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LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

Request from:	Private Individual
Information requested:	Council window replacement
Response by:	Barbara Phillips, Chief Executive

16 May 2025

Private Individual

Via Email:

Dear Private Individual

Official information request for window replacement information

I refer to your official information request dated 04 May 2025 for window replacement information

You have asked for the following information:

1. When were the windows purchased?

The cost of the window replacement was approved on the 14th of November 2024. The purchase of the windows was placed on the 20th of November 2024.

2. Who was the supplier of the windows?

Design Windows West Coast Ltd.

3. Were the windows indeed stored in Westroad's yard, and if so, for how long?

No windows were stored at the Westroad's yard. The windows were delivered directly to the Westland District Council offices. Manufacturing had to take place and due to the workload and Christmas periods, the windows could only be delivered in April 2025. They were delivered on 03 April 2025.

4. Who authorised this work during the Long-Term Plan submission process?

The work was assessed and authorised prior to the current LTP process. It was coincidental that the actual installation commenced prior to the LTP process and is still in progress.

5. When was the maintenance of the Weld Street building reinstated by the Council?

Ongoing maintenance works are essential across all Council facilities to ensure the safety and integrity of the buildings.

The current window replacement works were initiated in response to water ingress, which could have resulted in potential mould growth and resulted in property damage. Although remedial actions were previously undertaken to address any potential mould, the underlying cause remained unresolved.

The window replacement works were deferred for as long as practicable to allow Council to consider the future use of the building. However, due to any potential health risk to staff and the progressive deterioration of the property, the decision was made to proceed with the window replacements, which are now underway.

6. Who served as CEO when this work was authorised?

Scott Baxendale was Acting Chief Executive at the time of authorisation.

There will be no charge in supplying this information to you.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Council has adopted a Proactive Release Policy and accordingly may publish LGOIMA responses on the Council Website at <https://www.westlanddc.govt.nz/lgoima-responses>.

The collection and use of personal information by the Westland District Council is regulated by the Privacy Act 2020. Westland District Council's Privacy Statement is available on our website [here](#)

If you wish to discuss this decision with us, please feel free to contact Mary-anne Bell, Business Analyst at LGOIMA@westlanddc.govt.nz, 03 756 9091.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Barbara Phillips', with a stylized flourish at the end.

Barbara Phillips | Chief Executive

BP/MB