is to provide Council with a summary of the Hokitika Wildfoods Festival financial and ticketing performance for the 2024 event.
- 1.2. This issue arises from a request from Council to be fully updated on the complete financials of the 2024 Hokitika Wildfoods Festival.
- 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 2021, which are set out in the Long Term Plan 2021 - 31.
- 1.4. This report concludes by recommending that Council receives the report.

### 2. Background

- 2.1. Council requested a full and detailed breakdown of the financials of the Hokitika Wildfoods Festival.
- 2.2. The Hokitika Wildfoods Festival is an annual event held in March at Cass Square in Hokitika. This event brings many people into Hokitika and provides businesses, community groups and individuals with the opportunity to benefit from the influx of people to the town.

### 3. Current Situation

- 3.1. A Powerpoint Presentation has been received from the Chief Executive relating to the 2024 Hokitika Wildfoods Festival.

### 4. Options

- 4.1 Option 1: To receive the presentation.

### 5. Risk Analysis

- 5.1. Risk has been considered and no risks have been identified.

### 6. Health and Safety

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

## **7. Significance and Engagement**

7.1. The level of significance has been assessed as being low as the Presentation is for information purposes only.

7.1.1.No public consultation is considered necessary.

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

8.1. Option 1 – That the Council receive this report as it is for information purposes only.

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

9.1. Option 1 is the preferred option.

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

10.1. That the Presentation from Destination Westland Ltd be received.

**Scott Baxendale**  
**Acting Chief Executive**

**Appendix 1:** Hokitika Wildfoods Festival Financial Information.

# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Group Manager, Corporate Services and Risk Assurance

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## **Council Controlled Organisation (CCO) Oversight Committee Terms of Reference (ToR).**

### **1. Summary**

- 1.1. The purpose of this report is to present the draft CCO Oversight Committee Terms of Reference for adoption.
- 1.2. This issue arises from the CCO review as directed by Elected Members and subsequent disestablishment through amalgamation of Westland Holdings Ltd (WHL).
- 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 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Council Controlled Organisation Oversight Committee Terms of Reference.

### **2. Background**

- 2.1. Following the CCO review and the subsequent decision to amalgamate Westland Holdings Ltd (WHL) with Destination Westland Ltd (DWL) elected members require a more transparent and open relationship with the CCO's.
- 2.2. PwC determined that this would best be attained through an Oversight Committee with an independent chair that had the skills and understanding of airport governance.

### **Current Situation**

- 2.3. The ToR provides for items that the committee will be responsible for as part of the oversight of the CCO's. Delegations authorised by council.
- 2.4. The ToR details reporting requirements back to Council to ensure that full council have a thorough understanding of the strategic direction and performance of the CCO's to enable them to make informed decisions.
- 2.5. The expectations of the oversight committee by council are clearly stated in the ToR.

### **3. Options**

3.1. Option 1: Adopt the Terms of Reference for the CCO Oversight Committee.

3.2. Option 3: Request changes to the Terms of Reference for the CCO Oversight Committee.

### **4. Risk Analysis**

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

4.1.1. Strategic Risk – The Oversight Committee must have a clear mandate to ensure that Council is provided with information that they can trust to enable an open and transparent relationship.

### **5. Health and Safety**

5.1. Health and Safety has been considered and no items have been identified in receiving this report.

### **6. Significance and Engagement**

6.1. The level of significance has been assessed as being low as the report is for administrative purposes only.

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

7.1. Option 1 – That Council adopt the Terms of Reference for the CCO Oversight Committee.

7.1.1. There are no financial implications to adopting the Terms of Reference for the CCO Oversight Committee.

7.2. Option 2 – That Council request changes to the Terms of Reference for the CCO Oversight Committee. Council may request changes to the terms of reference.

7.2.1. There are no foreseen financial implications to making changes to the Terms of Reference for the CCO Oversight Committee.

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

8.1. The preferred option is Option 1.

8.2. The reason that Option 1 has been identified as the preferred option is that this will allow for Council to recruit for an independent chair as soon as possible. Once a suitable chair is in place, the committee can review the ToR to recommend any changes or enhancements to Council.

### **9. Recommendation(s)**

9.1. That the report be received.


9.2. That Council adopts the Council Controlled Organisation Oversight Committee Terms of Reference.

**Lesley Crichton**  
**Group Manager, Corporate Services and Risk Assurance**

**Appendix 1:** Draft Council Controlled Organisation Oversight Committee Terms of Reference.

## TERMS OF REFERENCE

### Risk and Assurance Committee

	<b>Authorising Body</b>	Council
	<b>Status</b>	Standing Committee
	<b>Title</b>	Council Controlled Organisation Oversight Committee
	<b>Approval Date</b>	Adopted: xxx
	<b>Administrative Support</b>	Chief Executive Office
	<b>Quorum</b>	Chair plus 4 members (plus Iwi Representatives)

This document outlines the Terms of Reference for the Council Controlled Organisation Oversight Committee.

The Chief Executive will be responsible for coordinating agendas and be the principal point of contact for committee members.

#### 1. Purpose

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 Intents
- Recommending to Council on the content of annual letters of expectations
- Monitor performance of each of the organisations
- Promoting a culture of openness and continuous improvement.

#### 2. Responsibilities

##### Review of Strategy documents

- Ensure that the strategy documents align with Council direction and policy.
- Making recommendations to Council regarding approval of strategic plans and business plans.
- Review CCO requests for major transaction approval and recommend appropriate actions by Council.
- Monitor performance and risks related to the delivery of strategic outcomes.

##### Statements of Intent

- Recommend to Council on the content of the annual letters of expectations to each CCO.



- Review draft Statement of Intent (Sol) to ensure that the Sol provides clarity and direction for both the CCO's and Council.
- Recommendation of adopting of Sol's to Council.

### **Accountability and monitoring**

- Review of Sol and recommending adoption to Council.
- Review of the CCO Annual Report, which must include a comparison of its actual and intended performance (as set out in its statement of intent) and audited financial statements and recommending adoption to Council.
- Review of half-yearly report for shareholders on the operations during the half year including information required by its Sol and financial information.
- Review of quarterly management accounts.

### **Director appointments and board evaluations**

- Identify director appointments that have the requisite skills, knowledge and experience for the respective CCO board in line with the Council Controlled Organisation Director Appointment Policy.
- Make recommendations to Council for the appointment.
- Carry out director reviews and board reviews.
- Review remuneration and make recommendations to Council.

### **Other Matters**

- Report half-yearly to Council on the performance against financial and non-financial KPI's as required in the Sol.
- Review CCO policies and suggest relevant changes.

### **3. Delegated Authority**

- To appoint a specialist consultant or recruitment advisor to assist with shortlisting suitable candidates if required.
- To reappoint suitable directors without further approval from Council.

### **The CCO Oversight Committee can recommend to Council**

- Recommendations as to the content of letters of expectation.
- Approval of strategic plans.
- Adoption of Statement of Intent.
- Adoption of Annual Reports.
- Appointment of suitable director appointments.
- Remuneration changes.

### **Power to delegate**

The CCO oversight committee may not delegate any of its responsibilities, duties or powers.

### **4. Committee Meetings, records and reporting structure**

- The committee will meet at least quarterly in each financial year.

- One meeting must consider the CCO's draft annual report prior to adoption of the annual reports by Council.
- Minutes of the committee be presented to the Council for its consideration.
- Report to the Council at least twice a year on the performance of the CCO's.
- The committee will be attended by a representative of External Audit for one meeting each year.

### **Role of Chair**

The role of Chair is key to achieving committee effectiveness, to achieve this;

- The Chair should take ownership of, and have final say in, the decisions about what business will be pursued at any particular meeting.
- The Chair should ensure that after each meeting appropriate reports (minutes) are prepared from the CCO Oversight Committee to the Council.
- Encourage good, open relationships between the CCO Oversight Committee, CE, Elected members and internal and external auditors.

### **Committee Membership**

- Independent Chair
- Her Worship the Mayor
- TBA

The Committee Chair will usually be the spokesperson on matters of public interest within the committee's scope of work. Some issues may be of such public interest that it is more appropriate for the Mayor to be the spokesperson. On technical matters or where the status is still at the staff proposal level, senior staff may be the appropriate spokesperson. Where necessary and practical the Mayor, Committee Chair and senior staff will confer to determine the most appropriate course of action for advising the public.

The Committee shall record minutes of all its proceedings.

# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Group Manager, Corporate Services and Risk Assurance

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## Council Controlled Organisation (CCO) Director Appointment Policy

### 1. Summary

- 1.1. The purpose of this report is to present the draft CCO Director Appointment Policy.
- 1.2. This issue arises from the CCO review as directed by Elected Members and subsequent disestablishment through amalgamation of Westland Holdings Ltd (WHL).
- 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 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Council Controlled Organisation Directors Appointment Policy.

### 2. Background

- 2.1. The local Government Act (LGA) 2002 s57(1) requires a local authority to adopt a policy that sets out an objective and transparent process for;
  - 2.1.1. the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and
  - 2.1.2. the appointment of directors to a council organisation; and
  - 2.1.3. the remuneration of directors of a council organisation.
- 2.2. Council organisation refers to Council Organisation, Council Controlled Organisation, and Council Controlled Trading Organisation for the purposes of this report.
- 2.3. The reason the report has come before Council is due to the decision by Elected Members to amalgamate WHL and Destination Westland Ltd (DWL).
- 2.4. This current policy was written to provide WHL with Council's guidance for the appointment of the CCO directors to its 100% owned CCO's.

### Current Situation

- 2.5. The policy has been updated in line with the Office of the Auditor General Governance and accountability of council-controlled organisations best practice guidance.
- 2.6. The policy will be the basis for the CCO sub-committee of Council to apply during appointments to both Westroads Ltd (WRL) and DWL. The policy would also apply to any future CCO's of Council.
- 2.7. The draft policy is more detailed than the current policy and a couple of changes and new items have been included.
  - 2.7.1. The term of appointments is recommended to be changed from 4 to 3 years as good practice.
  - 2.7.2. At the end of each term of an appointment, it is required that an incumbent will provide a report on their contribution to the organisation. This should assist with the reappointment process.
  - 2.7.3. The remuneration section is more detailed in description and also provides for the CCO to distribute the board fees as they deem appropriate. This provides the CCO directors with more accountability.

### **3. Options**

- 3.1. Option 1: Adopt the draft Council Controlled Organisation Director Appointment Policy as received.
- 3.2. Option 3: Request changes to the draft Council Controlled Organisation Director Appointment Policy.

### **4. Risk Analysis**

- 4.1. Risk has been considered and the following risks have been identified:
  - 4.1.1. Compliance Risk – Council must have a director policy in place.
  - 4.1.2. Strategic Risk – Directors must have the required skills and knowledge to guide the organisation towards its strategic direction.

### **5. Health and Safety**

- 5.1. Health and Safety has been considered and no items have been identified in receiving this report.

### **6. Significance and Engagement**

- 6.1. The level of significance has been assessed as being low as the report is for administrative purposes only.

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

- 7.1. Option 1 – That Council adopt the draft Council Controlled Organisation Director Appointment Policy. It is critical that the appointment of directors to the Councils CCO's are made consistently and to ensure that the strategic direction of Council through the CCO's is followed. Directors must be of the right calibre and have the experience and skills required in order to contribute to the achievement of the objectives of the organisation and the activities it carries out.

The policy has been written by way of the Auditor General guidance on best practice. There is more detailed process information for appointment, reappointment, tenure, and dismissal. The policy also contains more detailed information around the remuneration of directors.

- 7.1.1. There are no financial implications to adopting this policy.

- 7.2. Option 2 – That Council request changes to the draft Council Controlled Organisation Director Appointment Policy.

Council may request changes, however it is important that best practice by way of the Office of the Auditor General guidance is not compromised by any changes.

The draft policy has enough detail to enable a robust process for all aspects of director appointments and tenure to be carried out successfully.

7.2.1. There are no foreseen financial implications to making changes to the draft policy.

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

8.1. The preferred option is Option 1.

8.2. The reason that Option 1 has been identified as the preferred option is that the policy meets best practice advice and is more detailed in nature providing for a robust appointment process. The policy is in line with best practice as per the Office of the Auditor General.

## **9. Recommendation(s)**

9.1. That the report be received.

9.2. That Council adopts the Council Controlled Organisation Director Appointment Policy.

**Lesley Crichton**  
**Group Manager, Corporate Services and Risk Assurance**

**Appendix 1:** Draft Council Controlled Organisation Director Appointment Policy.

# Council Controlled Organisation Director Appointment Policy



## 1. Purpose

The purpose of this policy is to set out, in accordance with Section 57 of the Local Government Act 2002 (LGA 2002), an objective and transparent process for;

- The identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and
- The appointment of directors to a council organisation; and
- The remuneration of directors of a council organisation

### 1.1 Scope

This policy applies to all appointments of directors by Council to Council Organisations, Council-controlled Organisations and Council-controlled Trading Organisations.

Except where express provision is made to the contrary, the provisions of this policy will apply equally to all current and future CCTOs, CCOs' and COs.

### 1.2 Commencement

This policy comes into force on **DAY MONTH YEAR**.

### 1.3 Definitions

- **Company:** Means a body corporate
- **Council:** Includes any committee, sub-committee
- **Council organisation (CO):** Is an organisation in which Council controls any voting rights or the right to appoint directors.
- **Council-controlled organisation (CCO):** Is a CO in which Council controls, directly or indirectly, 50% or more of the voting rights or can appoint 50% or more of the directors.
- **Council-controlled trading organisation (CCTO):** Is a CCO that operates a trading undertaking for the purpose of making a profit.
- **Directors:** Includes company directors, trustees, managers and office holders of an organisation LGA 2002 s6(3)(b).
- **LGA 2002:** Local Government Act 2002.
- **Organisation:** Includes partnerships, trusts, arrangements for sharing profits, unions of interest, corporations, joint ventures and similar arrangements.

## 2. Policy

2.1 Appointment of directors will be made on the basis of merit and aligned with the strategic purpose of the CCO/CCTO, e.g. relevant skills, knowledge and experience to-

- Guide the organisation, given the nature and scope of its activities; and
- Contribute to the achievement of the objectives of the organisation and not on the basis of representation.

2.2 Appointment of directors will aim to ensure the board of the CCO/CCTO is made up of a diverse range of people who are able to bring complementary skills and experience to ensure that ideas are challenged and tested and that decision-making is robust.

2.3 Council will seek the following skills and attributes in CO directors;

- Knowledge and experience relevant to the position.

- Understanding of governance issues,
- High standard of personal integrity.

For CCO/CCTO appointments Council should seek the following additional skills and attributes;

- Effective governance experience,
- The ability to drive performance and financial returns (where applicable),
- Proven record of success in business growth and development,
- Skilled professional directors.
- Independence of thought and sound judgement in making balanced decisions.
- An intellectual ability and enquiring mind.
- An understanding of the wider issues of a publicly accountable shareholder.

2.4 Council will follow governance best practice and guidance as provided by the Controller and Auditor-General.

### 3. Appointment Process

3.1 When a vacancy arises, the CCO Governance Subcommittee (or delegated Council Officer) will identify the skills, knowledge and experience for the position in consultation with the Chairperson of the company.

- The vacancy will be advertised via the Institute of Directors New Zealand or any appropriate local and national media; or
- Where a suitable candidate has been identified and advertising is not expected to add significant value to the selection process (for example where specialist knowledge or experience exists), the CCO Governance Subcommittee may choose not to advertise but must provide its reasoning for not doing so.

Candidates will be requested to supply;

- A curriculum vitae which establishes how well they meet the role specification for the directorship role;
- A covering letter detailing why they are interested in the particular role; and
- A report on any conflicts of interest their appointment may cause, including how those conflicts are proposed to be managed.

Following the search process, the Subcommittee (or delegated Council Officer) will draw up a short list of candidates.

*A specialist consultant or advisor may be engaged to assist with shortlisting suitable candidates for consideration if the CCO Governance Subcommittee so determines.*

Each candidate will be interviewed by the CCO Governance Subcommittee. The subcommittee will then decide its preferred candidate(s), check all references and report back to full Council with a recommendation for appointment.

Council officers may not be appointed to CCO/CCTO's, however an officer may be appointed to a CO.

Council will not appoint elected members as directors to CCO/CCTO's, however an elected member may be appointed to a CO.

3.2 The report recommending the candidate(s) will be "public excluded" in order to protect the privacy of the individual(s) concerned (LGOIMA 1987 s7 (2)(a)). The Council will consider the report from the Subcommittee and make its decision on selection.

Public announcement of the appointment will be made as soon as practicable after the Council has made its decision and candidate(s) formally advised.

### 3.3 Conflicts of interest

The Council expects that directors of COs' CCOs', and CCTOs' will avoid situations where their actions could give rise to a conflict of interest.

To minimise these situations the Council requires directors to follow the provisions of the New Zealand Institute of Directors' Code of Ethics.

## 3.4 Tenure

Rotation of all directors is to be encouraged to the extent that it is practical under the law and constitution of the organisation.

Directors will normally be appointed for terms of one to **three** years (unless the constitution of the organisation provides otherwise). Staggering the term of director appointments should avoid all board member terms becoming vacant at the same time.

At the end of each term of an appointment, the incumbent will be asked to provide a report on their contribution to the organisation concerned.

## 3.5 Reappointment

Where a directors' term of appointment has expired and they are offering themselves for appointment (within the allowances of the constitution) a representative of the CCO Governance Subcommittee will consult on a confidential basis with the Chairperson with regard to;

- Whether the skills of the incumbent add value to the work of the Board;
- Whether there are other skills which the Board needs; and
- Succession planning matters.

*If it is the Chairperson seeking reappointment consideration will be made by the Subcommittee alone. It is at the Subcommittee's discretion to engage the Board in discussions around reappointing a Chairperson.*

The Subcommittee will consider the information obtained and, taking into account the director's length of tenure, form a view on appropriateness of reappointment or making a replacement appointment.

Where reappointment is considered appropriate, the CCO Governance Subcommittee is authorised to approve the reappointment without further decision of Council. Any reappointments made by the Subcommittee will be reported to Full Council for noting via the Chief Executive.

Where it is not intended to reappoint the existing incumbent, the appointment process outlined above will apply.

## 3.6 Chairperson selection

It is the responsibility of the Council (on the recommendation of the CCO Governance Subcommittee) to appoint the Chairperson. However, normally the Subcommittee will consult the Board on the person to be appointed, and where appropriate, will seek its view on who it considers to be the appropriate person to fill the Chairperson's position.

A Chair succession plan is required to provide for smooth transition of leadership in the event of a planned or unexpected retirement of an incumbent Chairperson. It is expected that the Chairperson will identify and develop potential successors or advise the CCO Governance Subcommittee if there are no candidates suitable for the role of Chairperson.

## 4. Dismissal of Directors

All directors are appointed 'at the pleasure of the Council' and may be dismissed by way of Council or relevant Committee resolution.



Without limiting the right of the Council, reasons which would justify removal of a Board member would be where that Board member:

- Is regularly absent from Board meetings without good justification.
- No longer has the confidence of the Board and/or the Council.
- Has breached ethical standards and this reflects badly on the Board and/or the Council.
- Does not act in the best interests of the organisation.
- Breaches the confidence of the Board in any way, including speaking publicly on Board issues without the authority of the Board; or
- Does not act in accordance with the principles of collective responsibility.

Where the Board has concerns regarding the behaviour of one of its members, it should be considered by the Board in the first instance and, where necessary, the Board may recommend the removal of the Board member to the CCO Governance Subcommittee. The Council will not make any payment by way of compensation to Board members who have been removed from Boards.

## 5. Remuneration

Council may consider a level of remuneration for Board appointees that is appropriate to the relevant market, while recognising the public service element to a CCO/CCTO. Professional advice may be sought where necessary.

Council supports the payment by CCO/CCTOs of directors' liability insurance and the indemnification of all directors.

### 5.1 Review process

Periodically the CCO Governance Subcommittee may review the level of remuneration made available to the Boards of the CCO/CCTOs for distribution amongst directors on each Board.

Any fees will be reviewed on an annual basis for each CCO/CCTO, leaving the Boards of those CCOs/CCTOs to apportion the fee between Board members as it sees fit.

In performing any review of remuneration, the Subcommittee will have regard to the following factors;

- The need to attract and retain appropriately qualified directors;
- The levels of remuneration paid to comparable companies in New Zealand;
- The performance of the CCO or CCTO and any changes in the nature of its business;
- The size and scale of the CCO or CCTO (e.g. turnover, value of assets, number of employees);
- Complexity and scope of operations (e.g. complexity of issues, level of guidance for decision making, relationship management responsibilities);
- Accountability (e.g. scale of market risk, public interest and risk to director reputation, and other key risks);
- Skills, specifically the type of expertise and specialisation needed; and
- Any other relevant factors.

The final decision on directors' remuneration will be made by a resolution of Council.

Any Council officers or Councillors appointed to the Board of a CO may not receive remuneration (if any) offered by that CO.

## 6. Related Documents and Acts

- Office of the Auditor General Governance and accountability of council-controlled organisations
- Institute of Directors New Zealand Four Pillars of Governance Best Practice

- New Zealand Institute of Directors Code of Ethics
- Controller and Auditor-General conflicts of Interest good-practice

The following Legislation relates to this policy:

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

- Local Government Act 2002

## 7. Policy Review

A review of this policy will take place in May 2028.

<b>Created:</b>	April 2018	<b>Date for review:</b>	May 2028
<b>Author:</b>	GMCS & RA	<b>Authorised by:</b>	Council
<b>Consulted on:</b>		<b>Version</b>	V2

DRAFT

# Report to Council



**DATE:** 27 June 2024

**TO:** Mayor and Councillors

**FROM:** Group Manager Regulatory, Planning and Community Services

---

## TERMS OF REFERENCE – CONSENTING AND COMPLIANCE COMMITTEE

### 1. Summary

- 1.1. The purpose of this report is for Council to consider adopting a Terms of Reference and appointment of members for a Consenting and Compliance Committee, a Standing Committee of Council.
- 1.2. This issue arises from a request from Council for to establish a Consenting and Compliance Committee.
- 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 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the Terms of Reference, and appointment of members for/to the Consenting and Compliance Committee.

### 2. Background

- 2.1. The reason the report has come before the Council is due to a request to stand up a Consenting and Compliance Committee.
- 2.2. The Terms of Reference (Attached Appendix 1) has been circulated to the Mayor and Deputy Mayor for review and input. Requested amendments have been incorporated accordingly.

### 3. Current Situation

- 3.1. To give effect to this Committee, it is necessary for Council to agree a Terms of Reference and Membership of the proposed Consenting and Compliance Committee.

### 4. Options

- 4.1. Option 1: Adopt the Terms of Reference and confirm the Council appointments for/to the Consenting and Compliance Committee.
- 4.2. Option 2: Request changes to the Terms of Reference and Council Appointments for/to the Consenting and Compliance Committee.
- 4.3. Option 3: Do not adopt the Terms of Reference.

## **5. Risk Analysis**

5.1. Risk has been considered and no risks have been identified.

## **6. Health and Safety**

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

## **7. Significance and Engagement**

7.1. The level of significance has been assessed as being low. The establishment of a Standing Committee is for the purpose of creating efficient governance structure. The Local Government Act 2002 prescribes which matters are of such importance that they must be addressed by full Council, such as the adoption of Bylaws.

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

8.1. There are no financial implications to Options 1 or 2 as the position of Chairperson will be held by the Mayor.

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

9.1. The preferred option is Option 1, or 2, should amendments to the Terms of Reference and/or membership, be required.

9.2. The reason that Option 1 has been identified as the preferred option is that Council have requested a Terms of Reference to stand up a Consenting and Compliance Committee of Council.

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

10.1. That the report be received.

10.2. That Council adopt the Terms of Reference and confirm the Council appointments for/to the Consenting and Compliance Committee.


### **Te Arohanui Cook**

#### **Group Manager Regulatory, Planning and Community Services**

**Appendix 1:** Terms of Reference – Consenting and Compliance Committee

## TERMS OF REFERENCE

### Consenting and Compliance Committee

	<b>Authorising Body</b>	Mayor / Council
	<b>Status</b>	Standing Committee
	<b>Title</b>	Consenting and Compliance Committee
	<b>Approval Date</b>	XX June 2024
	<b>Administrative Support</b>	Chief Executive Office

#### Purpose

The Consenting and Compliance Committee's purpose is to:

1. Provide governance oversight of Council's regulatory and compliance, services, and activities, including bylaw and policy development and implementation, as requested or delegated by Council from time to time.
2. Recommend to the Council or relevant Council Committee any matters that it considers necessary to enable the effective management of the Council's regulatory and compliance functions.
3. Conduct fair and effective hearings and make determinations on the Council's regulatory functions under the Dog Control Act 1996, Impounding Act 1955, Gambling Act 2003, Health Act 1956, and Litter Act 1979.

#### Responsibility

Governance oversight within this committee's responsibilities include (but are not limited to) functions/activities within Council legislatively required under the following Plans, Acts, and associated Regulations, Codes and National Standards:

- Westland District Council District Plan
- Te Tai O Poutini Plan
- Resource Management Act 1991
- Reserves Act 1977
- Building Act 2004 and applicable Building Regulations, and the New Zealand Building Code
- Dog Control Act 1996
- Impounding Act 1955
- Food Act 2014
- Sale and Supply of Alcohol Act 2012
- Health Act 1956
- Freedom Camping Act 2011
- Bylaws
- Policies

Other consenting and compliance matters including:

- Responsibility for all matters related to the District's environment, including the environment of neighbouring districts and water bodies
- Animal Control
- Dangerous goods and hazardous substances
- Fencing of swimming pools
- Earthquake prone buildings

- Litter
- Noise abatement
- Public health and safety
- Gambling
- Natural Hazards
- Freedom camping
- Other consenting and compliance matters not otherwise defined.

**DELEGATIONS TO THE COMMITTEE:**

The Consenting and Compliance Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

- Authority to exercise all of Council powers, functions and authorities, except where delegation is prohibited by law (e.g. clause 32, Schedule 7. LGA) or the matter is delegated to another committee of Council, in relation to all consenting and compliance matters.
- Responsibility to develop policies, and provide financial oversight, to provide assurance that funds are managed efficiently, effectively, and with due regard to risk.
- Responsibility to monitor Long Term Plan/Annual Plan implementation for the activities set out above.
- Authority to review bylaws and to recommend to the Council that new or amended bylaws be made.
- Except where otherwise provided by law, authority to fix fees and charges in relation to all consenting and compliance activities.
- Authority to make submissions on behalf of the Council in respect of any proposals by another authority under any legislation, or any proposed statute which might affect the District’s environment or the wellbeing of residents including such matters as adjacent local authorities, district plans, regional plans, any regional or national policy statement and national environmental standards.
- Authority to hear and determine objections under the Dog Control Act 1996

**Membership**

The Consenting and Compliance Committee will comprise the following, one of which will be the chairperson:

- Mayor Lash (Chair),
- Deputy Mayor Cassin,
- Cr Burden,
- Cr Baird,
- Kw Madgwick,
- Kw Tumahai.

**Chairperson**

The Chairperson is responsible for:

- The efficient functioning of the Committee;
- Setting the agenda for Committee meetings in conjunction with the Chief Executive Officer; and
- Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Committee and Council staff.

**Quorum**

The quorum at any meeting of the Committee shall be (3) Members.

## **Relationships with Other Parties**

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.

## **Contacts with Media and Outside Agencies**

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Chief Executive in conjunction with the Chairperson will manage the formal communications between the Committee and its constituents and for the Committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

## **Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

## **Public Access and Reporting**

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Committee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Committee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by Council on the  
XX June 2024**

# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Acting Chief Executive

---

## MANATU WHAKAAETANGA PARTNERSHIP AGREEMENT

### 1. Summary

- 1.1 The purpose of this report is to receive the agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio together known as Poutini Ngāi Tahu and Westland District Council -Te Kahui o Poutini.
- 1.2 This issue arises from a previous partnership agreement in 2018 which was for three years until 2021. Accordingly, that agreement is required to be renewed from 27 June 2024 to 27 June 2027.
- 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 2021, which are set out in the Long Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4 This report concludes by recommending that Council receive the amended partnership agreement between Westland District Council and Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio.

### 2. Background

- 2.1. The reason the report has come before the Council is that in 2018 Council extended an invitation to the Chairs of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio to attend and participate in Council meetings and the business of Council, in acknowledgement of, and to further strengthen, Council's partnership with Mana Whenua of Westland.
- 2.2. The first agreement was for a three-year period, which has now expired. It is also timely to amend the partnership agreement in consultation with the Chairs of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio.
- 2.3. The Partnership Agreement (PA) set out the framework for an ongoing relationship between Westland District Council and Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio. The purpose of the agreement is to outline the partnership objectives, principles, expectations and deliverables of the partnership between Poutini Ngāi Tahu, and Council.



### **3. Current Situation**

3.1 In 2018, the Council invited Poutini Ngāi Tahu Papatipu Rūnanga to participate as non-voting Councillors in Council Meetings and also as full members of the Risk and Assurance Committee as follows:

3.2 Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio attend and participate in Council meetings and the business of Council, in acknowledgement of, and to further strengthen, Council's partnership with the Mana Whenua of Westland.

### **4. Current Situation**

4.1 Council includes the Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio. The Kaiwhakahaere are also appointed as full members of the Risk and Assurance Committee, and any other committee or subcommittee appointed during the Triennium and are already included in the Terms of Reference for the Standing Committees and Subcommittees of Council.

Council has statutory and legal obligations to improve communication, consultation and its relationship with Tangata Whenua and Māori, to take account of the principles of the Tiriti ō Waitangi, and to facilitate participation by Māori in Council decision-making processes.

The Council believes that participation of Poutini Ngāi Tahu Kaiwhakahaere as full members of the Risk and Assurance Committee and any other committee or subcommittee appointed during the triennium and also participating in Council Meetings as non-voting Councillors will not only strengthen the Council's partnership relationship with Iwi, Hapū and Rūnanga residing in Westland District, but will also bring social and economic benefits to the community.

The agreed model provides for the following mechanisms to enable Poutini Ngāi Tahu Papatipu Rūnanga participation in council decision making:

- The Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio attend and participate in Council Meetings and the business of Council.
- The appointment of Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio as full members of the Risk and Assurance Committee of Council and any other committee or subcommittee appointed during the triennium.

### **5. Options**

5.1. Option 1: To receive the report and the Partnership Agreement.

5.2. Option 2: To receive the report and request changes to the Partnership Agreement.

5.3. Option 3: To receive the report and not receive the Partnership Agreement.

### **6. Risk Analysis**

6.1. Risk has been considered and no risks have been identified.

- Relationship Risk: Council values the relationship that it has established with the Local Rūnanga and their input into Council decision-making.
- Reputational Risk. Council's reputation in the community could be damaged if the community perceive that the Council does not provide for input from the local Rūnanga into Council decision-making.

## **7. Health and Safety**

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

## **8. Significance and Engagement**

8.1. The level of significance has been assessed as being of low significance as this is an administrative matter.

8.1.1. Public consultation is not considered necessary.

8.1.2. The Chairs of both Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio have both provided input into the Partnership Agreement.

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

9.1. Option 1 – To receive the report and the partnership agreement.

9.1.1. There are no financial implications to this option.

9.1.2. This will allow the status quo to continue of the already established relationship.

9.2. Option 2 – To receive the report and request changes to the partnership agreement.

9.2.1. There are no financial implications to this option.

9.2.2. This is an option available to Council.

9.3. Option 3 – To receive the report and not adopt the partnership agreement.

9.3.1. There are no financial implications to this option.

9.3.2 This would mean that there is no formal agreement in place with the local Rūnanga and could have an

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

10.1. The preferred option is Option 1.

10.2. The reason that Option 1 has been identified as the preferred option is that Council has statutory and legal obligations to improve communication, consultation and its relationship with Tangata Whenua and Māori, to recognise the Treaty of Waitangi and to facilitate participation by Māori in Council decision-making processes.

10.3. Council believes that participation of local Papatipu Rūnanga representatives strengthens the relationship between Council and local iwi and brings positive benefits for all community members.

## **11. Recommendation(s)**

11.1. That the report be received.

11.2. That Council receive the Partnership Agreement.

**Scott Baxendale**  
**Acting Chief Executive**

**Appendix 1: Partnership Agreement**



# Manatu Whakaaetanga Partnership agreement

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Mō Te Runanga o Ngāti Waewae me Te Rūnanga o Makaawhio ka hono tahi koPoutini Ngāi Tahu  
ki Te Kahui o Poutini

Between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio together known as Poutini Ngāi Tahu  
and Westland District Council -Te Kahui o Poutini

Rā whakamana (date of agreement): 18 April 2024 to 18 April 2027

Whakataukī:

***Naku te rourou nau te rourou ka ora ai te iwi***

***With your basket and my basket the people will thrive***

## Contents

1.	Te Kaupapa Matua (Purpose of this Partnership Agreement).....	3
2.	Te Tahuhu o te Waka Hourua (Partnership Background) .....	3
2.1	Ngā Rōpu (Parties): .....	3
2.2	Te Rohe (Area covered by PA) .....	5
2.3	Te Hanga o Te Waka Hourua (Establishment of the partnership) .....	5
3.	Te Pūnaha Waka Hourua (Partnership Model) .....	5
4.	Ngā Whāinga (Goals of the Partnership).....	6
5.	Ngā Mātāpono me Ngā Uaratanga (Principles & Values of the Relationship) .....	6
5.1	Ngā Mātāpono (Partnership Principles) .....	6
5.2	Ngā Uaratanga o Poutini Ngāi Tahu (Poutini Ngāi Tahu Values) .....	7
5.3	Ngā Kaunihera tūruapō (Council Vision) .....	7
6.	Ngā Pito Mata (Agreed Expectations).....	8
6.1	Westland District Council agrees to:.....	8
6.2	Poutini Ngāi Tahu agree to:.....	8
7.	Ngā Hua o Te Waka Hourua (Agreed Deliverables) .....	8
7.1	Ngā Hua o Te Kaunihera (Westland District Council agrees to): .....	8
7.2	Poutini Ngāi Tahu Papatipu Rūnanga agree to:.....	9
8.	Ngā Whakaritenga (Terms of the PA) .....	9
8.1	Te Roa (Term of PA) .....	9
8.2	Hunga Honohono (Lead Contacts) .....	9
8.3	Ngā Whakaturetanga (Statutory and Contractual Obligations) .....	9
8.4	He Whanaungatanga Whanui (Non-exclusive Relationship) .....	9
8.5	Te Mana Māngai (Representations) .....	10
8.6	Kōrero Muna (Confidentiality).....	10
8.7	Panonitanga (Review and Variation of PA).....	10
8.8	Whakatau Nawe (Dispute Resolution).....	10
	Schedule A: Westland Rohe.....	11
	Schedule B: Council Committee Appointments .....	12

## 1. Te Kaupapa Matua (Purpose of this Partnership Agreement)

This Partnership Agreement (PA) sets out the framework for an ongoing relationship between Westland District Council and Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio. The purpose of this agreement is to outline the partnership objectives, principles, expectations and deliverables of the partnership between Poutini Ngāi Tahu, and Council.

Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio and the Council are committed to the long-term success of the partnership and enduring relationship, therefore will participate fully and contribute adequate resourcing at all levels

## 2. Te Tahuhu o te Waka Hourua (Partnership Background)

### 2.1 Ngā Rōpu (Parties):

#### Te Rūnanga o Ngāti Waewae

Te Rūnanga o Ngāti Waewae is the mandated representative body of Ngāti Waewae. The Rūnanga is a non-profit incorporated society with charitable status. It administers the iwi estates and assets within its takiwā (boundaries).

The takiwā of Te Rūnanga o Ngāti Waewae is centered in Arahura and Hokitika and extends from the north bank of the Hokitika River to Kahurangi and inland to the Main Divide. Together with a shared interest with Te Rūnanga o Makaawhio in the area situated between the north bank of the Pouerua River and the south bank of the Hokitika River.

#### Te Rūnanga o Makaawhio

Te Rūnanga o Makaawhio is the mandated representative body of Ngāti Mahaki. The Rūnanga is a non-profit incorporated society with charitable status. It administers the iwi estates and assets within its Takiwā.

The takiwā of Te Rūnanga o Makaawhio is centred at Mahitahi (Bruce Bay) and extends from the south bank of the Pouerua River to Piopiotahi (Milford Sound) and inland to the Main Divide. Together with a shared interest with Te Rūnanga o Ngāti Waewae in the area situated between the north bank of the Pouerua River and the south bank of the Hokitika River.



**Westland District Council / Te Kahui o Poutini**

Westland District Council ("Council") is represented under this PA by the Mayor and elected members. The purpose of the Council is to enable democratic local decision-making and action by, and on behalf of, the Westland District community; and to meet the current and future needs of the Westland District community for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

## 2.2 Te Rohe (Area covered by PA)

This PA relates to the geographical area defined as the Westland District as per Schedule A.

## 2.3 Te Hanga o Te Waka Hourua (Establishment of the partnership)

Ngāi Tahu has developed a unique organisational structure based on innovative legislation to ensure it can act and speak as a single entity. This structure, known as Papatipu Rūnanga, ensures the organisation can perform effectively and that the views of its members are heard and acted upon. Papatipu Rūnanga exist to uphold the mana of their people over the land, the sea and the natural resources. Each of the 18 Papatipu Rūnanga appoints a tribal member to represent its interests at Te Rūnanga o Ngāi Tahu, the governing council overseeing the tribe's activities. Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio are Papatipu Rūnanga of the Westland Rohe / Takiwā.

Collectively they are known as Poutini Ngāi Tahu.

Poutini Ngāi Tahu are Mana Whenua of Westland District, representing the early inhabitants of the lands here over the past millennium. As such Poutini Ngāi Tahu have a deep connection and commitment to the environment, economy, people and communities of the District. To this end, Poutini Ngāi Tahu have been consistent in their desire as Mana Whenua, to be more involved in the planning and decision making of Westland District Council and believe a stronger partnership could achieve this.

## 3. Te Pūnaha Waka Hourua (Partnership Model)

In 2018 the Council invited Poutini Ngāi Tahu Papatipu Rūnanga to participate as non-voting councillors in Council Meetings and also as full members of the Risk and Assurance Committee as follows:

1. Kaiwhakahaere (Chairs) of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio attend and participate in council meetings and the business of Council, in acknowledgement of, and to further strengthen, Council's partnership with the Mana Whenua of Westland.

Council includes the Kaiwhakahaere (Chairs) of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio as full members of the Risk and Assurance Committee, and any other committee or subcommittee appointed during the Triennium

The Terms of Reference for the Standing Committees and Subcommittee of Council will be updated to reflect this as necessary. Council has statutory and legal obligations to improve communication, consultation and its relationship with Tangata Whenua and Māori, to take account of the principles of the Tiriti ō Waitangi, and to facilitate participation by Māori in council decision-making processes.

The Council believes that participation of Poutini Ngāi Tahu kaiwhakahaere as full members of the Risk and Assurance Committee and any other committee or subcommittee appointed during the triennium and also participating in Council Meetings as non-voting councillors will not only strengthen the Council's partnership relationship with Iwi, Hapū and Rūnanga residing in Westland District, but will also bring social and economic benefits to the community.

The agreed model provides for the following mechanisms to enable Poutini Ngāi Tahu Papatipu Rūnanga participation in council decision making:

- The Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio attend and participate in Council Meetings and the business of Council.
- The appointment of Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio as full members of the Risk and Assurance Committee of Council and any other committee or subcommittee appointed during the triennium

#### 4. Ngā Whāinga (Goals of the Partnership)

The parties commit to the following goals for the partnership under this PA:

- To provide a framework for the parties to work together towards improving Westland;
- To provide mechanisms and resources that assist Poutini Ngāi Tahu Papatipu Rūnanga to participate in Council policy, planning, and other decision-making processes;
- To facilitate the sharing of information to build a better understanding that enhances collaboration and strategic thinking about Westland's future;
- To identify strategic opportunities to work closely together for the betterment of Westland District;
- To actively support and promote the initiatives and assets of the parties, and
- To build iwi capacity and capability to partner with local government.

#### 5. Ngā Mātāpono me Ngā Uaratanga (Principles & Values of the Relationship)

##### 5.1 Ngā Mātāpono (Partnership Principles)

All parties agree to honour the following principles in the conduct of the relationship. We will work together in good faith to safeguard and promote the mutual interests of the parties in improving outcomes for the whānau of Poutini Ngāi Tahu, and people of Westland District by:

- Respecting the tino rangatiratanga of Poutini Ngāi Tahu;
- Acting in ways that enhance the mana of all parties;
- Creating and fostering a high trust relationship and environment that allows the parties to work together while growing within their own tikanga (customs, obligations and conditions) and pursuing their own interests and priorities;
- Working toward solutions with rationality; free of prejudice or agenda and honesty of purpose;
- Resolving any differences simply, effectively and in a manner that supports a long term, intergenerational partnership;
- Ensuring parties do not tarnish the reputation of each other via public declarations or media releases
- Seeking opportunities to share skills, knowledge and information;
- Acknowledging Council's interest in the development and promulgation of strategy, policy and legislation on behalf of Westland ratepayers and residents and in managing the allocation of public financial resources.

The Parties understand that: the economic, social and cultural well-being of Poutini Ngāi Tahu; the relationship of Poutini Ngāi Tahu and their culture and traditions with ancestral lands, waters, sites, wāhi tapu, and associated taonga; the principles of the Treaty of Waitangi; and the kaitiakitanga responsibilities of mana whenua are all matters relevant to the purpose of the Act.

All parties also acknowledge the Council's guiding principles of good governance for elected members to Council:



- The Elected Members Code of Conduct that follows is based on the following general principles of good governance:
  - **Public Interest:** members should act solely in the public interest.
  - **Integrity:** members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
  - **Tāria te wā and kaitiakitanga/stewardship:** members should use long-term perspective when making decisions. Decisions, which impact on past, current and future generations, also affect collective well-being.
  - **Objectivity:** members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
  - **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
  - **Openness:** members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.
  - **Honesty:** members should be truthful and not misleading.
  - **Leadership:** members should not only exhibit these principles in their own behaviour but also be willing to challenge poor behaviour in others, wherever it occurs.

## 5.2 Ngā Uaratanga o Poutini Ngāi Tahu (Poutini Ngāi Tahu Values)

All parties agree to honour the following values in the conduct of the relationship:

- Whanaungatanga (*Relationships*)  
We will respect, foster and maintain important relationships within the organisation, within the iwi and within the community.
- Manaakitanga (*Looking after our people*)  
We will pay respect to each other, to iwi members and to all others in accordance with our tikanga (customs).
- Tohungatanga (*Expertise*)  
We will pursue knowledge and ideas that will strengthen and grow Poutini Ngāi Tahu and our community.
- Kaitiakitanga (*Stewardship*)  
We will work actively to protect the people, environment, knowledge, culture, language and resources important to Poutini Ngāi Tahu for future generations.
- Tikanga (*Appropriate action*)  
We will strive to ensure that the tikanga of Poutini Ngāi Tahu is actioned and acknowledged in all of our outcomes.
- Rangatiratanga (*Leadership*)  
We will strive to maintain a high degree of personal integrity and ethical behaviour in all actions and decisions we undertake.

## 5.3 Ngā Kaunihera tūruapō (Council Vision)

All parties respect the following Council Vision in the conduct of the relationship:

“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.”

## 6. Ngā Pito Mata (Agreed Expectations)

The following outlines the expectations of each party across aspects of the partnership.

### 6.1 Westland District Council agrees to:

- Provide information to the Kaiwhakarite who act on behalf of Papatipu Rūnanga to assist the operations of Papatipu Rūnanga and to build the capability of Poutini Ngāi Tahu to participate in Council decision-making.
- Provide governance support and training to Kaiwhakarite appointed to Council and Council committees.
- Consider joint submissions to central government with Papatipu Rūnanga when appropriate.
- Work together with Papatipu Rūnanga on the formulation, design and execution of work to implement the Council's statutory responsibilities towards Poutini Ngāi Tahu.
- Work together with Papatipu Rūnanga to increase the participation of Māori in Council processes and initiatives generally.
- Promote opportunities for Poutini Ngāi Tahu within Council.

### 6.2 Poutini Ngāi Tahu agree to:

- Develop views and provide input on Council policy, plans, strategy and operations that may impact on Poutini Ngāi Tahu, and the Westland community.
- Actively keep Poutini Ngāi Tahu whānau engaged- across multiple channels including direct engagement with Poutini Ngāi Tahu stakeholders monthly, on partnership related progress and to inform Poutini Ngāi Tahu input into Council decision-making.
- Provide information to Council to assist the mutual goals of each party.
- Consider joint submissions to central government with Council when appropriate.
- Work with Council on the formulation, design and execution of work to implement the Council's statutory responsibilities towards Poutini Ngāi Tahu.
- Promote the participation of Poutini Ngāi Tahu in Council processes and initiatives generally.
- Promote opportunities for Poutini Ngāi Tahu within Council.

## 7. Ngā Hua o Te Waka Hourua (Agreed Deliverables)

Nothing in this PA shall be understood to require Council to use Poutini Ngāi Tahu or to require Poutini Ngāi Tahu to provide any services to Council, except as may be set forth in any contractual agreement between the parties.

### 7.1 Ngā Hua o Te Kaunihera (Westland District Council agrees to):

At its sole discretion, and subject to each nominee:

- I. in the Council's reasonable opinion having the necessary skills, attributes and knowledge; and
- II. complying with any requirements of Council, including signing confidentiality undertakings,

appoint the Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio as full members of the Risk and Assurance Committee of Council and any other committee or subcommittee appointed during the triennium other than the Chief Executive Remuneration Committee.

At its sole discretion, and subject to each Kaiwhakahaere

- I. in the Council's reasonable opinion having the necessary skills, attributes and knowledge; and
- II. Complying with any requirements of Council, including signing confidentiality undertakings, invite the Kaiwhakahaere of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the business of Council as non-voting councillors.

## **7.2 Poutini Ngāi Tahu Papatipu Rūnanga agree to:**

- Upon request by Council, and pursuant to Schedule C, recommend suitable Kaiwhakarite (representatives) from the members of Papatipu Rūnanga for appointment on to Council committees, working groups and other advisory groups and procure consent from each representative to sit on any such committee. Should at any time and for any reason there is no person nominated by Papatipu Rūnanga appointed Papatipu Rūnanga will promptly nominate a suitably qualified person.
- Upon request by Council, recommend suitable representatives from Poutini Ngāi Tahu Papatipu Rūnanga for appointment on to working groups and other advisory groups and procure that each representative has given their consent to sit on any such working group and other advisory group.

## **8. Ngā Whakaritenga (Terms of the PA)**

### **8.1 Te Roa (Term of PA)**

This PA commences upon signing by all parties.

This PA is considered significant by Council therefore this PA may only be terminated by the mutual agreement of the parties, after conducting the following processes:

- Poutini Ngāi Tahu Papatipu Rūnanga to consult with its members to endorse or reject disestablishment of the partnership.
- Council to secure a majority resolution from Elected members to disestablish the partnership subject to undertaking a section 83 Local Government Act 2002 Special Consultative Procedure.

### **8.2 Hunga Honohono (Lead Contacts)**

To provide for consistent and effective communication between Poutini Ngāi Tahu Papatipu Rūnanga and Council, each Rūnanga will appoint a Kaiwhakarite (representative) to serve as its central point of contact on matters relating to this PA. For the purposes of the PA this will be the Kaiwhakahaere (Chairs) of Te Rūnanga o Ngati Waewae and Te Rūnanga o Makaawhio.

### **8.3 Ngā Whakaturetanga (Statutory and Contractual Obligations)**

The parties acknowledge that Westland District Council's relationship with and obligations to Poutini Ngāi Tahu Papatipu Rūnanga are subject always to the statutory responsibilities, functions and powers of the Council and that this PA will not require the Council to act in any way contrary to its obligations pursuant to Council or under its statutory responsibilities, or pursuant to any contractual obligations it has established with other parties. Also, nothing in this PA will preclude Poutini Ngāi Tahu Papatipu Rūnanga from furthering the interests of its members as it sees fit.

### **8.4 He Whanaungatanga Whanui (Non-exclusive Relationship)**

The parties acknowledge that agreements under this PA do not create an exclusive relationship and each party may develop other appropriate relationships.

## 8.5 Te Mana Māngai (Representations)

The parties agree that they will not make any statement on the other's behalf to any third party without the express authorization of the other party.

## 8.6 Kōrero Muna (Confidentiality)

The parties agree that unless otherwise required by law or by mutual agreement, all information shared in the partnership will be open to the public unless the information is of a sensitive nature and either party requests (in writing) it remains confidential.

The parties also acknowledge that information relating to or produced by the relationship may be required to be released under the Local Government Official Information and Meetings Act 1987. In the event that information is requested under this Act, all parties will cooperate to make the information available.

## 8.7 Panonitanga (Review and Variation of PA)

This PA records a commitment to a long-term ongoing relationship. The parties acknowledge that over time the nature and focus of the relationship will evolve to reflect changing circumstances. Therefore, the parties will meet solely for the purpose of reviewing this PA every three years and within three months of the start of a new Council triennium, or otherwise as mutually agreed.

The parties may at any time and by mutual agreement amend this agreement to reflect any changes to the goals of the relationship as they reflect changing circumstances, and any other changes all parties agree are necessary.

## 8.8 Whakatau Nawe (Dispute Resolution)

The parties will act at all times in good faith and with the goal of preserving their relationship. However, in the event of a dispute the parties agree to the following process:

- a. In the first instance the agreed representatives of the parties will meet and attempt to resolve the dispute;
- b. If following "a." the dispute is not resolved the parties will engage in mediation through an agreed process.

### Signatories

Date:

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Helen Lash  
Mayor;  
Westland District Council

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Francois Tumahai  
Kaiwhakahaere;  
Te Rūnanga o Ngati Waewae

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Paul Madgwick  
Kaiwhakahaere;  
Te Rūnanga o Makaawhio

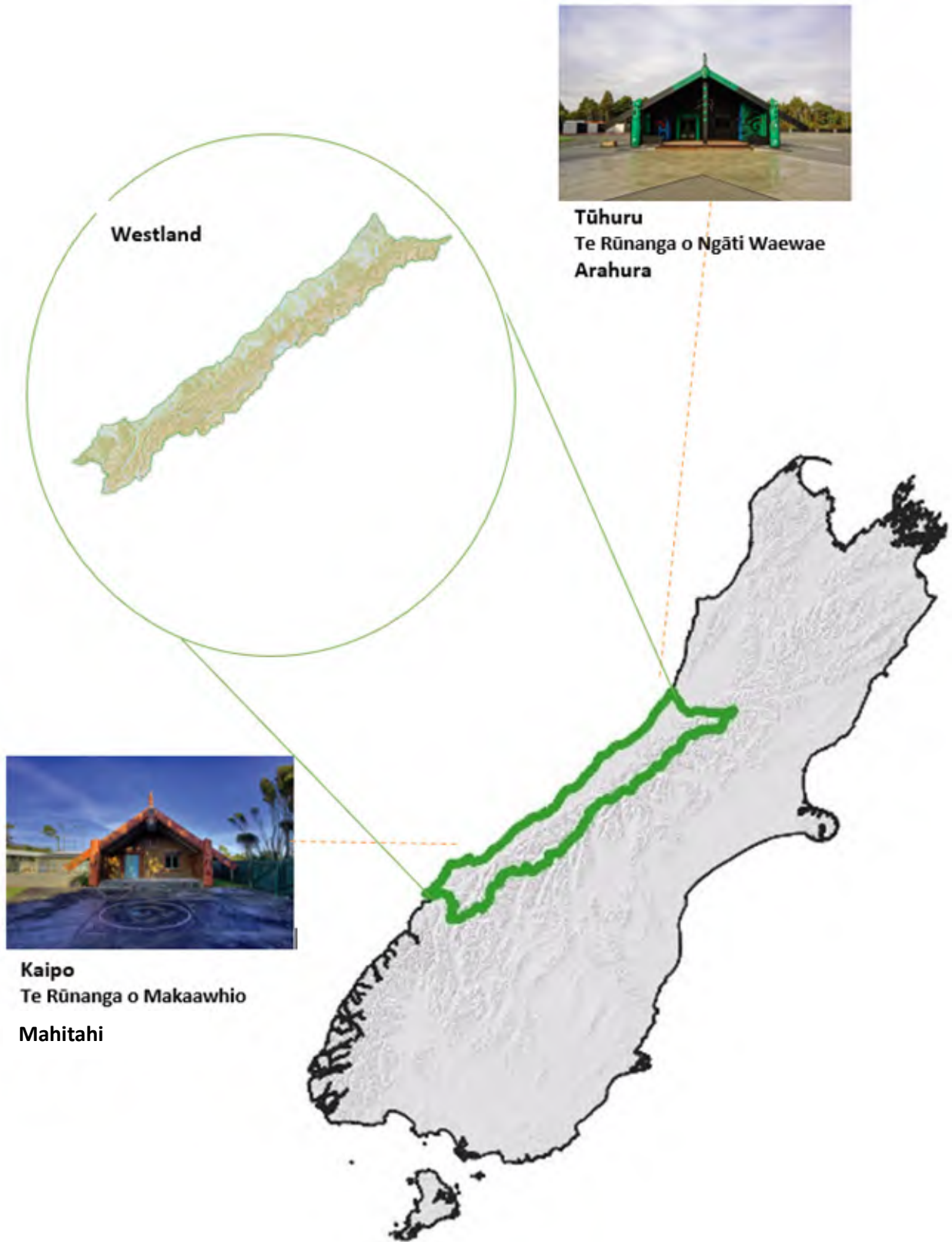
In the Presence of:

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Scott Baxendale, Acting Chief Executive, Westland District Council

# Schedule A: Westland Rohe

## Westland District



**Westland**



**Tūhuru**  
Te Rūnanga o Ngāti Waewae  
Arahura



**Kaipo**  
Te Rūnanga o Makaawhio  
Mahitahi

## Schedule B: Council Committee Appointments

### 1. Appointment of Kaiwhakarite (Representatives) (to Committees)

- a. After Poutini Ngāi Tahu Papatipu Rūnanga Kaiwhakarite have been elected in accordance with their trust deed, Poutini Ngāi Tahu Papatipu Rūnanga will provide the Council with nominations to Council and other bodies.

#### ("Committees")

- b. At the time that the Committees are reconstituted following the Council's Triennial elections, the Council will treat all persons sitting on the prior Committees as being re-nominated by Poutini Ngāi Tahu Papatipu Rūnanga, unless Poutini Ngāi Tahu Papatipu Rūnanga provide new nominations to Council at that time.

### 2. Filling vacancies

If, at any time and for any reason:

- a. The Council requests in writing that Poutini Ngāi Tahu Papatipu Rūnanga nominate a person for appointment to a Committee;
- b. The Council has not appointed, or has removed, any Kaiwhakarite nominated by Poutini Ngāi Tahu Papatipu Rūnanga for appointment to a Committee; or
- c. Poutini Kāi Tahu Papatipu Rūnanga has requested that a Kaiwhakarite nominated by it be removed from a Committee,

Poutini Ngāi Tahu Papatipu Rūnanga will promptly nominate to Council a suitably qualified Kaiwhakarite from its members for addition to that committee or other body.

### 3. No obligation to appoint

The Council will not be obligated to appoint any Kaiwhakarite nominated to a Committee, in particular, if:

- a. The Kaiwhakarite is not suitably qualified for the Committee; or
- b. The Kaiwhakarite does not sign a confidentiality agreement on terms approved by the Council

### 4. No tenure once appointed

The Council may remove, at any time and at its sole discretion, any Kaiwhakarite that has been appointed to a Committee. However, any such removal of any nominated Kaiwhakarite will be undertaken in accordance with the objectives, principles and values of the Partnership Agreement.

### 5. Assurance

Poutini Ngāi Tahu Papatipu Rūnanga will procure and ensure that each Kaiwhakarite nominated by it to sit on a Committee:

- a. Effectively represents Poutini Ngāi Tahu Papatipu Rūnanga on the Committee;
- b. Appropriately prepares for any Committee meeting;

- c. Attends and contributes to all Committee meetings, except where there is a valid reason for their absence; and
- d. Complies with the obligations and standards generally imposed by Council on members of the Committees, including meetings and decision-making requirements;
  - (i) any applicable Code of Conduct;
  - (ii) Local Government Official Information and Meetings Act 1987 and any other relevant legislation;
  - (iii) Standing Orders/Nga Tikanga Whakahaere Hui
  - (iv) Rules regarding Conflict of Interests and Pecuniary Interests.

# Report to Council



**DATE:** 27 June 2024

**TO:** Mayor and Councillors

**FROM:** Facilities and Properties Manager

---

## Hokitika Swimming Pool Stage 2 Refurbishment Feedback Report

### 1. Summary

- 1.1. The purpose of this report is to provide feedback on the Hokitika Swimming pool stage 2 redevelopment project.
- 1.2. This issue arises from a request from Council for a close-out report on the Hokitika Swimming pool stage 2 redevelopment project.
- 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 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive this report.

### 2. Background

- 2.1. The reason the report has come before the Council is due to the project being completed, and to provide feedback on the budget spent and outstanding works to be completed.

### 3. Current Situation

- 3.1. The current situation is the Hokitika pool stage 2 redevelopment project has been completed and the pool has opened for users on 6 April 2024. Construction started in June 2023, with Evan Jones Construction appointed as the main contractor and Coombes Aquatics as the contractor for the new plantroom and pool liner. Both Evan Jones Construction and Coombes Aquatics delivered the required targets and milestones during the project without any major delays or cost blowout. During the project there were some unforeseen circumstances that required additional input from the structural engineer or architect, the most significant of these being large concrete pilasters found underground in the area where the new plantroom was to be built, which resulted in a redesign of the plantroom and a move from the sand filters being placed underground to above ground. The second was that the soil condition under the new changerooms and front of house area were found to be of poor quality and additional dig out and fill was needed. The pool opened under a certificate of public use in October 2023 with temporary changerooms and toilets. In April 2024 a new certificate of public use was granted for the newly built facilities, and the stage 1 strengthening works was also issued with a code compliance certificate.



There were several additional items that were completed during the project that was initially not part of the refurbishment project scope. Due to cost savings throughout the project, these items could be done with the project still being completed within the allocated budget. The value of these additional works is \$190k. Appendix 1 is a photo report with before and after photos of this work.

The main outstanding works following the full reopening of the pool in April 2024, was the seismic bracing of the diesel tank. In order to do this work, the diesel tank had to be isolated from the boiler which is the main source of heating to the pool, in order for the diesel tank to be lifted up for steel brackets to be installed. During the annual winter shutdown period, this work was completed with other annual maintenance tasks planned by both Westland District Council and Destination Westland.

Currently the only outstanding work related to the stage 2 refurbishment project is the installation of 2 picnic tables at the front entrance of the pool.

The pool is currently still operational under the certificate of public use, however as soon as the PS4 is received from the structural engineer for the work done on the diesel tank, a code compliance certificate will be applied for.

Currently, the project is within the allocated budget. There are however a number of invoices that is due for payment at the end of June and July 2024. These invoices include the final claim from Evan Jones construction, the PS4 from the structural engineer for work done on the diesel tank, heat exchanger service and additional plates, service of the boiler, final claim from the architects, building consenting costs for the code compliance certificate inspection etc. The total of all outstanding invoices due totals \$52,420.

Below is a breakdown of the cost spent to date for the entire project (Stage one and two) with an emphasis on consultant costs.

<b>Budget Breakdown:</b>	
PGF MBIE	\$3,000,000.00
PGF MBIE	\$1,420,000.00
BOF	\$690,000.00
WDC	\$420,317.00
<b>Total Budget</b>	<b>\$5,530,317.00</b>
Total cost spent to date	\$5,216,135.07
Outstanding Invoices	\$52,420.00
<b>Total Project Spend</b>	<b>\$5,268,555.07</b>

<b>Consultant costs:</b>		
Project Management	\$336,673.71	6.45%
Surveying & Ground Water Monitoring	\$5,277.00	0.10%
Architect, Structural Engineer & Fire Engineer	\$475,757.70	9.12%
Mechanical & Vapour barrier design	\$25,646.10	0.49%
Consenting costs	\$23,544.94	0.45%
<b>Total consultant costs</b>	<b>\$866,899.45</b>	<b>16.62%</b>

3.2. The current heating system for the pool has not been changed or amended during this project, other than maintenance carried out and additional plates installed on the heat exchanger for better efficiency. The stage 2(b) project in the annual plan includes replacing the diesel boiler which is currently heating the pool and the electrical heaters heating the main pool hall with a more sustainable and cost-effective solution that would cost less to maintain and operate, which is costed at \$300,000

**4. Options**

4.1. Option 1: That council receives the report and appendices.

4.2. Option 2: That council does not receive the report and appendices.

**5. Risk Analysis**

5.1. Risk has been considered and no risks have been identified.

**6. Health and Safety**

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

**7. Significance and Engagement**

7.1. The level of significance has been assessed as low

7.1.1.No public consultation is considered necessary.

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

8.1. Option 1 – That the report and appendices be received

8.1.1.There are no financial implications to this option

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

9.1. The preferred option is Option 1.

**10. Recommendation(s)**

10.1. That the report and appendices be received.

**Jan Visser**

**Facilities and Properties Manager**

**Appendix 1:** Photo report

## Appendix One: Hokitika Swimming Pool Stage Two – Before and After

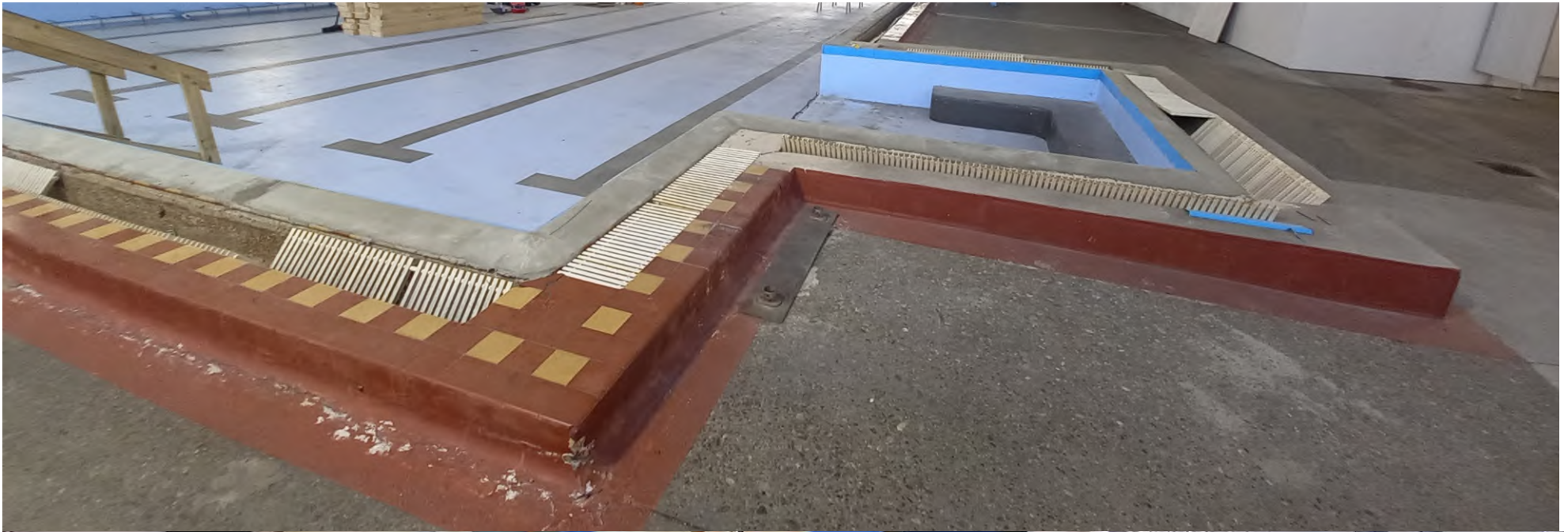




















# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Facilities and Properties Manager

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## **PUBLIC TOILET REFURBISHMENTS**

### **1. Summary**

- 1.1. The purpose of this report is to provide a budget figure and scope of works for the refurbishment of the Tancred Street and Beach Street public toilets.
- 1.2. This issue arises from a request from Council during the council submission hearings on 15 May 2024 to provide a cost and scope of works for the upgrading of the Tancred Street public toilets.
- 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 2021, which are set out in the Long Term Plan 2021 - 31.
- 1.4. This report concludes by recommending that Council receives the report, the scope of work and the budget for the refurbishment of the Tancred Street and Beach Street public toilets.

### **2. Background**

- 2.1. The reason the report has come before the Council is that the Tancred Street and Beach Street public toilets are in need of refurbishment, and Council requested a report on the scope of works and proposed budget for this.

### **3. Current Situation**

- 3.1. The current situation is the Tancred Street and Beach Street public toilets are currently both operational, but in need of refurbishment. Appendices 1 and 2 outlay the current condition of each of the toilet blocks with a photo report of the recommended refurbishments.

The budget to refurbish the 2 toilets as per the appendices would total \$41,500.00 for the Tancred Street toilets and 8,500.00 for the Beach Street toilets, with a total budget figure of \$50,000.00

### **4. Options**

- 4.1. Option 1: That the report be received, and the scope of works and budget be approved.
- 4.2. Option 2: That the report not be received and the scope of work and budget not be approved.

## **5. Risk Analysis**

5.1. Risk has been considered and no risks have been identified.

## **6. Health and Safety**

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

## **7. Significance and Engagement**

7.1. The level of significance has been assessed as low.

7.1.1.No public consultation is considered necessary.

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

8.1. Option 1

8.1.1.There are no financial implications to this option, as this money is already allocated in the budget.

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

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the toilets could be refurbished to give them a fresh look and extend the life expectancy.

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

10.1. That the report be received.

10.2. That the scope of work and the budget for the Tancred Street and Beach Street public toilet refurbishments be approved.

**Jan Visser**

**Facilities and Property Manager**

**Appendix 1:** Tancred Street Toilets Current Condition and Recommendation

**Appendix 2:** Beach Street Toilets Current Condition and Recommendation

**Tancred Street Toilets Current Condition and Recommendation**

- The flooring is old and damaged and needs to be redone. Suggest tiling the floor



- The wall linings are damaged and need major repairs. Suggest tiling the walls





- The mirror needs to be replaced and moved slightly higher





- The door closers are all rusted and needs replacement



- The door hinges are rusted and some of them needs replacement



- The extraction fans are old and not working great, needs replacement



- The dustbins are not in good condition and needs replacement





- The screws and some of the door handles are rusted and some of them needs replacement



- Some of the doors are in need of repairs, recommendation is to repair and repaint the damaged doors



- The signage is old and in need of replacement



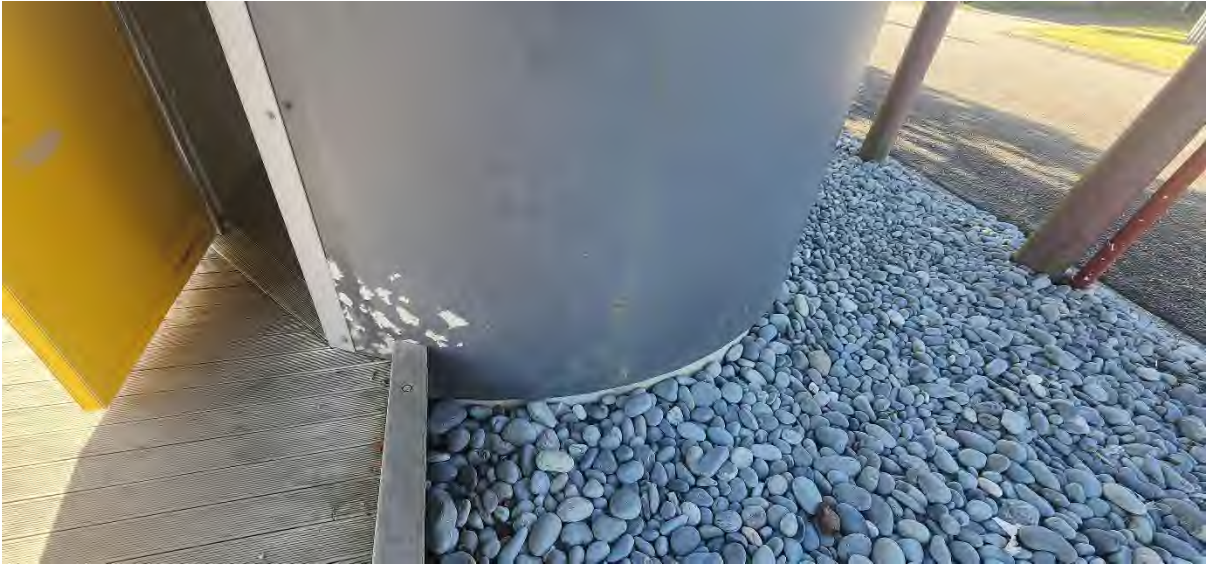


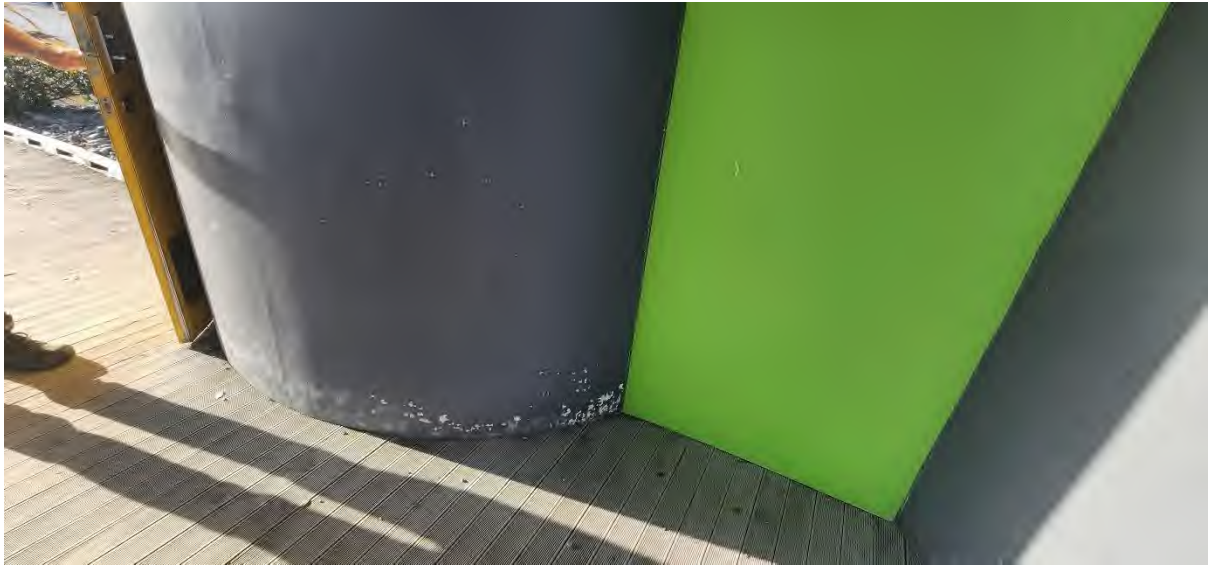
- There is a roof leak caused by roof sheeting that needs replacement, recommendation is to replace the damaged roof sheets and repaint the ceiling



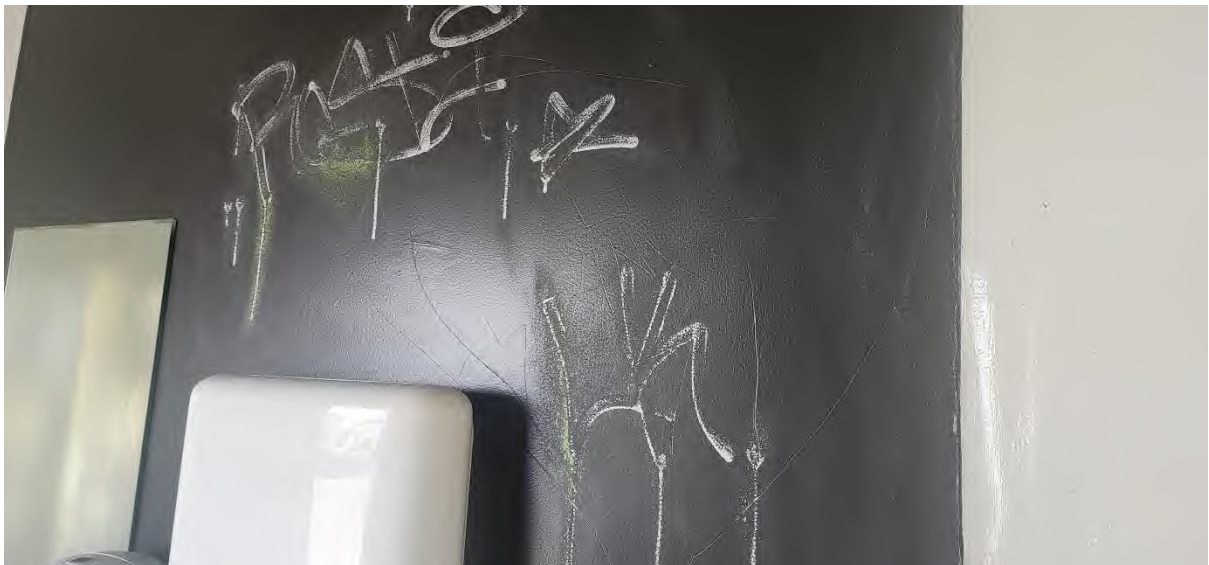
### **Beach Street Toilets Current Condition and Recommendation**

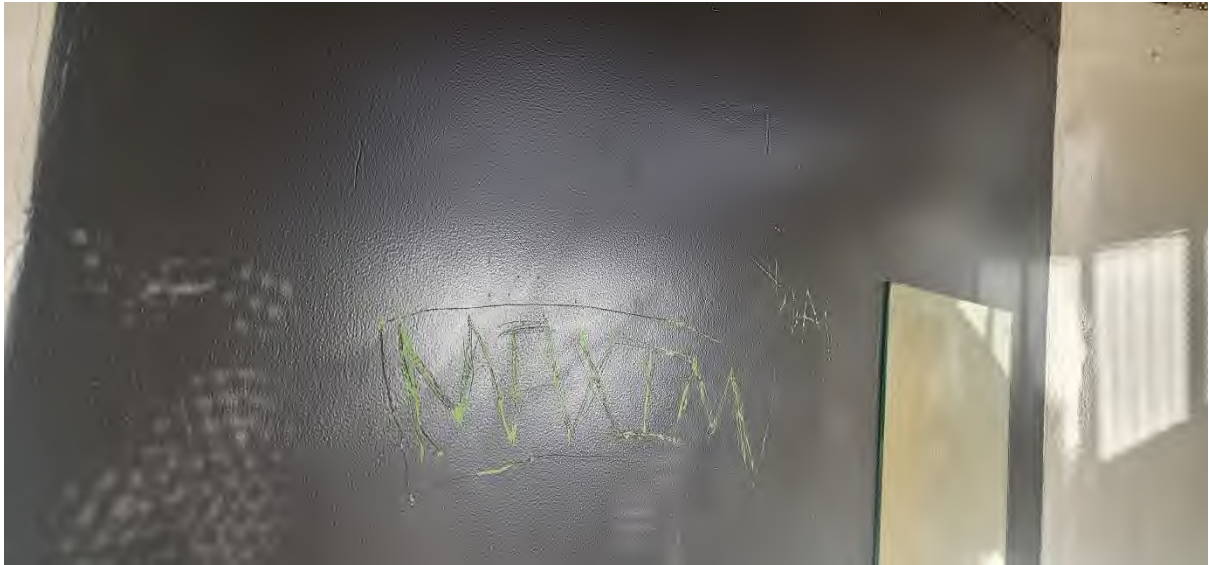
- The external walls need to be painted





- The internal walls need to be painted





- The doors needs to be repainted and 1 of the 2 toilets doors needs a new door frame





- The bargeboards needs to be repainted



- The door closer are rusted and needs to be replaced



- The signage needs to be replaced



# Report to Council



**DATE:** 27 June 2024  
**TO:** Mayor and Councillors  
**FROM:** Museum Director

---

## NGĀ WHAKATŪRANGA - MUSEUM REDEVELOPMENT

### 1. Summary

- 1.1 The purpose of this report is to propose 3 options that reduce costs and ensures the Museum building opens in December 2024, in time for the tourist season.
- 1.2 This issue arises from a request from Council for a report at the 30 May 2024 Council meeting.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31.
- 1.4 This report concludes by recommending that the Council adopt Option B which reduces costs and ensures the Museum building opens in December 2024.

### 2. Background

- 2.1. In September 2016, the Hokitika Museum was closed due to seismic safety assessment.
- 2.2. In November 2016 Destination Westland Ltd became responsible for the Carnegie Building.
- 2.3. Staff were relocated to Revell Street and Museum exhibitions were dismantled and stored in offsite containers.
- 2.4. In 2018 management of Hokitika Museum transferred to Destination Westland Ltd and Judith Taylor was appointed as Museum Director. The Research Centre returned to Drummond Hall and the museum re-opened with reduced exhibitions.
- 2.5. In June 2020 management of the Museum (Carnegie and Drummond Hall) and staff returned to Westland District Council.
- 2.6. In December 2020 the *All-Saints Art Auction* is the final museum exhibition displayed in Carnegie Building.
- 2.7. In April 2021 appointed contractors begin earthquake strengthening works.
- 2.8. In May 2021 new Director Kararaina Te Ira was appointed and developed the Ngā Whakatūranga Project, which was approved by Council in November 2021.
- 2.9. In April 2022 unbudgeted parapet work caused further delays to exhibition development which resulted in funds being diverted to meet the costs of the additional earthquake strengthening work.
- 2.10. In anticipation of a new museum building, staff organised public consultation workshops in early 2022, beginning in Kumara and finishing in Haast to engage local communities and learn what is important to them and what stories they wanted to see in their museum.
- 2.11. Further earthquake strengthening delays occurred due to a change of construction team, contractor illness and material shortages.

In July 2023 new Direct Laureen Sadlier was appointed and commenced a re-evaluation of the Ngā Whakatūrangā Project. At the completion of the restrengthening build and removal of external scaffolding, access to the Carnegie Building was further delayed while awaiting the final Engineers report which was required to progress the granting of a Code Compliance Certificate. This prevented Council signing off Stage I effectively delaying the ability of Museum staff to safely access the Carnegie building to commence Stages II & III.

- 2.12. In December 2023, Museum Director Lareen Sadlier and Project Manager Richard Bullet presented an overview of the museum redevelopment to Council. This presentation included project milestones, exhibitions concept brief, details about the project staff requirements, and a comprehensive fitout program.
- 2.13. On 22 February 2024, Council approved the budget, timetable, and recruitment of project staff for the development of Stages II & III. After formally gaining the approvals from Council and based on the presented programme, the Museum Team have progressed to the following current status.
- 2.14. On 08 May, Lead Curator [REDACTED] was employed on a 1-year fixed term basis to work on the project.

s 53(b)(i) Privacy Act 2020

### 3. Current Situation

- 3.1. Council declined to move forward with the programme of works and budget for implementing of Stages II and III of the Museum Redevelopment Project presented at the 30 May 2024 Council Meeting.
- 3.2. All spend and resource consent and building consent applications halted until after the 27 June 2024 Council Meeting.
- 3.3. Museum staff prepare a plan to reduce exhibition content and downscale delivery modes.
- 3.4. Touring exhibition *Kura Pounamu* tentatively booked and costed for display in 2024/2025.

### 4. Options

- 4.1. **Option A – Below standard internal fitout, with no improvement to previous museum visitor experience, no visitor and staff services and reduced exhibition delivery modes. This option has a 1-to-2-year lifespan. \$600,140.00**
- 4.1.1. Resource and Building consents lodged.
- 4.1.2. Bare interior fitout programme commences.
- 4.1.3. Excludes security measures for staff and museum safety.
- 4.1.4. Excludes POS system for the handling and storage of cash.
- 4.1.5. Excludes a reception desk and lockable storage space that allows staff to safely retreat.
- 4.1.6. Excludes retail space.
- 4.1.7. Overall programme timeline reduced and includes a temporary exhibition to enable exhibition development.
- 4.1.8. At the completion of the base interior fitout, 2 weeks to install temporary exhibition *Kura Pounamu* to open by December 2024.
- 4.1.9. Exhibition content development reduced.
- 4.1.9.1. No further content developed.
- 4.1.9.2. No new exhibition furniture.
- 4.1.9.3. Limited objects display.
- 4.1.9.4. Paper printed and foam mounted exhibition panels.
- 4.1.9.5. Paper printed and foam mounted object labels.
- 4.1.9.6. No object treatment.
- 4.1.9.7. No public programming.
- 4.1.9.8. June 2025 opening.
- 4.2. **Option B - Acceptable Museum fitout with two galleries that meet museum standards and an enriched visitor experience. Health and Safety considered, with improvement services for visitors and staff. This has a 10-year lifespan. \$802,000.00**
- 4.2.1. Resource and Building consents lodged.

- 4.2.2. Interior fitout programme commences.
- 4.2.3. Overall programme timeline reduced and includes a temporary exhibition to enable exhibition development.
- 4.2.4. At completion of the base interior fitout, 2 weeks to install temporary exhibition *Kura Pounamu* to open by December 2024.
- 4.2.5. Exhibition content development time reduced.
  - 4.2.5.1. Ongoing content developed.
  - 4.2.5.2. New exhibition furniture.
  - 4.2.5.3. Professional object mounts and displays.
  - 4.2.5.4. Professional printing of exhibition panels.
  - 4.2.5.5. Public programming created.
  - 4.2.5.6. June 2025 opening.

4.3. **Option C – An exceptional Hokitika Museum that meets the standards of similar-sized regional museums throughout New Zealand. With a considerate approach to object display, storytelling, fitout, and digital experiences that meet the needs of the visitor. This has a 15-year life span. \$997,100.31**

- 4.3.1. Resource and Building consents lodged.
- 4.3.2. Interior fitout programme commences.
- 4.3.3. Overall programme timeline reduced and includes a temporary exhibition.
- 4.3.4. At completion of the base interior fitout, 2 weeks to install temporary exhibition *Kura Pounamu* to open by December 2024.
- 4.3.5. Exhibition content development time reduced.
  - 4.3.5.1. Ongoing content developed.
  - 4.3.5.2. New exhibition furniture.
  - 4.3.5.3. Professional object mounts and displays.
  - 4.3.5.4. Professional printing of exhibition panels.
  - 4.3.5.5. Digital exhibition components created.
  - 4.3.5.6. Public programming created.
  - 4.3.5.7. June 2025 opening.

## 5. Risk Analysis

- 5.1. Risk has been considered and the following have been identified.
  - 5.1.1. A reduction in the budget and work programme will negate all the progress made on earthquake strengthening and climate control systems in the heritage building.
  - 5.1.2. Reducing content development time will negatively affect the quality of exhibitions.
  - 5.1.3. Cutting the budget will adversely impact both the services and the quality of the visitor experience.
  - 5.1.4. Unplanned delays in applications and work schedules could result in further setbacks, potentially preventing the building from opening in time for the tourist season.
  - 5.1.5. Risk to WDC & Hokitika Museum reputation.
  - 5.1.6. Increase in project, design, and construction costs.
  - 5.1.7. Reduced museum offering and service.
  - 5.1.8. Decline in customer relationships.
  - 5.1.9. Loss of public confidence.
  - 5.1.10. Challenges in staff retention and recruitment.
  - 5.1.11. Professional staff underutilized.
  - 5.1.12. Compromised staff wellbeing.
  - 5.1.13. Staff safety endangered without proper operating services like a cash register or POS system to securely handle and store cash.
  - 5.1.14. Continued delays prevent the timely booking of the touring exhibition *Kura Pounamu*.
- 5.2. **Option A**
  - 5.2.1. RC and BC consent delays.

- 5.2.2. Pricing/tender quotes expire.
- 5.2.3. Special deals on materials expire.
- 5.2.4. Non-availability of builders/techs/light and carpet installers.
- 5.2.5. Existing layout creates visitor flow bottle neck.
- 5.2.6. Belayed opening of touring exhibition.
- 5.2.7. Excludes costs associated with *Kura Pounamu* touring exhibition.

5.3. **Option B**

- 5.3.1. RC and BC consent delays.
- 5.3.2. Pricing/tender quotes expire.
- 5.3.3. Special deals on materials expire.
- 5.3.4. Non-availability of builders/techs/light and carpet installers.
- 5.3.5. Belayed opening of touring exhibition.
- 5.3.6. Excludes costs for security, POS, Museum Staff, retail merchandise.
- 5.3.7. Excludes costs associated with *Kura Pounamu* touring exhibition.

5.4. **Option C**

- 5.4.1. RC and BC consent delays.
- 5.4.2. Pricing/tender quotes expire.
- 5.4.3. Special deals on materials expire.
- 5.4.4. Non-availability of builders/techs/light and carpet installers.
- 5.4.5. Belayed opening of touring exhibition.
- 5.4.6. Excludes costs for security, POS, Museum Staff, retail merchandise.
- 5.4.7. Excludes costs associated with *Kura Pounamu* touring exhibition.

**6. Health and Safety**

- 6.1. Health and Safety has been considered and the following items have been identified.
- 6.2. Option A:
  - 6.2.1. Excludes security for staff and museum safety.
  - 6.2.2. Excludes a POS system for the safe handling and storage of cash.
  - 6.2.3. Excludes a reception desk and lockable storage space that allows staff to safely retreat.

**7. Significance and Engagement**

- 7.1. The level of significance has been assessed as being high. The Council's Significance Engagement Policy [LGA s76AA (3)] lists the Hokitika Museum Carnegie Building as a Strategic Asset that Council needs to retain if it is to maintain the capacity to achieve or promote an outcome that it determines to be important to the current or future well-being of the community.
- 7.2. Public consultation was undertaken with 15 workshops carried out within the wider Westland District in 2020 - 2021.

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

- 8.1. The project is being delivered as detailed in the project timeline and budget approved by Council.
- 8.2. All costs incurred to date are as detailed in budgeted expenditure.

**9. Recommendation(s)**

- 9.1. That the report be received.
- 9.2. That the Council adopt Option B

**Laureen Sadlier**  
**Director Hokitika Museum, Regulatory and Community Services**

- Appendix 1:** Council Report Hokitika Museum – OA Programme June 2024
- Appendix 2:** Council Report Hokitika Museum – Budget ABC Options June 2024
- Appendix 3:** Council Report Hokitika Museum – Kura Pounamu exhibition costs and details
- Appendix 4:** Concept designs for Option A, B and C (will be circulated separately)

**Hokitika Museum - Interior Fitout**

Overall Programme - Issue H 18 June 2024

		2024											2025									
		Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	
<b>1.0 Exhibition</b>																						
1.1 Consultant Procurement Brief	2 weeks	█																				
Complete Brief Appoint Museum Creative	2 weeks	█	█																			
1.2 Procurement of Consultant	4 weeks	█	█	█																		
1.3 Concept Design	18 weeks	█	█	█	█	█	█	█	█	█												
1.4 Developed Design	8 weeks	█	█	█	█	█	█	█	█	█												
1.5 Detailed Design	6 weeks	█	█	█	█	█	█	█	█	█												
1.6 Pricing & Tender	4 weeks	█	█	█	█	█	█	█	█	█												
Issue Construction Documents	4 weeks	█	█	█	█	█	█	█	█	█												
Order / Off Site Manufacture	4 weeks	█	█	█	█	█	█	█	█	█												
1.7 Construction Period	12 weeks	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
1.8 Completion & Opening - June 25	3 week	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
<b>2.0 Base Build</b>																						
2.1 Consultant Procurement	4 weeks	█	█	█	█																	
2.2 Concept Design	4 weeks	█	█	█	█																	
2.3 Detailed design	2 weeks	█	█	█	█																	
2.4 Heritage Design / Impact Assessment	2 weeks	█	█	█	█																	
2.5 RC & BC Application / Approval	8 weeks	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
2.6 Tender & Pricing	4 weeks	█	█	█	█	█	█	█	█	█												
2.7 Off Site Manufacturing	6 weeks	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
2.8 Construction	12 weeks	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
2.9 Completion / COC	2 weeks	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
2.10 Temporary Exhibition Install/Open	3 Weeks	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	

Note: The completion of Item 2.10 Temporary Exhibition Opening is dependent on the processing and approval of the BC and RC, item 2.5. Any delays to this task will affect the opening date.





## HOKITIKA MUSEUM - Cost Estimate Options A,B,C - June 2024

OPTIONS A					
Item	Consultant	Status	Cost	Notes/Alternatives	
0	Lead Curator/Creative	Confirmed		One year contract for design of the exhibitions.	
1	Heritage Architect	Confirmed	\$8,650.00	Heritage Impact Assessment,	
2	Fire Report	Confirmed	\$6,300.00	Needed for bulding consent if we proceed with changes to the existing layout.	
3	Architectural Designer	Confirmed	\$12,920.00	Required for the BC documentation if there are changes to the existing layout.	
4	Project Management	Confirmed		Original fee estimate \$60,984.00. Variation to contract \$6,000.00 for RC and BC work.	
5	Building Consent	Estimate	\$3,000.00	Still required even with reduced scope of works.	
6	Resource Consent	Estimate	\$4,000.00	Still required even with reduced scope of works.	
<b>Total Consultants</b>			<b>\$190,854.00</b>		
<b>EJCL - Building Costs</b>					
7	Foyer - Remove Perspex	Confirmed	\$1,776.97		
8	Auto Door - Timber framing	Confirmed	\$1,558.91		
9	Preliminary & General	Estimate	\$1,833.97		
<b>Total Building Works</b>			<b>\$5,169.85</b>		
<b>Base Build Items</b>					
10	Flooring	Confirmed	\$29,236.00		
11	Lighting	Option	\$38,498.36	Option, remove 50% of the lighting.	
12	Lighting Installation	Estimate	\$10,400.00		
13	Automatic Door	Confirmed	\$16,560.31	Option ,look at standard double doors on closers or new closers and seals to the existing doors.	
14	Reception Desk	Estimate	\$5,340.00	Delete the ceiling features, install proprietary shelving.	
15	Power to Reception Desk	Option	\$5,000.00	Reduce desk cost, proprietary.	
16	Painting	Estimate	\$27,000.00	Walls only.	
<b>Total Base Build Items</b>			<b>\$132,034.67</b>		
Option A - Base Building Excluding GST			\$328,058.52	\$630.88m2	
Option A - Exhibition Install Excluding GST			\$272,081.48	\$523.23m2	
<b>OPTION A - TOTAL</b>			<b>\$600,140.00</b>	<b>Total m2 \$1,154.11</b>	

### Exhibition fitout cost:

•Commercial fitout only price, low level would be in the region of \$1,800.00. Option A base build rate \$630.88m2 and exhibition install \$523.23 total m2 \$1,154.11. Option A \$645.89 a square metre lower than an average commercial fitout cost.

### Note:

To date concept design has been completed only. We have not proceeded with the developed or detailed design phases and therefore we have limited documentation to present to suppliers and contrtors to gain fix price contracts for the work.

**OPTIONS B**

Item	Consultant	Status	Cost	Notes/Alternatives
0	Lead Curator/Creative <span style="border: 1px solid black; padding: 2px;">s 53(b)(i) Privacy Act 2020</span>	Confirmed		One year contract for design of the exhibitions.
1	Heritage Architect	Confirmed	\$8,650.00	Heritage Impact Assessment
2	Fire Report	Confirmed	\$6,300.00	Needed for building consent if we proceed
3	Architectural Designer	Confirmed	\$12,920.00	Required for the BC documentation if there
4	Project Management	Confirmed		Original fee estimate \$60,984.00. Variation
5	Building Consent	Estimate	\$6,000.00	Still required even with reduced scope of works.
6	Resource Consent	Estimate	\$8,000.00	Still required even with reduced scope of works.
<b>Total Consultants</b>			<b>\$197,854.00</b>	
<b>EJCL - Building Costs</b>				
7	Foyer - Remove Perspex	Confirmed	\$1,776.97	
8	Permanent gallery - Deconstruction	Confirmed	\$7,954.20	
9	Hallway - Remove Sash Window	Confirmed	\$1,350.00	
10	Hallway to temp - Remove Double Door	Confirmed	\$5,326.02	
11	Temporary gallery to temp - Remove double doors.	Confirmed	\$1,893.45	
12	Hallway to Interactive - Remove door	Confirmed	\$1,961.97	
13	Temp to Interactive - Remove door	Confirmed	\$1,738.29	
14	TTP Heritage Protection	Confirmed	\$1,609.75	
15	Auto Door - Timber framing	Confirmed	\$1,558.91	
16	Screens to windows	Options	\$25,808.94	Based on the Heritage Architects details. Screens to be installed to 50% of the windows.
17	Relocate box sash window	Confirmed	\$4,664.84	
18	Cover fireplace	Confirmed	\$1,556.43	
19	Walls to entry door lobby x2	Confirmed	\$3,796.88	
20	Dado panels and wall trims -	Options		\$17,416.36 Retain the walls as is and then cover with displays.
21	Permanent gallery - Lock frame over	Options		\$1,141.69 to frame over, Lock doors only.
22	Temp Gallery door - Lock frame over	Options		\$1,141.69 to frame over, Lock doors only.
23	Preliminary & General	Estimate	\$8,733.42	
<b>Total Building Work</b>			<b>\$69,730.07</b>	
<b>Base Build Items</b>				
24	Flooring	Confirmed	\$29,236.00	
25	Lighting	Option	\$38,498.36	Delete 50% lighting.
26	Lighting Installation	Estimate	\$10,400.00	
27	Automatic Door	Options	\$16,560.31	Option ,look at standard double doors on closers or new closers and seals to the existing doors.
28	Reception Desk	Option	\$22,000.00	Delete 10K from desk and retail shelving.
29	Power to Reception Desk	Estimate	\$5,000.00	
30	Emergency Lighting Changes	Estimate	\$5,000.00	
31	Roller Blinds to Top of Windows	Confirmed	\$11,329.52	
32	Power to Roller Blinds	Estimate	\$6,000.00	
33	Painting	Estimate	\$27,000.00	
34	POS, Security	Estimate	\$22,000.00	
35	Projectors	Estimate	\$22,000.00	
36	Audio Visual System	Estimate	\$30,000.00	
37	Signage Exterior	Estimate	\$10,000.00	

	<b>\$255,024.19</b>	
Option B - Base Build Excluding GST	\$522,608.26	\$1,005.01m2
Option B - Exhibition Install Excluding GST	\$279,391.74	\$537.29m2
<b>OPTION B - TOTAL</b>	<b>\$802,000.00</b>	<b>Total m2 \$1,542.30</b>

**Exhibition fitout cost:**

• Commercial fitout only price, low level would be in the region of \$1,800.00. Option A base build rate \$1,005.01m2 and exhibition install \$537.29 total m2 \$1,542.30. Option B \$257.70 a square metre lower than an average commercial fitout cost.

**Note:**

To date concept design has been completed only. We have not proceeded with the developed or detailed design phases and therefore we have limited documentation to present to suppliers and contractors to gain fix price contracts for the work.

**OPTIONS C**

<b>Item</b>	<b>Consultant</b>	<b>Status</b>	<b>Cost</b>	<b>Notes/Alternatives</b>
0	Lead Curator/Creative <span style="border: 1px solid black; padding: 2px;">s 53(b)(i) Privacy Act 2020</span>	Confirmed	██████████	One year contract for design of the exhibitions.
1	Heritage Architect	Confirmed	\$8,650.00	Heritage Impact Assessment
2	Fire Report	Confirmed	\$6,300.00	Needed for bulding consent if we proceed with changes to the existing layout.
3	Architectural Designer	Confirmed	\$12,920.00	Required for the BC documentation if there are changes to the existing layout.
4	Project Management	Confirmed	██████████	Original fee estimate \$60,984.00. Variation to contract \$6,000.00 for RC and BC work.
5	Building Consent	Estimate	\$6,000.00	Still required even with reduced scope of works.
6	Resource Consent	Estimate	\$8,000.00	Still required even with reduced scope of works.
<b>Total Consultants</b>			<b>\$197,854.00</b>	
<b>EJCL - Building Costs</b>				
7	Foyer - Remove Perspex	Confirmed	\$1,776.97	
8	Permanent gallery - Deconstruction	Confirmed	\$7,954.20	
9	Hallway - Remove Sash Window	Confirmed	\$1,350.00	
10	Hallway to temp - Remove Double Door	Confirmed	\$5,326.02	
11	Temporary gallery to temp - Remove double doors.	Confirmed	\$1,893.45	
12	Hallway to Interactive - Remove door	Confirmed	\$1,961.97	
13	Temp to Interactive - Remove door	Confirmed	\$1,738.29	
14	TTP Heritage Protection	Confirmed	\$1,609.75	
15	Auto Door - Timber framing	Confirmed	\$1,558.91	
16	Screens to windows	Options	\$51,617.89	Based on the Heritage Architects details. Options not to proceed with removable panels. 100% blackout film to inside of window.
17	Relocate box sash window	Confirmed	\$4,664.84	
18	Cover fireplace	Confirmed	\$1,556.43	
19	Walls to entry door lobby x2	Confirmed	\$3,796.88	
20	Dado panels and wall trims -	Options	\$17,416.36	Retain the walls as is and then cover with displays.
21	Permanent gallery - Lock frame over	Options	1141.69	Lock doors only.
22	Temp Gallery door - Lock frame over	Options	1141.69	Lock doors only.
23	Preliminary & General	Estimate	\$8,733.42	This should reduce
<b>Total Building Works</b>			<b>\$115,238.76</b>	
<b>Base Build Items</b>				
24	Flooring	Confirmed	\$29,236.00	
25	Lighting	Confirmed	\$76,996.72	
26	Lighting Installation	Estimate	\$10,400.00	
27	Automatic Door	Options	\$16,560.31	Option ,look at standard double doors on closers or new closers and seals to the existing doors.
28	Reception Desk	Estimate	\$32,000.00	Includes the ceiling feature and retail display shelving.
29	Power to Reception Desk	Estimate	\$5,000.00	
30	Emergency Lighting Changes	Estimate	\$5,000.00	
31	Roller Blinds to Top of Windows	Confirmed	\$11,329.52	
32	Power to Roller Blinds	Estimate	\$6,000.00	
33	Painting		\$27,000.00	

34	POS, Security	\$22,000.00	
35	Projectors	\$22,000.00	
36	Audio Visual System	\$30,000.00	
37	Signage Exterior	\$10,000.00	
		<b>\$303,522.55</b>	
	Option C - Base Build Excluding GST	<b>\$616,615.31</b>	\$1,185.79m2
	Option C - Exhibition Install Excluding GST	<b>\$380,485.00</b>	\$731.70m2
	<b>Option C - Total</b>	<b>\$997,100.31</b>	<b>Total m2 \$1,917.49</b>

**Exhibition fitout cost:**

•Commercial fitout only price, low level would be in the region of \$1,800.00. Option C base build rate \$1,185.79m2 and exhibition install \$731.70 total m2 \$1,917.49 Option C \$117.49 a square metre over the average commercial fitout cost.

**Note:**

To date concept design has been completed only. We have not proceeded with the developed or detailed design phases and therefore we have limited documentation to present to suppliers and contractors to gain fix price contracts for the work.

# Kura Pounamu: Our Treasured Stone

An exhibition created by Te Papa working closely with Ngāi Tahu, featuring more than 200 pounamu taonga. This exhibition tells the story of this most precious of stones, its significance for Māori, and its enduring value from ancient times until today. The exhibition includes some very rare cultural taonga, including some 95 hei tiki, 20 mere, and four large pounamu touchstones, the largest of which, "Te Hurika", weighs in at 170kg.

Fee: **\$3,000 + GST (negotiable)**

Freight costs: **Installation freight costs - Cost estimate, \$6,666.**

Additional costs: **Cost estimate. \$3,177.**

**Total cost estimate for Kura Pounamu - \$12,843**

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## Freight costs

### Installation freight costs.

The Exhibitor is to pay for two separate freight transits from Te Papa Tongarewa, Wellington to Marlborough Art Gallery, Blenheim, in two dedicated rental trucks at a cost of \$708 per rental truck. The first transit for loaned exhibition display cases, and the second transit for Collection items only. Two separate return ferry bookings are required for each truck at a cost estimate of \$1,100 per booking. Additional fuel cost estimate of \$200 for both trucks.

### De installation freight costs.

The Exhibitor is to pay for two return freight transits from Marlborough Art Gallery, Blenheim to Te Papa Tongarewa, Wellington. One large dedicated rental truck to take display cases, and x1 Medium rental truck for collection items at a cost of \$1080. Two return ferry bookings at a cost of \$1,620. Additional fuel cost estimate of \$150.

**Total cost estimate, \$6,666.**

If a further venue is secured after the Exhibitor, the parties could investigate a co-share for the return freight arrangement between both the Exhibitor and the subsequent venue (TBC).

**Additional costs: Cost estimate. \$3,177.**

## Organiser's installation and deinstallation team

Exhibitor to pay the cost of the Organiser's installation and deinstallation team travel, approved accommodation and per diems as follows:

- a) Travel cost for x2 Couriers to and from the venue for the delivery and collection of the exhibition. Based on per diem of \$80 per day based on 1 day's travel for display cases and 1 day's travel for the collection.
- b) Accommodation (covered by venue) and per diems of \$80 per day for one Organiser staff to install the exhibition cases over 3 working days. (Plus, travel day) The Exhibitor will also cover weekend's accommodation and per diems if required.
- c) Accommodation (covered by venue) and per diems of \$80 per day for one Organiser staff to install the exhibition collection items over 4 working days. (Plus, travel day) The Exhibitor will also cover weekend's accommodation and per diems if required.
- d) x 2 One-way flight/s between Blenheim (Hokitika) and Wellington for two Organiser staff (one flight each) after installing the exhibition cases and installing the Collection items. (Airport transport costs covered by venue)
- e) Return flight/s between Wellington and Blenheim (Hokitika) for one/two Organiser staff to de-install the exhibition cases and Collection items if required. (Airport transport costs covered by venue)
- f) Accommodation (covered by venue) and per diems of \$80 per day for one Organiser staff to deinstall the exhibition over 3 working days. (Plus, travel day) Tour Manager travel expenses for both install and deinstall transits as required (estimate \$40-80 per day).

## Exhibition case installation.

Exhibitor to pay any costs incurred in additional freight transits and install of exhibition furniture supplied by Organiser. (Cost dedicated truck as per freight indicated above)

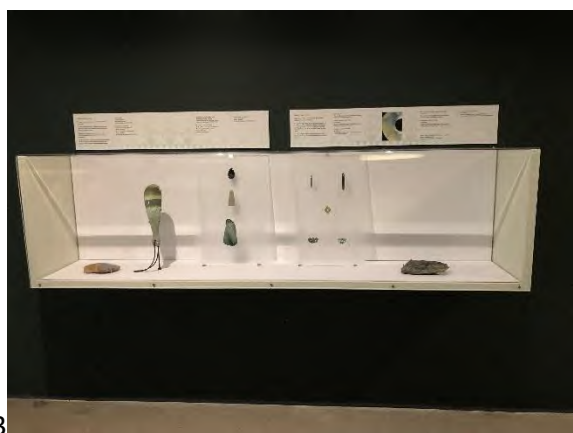
Kura Pounamu Domestic Touring Display Case Measurements and Images.



1  
T.P Case. 1154 W x 704 D x 1200 H (CH 420) mm



2  
P.M Wall Case 2400 W x 440 D x 650mm H (1of 4)



3  
P.M Wall case 2400 W x 440 D x 650mm H (2 of 4)



4  
Wall case 610 W x 230 D x 815 mm H



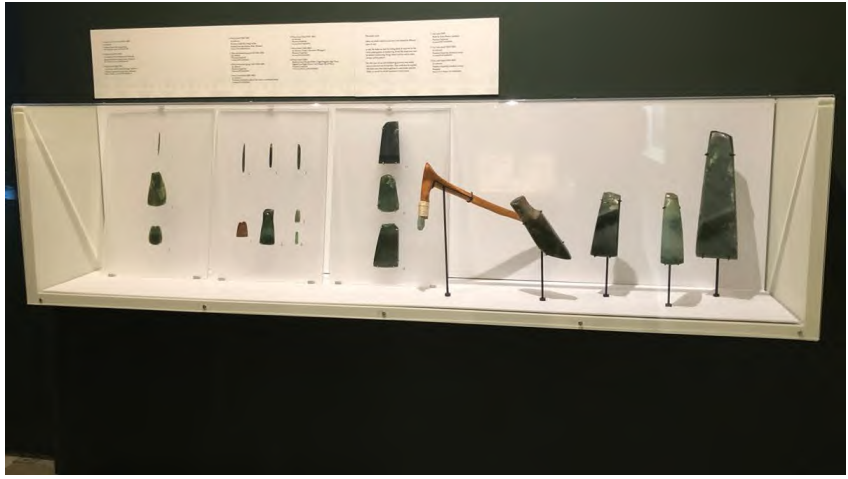
5  
He Tiki Wall case 3685 w x 180 d x 1780mm H  
(4 pieces + x2 Acrylic sheets)



6  
Mere Cases x2 2315 W x 450 D x 1540mm OH  
(CH 610mm x 480mm D)



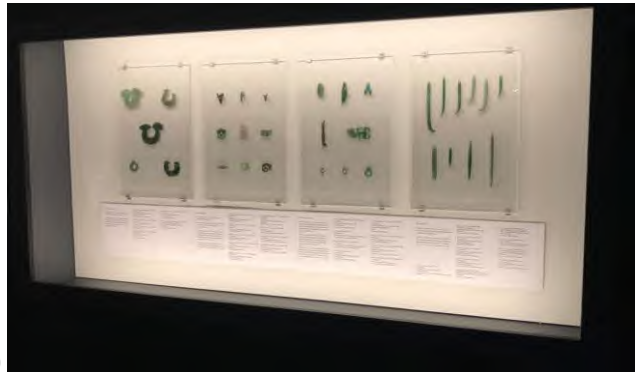
7  
T.P Case 910 W x 680 D  
X 1305mm OH (CH 378mm)



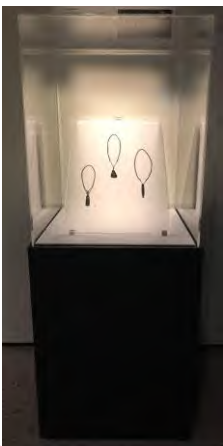
8  
Wall Case 2400 W x 440 D x 650mm H (3 of 4)



9  
T.P Wall case 1200 W x 310 D x 530mm H



10  
T.P Wall case 2410 W x 360 D x 1208mm H (heavy)



11  
T.P 580 W x 580 D  
X 1515mm OH  
(CH 710mm)



12  
W.C 610 W x 230 D  
x 815mm H



13  
Wall Case 2400 W x 650 D x 440mm H  
( 4 of 4 Different orientation)





14



15

X2 Wall Plinths 2400 W x 320 D x 320mm H



16



17



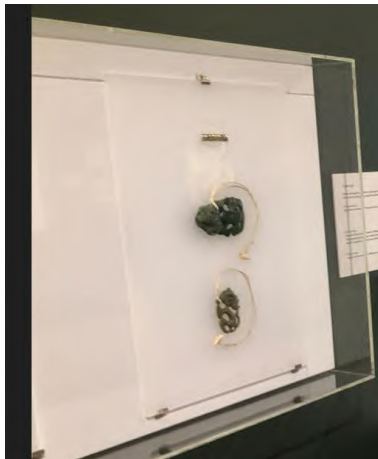
18



19

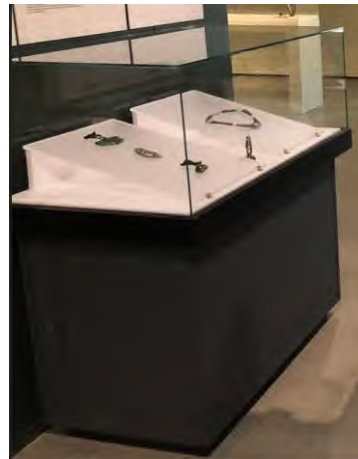
X3 Touchstone Plinths 505 W x 505 D x 720mm H

X 1 Touchstone Plinth 505 W X 505 D x 500mm H



20

Wall Case 1000 W x 170 D  
x 700mm H



21

T.P 910 W x 680 D x 1305mm OH  
(CH 378mm)