



# AGENDA

## RĀRANGI TAKE

### NOTICE OF AN ORDINARY MEETING OF

## Risk and Assurance Committee

to be held on **Thursday 9<sup>th</sup> May 2024** commencing at **1.00 pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

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<b>Chairperson:</b>	Rachael Dean
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**Members:**

Her Worship the Mayor	Cr Baird
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Cr Neale	Cr Phelps
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Kw Tumahai	Kw Madgwick
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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. NGĀ WHAKAPAAHA APOLOGIES

### 2. 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.

### 3. 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.

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

The minutes of the previous meeting were circulated.

- **Risk and Assurance Committee Meeting Minutes – February 8<sup>th</sup> 2024** (Pages 6 – 10)

#### **5. ACTION LIST**

(Page 11)

Lesley Crichton, Group Manager Corporate Services and Risk Assurance

#### **6. NGĀ TĀPAETANGA PRESENTATIONS**

Nil

#### **7. PŪRONGO KAIMAHI STAFF REPORTS**

- **Workplan -** (Page 12)  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Review of Revised Human Resources (HR) Policies -** (Pages 13 – 23)  
Simon Bastion, Chief Executive
- **Quarterly Report - Q3 - 1 January – 31 March 2024 -** (Pages 24 – 84)  
Cody Nabben, Graduate Accountant, and Emma Rae, Strategy and Communications Advisor
- **Artificial Intelligence (AI) Policy -** (Pages 85 – 89)  
Richard Morris, Information Manager
- **Information Management Update -** (Pages 90 – 92)  
Richard Morris, Information Manager
- **Sensitive Expenditure Policy -** (Pages 93 – 102)  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance

#### **8. 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 – February 8 <sup>th</sup> 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.	EY Westland District Council Audit Plan	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.	Information Technology Report and Updates	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)
4.	Risk Report	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)
5.	Quarterly Report on Whistleblower Service at 31 March 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)
6.	Privacy Breach Report	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)



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, 4, 6	Protect the privacy of natural persons, including that of deceased natural persons. (s. 7(2)(a))
1, 4	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))
3	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (s. 7(2)(e))
1, 2, 5	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, 4, 5	Maintain legal professional privilege. (s. 7(2)(g))
1, 3, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (s. 7(2)(h))
1, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (s. 7(2)(i))
2, 3	Prevent the disclosure or use of official information for improper gain or improper advantage. (s. 7(2)(j))

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING**  
**8<sup>TH</sup> AUGUST 2024**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

# RISK AND ASSURANCE COMMITTEE MEETING MINUTES

## MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 8<sup>TH</sup> FEBRUARY 2024 COMMENCING AT 1PM

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

### 1. MEMBERS PRESENT AND APOLOGIES

**Chairperson:** Rachael Dean

**Members:**

Her Worship the Mayor  
Cr Neale

Cr Baird

Also in attendance – Deputy Mayor Cassin

#### NGĀ WHAKAPAAHA APOLOGIES

- Cr Phelps

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

#### ABSENT

- Kw Madgwick
- Kw Tumahai

#### STAFF PRESENT

T. Cook, Group Manager, Regulatory Planning, Community Services Manager and Acting Chief Executive; L. Crichton, Group Manager: Corporate Services & Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

Nil

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

The Minutes of the previous meeting had been previously circulated.

- **Risk and Assurance Committee Meeting Minutes – 9<sup>th</sup> November 2023**

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 9<sup>th</sup> of November 2023 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of 9<sup>th</sup> November 2023.

#### 5. ACTION LIST

Lesley Crichton, Group Manager, Corporate Services, Risk & Assurance spoke to the Action List and provided the following updates:

- Continuance of the Evaluation of the Performance of the Committee, which is scheduled for this year.
- Sensitive Expenditure Policy – Policy principles from the OAG will be included and brought back to the Committee for their consideration.
- The Chair spoke to the Evaluation of the Performance of the Committee –
  - The purpose of the exercise is to improve the committee by way of evaluation.
  - This would be undertaken by using a questionnaire, sent to all members of the committee, the responses are compiled, and a workshop held to discuss the responses.  
The Chair volunteered to compile the responses, however if there are concerns that this may affect the independence of the process, then other options will need to be investigated.

The Chair tabled a written copy of the evaluation document with a view to workshopping the results at either the May or August 2024 meeting of the Committee.

Moved Her Worship the Mayor, seconded by Cr Baird and Resolved that:

1. The evaluation questionnaire be completed by the Committee Members and the Executive Team.
2. The Chair of the Committee will compile the results of the questionnaire.
3. A workshop with the Committee will be held in either August 2024.

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the updated Action List be received.

#### 6. NGĀ TĀPAETANGA PRESENTATIONS

Nil

#### 7. PŪRONGO KAIMAHI STAFF REPORTS

- **Committee Work Plan**

Lesley Crichton, Group Manager, Corporate Services, Risk & Assurance spoke to the report.

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

1. The Risk & Assurance Committee Rolling Work Plan be received.

- **Quarterly Report – Q2– 1 October – 31 December 2023**

Cody Nabben, Graduate Accountant spoke to this report.

The purpose of the report is to inform the Committee of Council's financial and service delivery performance for the three months ended 31 December 2023 (Q2). Topics discussed included:

- The need to be holding cash reserves.
- Capital expenditure has been slower than usual.
- Forecasting for District Assets needs further consideration as to its correctness.

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

1. The Report be received.
2. The Committee receive the Quarterly Report Q2 October-December 2023.

- **Approval of Revised Policies**

Kate Campbell, Human Resources Advisor spoke to the report.

The purpose of the report is to present new and revised policies for endorsement:

- 1.1.1. Leave Policy (revised and replacing Family Violence Leave Policy and Sick Leave Gifting Policy)
- 1.1.2. Anti-Bullying Policy (replacing Harassment and Bullying Policy)

- Her Worship the Mayor thanked the Human Resources Advisor for her good work preparing the policies.

- Chair Rachael Dean proposed the following amendments to the Leave Policy as follows:

- 1.3 Definitions

- Define an Employee
- Define Service Leave
- Define Public Holidays
- Define Special Leave

- 2.2 Sick Leave

- The addition of "or as soon as you are practically able" to the end of the clause If you are unable to attend work due to illness and/or injury, you are required to notify your manager by phone within 30 minutes of your usual start time or as soon as you are practically able.

- 2.9 Defence Service Leave

- Include a clause regarding Defence Service Leave.

- 2.10 General Provisions

- The addition of “or as soon as you are practically able” to the end of the clause In the event an employee is unable to attend work, e.g. unplanned absence due to bereavement or other unforeseen circumstances, they are required to notify their manager as soon as possible, and no later than 30 minutes prior to normal start time.

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

1. The report be received.
2. The following policies be received by the Risk and Assurance Committee:
  - 1.2.1.Amended Leave Policy
  - 1.2.2.Anti-Bullying Policy

- **Intrusion attempts detected and blocked by Council’s systems**

Peter Oliver, Information Technology Manager spoke to this report.

The purpose of the report is to inform the Committee that Council is managing a series of intrusion attempts and is reporting the incidents in order for the Committee to carry out the responsibilities under the Terms of Reference as delegated by Council.

*The Group Manager Corporate Services and Risk Assurance drew attention to a misleading headline in the Hokitika Guardian dated 8 February 2024 regarding Council systems being breached. This was not the case, there was no breach, and the Council data was safe.*

- The IT systems are working very well currently, and Staff are finding and reacting to any IT threats very quickly.
- Her Worship the Mayor thanked the Information Technology for their work.

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

1. The Report be received.

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

(to consider and adopt confidential items)

Moved Cr Neale, seconded Cr Baird and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.40pm.

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:

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2.	Quarterly Report on Whistleblower Services	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.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

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

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons. (Schedule 7(2)(a))
2,3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
2,3	Maintain legal professional privilege; or (Schedule 7(2)(g))
2	Maintain the effective conduct of public affairs through— i. the protection of such members, officers, employees, and persons from improper pressure or harassment; or (Schedule 7(2)(f))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 1.55 pm



**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 9<sup>TH</sup> MAY 2024**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 1.55 PM**

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

\_\_\_\_\_  
**Date**

## 09.11.23 – RISK AND ASSURANCE COMMITTEE – ACTION LISTING

Date		COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
1	09.11.21		Workshop: Evaluation of the performance of the Committee	Workshop to be scheduled with the first meeting of 2024.	Workshop has been scheduled for early next year.	Chair
2	09.11.23		Sensitive expenditure policy	Insert policy principles per OAG into policy	In Progress Updated Sensitive Expenditure Policy is on the agenda for review at the May 2024 Risk and Assurance meeting.	GMCS&RA

## RISK AND ASSURANCE COMMITTEE ROLLING WORK PLAN

Item	May-24	Aug-24	Oct-24	Nov-24	Feb-25
<b>External Audit</b>	Audit to present audit plan to R&A committee.  Interim audit to begin in June.		Extraordinary meeting to review the annual report.  Audit to present audit findings.		
<b>Financial and Service Delivery Reporting</b>	Quarterly Financial and Service Delivery Report.	No quarterly report due to annual report preparation.		Quarterly Financial and Service Delivery Report.	Quarterly Financial and Service Delivery Report.
<b>Insurance</b>		Insurance renewals update.			
<b>Risk Management Framework</b>	Review Risk Register	Review Risk Register  Health & Safety Report		Review Risk Register  Health & Safety Report	Review Risk Register  Health & Safety Report
<b>Internal Control Framework</b>	PwC quarterly Whistleblower Report  HR Policy Review: - Volunteer policy - Flexible work policy - Staff Code of Conduct  Policy Review - Sensitive Expenditure Policy - A.I. Policy	PwC quarterly Whistleblower Report  Policy Review: - Staff Conflict of Interest Policy		PwC quarterly Whistleblower Report  Policy Review:	PwC quarterly Whistleblower Report  Policy Review:



# Report to Committee



**DATE:** 9 May 2024

**TO:** Risk and Assurance Committee

**FROM:** HR Advisor

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## Review of Revised Human Resources (HR) Policies

### 1. Summary

- 1.1. The purpose of this report is to present revised policies as attached in **Appendix 1, 2 and 3**, for the Risk and Assurance Committee (R&A) to receive:
  - 1.1.1. Volunteer Policy updated
  - 1.1.2. Flexible Work Policy updated
  - 1.1.3. Staff Code of Conduct updated
- 1.2. This issue arises from the Terms of Reference (ToR) to review policy as part of Internal Control.
- 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 the Risk and Assurance Committee receive the updated HR policies as above.

### 2. Background

- 2.1. The reason the report has come before the Risk and Assurance Committee is due to the delegated authority to review policies as part of Councils internal controls.
- 2.2. The Volunteer Policy required review in accordance with the three-year review cycle.
- 2.3. The Flexible Work Policy was due for review July 2024, but was reviewed earlier to incorporate the Staff Unable to Get to Work/Adverse Events Policy into one policy.
- 2.4. The Staff Code of Conduct required a full re-write to focus on promoting positive behaviours and expectations of staff.

### 3. Current Situation

- 3.1. The Volunteer Policy was updated by the HR Advisor and adopted by the Executive Leadership Team (ELT) 27 November 2023.
- 3.2. The Flexible Work Policy was updated by the HR Advisor and adopted by the ELT on 17 January 2024.

- 3.3. The Staff Code of Conduct was updated by the HR Advisor with support from an HR specialist and was adopted by the ELT on 12 February 2024.
- 3.4. The procedures for managing poor performance and taking disciplinary action was removed under advice, in order to reduce the risk of not complying with a prescribed disciplinary process. There is a legislative requirement to follow a fair process and this is sufficient and gives scope to address each circumstance appropriately with support from HR and any advisors.

#### **4. Options**

- 4.1. Option 1 – Receive the following revised policies:
  - 4.1.1. Volunteer Policy
  - 4.1.2. Flexible Work Policy
  - 4.1.3. Staff Code of Conduct
- 4.2. Option 2 – Do not receive policies as above
- 4.3. Option 3 – Review the policies as above with recommendations for amendments.

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

- 5.1. Risk has been considered and the following risks have been identified:
  - 5.1.1. Financial, legal and reputational risks of failing to comply with legislative requirements under the Flexible Work Amendment Act and the Health and Safety at Work Act 2015 resulting in personal grievances or complaints to Worksafe.

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

- 6.1. Health and Safety has been considered and the following items have been identified:
  - 6.1.1. Risk to health and safety of volunteers from failing to comply with Health and Safety at Work Act 2015.

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

- 7.1. The level of significance has been assessed as being low as receiving the policies is administrative.
  - 7.1.1. No public consultation is considered necessary.

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

- 8.1. Option 1 – Receive the revised policies. The terms of reference for the R&A Committee includes policy review and by receiving these policies the Committee would be carrying out the tasks as delegated by Council.
  - 8.1.1. There are no financial implications to this option.
- 8.2. Option 2 – Do not receive the revised policies as above
  - 8.2.1. Potential for legal, financial and reputational risk as above; or
- 8.3. Option 3 – Receive the revised policies as above with recommendations for amendments.
  - 8.3.1. There are no financial implications to this option

#### **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 these policies have been through internal peer review, relevant committees and the Executive Leadership Team for approval.

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

10.1. That the report be received.

10.2. That the following policies be received by the Risk and Assurance Committee:

10.2.1. Volunteer Policy

10.2.2. Flexible Work Policy

10.2.3. Staff Code of Conduct

**Kate Campbell**

**HR Advisor**

**Appendix 1:** Volunteer Policy

**Appendix 2:** Flexible Work Policy

**Appendix 3:** Staff Code of Conduct

# Volunteer Policy



## 1. Purpose

To provide clarity regarding the roles and responsibilities of Westland District Council (WDC) and volunteers undertaking activities on behalf of Westland District Council.

### 1.1 Scope

This policy applies to volunteers.

### 1.2 Commencement

This policy comes into force on 27 November 2023.

### 1.3 Definitions

“Volunteer” – A person who doesn’t receive or expect any reward or remuneration, monetary or otherwise, for work performed of their own free will.

“Employee” – A person employed to do any work for hire or reward under a contract of services (commonly called an employment agreement).

## 2. Policy

### 2.1 Westland District Council Obligations

A volunteer is not an employee and therefore is not covered by employment law. However, WDC still has certain obligations to volunteers including:

- Ensuring volunteers are given sufficient training to undertake the work.
- Providing a safe and healthy work environment as per the requirements of the Health and Safety at Work Act 2015.
- Protecting confidential private information of the volunteer.
- Ensuring the workplace is free from unlawful discrimination or sexual and racial harassment.
- Reimbursing the volunteer for any pre-approved expenses .

### 2.2 Volunteer Obligations

Volunteers undertaking work on behalf of WDC are required to:

- Act in the best interests of Westland District Council and in accordance with WDC Vision, Values and Policies.
- Complete applicable Volunteer Registration and Agreement paperwork as required.
- Where volunteer work involves regular contact with children, the volunteer must be subject to a Children’s worker safety checking as per the Children’s Act 2014.
- Permit WDC to undertake Police Vetting if deemed necessary for the role i.e. for security or safety purposes.
- Take reasonable care of their own safety and not do anything which could harm another person.
- Follow all reasonable safety instructions given.
- Wear any PPE required for the role.
- Report any incident, accident or near miss to direct manager immediately.

Of note, a volunteer cannot sue the Council under common law if they have an accident caused by Council negligence and resulting in injuries not covered by the Accident Compensation Act 2001. However, most injuries are covered under the Act’s definition of “personal injury”.

## 3. Reporting

N/A

# Volunteer Policy

## 4. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- WDC Staff Code of Conduct
- All policies and procedures

The following Legislation relates to this policy:

- Health and Safety at Work Act 2015
- Accident Compensation Act 2001

Staff are also referred to:

- [Rights as a Volunteer - Volunteering New Zealand \(volunteeringnz.org.nz\)](https://volunteeringnz.org.nz/)
- [Information for volunteers | WorkSafe](#)
- [869WKS-6-HSWA-info-for-PCBUs-that-engage-volunteers.pdf](#)

## 5. Policy Review

A review of this policy will take place in November 2026.

<b>Created:</b>	15 May 2023	<b>Date for review:</b>	November 2026
<b>Author:</b>	HR Advisor	<b>Authorised by:</b>	ELT 27.11.23
<b>Consulted on:</b>		<b>Version</b>	
<b>Risk and Assurance Committee review</b>			



## Flexible Work Policy



### 1. Purpose

The purpose of this policy is to support Westland District Council's commitment to employee well-being and work-life balance by supporting and promoting flexible work practices. This policy provides guidance for employees and managers as to how to request and respond to requests for flexible work arrangements and how to ensure a flexible response when access to the workplace is restricted or impeded due to external circumstances.

#### 1.1 Scope

This policy applies to all employees of Westland District Council. Depending on the operational and service requirements for the role as described within the position description varying options for flexible work may be available.

#### 1.2 Commencement

This policy comes into force on...

This policy updates version 1 of the Flexible Work Policy and replaces the Staff Unable to Get to Work/Adverse Events Policy.

#### 1.3 Definitions

*"Flexible Work"* may include changes to **hours** of work, **days** of work, or **location/place** the work is undertaken and may be on a temporary or permanent basis.

### 2. Policy

#### 2.1 Flexible Work Request from Staff Member

##### 2.1.1 Making a request

All requests for flexible work must be in writing to the line manager. Requests must:

- Have the employee name written on the request.
- Be dated with the day the request was made.
- Show reference to Part 6AA of the Employment Relations Act 2000.
- Explain the working arrangement sought and whether it is to be a permanent or temporary arrangement.
- State the proposed start date for the new working arrangement and the end date if temporary.
- Explain why the request is being made.
- Explain what changes (if any) the employer may need to make to their current business arrangements if the request is approved, e.g. possible changes to the way the team works together, changes to the physical set up of the workplace or other implications.

##### 2.1.2 Acknowledging a request

Requests will be acknowledged in writing when received. If additional information is required this will be requested by the line manager. A formal response to the request will be provided as soon as possible but no later than one month after receiving the request (or additional information).

##### 2.1.3 Considering a request

Line managers are encouraged to meet face-to-face with the employee to discuss the request. Managers need to take the following criteria into consideration when making a decision in response to a request for flexible work arrangements:

- Can work needs be reasonably rearranged/accommodated among existing staff?

- Is it viable and feasible to recruit additional staff?
- Will service delivery, quality or performance be adversely affected?
- Is sufficient work available during the work periods that the staff member is requesting?
- Can any potential additional costs be reasonably accommodated?
- Are there any planned structural changes that need to be considered?
- Is the request compliant with the terms and conditions of employment?

### **2.1.4 Trialling Flexible arrangements**

If there is uncertainty regarding how the flexible arrangements will work, both parties may agree to a flexible working arrangement trial.

### **2.1.5 Agreeing to a Request**

Any agreement to vary work arrangements needs to be in writing, signed by both parties and notified to HR and payroll as soon as practicable. Changes should be notified to other staff who may be affected.

### **2.1.6 Declining a Request**

If a manager declines the request this needs to be in writing and include an explanation for the decision and the grounds on which the request is declined under the Employment Relations Act 2000 (as summarised in point 2.1.3 above).

### **2.1.7 Unresolved requests**

If the employee is unhappy with the outcome of the decision regarding the request for flexible work arrangements they are encouraged to speak to the line manager directly in the first instance or utilise the problem solving process as outlined in the employment agreement.

### **2.1.8 Reverting to Original arrangements**

To revert back to original work arrangements a new request must be submitted.

## **2.2 Environmental Factors/Adverse Events**

From time-to-time employees may not be able to get to or return to their usual place of work or home due to environmental factors such as a natural disaster (flooding, storm, earthquake, tsunami or other event) or road blockage (accident, slip, road damage). Staff affected by such events are required to notify their manager as soon as practicable. In these circumstances a manager may permit temporary working from home/elsewhere arrangements, provision of accommodation if out of town on work business, or a leave of absence. Any arrangements agreed to should be discussed with the employee and confirmed in writing. In these circumstances, flexible arrangements will be on a case-by-case basis taking into account:

- How long the restriction is likely to be for – all day, or just a few hours?
- Can the employee get to work/home using an alternative route or alternative means?
- Is it likely the employee will be able to return home if they leave early?
- Do they have access to the necessary equipment to work from home, i.e. laptop and phone?
- Is working from home an option?
- Is the employee required at work as a key employee under the circumstances?
- Is it a Civil Defence situation? Is the employee required for Civil Defence purposes (as per the employment agreement)?
- Is alternative accommodation available and who will pay for the alternative accommodation?

### 3. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Health and Safety Policy
- Wellbeing Policy
- Leave Policy
- Employment Agreements
- WDC Staff Code of Conduct
- Remote Access Policy

The following Legislation relates to this policy:

- Employment Relations Act 2000 and amendments
- Civil Defence Emergency Management Act 2002

*Note: Any legislation referred to should be interpreted as meaning the Act and its amendments*

### 4. Policy Review

<b>Date Created</b>	14 July 2021	<b>Due for Renewal</b>	17 January 2027
<b>Date Reviewed</b>	17 January 2024	<b>Date Adopted by Exec Team</b>	17 January 2024
<b>Date Reviewed by Risk and Assurance Committee</b>			
<b>Consultation Pathway</b>	All Staff	<b>Policy Owner</b>	Human Resources Advisor



# Staff Code of Conduct



## 1. Purpose

Westland District Council's Staff Code of Conduct outlines the expected standards of behaviour for staff to promote the effective delivery of Council services in accordance with our core values of:

- Integrity
- Accountability
- Westland Wellbeing
- Commitment to Innovation and Improvement
- Active Collaboration

### 1.1 Scope

This Code of Conduct applies to all employees of Westland District Council (WDC) and includes staff interactions with external stakeholders i.e. clients/customers and internal stakeholders i.e. colleagues/managers/Councillors and replaces the previous Code of Conduct adopted July 2012.

### 1.2 Commencement

This Code of Conduct comes into force on 12 February 2024.

## 2. Code of Conduct

### 2.1 Expected standards of behaviour

Westland District Council staff will:

1. Work positively, professionally and pro-actively with colleagues and the community.
2. Maintain political neutrality including impartiality and professionalism when communicating with Elected Members and iwi representatives (further detail below).
3. Demonstrate accountability by doing what we say we will do and supporting each other's work.
4. Work in the best interests of the Council's vision and objectives.
5. Promote safety at all times.
6. Protect privacy and confidentiality.
7. Keep good records and comply with record-keeping requirements.
8. Protect children, youth and vulnerable persons.
9. Support diversity and inclusion in our workplace.
10. Dress appropriately for the type of work required (professional/trade/PPE).
11. Ensure equal opportunity and equitable decision-making.
12. Take a problem-solving approach to resolving issues.
13. Act openly, honestly and in good faith.
14. Engage pro-actively in the Performance Planning and Review (PPR) process.
15. Act as role models for each other and our community.
16. Make ethical decisions and maintain ethical relationships.
17. Declare conflicts of interest as soon as they arise.
18. Share concerns if we believe the law, policies or our Code of Conduct are being violated.
19. Abide by legislative requirements, WDC Policies and Procedures and employment agreements.
20. Refer to the Staff Gifts and Hospitality Policy and declare any gifts or hospitality received from external parties.
21. Not smoke or vape on Westland District Council premises.

22. Not make derogatory comments about WDC business, staff or Elected Members and iwi representatives in any public media or forum or place.
23. Not work under the influence of drugs and alcohol.
24. Not utilise Council funds to purchase alcohol without the written permission of the CE.

## **Political Neutrality & Communication**

Employees have a responsibility to remain politically neutral and ensure confidentiality and professionalism in all communications with the public, Elected Members and iwi representatives. If required to communicate with Elected Members or iwi representatives as part of their role, employees should ensure advice given is honest, impartial and comprehensive and any possible consequences of particular policies and decisions are conveyed.

It is important that employees maintain the confidence of the current Council and have the ability to establish positive relationships with future Councils. Staff must ensure that activities and contributions to any public debate or discussion are consistent with the need to be politically neutral. If staff do find their personal views conflict with an issue, and they are not prepared to carry out an employer request they should discuss the situation and options immediately with a manager.

In general, communication/behaviour could be unacceptable if it:

- reveals advice given to elected members
- uses or reveals any information gained through official duties that is not readily available to the public or already known to them
- criticises (or offers alternatives to) a proposed or existing Council policy or programme
- purports to express a Council view when expressing a personal view
- publicly criticises an Elected Member or iwi representative or any other member of the Council
- involves participating in a political event in a way that adds the power and influence of an official capacity within the Council to a statement.

Employees have the same rights as other members of the public in regards to:

- maintaining political views
- seeking membership of a political party
- standing for Council (this must be discussed with the employer prior)
- accessing Local Authority representatives

However, given the requirement for Council employees to remain politically neutral in their work, employees need to approach such communication with sensitivity.

As a general guide:

- employees may communicate privately with Elected Members and iwi representatives about any matters outside their employment, but if working closely with Elected members or iwi representatives employees should exercise particular care with such communications.
- employees should not try to lobby or influence Elected Members or iwi representatives about decisions that fall within Council management, such as priority of work, or allocation of resources. These matters should be raised within the existing management structure.

- employees should not communicate privately with Elected Members or iwi representatives about matters concerning their employment or business unit. These matters are to be raised and resolved with a manager.
- If approached privately by an Elected Member or iwi representative, staff should ensure that any such dealings are addressed and seen to be addressed from a basis of strict impartiality and ensure that a manager is informed.

## 2.2 Consequences

A failure to meet any single (or any multiple) part/s of this Code of Conduct may result in disciplinary action, and in the instance of a serious breach, disciplinary action may result in summary dismissal (termination of employment without notice).

## 3. Related Documents and Acts

The following Westland District Council documents relate to this Code of Conduct:

- All WDC Policies and Procedures

The following Legislation relates to this Code of Conduct:

- Domestic Violence – Victims Protection Act 2018
- Employment Relations Act 2000 and its amendments
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Parental Leave and Employment Protection Act 1987
- Privacy Act 2020
- Protected Disclosures (Protection of Whistleblowers) Act 2022

## 4. Code of Conduct Review

*This Code of Conduct may be amended from time to time by the management team at its discretion on reasonable notice to its employees.*

<b>Date Created</b>	2 July 2012	<b>Due for Renewal</b>	12 February 2027
<b>Date Reviewed</b>	29 January 2024	<b>Date Adopted by Exec Team</b>	12 February 2024
<b>Date Reviewed by Risk and Assurance Committee</b>			
<b>Consultation Pathway</b>	All Staff	<b>Policy Owner</b>	Human Resources Advisor

# Report to Committee



**DATE:** 9 May 2024

**TO:** Risk and Assurance Committee

**FROM:** Graduate Accountant, and Strategy and Communications Advisor

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## Quarterly Report – Q3 – 1 January – 31 March 2024

### 1. Summary

- 1.1. The purpose of this report is to inform the Committee of Council's financial and service delivery performance for the nine months ended 31 March 2024 (Q3).
- 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 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Committee receive the Quarterly Report Q3 January – March 2024, attached as **Appendix 1**

### 2. Background

- 2.1 The reason the report has come before the Committee is due to the requirement for the Committee to have current knowledge of Council's management of risk, including both financial and non-financial. The quarterly report provides information for non-financial information against targets and objectives adopted in the Long Term Plan 2021-2031, and current financial disclosures.

### 3. Current Situation

- 3.1. The current situation is that the Committee receives a quarterly report in a consistent format.
- 3.2. The Quarterly Report Q3 January – March 2024, attached as **Appendix 1** and contains the following elements:
  - 3.2.1. Statement of Service provision.
  - 3.2.2. Financial Summary
    - 3.2.2.1. Revenue and Expenditure Graphs
    - 3.2.2.2. Statement of Comprehensive Revenue and Expenditure
    - 3.2.2.3. Notes to Statement of Comprehensive Revenue and Expenditure
    - 3.2.2.4. Funding Impact Statement
    - 3.2.2.5. Statement of Financial Position
    - 3.2.2.6. Capital Report
  - 3.2.3. Disclosure Statement

- 3.2.3.1. Rates Affordability Benchmarks
- 3.2.3.2. Debt Affordability Benchmark
- 3.2.3.3. Balanced Budget Benchmark
- 3.2.3.4. Essential Services Benchmark
- 3.2.3.5. Debt Servicing Benchmark
- 3.2.3.6. Debt Control Benchmark
- 3.2.4. Treasury Report
  - 3.2.4.1. Compliance Summary
  - 3.2.4.2. Community Loans
  - 3.2.4.3. Cash Investments
  - 3.2.4.4. Debtors

#### **4. Options**

- 4.1. Option 1: The Committee does not receive the Quarterly Report Q3 January – March 2024.
- 4.2. Option 2: The Committee receives the Quarterly Report Q3 January – March 2024.

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

- 5.1. Risk has been considered and the following risks have been identified:
  - 5.1.1. Financial risk: mismanagement through lack of awareness of the Council's benchmarks and treasury position.
  - 5.1.2. Reputational risk: poor activity performance through lack of oversight of how activity groups are tracking to their KPIs.

#### **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 report is an administrative document for the Committee's information.
- 7.2. No public consultation is considered necessary.

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

- 8.1. Option 1: If the Committee does not receive the report there will be low oversight of the financial risk management of Council or whether the activity groups are achieving the level of service that Council determined through the long term and annual plans.
- 8.2. There are no financial implications to this option.
- 8.3. Option 2: This report is for information only to ensure oversight of Council's financial and non-financial risk. Staff welcome feedback for continuous improvement of the quality of the information provided.
- 8.4. There are no financial implications to this option.

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

- 9.1. The preferred option is Option 2.

- 9.2. The reason that Option 2 has been identified as the preferred option is that it provides the Committee with up-to-date information regarding Council's activities and financial disclosures at the end of Q3. Doing nothing reduces the oversight offered by the Committee.

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

10.1. That the report be received.

10.2. That Committee receive the Quarterly Report Q3 January – March 2024, attached as Appendix 1

**Cody Nabben**  
**Graduate Accountant**

**Emma Rae**  
**Strategy and Communications Advisor**

**Appendix 1:** Quarterly Report Q3 January – March 2024





WESTLAND DISTRICT COUNCIL  
Q3 REPORT 1 JANUARY 2024 – 31 MARCH 2024



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Cover Photo – Fox Glacier – Bernard Spragg on Flickr

## Statement of Service Performance

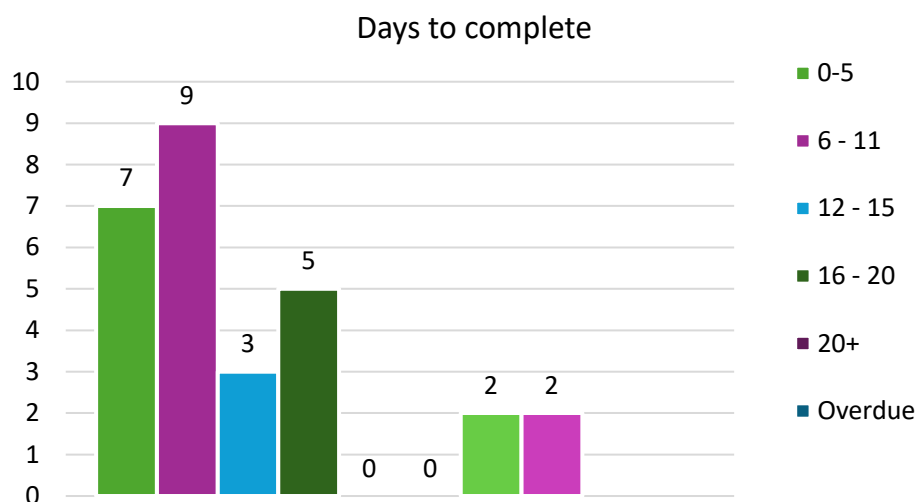
### Leadership

#### Democracy

No report was received this quarter.

### LGOIMA

There were 28 requests for information under the Local Government Information and Meetings Act in this quarter. 98% of responses were sent within the 20-day response timeframe, with the timeframe for two responses formally extended past the 20 days.



\* Not including media requests to Communications, which are typically answered on the same day.

Information requested included: Building consent information regarding compliance issues, water and soil statistics, and Council costs.

22 requests were sent from the media directly to the Strategy and Communications Advisor for response.

#### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
<b>Resilient Communities</b>	<b>Responsible leadership</b>	<b>65%</b> of residents satisfied with Council's leadership	No Residents' Satisfaction Survey was undertaken in 2023. <i>(2021/2022: <b>45%</b> - Biennial Residents' Satisfaction Survey February 2022.)</i>
<b>Resilient Communities</b>	<b>The community understands what Council does</b>	<b>70%</b> of residents who understand how Council make decisions	No Residents' Satisfaction Survey was undertaken in 2023. <i>(2021/2022: <b>75%</b> - Biennial Residents' Satisfaction Survey February 2022.)</i>

## Corporate Services

### Finance and corporate planning

At the start of this quarter, Finance and the Strategy and Communications Advisor (SCA) were involved in the preparation of the Long Term Plan and also responding to requests for information from our Auditors, Ernst & Young. Subsequently, in accordance with new legislation, Council elected to prepare an Enhanced Annual Plan and to defer the Long Term Plan. The Long Term Plan will now be prepared next year for years 2 to 10, with the Annual Plan being year 1.

With the Auditors also deferring their work, the finance team was then able to complete required reports incorporated into the Annual Plan Draft and Consultation Document for adoption by Council much more proficiently than was originally anticipated. The Draft Annual Plan and Consultation Document were adopted by Council on 28 March 2024 and consultation concluded on 3 May 2024.

Other functions within finance continued as business as usual. Council's long-serving rates officer left this role to take up another position during this quarter but we have been fortunate to be able to secure the services of an experienced rates officer.

Planning for the Annual Report began in this quarter.

### Strategy and Communications

This quarter has been business as usual, ensuring the smooth running of the Long Term Plan and then Annual Plan process, along with producing the communication material to promote the consultation process. Support has also been provided for the Regional Speed Management consultation for the Land Transport team and to the Group Manager Corporate Services and Risk Assurance to plan consultation on the CCO review and Representation Review. This included setting up the website, drafting public notices and promotional material on our communications channels.

The SCA also undertook the Public Information and Management (PIM) function during the weather event in January, for the Emergency Operations Centre.

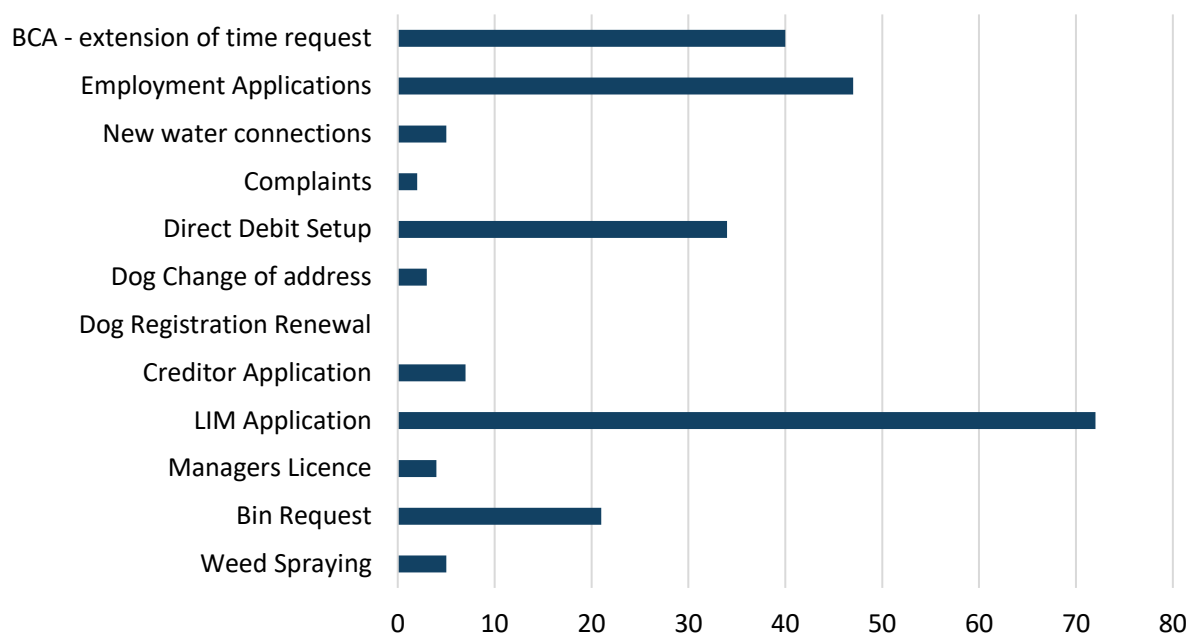
### Information Management

In this quarter upgrades have been undertaken to the test document management system, in preparation for the upgrade of the production (live) document management system to the latest versions. This provides additional security benefits and the latest features.

There has been a change in staff as a Records Officer has moved on, and a new Records Officer has been welcomed to the team. Staff are focusing on the migration of recent historical cemetery documents and civil defence documents.

Online public forms usage has remained steady and document digitisation continues to make progress.

### Q3 - Online Forms - Public



### Information Technology

This quarter has been a busy one for the IT team. The new HPE Simplivity servers have now been racked and are awaiting the provision of software to assist with transitioning all the virtual servers to the new environment. This will eliminate the failure risk currently held with the aging servers.

Other enhancements include replacing all the older network switching equipment and upgrading the bandwidth connection between floors in the Council HQ building from 1 gb to 10 gb connections. Staff may not notice these changes, but they will enhance the reliability and resilience of the network.

The IT service Desk software used for Council staff has now been moved to the cloud, meaning that as it is now not hosted on the internal servers, it is much more accessible to staff and not dependant to being in the Council network to have access to the software.

### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
Resilient Communities	Provide accountability about Council activities	Legally compliant financial plans and reports adopted	a. <b>100%:</b> The Annual Report 2022/2023 adopted on 31 October 2023. The Annual Plan 2023/2024 was adopted on 30 June 2023.
		a. <b>100% LTP, Annual Plans and Reports adopted on time.</b>	
		b. <b>100% LTP and Annual Reports receive unqualified Auditor's Opinions.</b>	b. <b>100%:</b> The Long Term Plan 2021 – 2031 received an unqualified Auditor's opinion. The Annual Report 2022/2023 received an unqualified Auditor's opinion.
Resilient Communities	Effective engagement of the community during	65% of residents that believe they have been appropriately consulted	No Residents' Satisfaction Survey was undertaken in 2023.

Community Outcome	Level of service	Measure / Target	Current performance
	<b>public decision making opportunities</b>		<i>(2021/2022: <b>29%</b> - Biennial Residents' Satisfaction Survey February 2022.)</i>
<b>Resilient Communities</b>	<b>A comprehensive Customer Service Centre</b>	<b>80%</b> of residents satisfied with the service they receive	No Residents' Satisfaction Survey was undertaken in 2023.  <i>(2021/2022: <b>76%</b> - Biennial Residents' Satisfaction Survey February 2022.)</i>

### How this group of activities contribute to Community Outcomes & Well-being

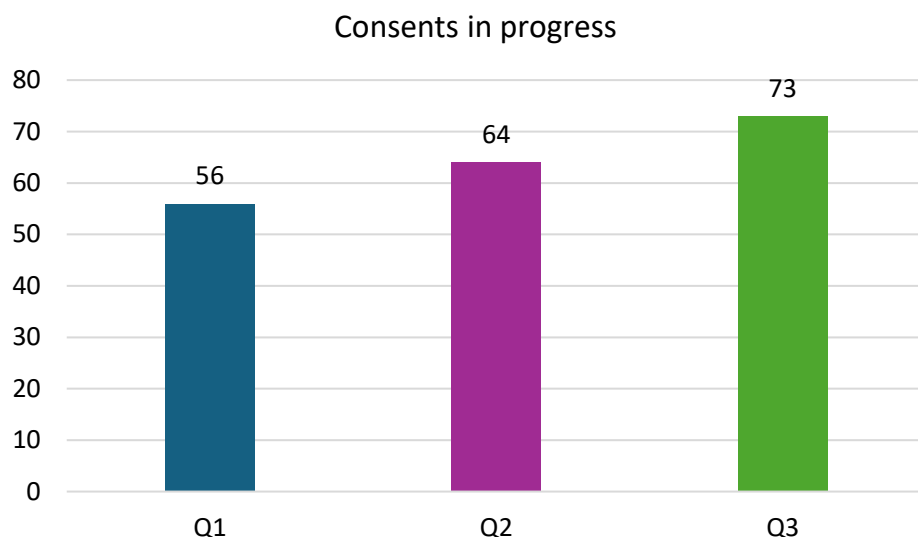
Community outcomes supported by group of activities	Activity
<b>Resilient Communities</b> <ul style="list-style-type: none"> <li>• All areas of the district have access to quality recreational and cultural facilities.</li> <li>• A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> <li>• Communities less vulnerable to natural hazards and climate change.</li> <li>• All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Leadership</b> Contributes to Resilient Communities outcome through maintaining open governance and transparency.</li> <li>• <b>Corporate Services</b> Contributes to Resilient Communities by supporting the Council to run its business. Improving digitisation and improved customer service and outreach gives the community the opportunity to participate in Council processes more easily.</li> </ul>

## Planning and Regulatory

### Resource Management

During this quarter, 31 resource consent applications were received.

At present there are 73 live resource consent applications with the Planning Department, which are continuing to be processed. This is a continued increase compared to the 64 live consents reported last quarter, and 56 consents the previous quarter.



Overall, 33 decisions were issued over this quarter, including 100% of these consents being granted under delegated authority. Twenty three of these decisions related to land use consents, the remaining 10 were associated with subdivisions.

#### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
<b>Sustainably Managed Environment</b>	<b>Resource consents processed in accordance with relevant legislation</b>	<b>100%</b> of resource consents processed within statutory Time frames	<b>100%</b> of resource consents were processed within statutory time frames.  <b>100%</b> land use consents and <b>100%</b> subdivision consents = <b>33</b> consents in total.
<b>Resilient Communities</b>	<b>Provide appropriate advice to customers</b>	<b>85%</b> of users satisfied with the quality of the advice provided on resource management matters	No surveys submitted

## Inspections and Compliance

### Building Control

Building consent numbers have increased during this quarter, with 40 being issued compared to 34 in the same period last year. 90% of these were issued within the 20 day timeframe. Reasons for the delays on the remaining consents has not been extracted from the system as there is no report generated.

Code Compliance Certificates issued have also increased comparatively, with 43 issued compared to 30 in the same period last year.

201 inspections were undertaken in the quarter. Six applications for new dwellings were received, compared to 14 in the same quarter last year.

### Environmental Health – Food and Alcohol Licensing

#### Food Licensing

Food premises verification visits are carried out on a variable basis, anywhere between 3 months, 6 months, 9 months, 12 months or 18 months. This timeframe between visits depends on the level of compliance (or otherwise) with the Food Act 2014. Several premises are now on 18 months verification cycles which will be reflected in the proportion of premises visited in each quarter. The current quarter had an unusually high number of verification visits.

#### Alcohol Licensing

Premises selling alcohol will be visited at the same time as the food verification visit. Additional monitoring visits will be made outside of these scheduled visits.

#### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
<b>Diverse Economy</b>	<b>Timely processing of Building Consents.</b>	<b>100%</b> of building consents processed within 20 working days as per the requirements of the Building Act	Consents issued = 40 <b>90%</b> (36/40) issued within 20 day statutory timeframe.
<b>Diverse Economy</b>	<b>Provide appropriate advice to customers.</b>	<b>85%</b> of users satisfied with the quality of the advice provided on building consent, environmental health and Liquor Licensing matters	<b>Building Consents</b> No Residents' Satisfaction Survey was undertaken in 2023. <i>(2021/2022: <b>46%</b> - Biennial Residents' Satisfaction Survey February 2022.</i> <i>Note: small base of 41 respondents.)</i> <b>Environmental Health</b> No Residents' Satisfaction Survey was undertaken in 2023. <i>(2021/2022: <b>40%</b> - Biennial Residents' Satisfaction Survey February 2022.</i> <i>Note: small base of 17 respondents.)</i> <b>Liquor Licensing</b>



Community Outcome	Level of service	Measure / Target	Current Performance
			No Residents' Satisfaction Survey was undertaken in 2023.  (2021/2022: <b>70%</b> - Biennial Residents' Satisfaction Survey February 2022.  Note: small base of 10 respondents.)
<b>Diverse Economy</b>	<b>Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.</b>	<b>100%</b> licensed and registered premises are inspected at least annually.	<b>Food Premises</b> <b>24%</b> (24/98 – based on currently registered businesses)  <b>Liquor Premises</b> 24% (12/49 – based on currently registered businesses)

### Animal Control

It has been a busy few months carrying out Animal Control duties. The Animal Control Officer (ACO) had dealt with a lot of complaints about barking dogs. These complaints are being dealt with successfully using bark collars. These are not shock collars; instead, they use vibration, which distracts dogs and stops the pattern of barking.

This quarter has seen quite a few newly registered dogs, which is building the population of dogs within our area.

Some of the dogs the ACO has impounded in this quarter have been returned to their owners. Two dogs were unclaimed, but new owners were found. Two dogs were surrendered to the pound and rehomed to Timaru with the help from Their Voice animal charity.

Following a dog attack the dog responsible was euthanised. Support has been given to the police in seizing eight malnourished puppies. This was followed by a successful prosecution and the defendant is awaiting sentence.

### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
<b>Resilient Communities</b>	<b>Keep the public safe from dogs and wandering stock</b>	<b>90%</b> Residents satisfied with the response provided	No Residents' Satisfaction Survey was undertaken in 2023.  (2021/2022: <b>29%</b> - Biennial Residents' Satisfaction Survey February 2022.)
<b>Sustainably Managed Environment</b>		<b>99%</b> of known dogs registered by 30 June each year	<b>96%</b> of known dogs registered
		Response times to Priority 1 callouts:  <b>30 minutes or less (excluding travel time)</b>	<b>100 %</b> of response times to priority 1 callouts in 30 minutes or less

## Emergency Management

No commentary was provided. However, emergency management staff were involved in the response to the April weather event during the time the information was requested.

### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
<b>Resilient Communities</b>	<b>Council is prepared for and maintains an effective response capacity to manage civil defence emergencies</b>	Council's e-text alerting system is tested twice per annum. <b>Achieved</b>	This is an annual measure. The next round of data will be available in the 2023/2024 Annual Report.
		At least one Emergency Operations Centre (EOC) activation occurs annually (event or exercise). <b>Achieved</b>	This is an annual measure. The next round of data will be available in the 2022/2023 Annual Report.
		At least two training sessions are held annually for Council CDEM Incident Management Personnel <b>Achieved</b>	This is an annual measure. The next round of data will be available in the 2022/2023 Annual Report.
<b>Resilient Communities</b>	<b>CDEM relationships with WC CDEM Group territorial authorities, emergency services, and life line utilities are maintained and strengthened</b>	Council is represented at CDEMG Joint Committee meetings by the Mayor, or a nominated attendee. <b>80% of the time.</b>	<b>Achieved</b>
		Council is represented at CEG meetings by the Chief Executive or a nominated attendee. <b>80% of the time.</b>	<b>Achieved</b>

### How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<b>Sustainably Managed Environment</b> <ul style="list-style-type: none"> <li>The district is involved in sustainable waste management practices</li> <li>We support sustainable environmental practices.</li> <li>We support strategies to enhance and protect the district's ecosystems.</li> <li>Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.</li> </ul>	<ul style="list-style-type: none"> <li><b>Planning</b> The assessment of applications and provision of resource consent decisions ensures environmental well-being is protected or enhanced through sustainable resource use.</li> <li><b>Animal Control</b> Minimisation of harm to the environment from wandering dogs and stock.</li> </ul>
<b>Resilient Communities</b> <ul style="list-style-type: none"> <li>All areas of the district have access to quality recreational and cultural facilities.</li> <li>A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> </ul>	<ul style="list-style-type: none"> <li><b>Planning</b> Assessment of applications and provision of resource consent decisions contributes to resilient communities with consideration to appropriate legislation and plans.</li> </ul>

<ul style="list-style-type: none"> <li>• Communities less vulnerable to natural hazards and climate change.</li> <li>• All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<p>Community consultation in respect to the Te Tail Poutini Plan, being the future District wide statutory document for resource management, has ensured the four recognised well-beings are considered and provided for based on the values and priorities of the community.</p> <ul style="list-style-type: none"> <li>• Animal Control Education of owners ensures positive interactions for the community with dogs and stock.</li> <li>• Emergency Management Direct link between helping communities to be more resilient in terms of not only resources but in the strength of their networks and ability to work together and coordinate themselves in emergency events.</li> </ul>
<p><b>Diverse Economy</b></p> <ul style="list-style-type: none"> <li>• We work to find sustainable, diverse and resilient options for encouraging economic growth.</li> <li>• Innovation supports diversity from traditional district industries and sustainable economic growth.</li> <li>• We collaborate with other stakeholders to achieve common outcomes.</li> <li>• Economic growth has a minor / reduced impact on the natural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspections and compliance Enables business compliance with local and national laws and regulations. Businesses that serve food and alcohol are supported to ensure a safe and healthy environment for patrons.</li> </ul>

## Community Services

### Community Development and Assistance

The Community Development Advisor has provided support and attended meetings with several individuals and groups regarding funding opportunities. CDA receives Township Community Associations Minutes, reads and responds and follows up concerns, queries and requests. All open funding is disseminated to all our Township Community Groups and to other Westland community groups.

### Events

The first quarter sees many events in Westland, Community Services promotes and assists where this fits in budget.

January	<ul style="list-style-type: none"><li>• Driftwood &amp; Sand – Beach Art Festival</li><li>• Woodstock Motorcycle Rally</li><li>• Creative Fibre Summer workshop series</li><li>• Kahawai fishing Competition</li><li>• Jo Ghastly Cancer &amp; Cartwheels</li><li>• Westland Agricultural &amp; Pastoral Show</li></ul>
February	<ul style="list-style-type: none"><li>• Waitangi Day</li><li>• 'Your Health, Your Rights' Nish Mohun at Westland District Library</li></ul>
March	<ul style="list-style-type: none"><li>• Lake Kaniere Scenic Triathlon</li><li>• Childrens Day</li><li>• Wildfoods Festival</li><li>• The Annual Hokitika Classic</li><li>• Unity week</li><li>• Wool Day – Westland industrial Heritage Park</li><li>• Franz Josef Ice Skate tour</li><li>• Whataroa Rugby Football Centennial</li><li>• Gorsebusters Okarito</li><li>• Kumara Car Boot Sale</li></ul>

### External Funding

Westland Creative Communities funding local Arts, this has been advertised throughout March and extended into April to attract more applications.

Community Groups have been notified of local funding opening at the end of this quarter: COGS and West Coast Community Trust.

### Council Funding

#### **Driftwood & Sand – Beach Art Festival 24 – 28 January**

Funding \$5,000 as per annual plan. A very successful event that gets a lot of coverage out of Region.

#### **Township Development Funding**

All Townships have received annual funding.

CDA sent a Memo of Updates and Reminders to all Township Community Groups, including TDF Accountability Reports due at the end of the financial year.

### Safer Westland

Governance Group Zoom Meeting – 19 January

Safer Westland Coalition Meeting -26 January

- Te Wheke Digital Hubs South Westland – Presenter Lucretia Maitland
- South Westland Welcome packs – Rosie McGrath & Sarah Wilson community Public Health
- FIVE WAYS TO WELLBEING – promotion
- Updates from coalition agencies, groups, and individuals

## Safer Westland Coalition Meeting – 22 March

- ECCA, funding and criteria
- West Coast Housing Forum
- Curtain Bank and Warmer Homes initiatives

### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
<b>Resilient Communities</b>	<b>Supporting Communities to improve their social and cultural wellbeing</b>	CDA co-ordinates funding and committee process for: <ul style="list-style-type: none"> <li>• Creative Community Scheme funding local arts.</li> <li>• Sport NZ Rural Travel Fund.</li> <li>• Funding to promote events for Community well-being and social connectedness.</li> </ul> <b>Achieved</b>	<ul style="list-style-type: none"> <li>• Creative Communities Advertised March</li> <li>• Sport NZ Rural Travel Funding Reminders sent out to recipients to complete Accountability forms</li> </ul> <b>Achieved</b>
<b>Resilient Communities</b>	<b>Commitment to “Safer Westland”</b>	Westland Safe Community Coalition maintains “Safer Westland” accreditation with NZ Safe Community Foundation. <b>Achieved</b>	<b>Achieved</b> Safer Westland has appointed a Governance Group and reports to Council through Quarterly Reports
		Safer Westland Community Coalition meets bi-monthly. <b>Achieved</b>	<b>Achieved</b>

## Community Halls

Progress has been made on the Better Off funded projects for community halls during the January to March 2024 period. Inspections were done to complete the detailed seismic assessments at Kokatahi Hall, Haast Hall, Okuru Hall and Franz Josef Community Hall. A Geotech report was also done on the Franz Josef community hall

A detailed wash and clean of the external areas of the council owned halls was also completed.

Community Outcome	Level of service	Measure / Target	Current performance
<b>Resilient Communities</b>	<b>Provide safe and useful community halls</b>	<b>80%</b> of residents satisfied with the standard of their community hall	No Residents’ Satisfaction Survey was undertaken in 2023. (2021/2022: <b>83%</b> - Biennial Residents’ Satisfaction Survey February 2022.)

### How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<b>Resilient Communities</b> <ul style="list-style-type: none"> <li>• All areas of the district have access to quality recreational and cultural facilities.</li> <li>• A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Community Development and Assistance This supports cultural and social activities. Support is provided to reduce isolation and support inclusion.</li> <li>• Community Halls</li> </ul>

- Communities less vulnerable to natural hazards and climate change.
- All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.

Community Halls are a hub of the community that encourages strong social connections. The halls play an important part in resilience and preparedness for natural hazards and climate change.

## Facilities, and Leisure Services

### Cemeteries

Three new ashes berms installed and one burial berm were installed at Hokitika Cemetery in this quarter. New asphalt was laid at RSA no:2 parking and some potholes in the road repaired. Maintenance program proceeded in order and the cemetery overall is neat and tidy.

The road was repaired at the old Ross cemetery. At the new cemetery a new fence, two new ashes and one burial berm were installed. Next on the program is to plant grass and to seal the road.

At Kumara cemetery the maintenance program proceeded as planned and the cemetery overall is neat and tidy. Planning is underway for a surveyor out to mark the cemetery out, then to install plot markers to identify grave numbers.

#### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
<b>Resilient Communities</b> <b>Sustainably Managed Environment</b>	<b>Council owned cemeteries are appropriately maintained</b>	Customer Satisfaction:  The number of service requests received per cemetery  <b>Hokitika: ≤ 5</b> <b>Kumara: ≤ 5</b> <b>Ross: ≤ 5</b>	<b>Hokitika: 1 - achieved</b> <b>Kumara: 0 - achieved</b> <b>Ross: 0 - achieved</b>
<b>Resilient Communities</b> <b>Sustainably Managed Environment</b>	<b>Burials adhere to the relevant legislation</b>	Standards for burial adhere to Cemeteries and Cremations Act 1964 <b>100%</b>	<b>Ross: 100% (1/1)</b> <b>Kumara: 100% (4/4)</b> <b>Hokitika: 100% (22/22)</b>

### Hokitika Museum

All donations meeting the policy requirements have been catalogued within the museum's collection management system and are now accessible via our website.

Staff continue to evaluate and list objects that have deteriorated irreparably for deaccessioning and disposal. As of now, no objects have been disposed of.

When not engaged in the redevelopment project, staff are focused on backlogging records. A volunteer has been enlisted to assist with the backlog work.

## Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
<b>Resilient Communities</b>	<b>Collections developed and maintained with access provided</b>	Collections continue to grow, in line with Hokitika Museum policies. <b>Achieved</b>	<b>Achieved</b>
		Deaccessions and disposals are aligned with Hokitika Museum policies. <b>Achieved</b>	<b>Achieved</b>
		Backlog of records and documentation reduced. <b>Achieved</b>	<b>Achieved</b>

## Parks and Reserves

Overall parks and reserves have improved in this quarter. Edging, gardens and lawns are being maintained to agreed standards. New waste bins were installed at Cass Square. The turf at Cass Square has recovered well after the Wildfoods Festival. Staff are planning to reopen for sports and activities before the end April.

Standards on the Heritage trail are starting to pick up and it is looking good.

## Performance in this activity

Community Outcome	Level of service	Measure / Target	Current performance
<b>Sustainably Managed Environment</b>	<b>Reserves are pleasant, enjoyable and safe places</b>	<b>90%</b> of residents satisfied with parks and reserves	No Residents' Satisfaction Survey was undertaken in 2023. <i>(2021/2022: 66% - Biennial Residents' Satisfaction Survey February 2022.)</i>
<b>Resilient Communities</b>			

## Public Toilets

The new toilets at Cass square were completed and opened to public at the end of December 2024 with the old Cass square toilets closed and kept for events like the annual Wildfoods Festival. Building consent has been progressing for the new toilets at Otira, with the resource consent process currently being processed.

Unfortunately, some vandalism has occurred at the new Cass Square toilets and graffiti at both the Sunset Point and Beach Street toilets. This has been cleaned off and addressed.

Repairs to the Beach Street entry doors has been completed and these toilets remain the most used public toilets in Hokitika.

## Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
<b>Sustainably Managed Environment</b>	<b>Provide public toilets throughout the district</b>	<b>85%</b> of residents satisfied with the service.	No Residents' Satisfaction Survey was undertaken in 2023. <i>(2021/2022: 63% - Biennial Residents' Satisfaction Survey February 2022.)</i>
<b>Resilient Communities</b>			



## West Coast Wilderness Trail

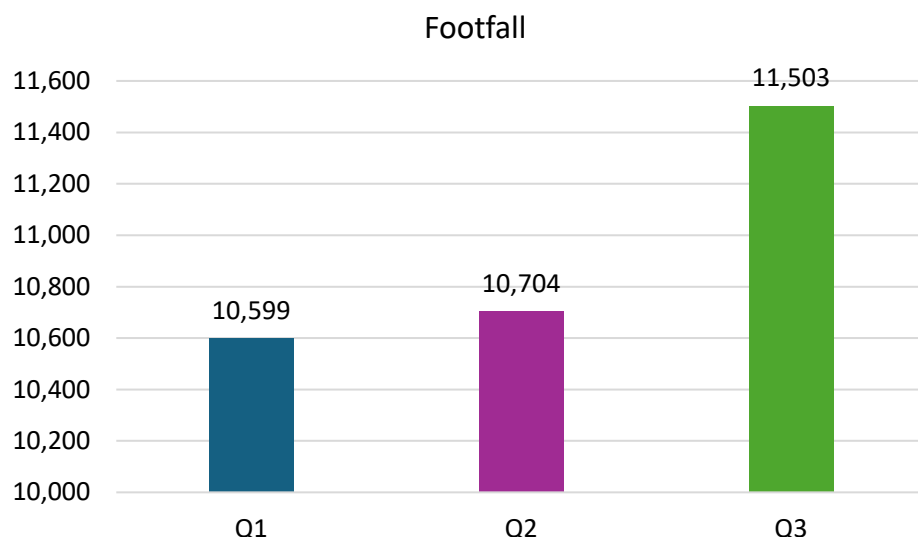
A new lookout was installed at Mahinapua. Following severe weather events storm repairs have been undertaken at Milltown, and trail repairs to be done in Kumara section. On the section of the trail just off the old Christchurch Road at Kawhaka Intake, potholes were repaired by Manwai Energy and are now in good condition. Overall the trail is in good condition.

### Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
<b>Diverse Economy</b>  <b>Resilient Communities</b>	<b>The cycle trail is well used</b>	Numbers using the trail as measured by trail counters <b>increase by 10% per annum.</b>	No report has been received for this activity. A final annual accumulation will be made in the Annual Report.

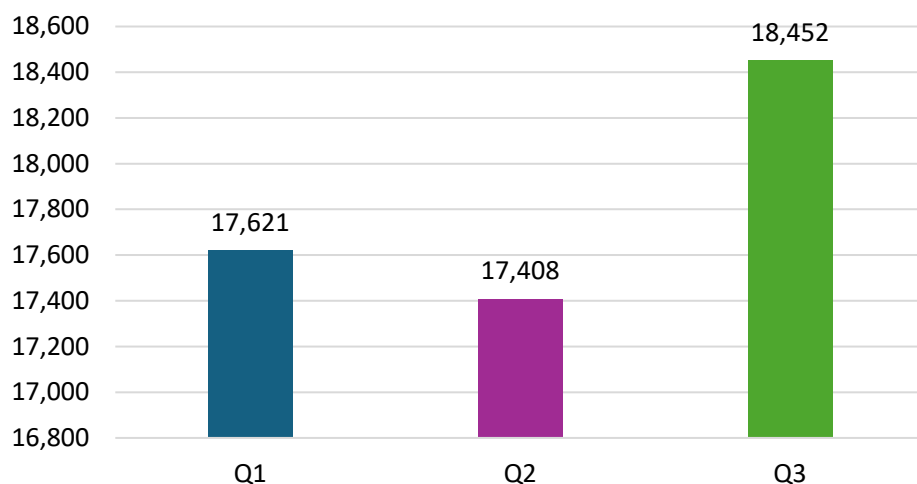
## Westland District Library

This quarter has seen the highest footfall this year with January having the highest number of visitors, a result of the school summer holidays and seasonal tourist visitors.



Use of the APNK computers and Wi-Fi has increased with Q3 having the most use so far this year (Q3 number of minutes of computer use 36,783 and minutes of Wi-Fi use 3,693). The library held 80 events with 666 people attending, similar to Q2. There was a very successful holiday programme for children including the summer reading challenge, activities in the library and a Magic Show while the regular Wriggle and Rhyme sessions remain popular. For adults, the regular Books and Banter, Rōpu Kōrero, Play with Words and Tai Chi groups are going well and two evening Library Talks were held. The Book-A-Librarian service continues to support our patrons with technology troubleshooting and supportive tuition. The total issues (physical and digital items) are slightly higher this quarter compared to previous quarters this year, with children's book issues in the summer holidays accounting for much of the increase.

Total issues (physical and digital)



### Library survey

Results from the survey conducted by the library indicate that we are mostly meeting the needs of our patrons utilising the resources we have, with 45% wanting us to keep doing what we are doing.

“It's a wonderful community hub. We are very lucky to have such a great place in Hokitika.” Library patron.

23% responded that they would like us to do more activities for children and adults – often more of the same or similar and more frequently, however, discussion groups, Māori events and more evening events were specifically requested.

As a result we are piloting a new women's wellbeing discussion group in April. Where our resources, capacity and capability limit what we can offer, we aim to create partnerships with external organisations and members of the community to try to meet these needs.

20% responded that they would like us to have a greater selection of titles in both physical and digital collections and digital resources e.g. Ancestry. The library uses data to identify ways to better use the resources we have and meet information and reading needs of patrons. Membership of consortia has allowed patrons access to a large collection of e-books, however, these are shared across the consortium and demand continues to grow. Responses to the survey have given staff an understanding of how to plan for future library spaces.

### Performance in this activity

Community Outcome	Level of service	Performance measures (KPI)	Current performance
<b>Resilient Communities</b>	<b>Provide the district with quality library services that are responsive to the needs and wellbeing of the diverse communities.</b>	<b>95% of residents satisfied with library services</b>	<p>No Council Residents' Satisfaction Survey was undertaken in 2023.</p> <p>A library survey was completed by 230 library patrons in November 2023. 90% of respondents agreed that using the library service had improved the quality of their lives, 9% neither agreed nor disagreed and 0.4% disagreed.</p> <p>(2021/2022: <b>91%</b> - Biennial Residents' Satisfaction Survey February 2022.)</p>

## How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<p><b>Sustainably Managed Environment</b></p> <ul style="list-style-type: none"> <li>• The district is involved in sustainable waste management practices</li> <li>• We support sustainable environmental practices.</li> <li>• We support strategies to enhance and protect the district's ecosystems.</li> <li>• Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Cemeteries Maintenance, landscaping and adhering to the relevant legislation for burials contributes to a sustainably managed environment by providing a pleasant and environmentally sound asset.</li> <li>• Parks and Reserves Assets are managed in environmentally sustainable ways.</li> <li>• Public Toilets Public toilets protect the environment by providing safe and clean facilities for visitors and residents. Increasing the availability in strategic locations reduces the likelihood of environmental contamination.</li> </ul>
<p><b>Resilient Communities</b></p> <ul style="list-style-type: none"> <li>• All areas of the district have access to quality recreational and cultural facilities.</li> <li>• A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> <li>• Communities less vulnerable to natural hazards and climate change.</li> <li>• All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<ul style="list-style-type: none"> <li>• Cemeteries Local cemeteries are an important part of the cultural fabric of communities. Ensuring that the cemetery provides a place for all cultural beliefs and practises improves the well-being and cultural connectedness of the community.</li> <li>• Hokitika Museum Hokitika Museum's vision is 'Hei whakahaumako te tangata: Enriching today and tomorrow's people'. The Museum's mission is to tell the stories of Westland, the wider West Coast and its people. It provides social, heritage, arts and cultural opportunities for the community and visitors. Those engaging with these opportunities will experience significant and sustained improvement in wellbeing.</li> <li>• Land and buildings Well maintained recreational and cultural facilities mean that the community has opportunities to take part in these activities, which can aid in inclusion and connectedness.</li> <li>• Parks and Reserves Recreational facilities provide opportunities for the community to participate in outdoor activities and enhance health and well-being.</li> <li>• Public Toilets Providing public toilets at or near recreation areas such as playgrounds allows the community to enjoy these areas more freely bringing the social benefit of recreation and socialisation.</li> <li>• West Coast Wilderness Trail Recreational use of the trail contributes to the well-being of the community by providing opportunities for health and fitness, and to enjoy competitive events on the trail.</li> <li>• Westland District Library</li> </ul>

	The library supports literacy and offers activities that are inclusive, foster connection, reduce isolation and promote active citizenship.
<b>Diverse Economy</b> <ul style="list-style-type: none"> <li>• We work to find sustainable, diverse and resilient options for encouraging economic growth.</li> <li>• Innovation supports diversity from traditional district industries and sustainable economic growth.</li> <li>• We collaborate with other stakeholders to achieve common outcomes.</li> <li>• Economic growth has a minor / reduced impact on the natural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• West Coast Wilderness Trail Attracts visitors to the district who contribute to the economy by using tourism operators, accommodation, hospitality venues and retail outlets.</li> </ul>

## Land Transport

Overall the Westland District Council transport network has been quite stable over the third quarter. The resealing contractors have completed the small annual program, footpath renewals have been completed and footpath maintenance is still underway. Some external delays have been experienced in obtaining funding approval for a planned bridge replacement on Kakapotahi Beach Road and that work will now be staged over two financial years. Likewise a resilience project on the Haast Jackson Bay Road will be staged over multiple financial years due to consenting delays.

### Performance in this activity

Community Outcome	Level of service	Performance measures (KPI)	Current performance
Diverse Economy Resilient Communities	The transportation network is safe for all users in Westland District	<b>Road safety:</b> The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.  <b>0 fatalities and serious crash injuries.</b>	This is an annual measure. The next round of data will be available in the 2023/2024 Annual Report.
Diverse Economy Resilient Communities	The surface condition of roads in Westland is of good quality	<b>Road Condition:</b> The average quality of ride on a sealed local road network, measured by smooth travel exposure.  <b>Primary Collector &gt;= 93%</b> <b>Secondary Collector &gt;= 93%</b> <b>Access &gt;= 90%</b> <b>Low Volume &gt;= 89%</b>	Waka Kotahi are taking over road condition data collection (including Roughness Data) as part of the national CCDC (Continuous Consistent Data Collection) project. It is uncertain what new timeframe is being applied to Roughness data collection under that project.
Resilient Communities		>70% of residents are satisfied with the standard and safety of Council's unsealed roads.*	No Residents' Satisfaction Survey was undertaken in 2023.  (2021/2022: <b>41%</b> - Biennial Residents' Satisfaction Survey February 2022.)
Diverse Economy Resilient Communities	The surface condition of roads in Westland is maintained to a high standard	<b>Road maintenance:</b> ≥6.5% of the sealed local road network that is resurfaced	2.3% of the sealed network resealed in 2023/24 season. This was a result of insufficient budget and escalating seal costs.

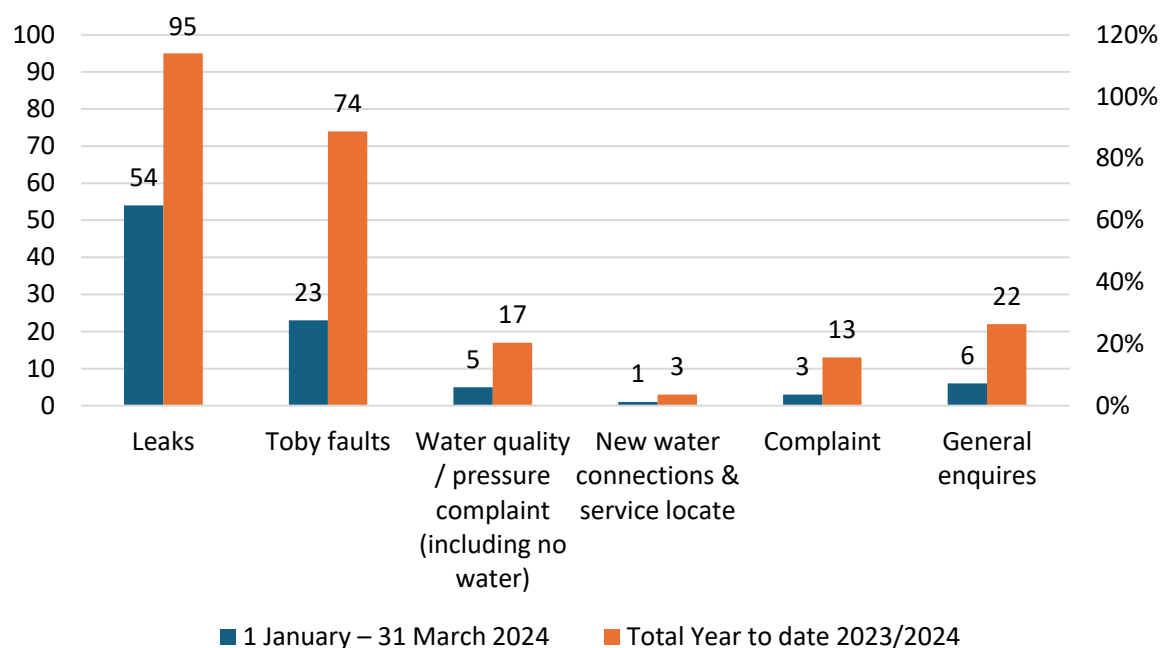
Community Outcome	Level of service	Performance measures (KPI)	Current performance
<b>Resilient Communities</b>	<b>Footpaths are maintained in good condition and are fit for purpose</b>	<b>Footpaths:</b> 90% footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).	This is an annual measure. The next round of data will be available in the 2023/2024 Annual Report.
<b>Resilient Communities</b>	<b>Response to service requests are dealt with promptly</b>	<b>Customer service requests:</b> 100% within 3 days customer service requests relating to roads and footpaths to which the territorial authority responds.	This is an annual measure. The next round of data will be available in the 2023/2024 Annual Report.

### How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<b>Resilient Communities</b> <ul style="list-style-type: none"> <li>All areas of the district have access to quality recreational and cultural facilities.</li> <li>A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> <li>Communities less vulnerable to natural hazards and climate change.</li> <li>All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<ul style="list-style-type: none"> <li>Land Transport</li> </ul> <p>The Combined West Coast Transportation AMP Improvement plan involves community engagement to help identify the priority areas as perceived by the customers. This will greatly assist in Council's ability to anticipate and plan future improvement works that improve both social and economic factors within the community</p>
<b>Diverse Economy</b> <ul style="list-style-type: none"> <li>We work to find sustainable, diverse and resilient options for encouraging economic growth.</li> <li>Innovation supports diversity from traditional district industries and sustainable economic growth.</li> <li>We collaborate with other stakeholders to achieve common outcomes.</li> <li>Economic growth has a minor / reduced impact on the natural environment.</li> </ul>	<ul style="list-style-type: none"> <li>Land Transport</li> </ul> <p>Well-maintained, safe and efficient transportation networks are able to make a measurable contribution towards environmental improvements and sustainability for the wider community.</p>

## Drinking Water

There were 92 water related service requests recorded between 1 January 2024 – 31 March 2024\*.



\*Information comes from Council's service request system and is reported as input into the system. Some service requests may be miscategorised.

### Improvements

The Ross water treatment plant has had a UV unit installed as part of a compliance measure to meet the new rules set out in the DWQAR.

The implementation of the Lutra Infrastructure Data compliance tool has taken longer than expected but is up and running. The 3W team are still learning to navigate this database and use it to its full potential.

### Performance in this activity

Community Outcome	Level of service	Performance measures (KPI)	Current performance
<b>Resilient Communities</b>	<b>Council supplied potable water is safe to drink</b>	<b>Safety of drinking water:</b> The extent to which the local authority's drinking water supply complies with: a) Part 4 of the drinking water standards (bacteria compliance criteria), <b>90%</b> and b) Part 5 of the drinking-water standards (protozoal compliance criteria) <b>90%</b>	a) To date, 8 out of the 9 supplies are fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone. Fox Glacier had a boil water notice issued in November 2023 before the new treatment plant was operational. Harihari and Franz Josef were issued with precautionary boil in 2023. No E-Coli was detected. b) 0 out of the 9 supplies are compliant with protozoal compliance criteria. Council has implemented a data compliance tool to report on compliance or non-compliance

Community Outcome	Level of service	Performance measures (KPI)	Current performance
			with Protozoal criteria. However, this tool was not functional until March 2024. Historical data is still being analysed to confirm if each supply will comply or not with the DWQAR Protozoa requirements.
<b>Resilient Communities</b>	<b>Requests for service are dealt with promptly</b>	<b>Fault response times:</b> Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured: <ul style="list-style-type: none"> <li>a) <b>95%</b> attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site <b>(2 hours)</b> , and</li> <li>b) <b>100%</b> resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. <b>(12 hours)</b></li> <li>c) <b>100%</b> attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site <b>(24 hours)</b> , and</li> <li>d) <b>100%</b> resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption <b>(72 hours)</b>.</li> </ul>	Not reported for this quarter.
<b>Sustainably Managed Environment</b>	<b>Council supplied water is reliable</b>	<b>Maintenance of the reticulation network:</b> The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).	Not measured  <b>Monitored in a number of ways including; telemetry, water meters, repair program, mains replacements and pressure management. This is in context with the Benchloss NZ Manual.</b>



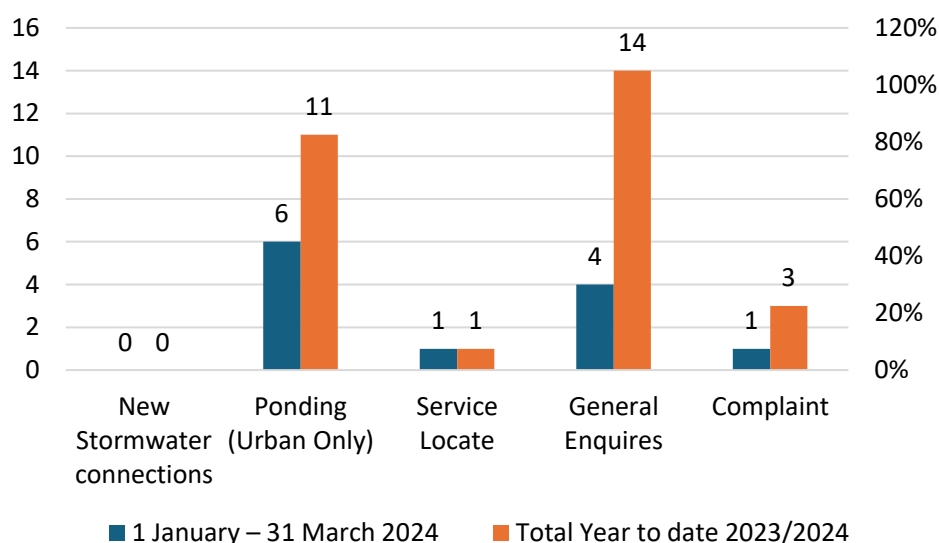
Community Outcome	Level of service	Performance measures (KPI)	Current performance
		<b>Council does not intend to measure this as it will impose an unreasonable cost.</b>	
<b>Sustainably Managed Environment</b>		<b>Demand management:</b>  The average consumption of drinking water per day per resident within the territorial authority district is < 500l/day.	Not measured.  <b>Council does not have the equipment to measure average consumption hence a new three yearly measurement has not been performed since 2016/2017.</b>  <i>Most recent measurement was 2016/2017: Winter 253l per head, Summer 480l per head</i>
<b>Resilient Communities</b>	<b>Customers are generally satisfied with the Council supplied water</b>	<b>Customer satisfaction:</b>  The total number of complaints received by the local authority about any of the following: <ul style="list-style-type: none"> <li>a) Drinking water clarity</li> <li>b) Drinking water taste</li> <li>c) Drinking water odour</li> <li>d) Drinking water pressure or flow</li> <li>e) Continuity of supply, and</li> <li>f) The local authority's response to any of these issues.</li> </ul> Expressed per 1000 connections to the local authority's networked reticulation system.  <b>25 per 1000 connections</b>	<ul style="list-style-type: none"> <li>a) 0</li> <li>b) 0</li> <li>c) 0</li> <li>d) 2</li> <li>e) 3</li> <li>f) Total number of complaints = 5</li> </ul> Complaints per 1000 connections = 14 (2837 connections)

## How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<b>Sustainably Managed Environment</b> <ul style="list-style-type: none"> <li>The district is involved in sustainable waste management practices</li> <li>We support sustainable environmental practices.</li> <li>We support strategies to enhance and protect the district's ecosystems.</li> <li>Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.</li> </ul>	<ul style="list-style-type: none"> <li><b>Drinking Water</b> A new water pipeline was installed from the Arahura treatment plant to the adjacent Marae water tanks. This will provide an improved quality and supply of drinking water for the Marae.</li> </ul>
<b>Resilient Communities</b> <ul style="list-style-type: none"> <li>All areas of the district have access to quality recreational and cultural facilities.</li> <li>A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> <li>Communities less vulnerable to natural hazards and climate change.</li> <li>All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<ul style="list-style-type: none"> <li><b>Drinking Water</b> A new burst valve was installed at the Hokitika water treatment plant to ensure that reservoirs are not drained in the event of a major reticulation failure. This could occur from an earthquake or a watermain rupture</li> </ul>

## Stormwater

There were 12 Stormwater related service requests recorded between 1 January 2024 – 31 March 2024.



\*Information comes from Council's service request system and is reported as input into the system. Some service requests may be miscategorised.

### Improvements

Minor stormwater improvements have been carried out in Hokitika and will continue until the end of the year or the budget is fully expended.

Due to a lack of resources prioritizing upgrades based on the parts of reticulation that have been CCTV'd has not taken place. The upgrades have been reactive instead of proactive.

### Performance in this activity

Community Outcome	Level of service	Performance measures (KPI)	Current performance
<b>Sustainably Managed Environment</b> <b>Resilient Communities</b>	<b>Council Stormwater systems have the capacity to resist major storms and flooding events</b>	<b>System adequacy:</b> a) The number of flooding events that occur in a territorial authority district. <b>No more than 2.</b> b) For each flooding event, the number of habitable floors affected. <b>10 per 1000 properties connected to the territorial authority's stormwater system.</b>	a) 0 – flooding events affecting habitable floors within the Council reticulated stormwater system. b) <b>Total habitable floors = 0</b> <b>Per 1000 connections = 0 (530 connections)</b>
<b>Sustainably Managed Environment</b> <b>Resilient Communities</b>	<b>Requests for service are dealt with promptly</b>	<b>Response times:</b> The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. <b>(95% within 2 hours)</b>	No flood events

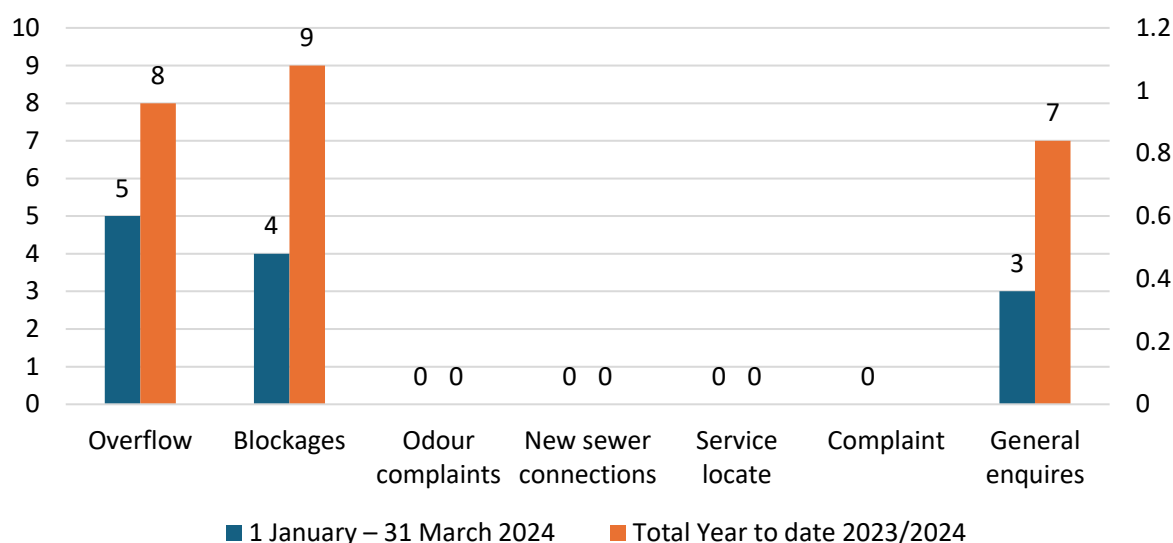
Community Outcome	Level of service	Performance measures (KPI)	Current performance
<b>Sustainably Managed Environment</b> <b>Resilient Communities</b>		<b>Customer Satisfaction:</b> The number of complaints received by a territorial authority about the performance of its storm water system, expressed per 1000 properties connected to the territorial authority's storm water system. <b>10 per 1000 connections</b>	Total number of complaints = 0 - No flood events Complaints per 1000 = 0 - No flood events <b>(530 connections)</b>
<b>Sustainably Managed Environment</b> <b>Resilient Communities</b>	<b>Council storm water systems protect the natural environment</b>	<b>Discharge compliance:</b> <b>100%</b> Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: <ul style="list-style-type: none"> <li>a) Abatement notices</li> <li>b) Infringement notices</li> <li>c) Enforcement orders; and</li> <li>d) convictions</li> </ul>	100% compliance.

### How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<b>Sustainably Managed Environment</b> <ul style="list-style-type: none"> <li>The district is involved in sustainable waste management practices</li> <li>We support sustainable environmental practices.</li> <li>We support strategies to enhance and protect the district's ecosystems.</li> <li>Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.</li> </ul>	<ul style="list-style-type: none"> <li><b>Stormwater</b> Project improvements such as replacement of aged stormwater assets align with ensuring a sustainably managed environment.</li> </ul>
<b>Resilient Communities</b> <ul style="list-style-type: none"> <li>All areas of the district have access to quality recreational and cultural facilities.</li> <li>A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> <li>Communities less vulnerable to natural hazards and climate change.</li> <li>All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<ul style="list-style-type: none"> <li><b>Stormwater</b> Project improvements to improve network function in the event of heavy rain events align with ensuring resilient communities.</li> </ul>

## Wastewater

There were 12 Wastewater related service requests recorded between 1 January 2024 – 31 March 2024.



\*Information comes from Council's service request system and is reported as input into the system. Some service requests may be miscategorised.

### Improvements

Work is progressing behind the scenes for the development of the new Hokitika WWTP.

Council has awarded Trenching Dynamics the Hokitika Z-Line wastewater main upgrade from Park St to Tudor St. WSP will project manage all the aspects associated with this. The work has a targeted deadline of 30<sup>th</sup> June 2024.

Additional CCTV work has been undertaken in areas that were not completed in the last round of CCTV in 2022. Due to lack of resources, however, this footage is yet to be viewed in its entirety to prioritise replacement works.

### Performance in this activity

Community Outcome	Level of service	Performance measures (KPI)	Current performance
Resilient Communities Sustainably Managed Environment	Council wastewater systems are managed without risk to public health	<b>System and adequacy:</b> The number of dry weather sewerage overflows from the territorial authority's sewerage system. <b>10 per 1000 connections</b>	4 Complaints per 1000 connections = <b>9 (2172 connections)</b>
Resilient Communities Sustainably Managed Environment	Council wastewater systems are safe and compliant	<b>Discharge compliance:</b> <b>100%</b> Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices b) infringement notices c) enforcement orders, and d) convictions.	100% compliance

Community Outcome	Level of service	Performance measures (KPI)	Current performance
		Received by the territorial authority in relation those resource consents.	
<b>Resilient Communities</b> <b>Sustainably Managed Environment</b>	<b>Customers are generally satisfied with the Council wastewater systems</b>	<b>Fault response times:</b> Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured: a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site (2 hours), <b>95%</b> and b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (4 hours) <b>90%</b> .	Not reported for this quarter.
<b>Resilient Communities</b> <b>Sustainably Managed Environment</b>		<b>Customer satisfaction:</b> The total number of complaints received by the territorial authority about any of the following: a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) the territorial authority's response to issues with its sewerage system, <b>a) 2 - this measure should not have been included in the LTP and will not be reported on.</b> <b>b) 10 per 1000 connections</b>	a) 0 b) 1 c) 1 d) Total complaints = 2 Complaints per 1000 connections = 4

## How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<p><b>Sustainably Managed Environment</b></p> <ul style="list-style-type: none"> <li>• The district is involved in sustainable waste management practices</li> <li>• We support sustainable environmental practices.</li> <li>• We support strategies to enhance and protect the district's ecosystems.</li> <li>• Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Wastewater Improvements to wastewater capture and treatment support a sustainably managed environment.</li> </ul>
<p><b>Resilient Communities</b></p> <ul style="list-style-type: none"> <li>• All areas of the district have access to quality recreational and cultural facilities.</li> <li>• A community that cares for all members at all life stages to reduce isolation and promote inclusion.</li> <li>• Communities less vulnerable to natural hazards and climate change.</li> <li>• All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.</li> </ul>	<ul style="list-style-type: none"> <li>• Wastewater Active engagement with local iwi and community members allows solutions and approaches to be agreed with the greatest community input.</li> </ul>

## Solid Waste

Council staff have been focussed on customer service delivery, reduction in waste (via recycling), and development and deployment of new contracts for both northern and southern areas of the district. Glass collection in the northern area remains a priority.

Recycling material rejection continues to be low, which is encouraging. The development of a new leachate disposal field and preparations for changing from cell 1 to cell 2 at Butlers continues. The closing of the Haast landfill has been delayed due to remaining space available, however development of this location to change into a transfer station continues.

### Performance in this activity

Community Outcome	Level of service	Performance (KPI)	measures	Current performance
<b>Sustainably Managed Environment</b>	<b>Solid waste managed appropriately</b>	is All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly.		No report has been received for this activity.
<b>Sustainably Managed Environment</b>	<b>Maximised recycling efficiency</b>	Reduce incidents of recycling bin contamination.		No report has been received for this activity.

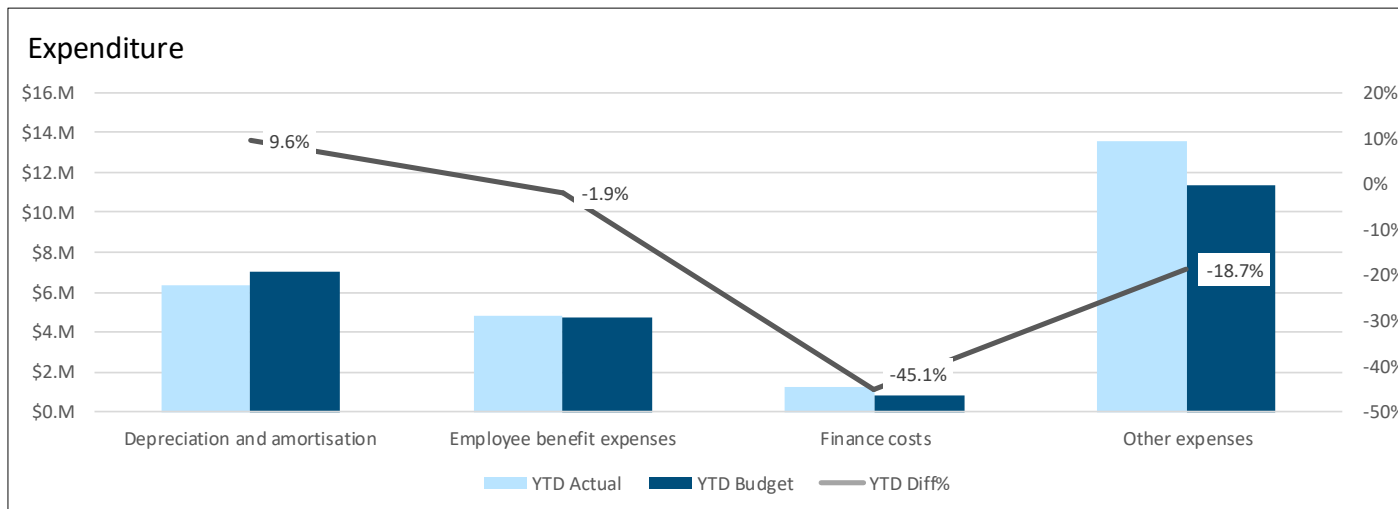
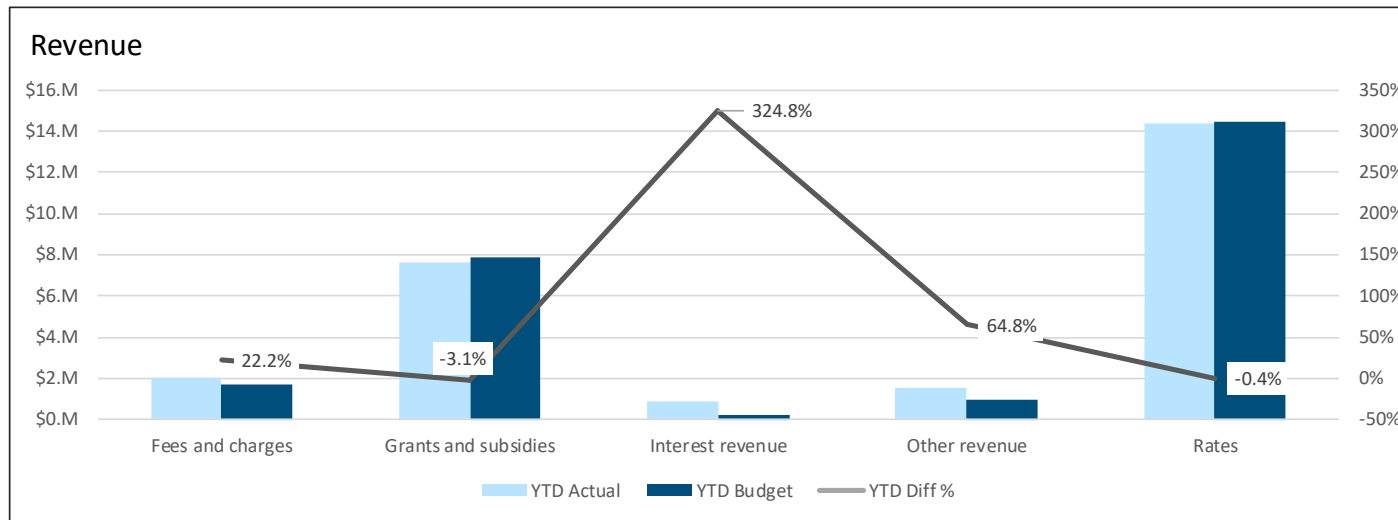
### How this group of activities contribute to Community Outcomes & Well-being

Community outcomes supported by group of activities	Activity
<b>Sustainably Managed Environment</b> <ul style="list-style-type: none"> <li>The district is involved in sustainable waste management practices</li> <li>We support sustainable environmental practices.</li> <li>We support strategies to enhance and protect the district's ecosystems.</li> <li>Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.</li> </ul>	<ul style="list-style-type: none"> <li>Solid Waste Sustainable environmental practices are supported through community education. Staff are committed to keeping up-to-date with legislative changes and implementing them throughout the district.</li> </ul>



## Whole of Council Financial Summary

### Revenue and Expenditure Graphs



## 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	19,215	19,266	14,435	14,384	(51)	(0.35%)
Grants and subsidies	02	9,597	9,843	7,873	7,627	(246)	(3.12%)
Interest Revenue	03	921	268	201	855	653	324.83%
Fees and Charges	04	2,605	2,232	1,678	2,051	373	22.22%
Other revenue	05	1,846	1,235	944	1,556	612	64.80%
Total operating revenue		34,185	32,844	25,131	26,473	1,342	5.34%
<b>Expenditure</b>							
Employee Benefit expenses	06	6,363	6,274	4,705	4,794	89	1.89%
Finance Costs	07	1,513	1,130	848	1,231	383	45.14%
Depreciation	08	8,660	9,331	6,998	6,328	(671)	(9.58%)
Other expenses	09	17,780	15,643	11,399	13,535	2,137	18.75%
Total operating expenditure		34,316	32,378	23,950	25,888	1,938	8.09%
<b>Operating Surplus/(Deficit)</b>		<b>(130)</b>	<b>466</b>	<b>1,182</b>	<b>585</b>	<b>(596)</b>	<b>(50%)</b>

## Notes to 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.

Transport grants are below budget by \$1.8M 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

### **03 Interest Revenue**

Interest on swaps is \$336k over budget, while the rest of the variance (\$317k is attributable to interest from our term deposits and the current account. The total variance of \$653k more than offsets the adverse increase of \$383k in finance costs against budget.

### **04 Fees and charges**

Building and resource consent fees are over by \$133k and \$91k 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 (\$167k over). Waste disposal levy payments are \$57k over, fees for rubbish removal to Butlers Landfill are \$46k over, both due to higher than expected tourist numbers and escalations.

### **05 Other Revenue**

Non-cash gain on swaps is \$462k above budget. This is more than 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 relatively on track with budget.

### **07 Finance Costs**

This is largely made up of interest expenses on our loans. While finance costs are over budget by \$383k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

### **08 Depreciation**

Asset Revaluations completed at the end of the 2022-23 financial year were larger than anticipated. Also worth noting that, as more assets are capitalized throughout the year, monthly depreciation will increase.

### **09 Other expenses**

- Non-cash loss on swaps is over budget \$713k due to drops in swap rates.
- Maintenance of Water Services assets is over by \$376k due to additional sampling costs not budgeted for, as well as asset failures.
- Maintenance of Waste Water assets is over by \$125k. \$52k due being undercharged for blockages costs dating back to November 2022. The rest relates to higher than expected escalation costs.
- Unbudgeted, fully funded MTFJ costs total \$174k.
- Land assets were disposed of/derecognized after we performed a 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 \$125k and \$45k over respectively as this continues to be outsourced. This is offset by the fees mentioned in note 04.
- 3 waters transition consultancy is \$99k over - offset by recoveries mentioned in note 05.
- Unbudgeted emergency works for construction of a wall at Franz Josef wastewater treatment pond \$202k.

## Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2023 Annual Plan \$000	2023 Annual Report \$000	2024 Annual Plan \$000	2024 Actual \$000
<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	8,402
Targeted Rates	10,245	9,878	8,135	5,982
Subsidies and grants for operating purposes	2,135	3,867	2,638	1,811
Fees and charges	2,037	2,254	2,232	2,051
Interest and dividends from investments	257	1,050	518	1,055
Local authorities fuel tax, fines, infringement fees, and other receipts	1,084	2,649	985	1,345
Total Operating Funding (A)	24,740	28,588	25,639	20,645
Applications of Operating Funding				
Payments to staff and suppliers	19,950	23,011	21,916	18,145
Finance Costs	986	1,395	1,130	1,227
Total Applications of Operating Funding (B)	20,936	24,407	23,047	19,372
<b>Surplus/(Deficit) of Operating Funding (A - B)</b>	<b>3,804</b>	<b>4,181</b>	<b>2,592</b>	<b>1,273</b>
<b>(SURPLUS) / DEFICIT OF CAPITAL FUNDING</b>				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	9,156	3,992	7,205	5,817
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	5,941	(3,000)	6,887	-
Gross proceeds from sale of assets	-	12	-	8
Total Sources of Capital Funding (C)	15,097	1,004	14,092	5,825
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	1,735	666	252	151
- to improve the level of service	14,250	4,929	10,600	5,466
- to replace existing assets	12,537	6,266	9,770	2,198
Increase (decrease) in reserves	(9,770)	(6,675)	(3,937)	(717)
Increase (decrease) of investments	149	-	-	-
Total Applications of Capital Funding (D)	18,901	5,185	16,684	7,098
<b>Surplus/(Deficit) of Capital Funding (C - D)</b>	<b>(3,804)</b>	<b>(4,181)</b>	<b>(2,592)</b>	<b>(1,273)</b>
<b>Funding Balance ((A - B) + (C - D))</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Statement of Financial Position

	At 31 March 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
<b>Assets</b>			
<b>Current assets</b>			
Cash & cash equivalents	9,481	4,311	8,378
Debtors & other receivables	3,559	3,135	2,809
Tax receivable	-	-	-
Derivative financial instruments	153	12	53
Other financial assets	48	-	48
<b>Total Current Assets</b>	<b>13,240</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	129	225	151
Assets Under Construction	16,553	10,781	9,571
Derivative financial instruments	460	493	1,052
Other Financial Assets	626	771	553
Property, Plant and Equipment	510,208	516,239	515,647
<b>Total Non-current assets</b>	<b>540,847</b>	<b>541,340</b>	<b>539,845</b>
<b>Total Assets</b>	<b>554,087</b>	<b>548,797</b>	<b>551,133</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Creditors & other payables	2,204	2,863	4,001
Employee benefit liabilities	735	507	521
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	-
Other	1,502	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	41	-	-
<b>Total Non-Current Liabilities</b>	<b>30,228</b>	<b>39,038</b>	<b>27,183</b>
<b>Total Liabilities</b>	<b>37,669</b>	<b>43,883</b>	<b>35,299</b>
<b>Net Assets</b>	<b>516,418</b>	<b>504,914</b>	<b>515,833</b>

	At 31 March 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
<b>Equity</b>			
Retained Earnings	173,143	179,854	172,412
Restricted Reserves	10,073	6,481	10,073
Revaluation reserves	333,025	318,402	333,170
Other comprehensive revenue and expense reserve	177	177	177
<b>Total Equity</b>	<b>516,418</b>	<b>504,914</b>	<b>515,833</b>

## Capital Report

Capital Projects 2023/24 As at 31/03/2024			
Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast
	\$0	\$0	\$0
Leadership			
	145,646	512,049	327,058
Planning & Regulatory Services			
	33,219	1,560,708	28,509
Library & Museum			
	85,691	886,532	889,550
Water Supply			
	1,122,664	1,954,048	2,053,143
Waste Water			
	295,800	1,586,805	1,459,017
Solid waste			
	84,117	822,760	834,600
Storm water			
	157,359	228,340	191,443
Cemeteries			
	39,754	98,150	143,960
Swimming pools			
	2,752,936	2,197,950	2,752,936
Facilities & leisure services - other			
	385,550	2,498,835	1,249,507
Parks & reserves			
	1,418,722	7,979,143	5,614,363
Land transportation			
	758,052	3,741,538	2,752,253
Better Off Funded Projects			
	662,855	1,499,404	1,375,735
Less Operational Better Off Funding	300,611	615,893	539,903
<b>Total Less Operational Better Off Funding</b>	<b>362,244</b>	<b>883,511</b>	<b>835,832</b>
Unbudgeted capital expenditure			
	160,330	0	160,330
Funded Projects			
	12,887	0	0
<b>Total</b>	<b>8,115,581</b>	<b>25,566,261</b>	<b>19,832,404</b>
<b>Total Less Operational Better Off Funding</b>	<b>7,814,970</b>	<b>24,950,368</b>	<b>19,292,501</b>

## Disclosure Statement

The following information is the disclosure statement for year ending 31 March 2024.

The purpose of this statement is to disclose the council's financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

### Rates Affordability Benchmarks

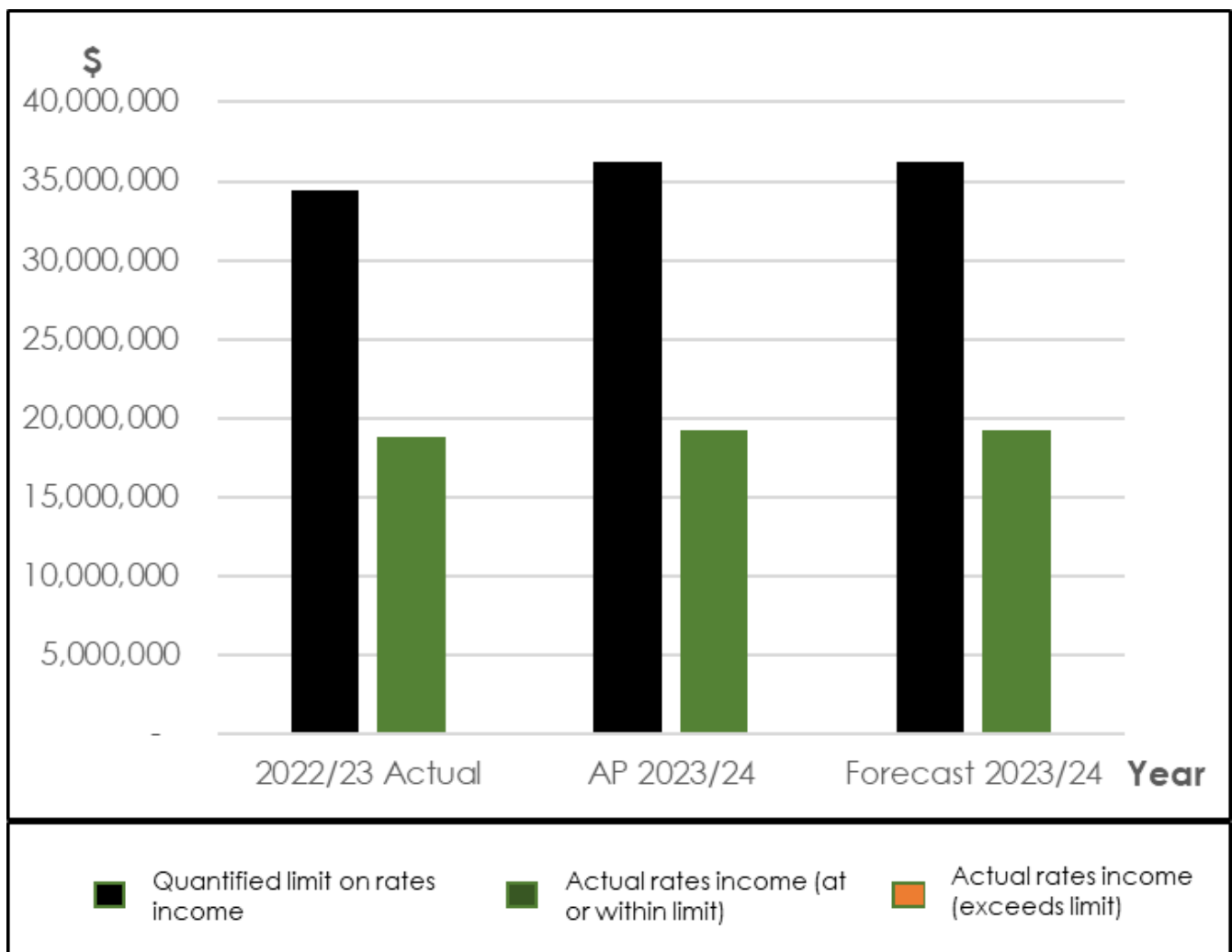
Council meets the rates affordability benchmark if:

- Its actual rates income equals or is less than each quantified limit on rates; and
- Its actual rates increases equal or are less than each quantified limit on rates increases.

The following graph compares the council's actual rates income with a quantified limit on rates contained in the financial strategy included in the council's long-term plan. The quantified limit is \$36,191,105.

Council is forecasting to meet this measure in the 2023/2024 financial year: rates are not expected to exceed the rates (income) affordability benchmark.

### Rates (income) affordability

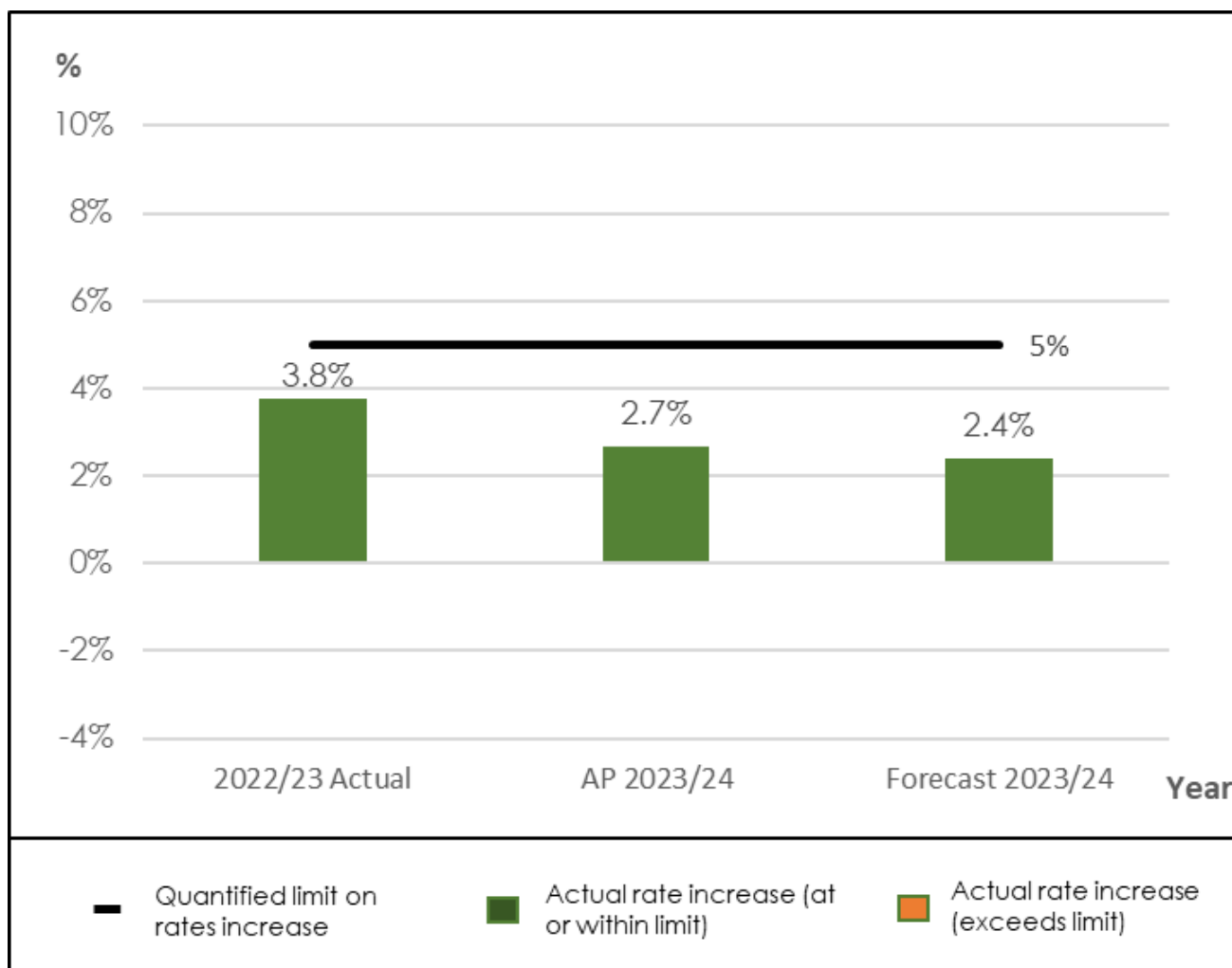




The following graph compares the Council's actual rates increases with a quantified limit on rates increases included in the financial strategy included in the council's long-term plan. The quantified limit is 5% in any one year.

Council is forecasting to meet this measure in the 2023/2024 financial year: rates are not expected to exceed the rates (increases) affordability benchmark.

#### Rates (increases) affordability

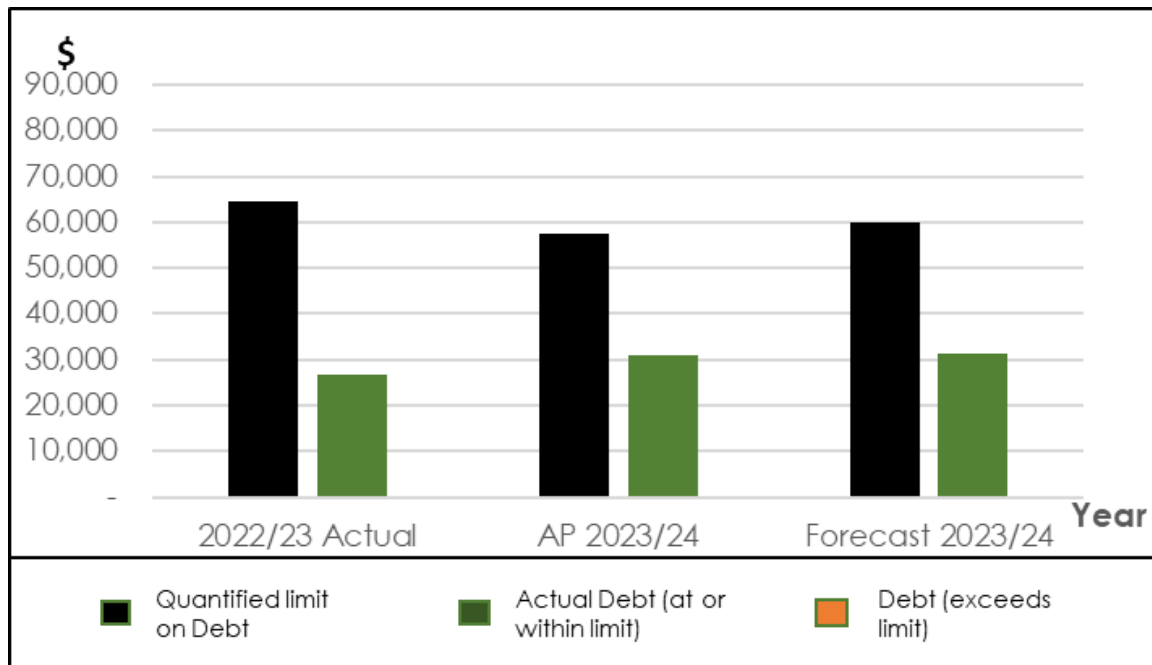


## Debt Affordability Benchmark

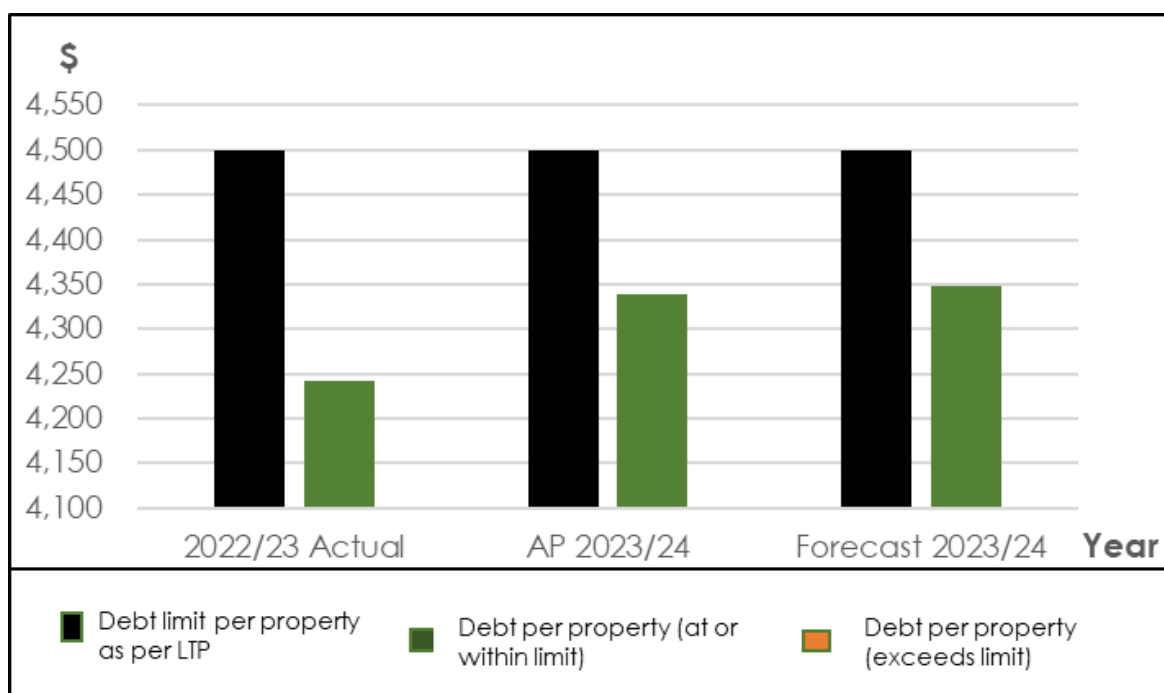
Council meets the debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing.

The following graph compares the council's actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the council's long-term plan. The quantified limit is set so that finance costs will not exceed 10% of revenue.

Council is forecasting to meet this measure in the 2023/2024 financial year: debt is not expected to exceed the debt affordability benchmark.



The following graph shows the limits included in the LTP 2021-2031 (which completes the 5-year reporting requirement). The quantified limit is that average debt will not exceed \$4,500 per rateable property. The actual average debt was \$4,242 therefore this measure has been met. The limit was increased from \$4,000 to \$4,500 by Council during Long Term Planning processes.



## Balanced Budget Benchmark

The following graph displays council's **revenue** as a proportion of **operating expenses**. Council meets this benchmark if its revenue equals or is greater than its operating expenses.

### Revenue excludes:

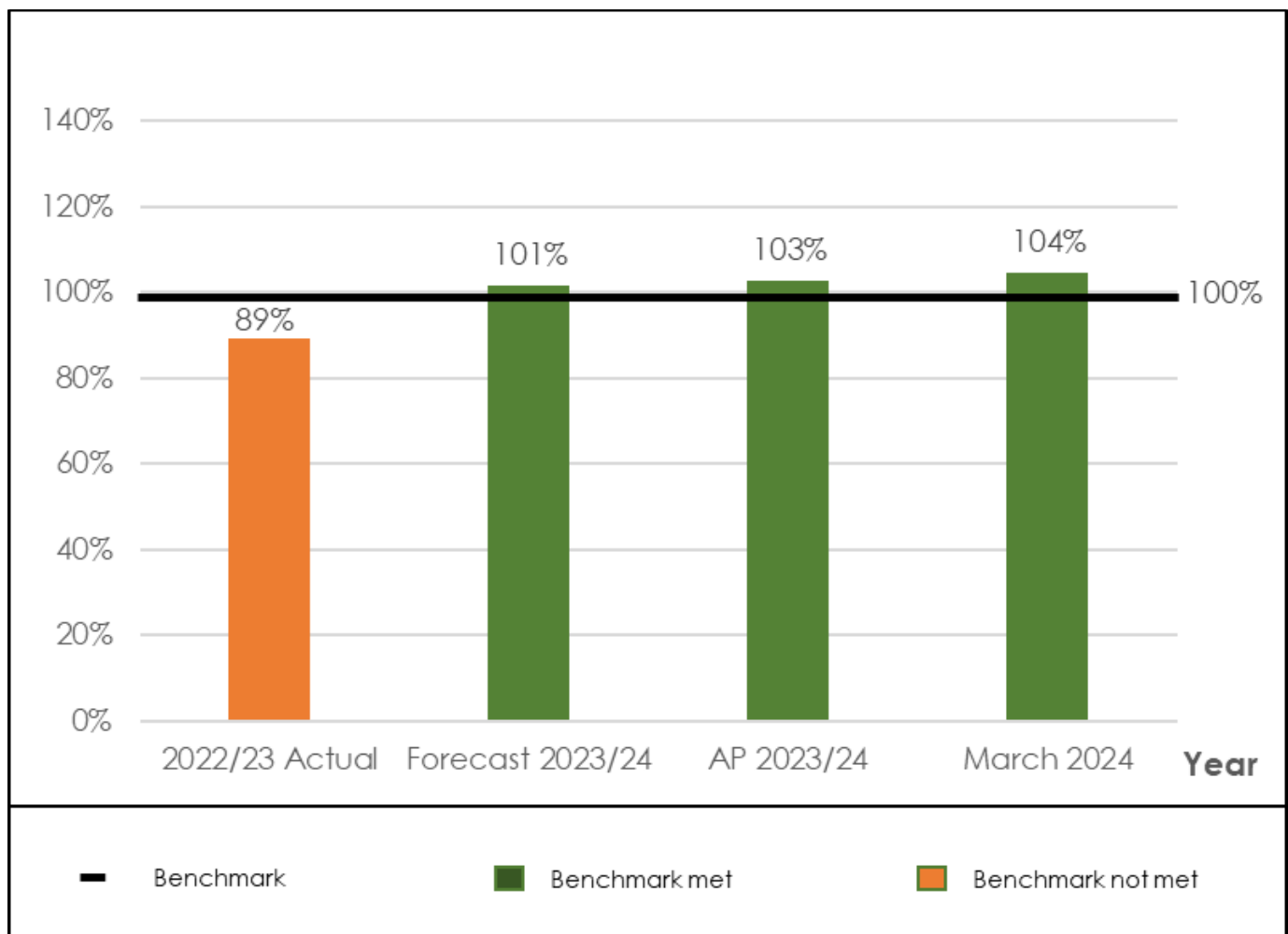
- development contributions,
- financial contributions,
- vested assets,
- gains on derivative financial instruments, and
- revaluations of property, plant, or equipment)

### Operating Expenses excludes:

- losses on derivative financial instruments, and
- revaluations of property, plant, or equipment

This benchmark is forecasted to be met in the 2023/2024 financial year. The forecast considers variances between what we budgeted for and what has occurred to date. More information on these variances can be found in the Notes to Statement of Comprehensive Revenue and Expenditure.

### Revenue / Expenditure (%)



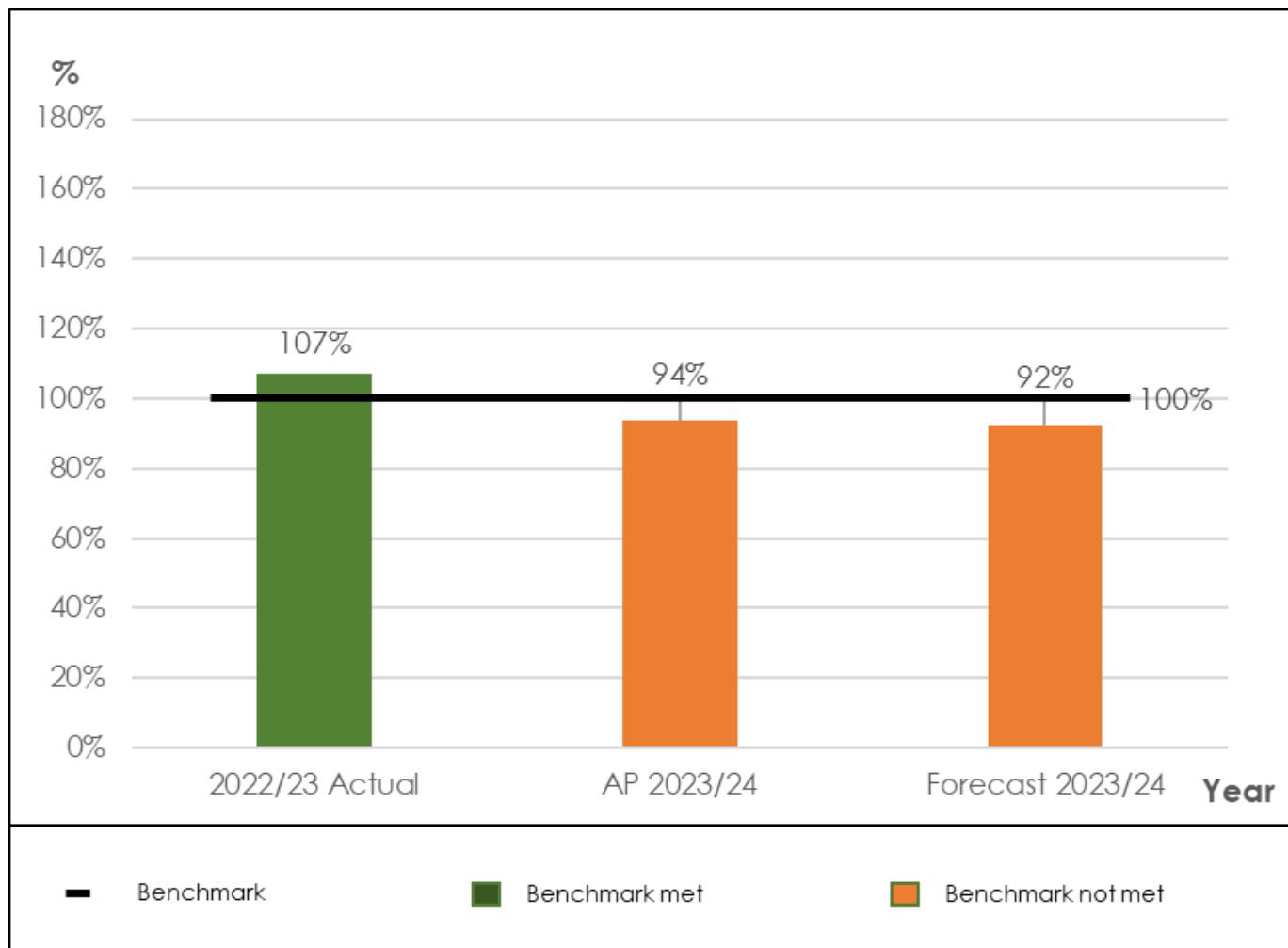
## Essential Services Benchmark

The following graph displays council's capital expenditure on network services as a proportion of depreciation on network services. Council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network service.

Essential Services are Water Supply, Wastewater, Stormwater, and Roding

This benchmark is forecast to not be met in the 2023/2024 financial year. Asset revaluations at the end of the 2022-23 financial year led to a 6.18% increase in value of Essential Services assets, which means an increase in depreciation totalling approximately \$430k. Expenditure on Roding assets was brought forward into the 2022-23 financial year, which limits current year expenditure by \$550k.

### Capital expenditure / Depreciation (%)



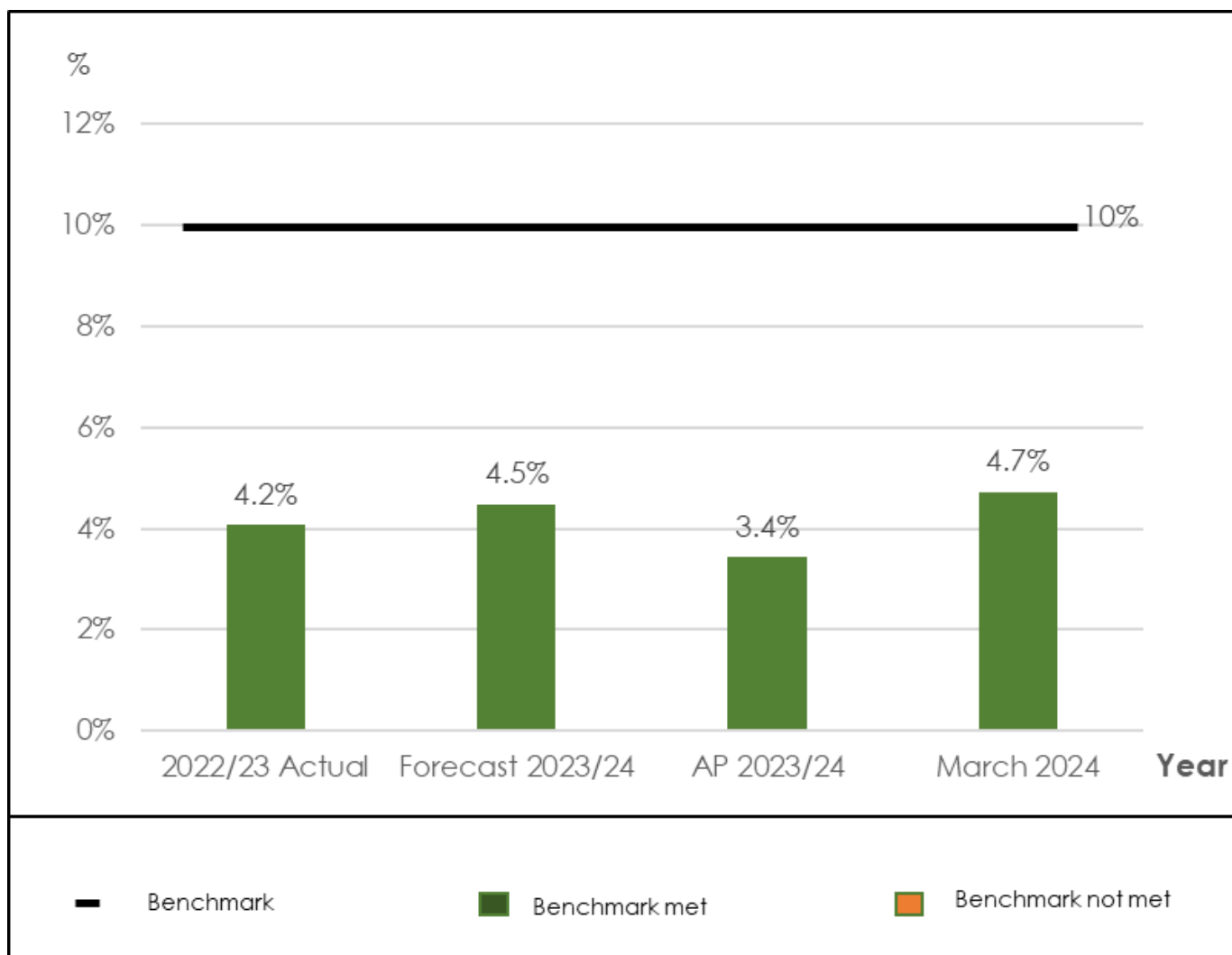
### Debt Servicing Benchmark

The following graph displays council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

Because Statistics New Zealand projects the Westland District's population will grow more slowly than the national population growth rate, council meets the debt servicing benchmark if its borrowing costs are equal to or are less than 10% of its revenue.

This benchmark is forecast to be met in the 2023/2024 financial year.

#### Borrowing costs/Revenue (%)

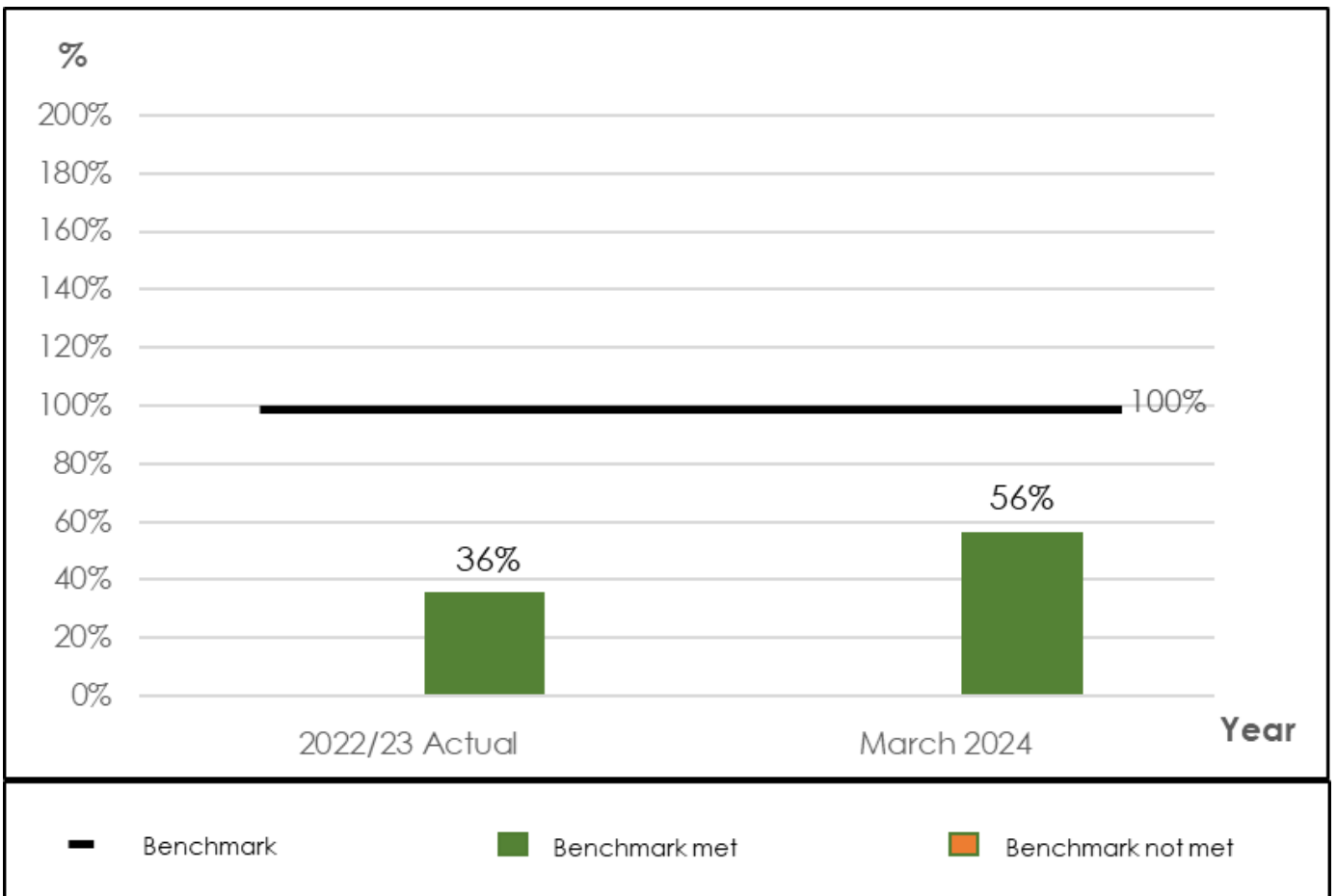


### Debt Control Benchmark

The following graph displays council's **actual** net debt as a proportion of **planned** net debt. In this statement, net debt means financial liabilities less financial assets (excluding trade and other receivables).

Council meets the debt control benchmark if its actual net debt equals or is less than its planned net debt. This benchmark is being met as of the end of Q3.

#### Actual / Budgeted net debt (%)



## Treasury Report

### Summary

The purpose of this section of the Quarterly Report is to provide an update on Council's Treasury Position as at **31 March 2024**.

This section shows the Council's position for the following items:

- Financial Risks
- Council's debt position
- Loans
- Other Borrowings (if any)
- Swaps
- Community Loans
- Cash Flow
- Debtors

Council has contracted PWC as an independent treasury adviser.

Compliance Summary

Interest rate risk

✓

✓

✓

Last month

Next month

Compliant until

October 2024

Liquidity risk

✓

✓

✓

Last month

Next month

Compliant until

July 2025

Funding risk

✓

✓

!

Last month

Next month

Compliant until

April 2024

Investments

✓

✓

✓

Last month

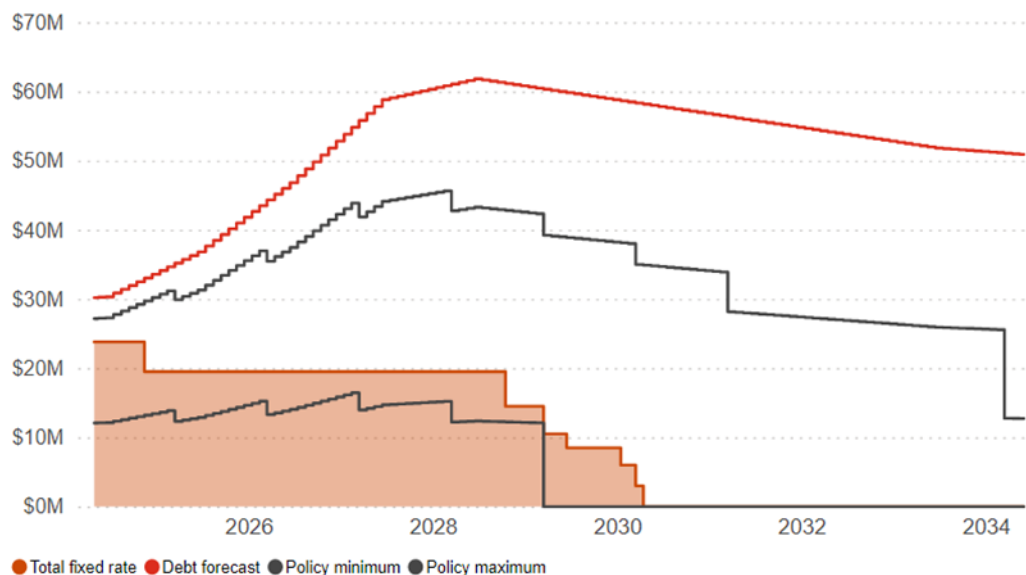
Next month



## Interest Rate Risk

The interest rate risk timeline visually represents the Council's interest rate position within approved interest rate control limits as set out in Council's Liability Management Policy.

### Interest rate risk timeline



**\$26,766,443**

Gross debt less prefunding

**\$23,800,000**

Total fixed rate instruments

**89%**

Current hedged (%)

**2.58%**

Current WA fixed rate

**3.59**

WA fixed term (years)

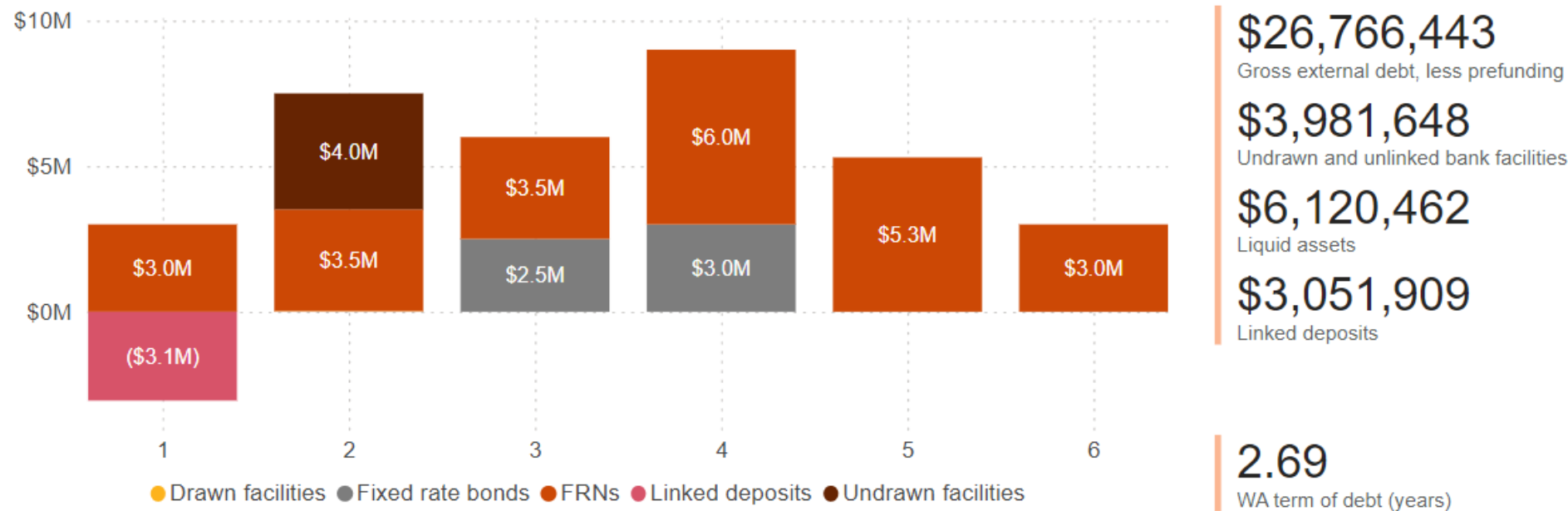
### Interest rate summary

#	Bucket	Min	Max	Actual
1	0 - 1	40%	90%	79%
2	1 - 12	40%	90%	70%
3	12 - 24	35%	85%	50%
4	24 - 36	30%	80%	40%
5	36 - 48	25%	75%	33%
6	48 - 60	20%	70%	28%
7	60 - 72	0%	65%	14%
8	72 - 84	0%	60%	0%
9	84 - 96	0%	50%	0%
10	96 - 108	0%	50%	0%
11	108 - 120	0%	50%	0%
12	120 - 132	0%	25%	0%

Funding and Liquidity risk

This chart illustrates the Council’s debt position, and considers the debt facility as well as any term deposits:

Funding and liquidity risk timeline



Funding and Liquidity Risk Control Limits

Funding summary

Bucket (years)	Maturing in period (\$)	Policy	Actual
0 - 3	\$13,448,091	15% - 60%	44%
3 - 7	\$17,300,000	25% - 85%	56%
7 - 15	\$0	0% - 60%	0%
Total	\$30,748,091		100%

Maturity band limits were amended into three bands: 0 - 3 years, 3 - 7 years and 7 years plus. Minimum and maximum percentage limits within each maturity band ensure a spread of maturities and reduces the risk of maturity concentrations.

Liquidity summary

138%  
Liquidity ratio (liquid deposits)

Council’s policies require a liquidity cover of 110% of current debt. Council has \$3.1m of term deposits and \$6.1 cash at bank available as at 31 March 2024 and a \$4m credit facility with Westpac. This results in a liquidity coverage ratio of 138%. The forecast debt for the current financial year is \$31.3m.

## Funding Risk

As the compliance summary states, council is compliant with its funding risk policy until April 2024. This is referring to the maturity profiles of council debt as per the table below.

### Funding Policy

Bucket (years)	Bucket % Detail	Existing composition (\$)	Current (%)
0 - 3	15% - 60%	\$22,500,000	73%
3 - 7	25% - 85%	\$8,300,000	27%
7 - 15	0% - 60%	\$0	0%

During the month of April 2024:

- \$3.0m in debt matured,
- \$3.5m in debt was drawdown to prefund maturing loans in April 2025, and
- \$3.5m prefunding term deposit was invested in.

The impact of these changes is shown in the table below.

### Funding Policy - impact of strategy

Bucket (years)	Bucket % Detail	Existing composition (\$)	Current (%)	Maturing after strategy (\$)	Strategy (%)
0 - 3	15% - 60%	\$22,500,000	73%	19,000,000	62%
3 - 7	25% - 85%	\$8,300,000	27%	11,800,000	38%
7 - 15	0% - 60%	\$0	0%	0	0%

Council will be drawing down an additional \$1.0m debt to fund budgeted capital expenditure for the year. The result of this scenario is shown in the table below.

### Funding Policy - impact of strategy

Bucket (years)	Bucket % Detail	Existing composition (\$)	Current (%)	Maturing after strategy (\$)	Strategy (%)
0 - 3	15% - 60%	\$22,500,000	73%	19,000,000	60%
3 - 7	25% - 85%	\$8,300,000	27%	12,800,000	40%
7 - 15	0% - 60%	\$0	0%	0	0%

## Loans

Instrument	Description	Counter-party	Maturity	Drawn	Limit	Interest rate	Margin
5409	Floating Rate Note	LGFA	15 April 2024	3,000,000	3,000,000	5.64%	0.88%
10130	Floating Rate Note	LGFA	15 April 2025	1,200,000	1,200,000	5.64%	0.65%
5676	Floating Rate Note	LGFA	15 April 2025	2,300,000	2,300,000	5.64%	0.91%
880187	Multi-Option Currency Loan	Westpac	1 July 2025	18,352	4,000,000	7.05%	1.25%
10146	Fixed Rate Bond	LGFA	15 April 2026	1,500,000	1,500,000	1.14%	
9228	Fixed Rate Bond	LGFA	15 April 2026	1,000,000	1,000,000	1.39%	
13780	Floating Rate Note	LGFA	15 April 2026	2,000,000	2,000,000	5.64%	0.53%
6397	Floating Rate Note	LGFA	15 April 2026	1,500,000	1,500,000	5.64%	0.97%
10148	Fixed Rate Bond	LGFA	15 April 2027	1,500,000	1,500,000	1.23%	
6400	Fixed Rate Bond	LGFA	15 April 2027	1,500,000	1,500,000	3.88%	
13218	Floating Rate Note	LGFA	15 April 2027	3,000,000	3,000,000	5.64%	0.68%
17371	Floating Rate Note	LGFA	15 April 2027	3,000,000	3,000,000	5.64%	0.66%
7306	Floating Rate Note	LGFA	18 April 2028	1,300,000	1,300,000	5.64%	1.06%
11187	Floating Rate Note	LGFA	15 May 2028	1,000,000	1,000,000	5.74%	0.68%
13796	Floating Rate Note	LGFA	15 May 2028	3,000,000	3,000,000	5.74%	0.64%
11772	Floating Rate Note	LGFA	20 April 2029	3,000,000	3,000,000	5.65%	0.64%
<b>Total</b>				<b>29,818,352</b>			

The interest rates shown above for LGFA bonds do not include the margins e.g., 5.64% + 0.88% = 6.52%.

Note – on 15 April 2024, WDC took a \$3.5m prefunding loan from LGFA.

## Swaps

Counter party	Notional (\$)	Start date	Maturity date	Interest rate
Westpac	4,300,000	17 November 2020	17 November 2024	0.67%
Westpac	3,000,000	15 June 2022	15 June 2025	2.76%
Westpac	5,000,000	2 October 2023	2 October 2028	3.97%
Westpac	4,000,000	15 December 2023	15 March 2029	3.48%
Westpac	2,000,000	15 December 2023	15 June 2029	2.75%
Westpac	2,500,000	15 April 2026	15 January 2030	4.03%
Westpac	3,000,000	15 June 2025	15 March 2030	4.35%
Westpac	3,000,000	15 April 2027	15 April 2030	4.09%
<b>Total</b>	<b>26,800,000</b>			

Out of the \$26.8m Swaps portfolio above, \$8.5m Swaps have future effective dates and are not considered as live Swaps.

## Investment Risk

Risks identified in our deposits include credit risk and liquidity risk.

### Credit Risk

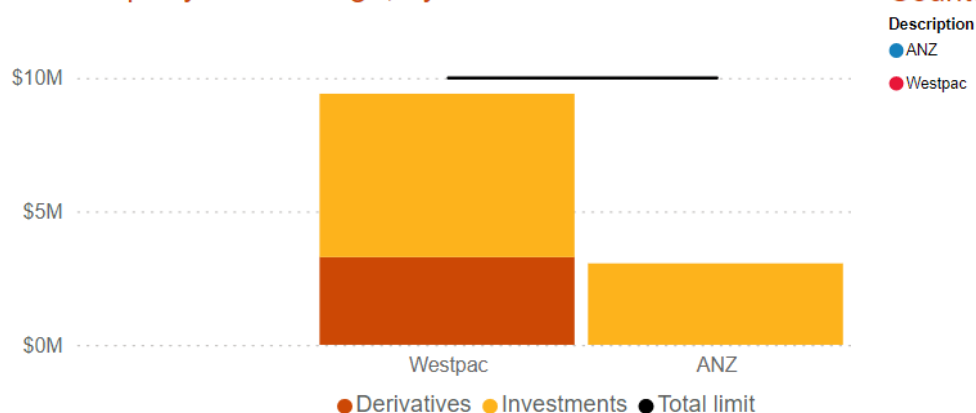
This is minimised by investing in only high-quality creditworthy counterparties and limiting investment in each counterparty to \$10m.

### Counterparty credit overview

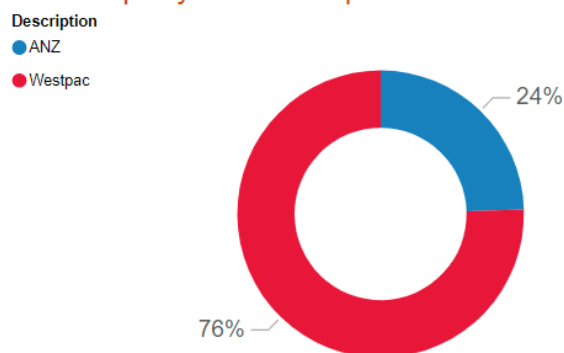
#### Counterparty credit limits

Counterparty	Investments exposure	Investment limit	MtM	Derivatives exposure	Derivatives limit	Total exposure	Total limit	Compliant?
ANZ	\$3,051,909	\$0		\$0	\$0	\$3,051,909	\$10,000,000	✓
Westpac	\$6,120,462	\$0	\$556,556	\$3,287,335	\$0	\$9,407,797	\$10,000,000	✓

#### Counterparty credit usage, by bank



#### Counterparty credit composition



Note – in April 2024, ANZ confirmed that we will be able to enter ANZ derivatives transactions going forward. This will help spread counterparty risk further.

### Liquidity Risk

This is minimised by maintaining a minimum 50% in investments which have a maturity of less than 1 year.

#### Investment summary

Start	End	Min	Max	Percent maturing	Compliant
0	12	50%	100%	100%	✓
12	24	0%	50%	0%	✓

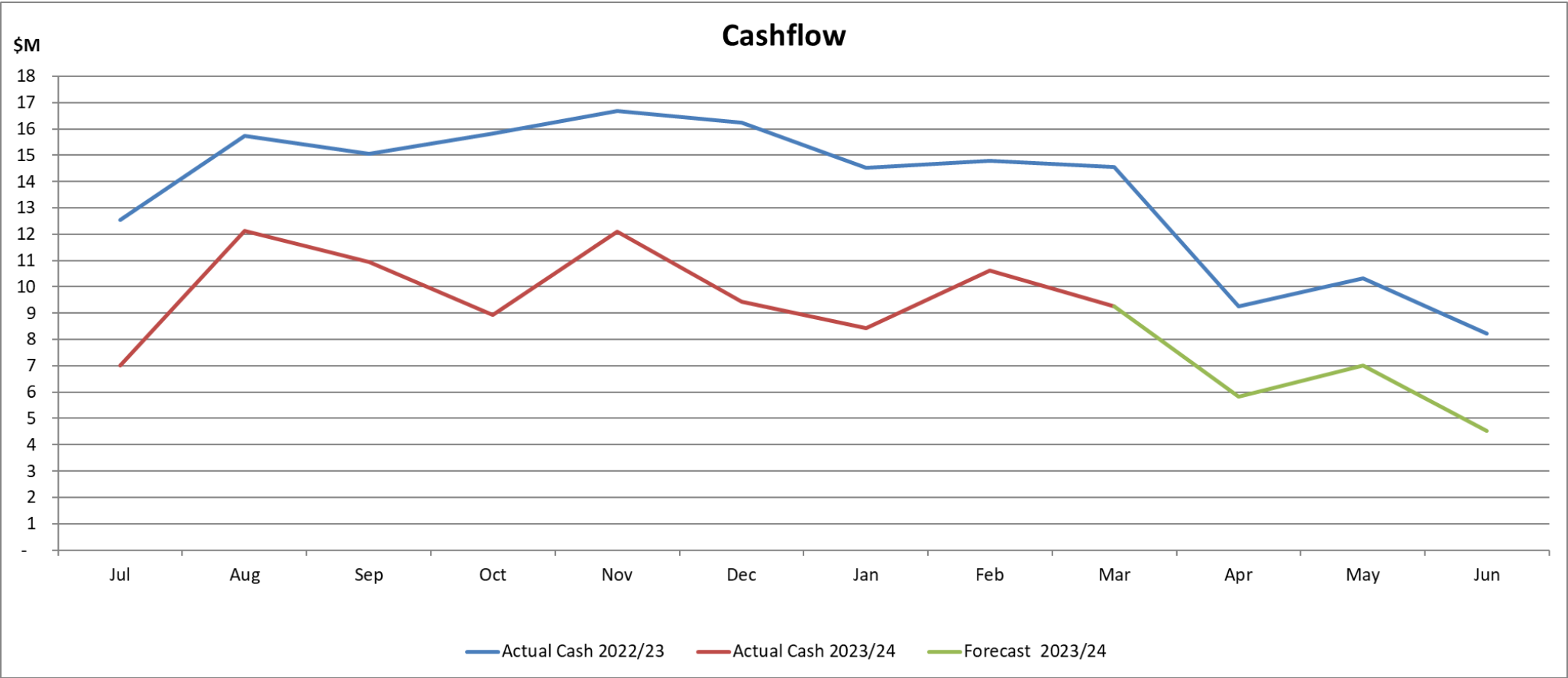
Community Loans

Community Loans as at 31 March 2024

	\$
Kaniere sewerage	21,613
Hannah's Clearing water services	7,584
<b>Total</b>	<b>29,198</b>

Cash Investments

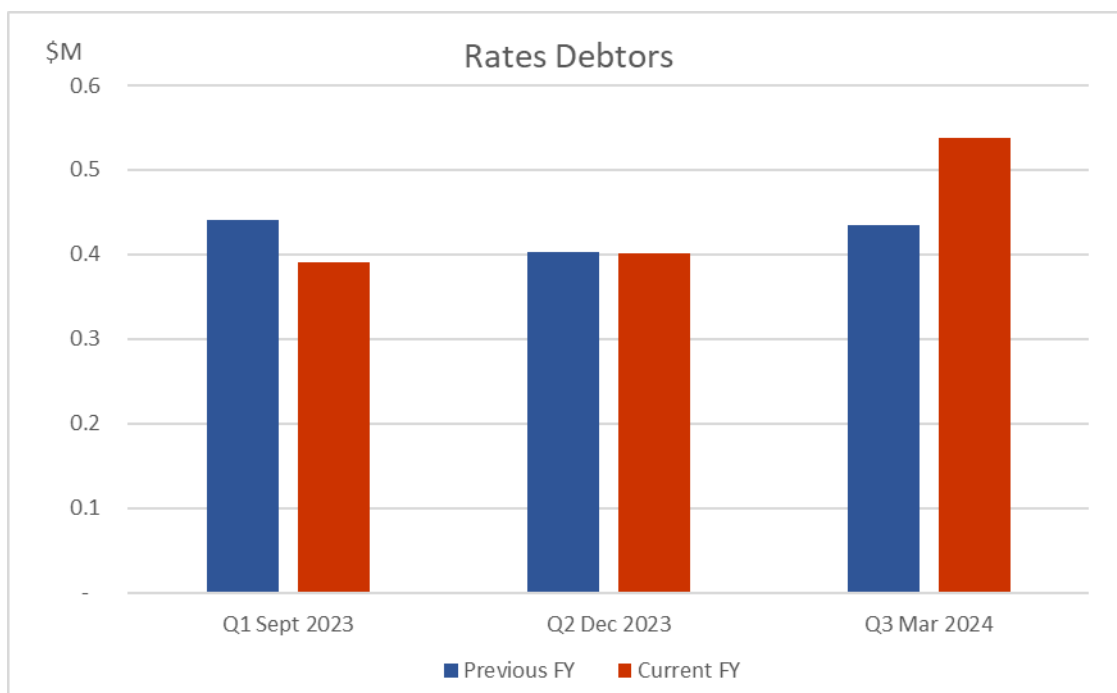
Cash flow actual/ forecast as at 31 March 2024



## Debtors

### Rates Debtors

At 31 March, rates debtors total \$538k which is \$104k higher than Q3 2022/23 financial year rates debtors at \$434k.



#### Rates Debtors at 29 February 2024 821,254

Rates instalment	(1,906.88)	
Less payments received	(444,844.92)	
Paid in advance change	164,311.10	
Previous years write off's	2,290.73	
Write off's	(1,609.07)	
Penalties	(1,696.08)	
Discounts	-	
Court Cost	-	
		(283,455.12)

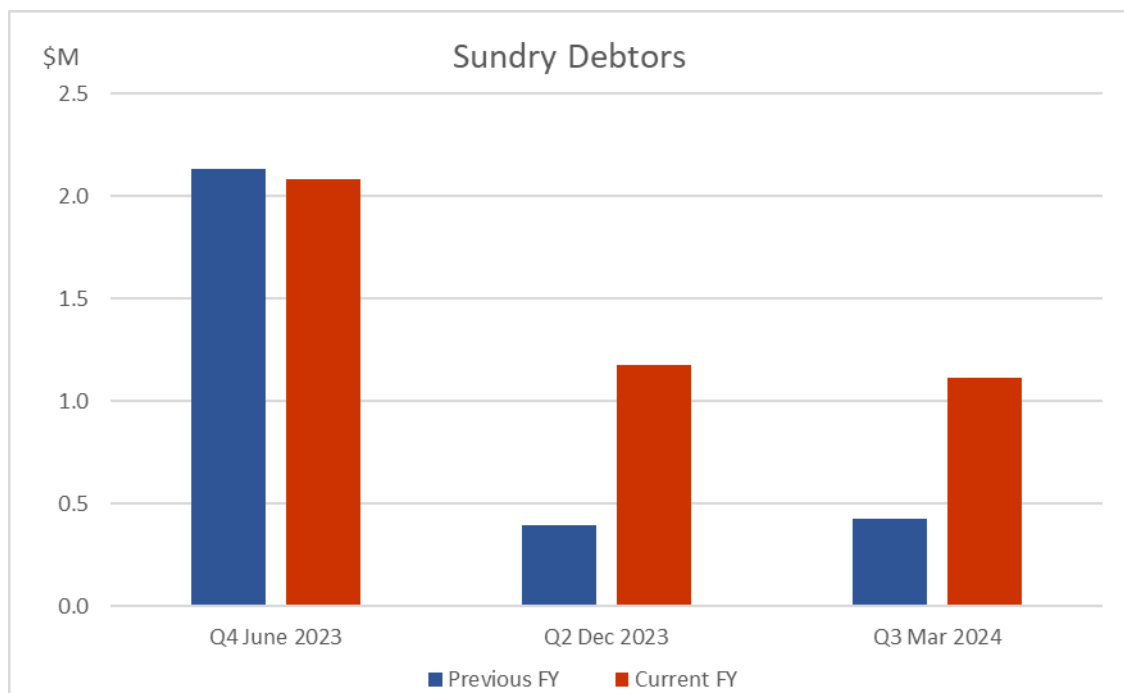
#### Total Rates Debtors at 31 March 2024 537,798.90

Arrears included above at 31 March 2024	537,799
Arrears at 31 March 2023	433,637

#### Increase/(decrease) in arrears 104,162

## Sundry Debtors

Outstanding Sundry debtors as at 31 March 2024 stands at \$1,113k which is \$684k more than Q3 2022/23 financial year rates debtors at \$429k.



### 31/03/2024

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	37,525	-	2,835	84,034	124,393
Building Warrants	2,148	-	248	1,130	3,525
Resource Consents	17,440	12,875	2,650	22,400	55,365
Sundry Debtors	42,107	5,676	39,851	271,474	359,108
Grant Debtors	497,986	-	73,046	-	571,031
<b>Grand Total</b>	<b>597,205</b>	<b>18,551</b>	<b>118,629</b>	<b>379,038</b>	<b>1,113,422</b>

### 31/03/2023

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	25,114	-	10,822	20,349	56,286
Building Warrants	-	-	-	(257)	257
Resource Consents	4,125	-	275	6,315	10,715
Sundry Debtors	10,372	13,580	122,420	130,031	276,402
Grant Debtors	72,449	-	-	13,800	86,249
<b>Grand Total</b>	<b>112,061</b>	<b>13,580</b>	<b>133,517</b>	<b>170,237</b>	<b>429,395</b>

### Grants outstanding as at 31/03/2024 (exceeding \$25k)

Date Invoiced	Project	Total (\$)
6/11/2023	Better off Funding - Hokitika Swimming Pool	434,043
20/12/2023	Better off Funding - Community Halls	63,942
22/02/2024	Custom House Restoration claim	73,046
		<b>571,031</b>



# Report to Committee



**DATE:** 9<sup>th</sup> May 2024  
**TO:** Risk & Assurance Committee  
**FROM:** Information Manager

---

## Artificial Intelligence (AI) Policy

### 1. Summary

- 1.1. The purpose of this report is to provide a summary and synopsis of the recently adopted Artificial Intelligence (AI) Policy.
- 1.2. This issue arises from the adoption of the AI Policy to address large steps forward in AI availability to staff.
- 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 Committee endorse the AI Policy.

### 2. Background

- 2.1 The reason the report has come before the Committee is due to the increasing availability of AI systems, and the need to have a policy outlining its use at Westland District Council.

### 3. Current Situation

- 3.1. A Policy has been adopted by the executive team and distributed to all staff.
- 3.2. A training session has been held for staff demonstrating the power, limitations and risks of using AI.

### 4. Options

- 4.1. Option 1: That the Committee receives this report and endorses the policy as published.
- 4.2. Option 2: That the Committee receives this report and recommends amendments for consideration in the next version of the policy.

### 5. Risk Analysis

- 5.1. Risk has been considered and the risks of not adopting the Policy on AI are listed in the Policy.

### 6. Health and Safety

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

6.1.1. 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 issues are administrative in nature.

7.1.1. No public consultation is considered necessary.

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

8.1. Options 1 & 2

8.1.1. 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 as it meets the objectives of reducing the risks introduced by new AI tools available in the workplace.

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

10.1. That the report be received.

**Richard Morris**  
**Information Manager**

**Appendix 1:** Artificial Intelligence (AI) Policy.

# Artificial Intelligence Policy

## 1. Purpose

The purpose of this policy is to establish a framework for the ethical use of a Generative Artificial Intelligence Large Language Models (GenAI) such as ChatGPT, Gemini, Bing, or other similar tools.

Use of AI tools must only be used in a manner that promotes fairness and avoids biases to prevent discrimination and promote equal treatment, and in such a way to contribute positively to the Council's goals and values.

This policy is designed to ensure that the use of AI is ethical, lawful, and in compliance with all applicable laws, regulations, and Council policies, and to complement Council's existing information and security policies.

### 1.1 Scope

This policy applies to all employees, contractors, temporary staff, or third parties with access to GenAI, whether through council-owned or BYOD (bring your own device) in pursuit of Council activities.

### 1.2 Commencement

This policy comes into force on 2 February 2024.

### 1.3 Definitions

GenAI - Generative artificial intelligence is artificial intelligence capable of generating text, images, or other media, using generative models.

ChatGPT - ChatGPT is a large language model-based chatbot developed by OpenAI and launched on November 30, 2022, that enables users to refine and steer a conversation towards a desired length, format, style, level of detail, and language.

Data Sovereignty – the country whose laws and regulations apply to the data stored. Normally the country where the data is stored.

## 2. Policy

Any use of GenAI technology in the pursuit of Council activities should be done with full acknowledgement of the policies, terms and conditions of the GenAI developer/vendor.

### 2.1 Use of GenAI

Employees are authorised to use GenAI for work-related purposes. This includes tasks such as generating text or content for reports, emails, presentations, images, and customer service communications. Before accessing GenAI technology, Employees must first notify the Information Management Team of the intent to use GenAI, the reason for its use, and the expected information to be input as well as the generated output and expected distribution of content.

### 2.2 Accuracy

All information generated by GenAI must be reviewed and edited for accuracy prior to use. Employees using GenAI are responsible for reviewing output, and accountable for ensuring the accuracy of GenAI generated output before use/release. If an employee has any doubt about the accuracy of information generated by GenAI, they should not use GenAI.

## 2.3 Confidentiality

Confidential information must not be entered into an GenAI tool, as information may enter the public domain. Employees must follow all applicable data privacy laws and organisational policies when using GenAI. If an employee has any doubt about the confidentiality of information, they should not use GenAI.

## 2.4 Ethical Use

GenAI must be used ethically and in compliance with all applicable legislation, regulations, and organisational policies. Employees must not use GenAI to generate content that is discriminatory, offensive, or inappropriate. If there are any doubts about the appropriateness of using GenAI in a particular situation, employees should consult with their supervisor or Information Management staff.

## 2.5 Label

Content produced via GenAI must be identified and disclosed as containing GenAI-generated information.

Footnote example: “Note: This document contains AI generated content. AI generated content has been reviewed by the author for accuracy and edited/revised where necessary.” The author takes responsibility for this content.

## 3. Risks

The use of GenAI has inherent risks that employees should be aware of. A comprehensive risk assessment should be conducted for any project or process where GenAI is proposed to be used. The risk assessment should consider the potential impact of potential risks regarding legal; accuracy of output; bias and discrimination; security (including technical protections and security certifications); and data sovereignty and data protection.

### 3.1 Legal Information entered into GenAI may enter the public domain.

Entering data into a GEN AI system can release non-public information and breach regulatory requirements, customer or vendor contracts, or compromise intellectual property.

Any release of private/personal information without the authorisation of the information’s owner could result in a breach of the principles of the Privacy Act 2020.

Any unauthorised release of public information and records may result in a breach of the principles of the Information and Records Management Standard issued under s27 of the Public Records Act 2005.

Information and records must be protected from unauthorised or unlawful access, alteration, loss, deletion and/or destruction.

Access to, use of and sharing of information and records must be managed appropriately in line with legal and business requirements.

Use of GenAI to compile content may also infringe on regulations for the protection of intellectual property rights including the Copyright Act 1994.

### 3.2 Accuracy of output

GenAI rely upon algorithms to generate content, and there is a risk that GenAI may generate inaccurate or unreliable information. The impact of using the inaccurate or unreliable output of GenAI should be factored into the decision to use or publish the output.

## 3.4 Bias and discrimination

GenAI may produce bias, discriminatory or offensive content. Employees should use GenAI responsibly and ethically, in compliance with Council policies and applicable laws and regulations.

## 3.5 Security

GenAI may store sensitive data and information, which could be at risk of being breached or hacked. Council must assess GenAI technical protections and security certification before use. If an employee has any doubt about the security of information input into GenAI, they should not use GenAI.

## 3.6 Data sovereignty and data protection

While an GenAI platform may be hosted internationally, information created or collected in New Zealand, under data sovereignty rules, is still under jurisdiction of New Zealand laws. The reverse also applies. If information is sourced from GenAI hosted overseas for use in New Zealand, the laws of the source country regarding its use and access may apply. GenAI service providers should be assessed for data sovereignty practice by any organisation wishing to use GenAI.

## 4. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- IM Policy
- Privacy Policy
- ICT Acceptable Use Policy
- Digital Communications Policy
- Generative AI – Guidance Sheet

## 5. Policy Review

A review of this policy will take place in February 2025

<b>Created:</b>	02 February 2024	<b>Date for review:</b>	02 February 2025
<b>Author:</b>	Information Manager	<b>Authorised by:</b>	Executive Team
<b>Consulted on:</b>	N/A	<b>Version</b>	1.0

# Report to Committee



**DATE:** 9 May 2024

**TO:** Risk and Assurance Committee

**FROM:** Information Manager

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## Information Management Update

### 1. Summary

- 1.1. The purpose of this report is to update the committee on the work of the Westland District Council (WDC) Information Management team.
- 1.2. This work & issues arise from a number of sources including legislation, changes in technology and a drive for digitisation and organisational efficiencies.
- 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 Committee receive the update and recommend the continued work on each of the listed workstreams.

### 2. Background

- 2.1 The reason the report has come before the Committee is to update the committee on the challenges, risks and progress made by the IM team on the various workstreams / projects currently underway.
  - 2.1.1 Document Migration
  - 2.1.2 Digital Processing (LF Forms)
  - 2.1.3 Scanning Property Files
  - 2.1.4 Artificial Intelligence
  - 2.1.5 Policy Working Group
  - 2.1.6 Physical Files
  - 2.1.7 Technology Upgrades

### 3. Current Situation

- 3.1. The current situation is that progress has improved on each of the workstreams.
  - 3.1.1. Staffing – Vacant positions have been filled, and induction training is underway with new staff leading to the anticipation of greater progress in each workstream.
  - 3.1.2. Document Migration – Emphasis has been placed on the semi-automated migration of documents from the old MS-Windows based file share to a modern document management system. This involved

creating workflows capable of automatically applying meta-data to documents, enhancing future manageability. Initially, whilst new staff are trained in this technology, smaller collections of low-risk documents have been targeted for migration.

3.1.3. Digital Processing – More internal and external processes are being digitized to provide enhanced oversight of application/submission progress through the systems. For instance, the public can now submit Building Consent Extension of Time requests and order rubbish bins, among other options available on the website.

3.1.4. Scanning Property Files – Property files are being scanned on demand as part of a testing phase of the new routines. Digital copies are saved and made internally available to staff for swift and convenient access when requested alongside physical files.

3.1.5. Artificial Intelligence – Exploratory work is underway to determine the optimal utilization of AI technologies as they become available in the systems. Currently, there is a policy in place regarding AI usage, with close monitoring of developments in the core software products used for information handling and management.

3.1.6. Policy Working Group – Ongoing efforts involve auditing and updating the full list of Council Policies to ensure their currency and relevance, consolidating a diverse collection of documents and obtaining a clear overview of the status of each.

3.1.7. Physical Files – WDC maintains a significant volume of printed documents undergoing auditing against Archives NZ standards and ALGIM Retention and Disposal guidelines to ensure the retention of pertinent information. Elimination of duplicates and clear categorization of documents are being undertaken to safeguard important information and make it readily available to staff as needed.

3.1.8. Technology Upgrades – Collaborating with the IT team to ensure the adoption of modern software and hardware and to maintain regular patching for all functional and security features.

## **4. Options**

- 4.1. Option 1: That work continues with urgency for each of these workstreams under the remit of Corporate Services & Information Management.

## **5. Risk Analysis**

- 5.1. Risk has been considered and the following risks of not completing this work have been identified;
  - 5.1.1. Increased risk of data loss or damage from physical disasters like fires or floods due to reliance on paper-based systems.
  - 5.1.2. Higher potential for human error in manual record-keeping processes, leading to inaccuracies and inconsistencies in critical information.
  - 5.1.3. Vulnerability of sensitive data to unauthorized access without proper digital security measures, risking citizen privacy and regulatory compliance.
  - 5.1.4. Inefficient information retrieval processes hinder responsiveness to public inquiries and service delivery, undermining trust and satisfaction levels.
  - 5.1.5. Overall, failure to embrace digitization and secure information management jeopardizes the efficiency, integrity, and reputation of WDC.

## **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 of an administrative nature.

7.1.1.No public consultation is considered necessary.

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

8.1. Option 1: That work continues with urgency for each of these workstreams under the remit of Corporate Services & Information Management.

8.1.1.The item is budgeted expenditure and will be funded from LTP budget.

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

9.1. The preferred option is Option 1

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

10.1. That the report be received.

10.2. That any feedback, suggestions, or recommendations for the working group be provided at the committee's earliest convenience.

10.3. That the committee recommend the continued commitment to the work of the IM team.

**Richard Morris**  
**Information Manager**



# Report to Committee



**DATE:** 9 May 2024

**TO:** Risk and Assurance Committee

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

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## Sensitive Expenditure Policy

### 1. Summary

- 1.1. The purpose of this report is to review the addition of the Office of the Auditor General (OAG) principles in the Sensitive Expenditure Policy as requested by the Risk and Assurance meeting 9 November 2023.
- 1.2. This issue arises from the Terms of Reference (ToR) to review policy as part of Internal Control.
- 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 the Risk and Assurance (R&A) Committee receive the Sensitive Expenditure Policy.

### 2. Background

- 2.1. The reason the report has come before the Risk and Assurance Committee is due to the delegated authority to review policies as part of Council's internal controls.
- 2.2. Unless dictated by law, policies are generally reviewed every 3 years.
- 2.3. The Sensitive Expenditure Policy was last reviewed in 2022 however, the R&A Chair had asked to review again. At that review, the R&A Committee requested that the policy include the OAG principles at the beginning of the policy.

### 3. Current Situation

- 3.1. The Sensitive Expenditure Policy is in line with the principles of the OAG throughout the policy.
- 3.2. The policy now includes the principles as requested included at the start of the policy under the heading "Principles and Ethics".
- 3.3. Some further amendments have been made to the names of related policies and also the process for claiming work related expenses.

#### **4. Options**

4.1. Option 1 – Receive the report and updated Sensitive Expenditure Policy.

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

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

5.1.1. Financial, legal and reputational risks of:

- 5.1.1.1. failing to comply with legislative requirements
- 5.1.1.2. Potential fraudulent transactions

#### **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. Policy review is administrative.

7.1.1. No public consultation is considered necessary.

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

8.1. Option 1 – Receive the report and the updated Sensitive Expenditure Policy.

8.2. There are no financial implications to this option.

8.3. The committee would be carrying out due diligence as part of the delegated authority through the committee terms of reference of internal control and risk management.

#### **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 request to include the principles from the OAG in the Sensitive Expenditure Policy has been carried out.

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

10.1. That the report be received.

10.2. That the updated Sensitive Expenditure Policy including Office of the Auditor General principles be received.

**Lesley Crichton**

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

**Appendix 1:** Sensitive Expenditure Policy

## 1. Purpose

The purpose of this policy is to provide elected members and managers with a clear framework for managing sensitive expenditure and ensure 'sensitive expenditure' is appropriately controlled.

This policy has therefore been developed, based on the Office of the Auditor General's 'Guidelines on Sensitive Expenditure for Public Entities'.

### 1.1 Scope

This policy applies to all elected members, employees, as well as any other individuals who may incur expenditure on Council's behalf or seek reimbursement from Council for expenditure incurred.

### 1.2 Commencement

This policy comes into force on 18 March 2024

### 1.3 Definitions

- **Entertainment Expenses**

Expenditure on food, beverages, tickets for events, and related supplies for events, involving one or more Council employee(s)/Elected Members and/or one or more guests, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.

- **Official Function**

Social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the Council. Such functions must be sanctioned by the Chief Executive.

- **Public Money**

Funds/money collected by either central or local government. The Controller & Auditor-General guide states that because councils are dealing with public money and as such should be subject to the standards of probity and financial prudence expected of a public entity. These expectations are higher than those that exist in the private sector.

- **Sensitive expenditure**

Any WDC expenditure that provides, or has the potential to provide, or has the perceived potential to provide a private benefit to an individual employee or elected member that is additional to the business benefit to the entity of the expenditure.

It also includes expenditure that could be considered unusual for WDC's purpose and/or functions.

Travel, accommodation, gifts and hospitality, credit cards and private use of Council assets are all examples of sensitive expenditure.

## 2. Policy Statements – Principles and Ethics

### 2.1 Principles and Ethics

WDC spends public money and, as a consequence, all expenditure should be subject to a standard of probity and financial prudence expected of a local authority and be capable of withstanding public scrutiny.

Council is obliged to safeguard and use its resources in a responsible manner. Furthermore, Council staff and elected members must guard against actual or perceived conflicts of interest in regard to the use of those resources. Due to the risk of perceived or actual personal benefit to the elected member or employee arising from certain expenditure categories, such as travel, accommodation, gifts and hospitality, the Controller and Auditor-General defines them as 'sensitive' expenditure.

WDC expects all employees involved in arranging, making or approving expenditure to apply the following principles:

- do so only for WDC purposes;
- exercise prudence and professionalism;
- not derive personal financial gain;
- act impartially;
- ensure expenditure is moderate and conservative in the context of the given situation;
- have read and adhered to this and other relevant Council policies.

The Council's Codes of Conduct identify the required behavioural standards for staff and elected members in all areas of their work.

## 2.2 Determining when sensitive expenditure is appropriate

In deciding what appropriate sensitive expenditure is, elected members and employees need to take account of both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, WDC could be criticised for extravagance and waste.

## 2.3 Responsibility of the Mayor, Councillors and Executive Team Leaders

Overall responsibility for this policy rests with the Mayor, Councillors and Executive Leadership Team (ELT). This group must make it clear to staff what is and is not 'acceptable' sensitive expenditure and model those behaviours to the highest standard.

## 2.4 Controls and Judgement

In the absence of a specific rule for a given situation, the Mayor, Councillors and ELT are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Mayor, Councillors and ELT are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

## 3. Policy

### 3.1 Travel and accommodation and meals expenditure

3.1.1 Elected members and employees may need to incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas.

3.1.2 All travel involving flights or rental cars and accommodation requires approval from the traveller's manager or for elected members, the Mayor.

3.1.3 Travel and accommodation should be booked by the business support officers using WDC approved travel consultants using the Laserfiche form. Travel should be booked well in advance unless urgent travel, to secure the most cost-effective airfares available.

3.1.4 Accommodation should be moderate, cost effective and appropriate to requirements, taking into account location, standard, safety and security, and preferably have a charge back facility for meals (not including Alcohol). Persons are encouraged to use this facility. Meals are required to be reasonable. Council will not reimburse any purchase of alcoholic beverages.

Where the chargeback facility is not used or unavailable all claims must be supported by tax receipts. Council will not reimburse mini bar expenses.

If meals are part of another package such as lunches and dinner included in conference registration, meal expenses cannot be claimed.

3.1.5 Travel arrangements will only be made for employees, elected members or other persons that Council are engaging for work purposes unless specifically pre-approved by the Chief Executive. Travel and associated costs of accompanying spouses, partners or other family members will not be organised or paid for by Council unless specifically pre-approved by the Chief Executive.

Care for dependants is generally a personal cost. Care of dependents in exceptional circumstances - the Chief Executive may authorise the reimbursement of actual and reasonable costs for care of dependent. Situations where this reimbursement may be appropriate include, when a staff member is unexpectedly required to perform additional duties at very short notice, or a dependant unexpectedly requires additional care that the staff member cannot provide because of the essential nature of their duties at the time.

3.1.6 Staff may be allowed to take private travel before, during or at the end of travel on business provided no additional cost is incurred and the private travel is incidental to the business purpose. Pre-approval is required by the traveller's manager.

3.1.7 Where the employee chooses to stay privately with friends or family that is not their main residence, provided this will not significantly result in extra travel or other costs being incurred, a daily allowance of \$50.00 per night may be claimed to allow for a gift or contribution to be given to the host.

3.1.8 While travelling in New Zealand tipping should not occur or will be a personal charge. While travelling outside NZ the principle of moderate and conservative should apply.

3.1.9 Council will not pay for membership of airline clubs. Air points earned as part of business travel accrue to the individual, air travel must not be used in order to accrue air points.

### 3.2 Motor Vehicles

3.2.1 The most economical forms of transport appropriate to the purpose of travel are expected to be used. Council vehicles should not be used for private purposes except as provided for in formal employment arrangements.

3.2.2 The most economical type and size of rental car, consistent with purpose of travel is to be used when required for Council business.

Private use of a rental car should not incur any additional cost to Council and should be reasonable.

3.2.3 Staff members are expected to comply with traffic, parking, and other laws when on Council business. The driver is responsible for any fines for parking or traffic offences incurred while using Council, rental or own vehicle for company business.

3.2.4 Reimbursement rates for private vehicle use will be in line with the rate set by IRD. A completed claim based on distance travelled will be required through the employee reimbursement procedure.

3.2.5 Parking will be reimbursed provided that the most cost-effective parking option is utilised and the purpose of the trip is for approved Council business. A valid receipt must be provided.

3.2.6 The use of taxis should be moderate, conservative, and cost-effective relative to other forms of transport. Council travel bookers can pre-book taxis at the time of booking other travel arrangements.

### 3.3 Entertainment and Hospitality

**3.3.1 Employees receiving hospitality from external parties should refer to the Staff Gifts and Hospitality Policy which must be read in conjunction with this policy.**

3.3.2 Expenditure on entertainment and hospitality should be claimed by the senior member of the group and only for the following purposes:

3.3.2.1 Building relationships.

3.3.2.2 Representing the organisation.

3.3.2.3 Reciprocity of hospitality where the case has a clear business purpose and is within normal bounds; and

3.3.2.4 Recognising significant business achievement.

3.3.3 Supporting internal organisational development may also be a legitimate business purpose for moderate expenditure. This should be limited to:

3.3.3.1 Small team events to recognise achievement;

3.3.3.2 Would be no more than \$25; and be

3.3.3.3 Substantiated by appropriate documentation that includes receipts, when the event took place, and the reasons for the expenditure.

3.3.4 Allowances or expense reimbursement for hospitality and/or entertainment greater than \$25 will only be considered where these are:

3.3.4.1 Cost-effective and appropriate for the occasion.

3.3.4.2 Approved at the relevant level as per the delegation's manual (for the CE this would be the Mayor), with clear and appropriate limits on quantities.

3.3.4.3 Expenditure on alcohol will not be reimbursed.

3.3.4.4 Substantiated by appropriate documentation that includes receipts, name and number of parties entertained, and the reasons for the entertainment and hospitality.

### 3.4 Donations

3.4.1 Donations made by Council must be approved by the Chief Executive and must be lawful in all respects, disclosed in aggregate in Council's Annual Report and made to a recognised organisation directly to the recipient's bank account.

3.4.2 Council must not donate to political organisations.

### 3.5 Koha

3.5.1 Koha is a gift, token or contribution given on appropriate occasions including:

- tangihanga;
- attendance at an event/meeting;
- for use on or for a marae; and
- kaumatua support for pōwhiri, mihi whakatau meetings, or other events.

3.5.2 The probity issue associated with koha is that it is discretionary and usually un-receipted expenditure. Therefore, Koha should reflect the occasion, and be clearly documented including the date, amount, description, and purpose.

3.5.3 Koha should be pre-approved by the CE.

3.5.4 Generally payment should not exceed \$500 and preferably be paid by bank transfer if at all possible.

3.5.5 The following cannot be described as koha as there may be tax implications;

- Payments for personal services which may attract tax
- Provision of services or fee for services is a business transaction
- Payment for use of marae premises involving accommodation, food, drink and/or other services is a business arrangement
- Any other payment that is not an unconditional gift which is assessable for tax in one form or another

### 3.6 Gifts

**3.6.1 Employees receiving gifts from external parties should refer to the Staff Gifts and Hospitality Policy which must be read in conjunction with this policy.**

3.6.2 Giving gifts by WDC to external parties may be appropriate as a gesture of gratitude and appreciation towards member(s) of the public or other organisations that have volunteered and contributed to WDC. This includes where a staff member has visited another organisation to gain assistance with WDC business.

3.6.3 Prior authorisation of the Chief Executive in consultation with the relevant group manager is required for giving gifts to external parties.

3.6.4 Giving of gifts or prizes must be appropriate, transparent, and reasonable, and must be approved by the Chief Executive.

3.6.5 They should be coded appropriately so that they can be assessed for Fringe Benefit Tax.

3.6.6 Elected members should not abuse the advantages of their official position for personal gain, nor solicit or accept gifts, rewards or benefits that might compromise their integrity. Personal judgement is required by the elected member to determine whether to accept a gift or declare the gift as a 'gift to the office' as opposed to the individual.

3.6.7 The exchange of gifts during official international or inter-council visits is accepted practice. These gifts are generally regarded as being to the office rather than to the individual. Any such gifts should be entered onto the Council Gift Register.

### 3.7 Credit Cards

3.7.1 Using credit cards is not a type of sensitive expenditure, however they are a common method of payment for such expenditure.

3.7.2 One card only is issued to the Group Manager, Corporate Services with a limit of \$10,000.

3.7.3 The use of the card is restricted to;

3.7.3.1 International and online purchases

3.7.3.2 Purchases/registrations/subscriptions/other where credit card is the only available payment option.

3.7.3.3 Urgent Emergency payments.

3.7.4 Credit card usage is monitored monthly with the statement approval being obtained from the Group Manager, Corporate Services and the Chief Executive signing together (or those acting together in their absence) following reconciliation of card transactions to the statement and the supporting invoices.

3.7.5 Credit card transactions must be supported by tax invoices or other original documentation.

3.7.6 All purchases must be pre-approved in compliance with the delegation's manual.

3.7.7 On the card holder's termination of employment, the card will be returned to Finance who will arrange for the card to be cancelled and physically destroy the card.

3.7.8 Credit cards may not be used for cash advances, or private expenditure.

3.7.9 Credit card payments made online need to reflect good security practice as per below;

3.7.9.1 Purchase only from established and reputable companies

3.7.9.2 Online purchases must comply with Council's Procurement Policy.

3.7.9.3 Credit card details must not be saved on internet websites for future purchases.

### 3.8 Sale of surplus assets to staff

**3.8.1 Refer to the Asset Disposal Policy which should be read in conjunction with this policy.**

3.8.2 Staff responsible for disposing of assets should not benefit from the disposal.

### 3.9 Loyalty reward schemes

3.9.1 Loyalty reward schemes benefit customers who continue to use a particular supplier.

3.9.2 To preserve impartiality and integrity, it is expected that staff making procurement decisions would not personally receive any loyalty rewards as a result of those decisions.

3.9.3 Where rewards accrued from Council business in any one financial year equate to a value of less than \$100, the points may be retained by the individual.

3.9.4 Where rewards accrued in any one financial year equate to a value in excess of \$100, the points in excess of \$100 may be retained by Council.

3.9.5 Staff should keep a record of loyalty rewards accrued and supply Council with the record.

### 3.10 Private use of Council assets

3.10.1 Council assets, including photocopiers, stationery, telephones, mobile phones and internet access, should not generally be used for private use unless permitted by relevant policy.

**3.10.2 Refer to the ICT Acceptable use policy for what is considered acceptable use.**

3.10.3 Where an employee is provided with equipment to be housed at their place of residence to assist Business Continuity reasonable personal use is permitted.

### 3.11 Council use of personal assets

**3.11.1 Refer to the ICT Acceptable use policy for what is considered acceptable use of ICT assets.**

3.11.2 From time to time Council employees may need to use a private motor vehicle for business travel. The travel must be approved by the immediate manager and will be reimbursed through the purchase order system at the current IRD mileage rate.



## 3.12 Personal use of Council suppliers

3.12.1 Managers are responsible for ensuring that the selection of suppliers is in Council's interests and is not affected by purchasing privileges available to staff.

3.12.2 Access to staff preferential purchases from suppliers is subject to:

3.12.2.1 Use of such privileges being moderate.

3.12.2.2 Personal purchases not being made on behalf of third parties (such as family members, friends).

3.12.2.3 Payment being made in full at time of purchase by the staff member to the supplier.

3.12.2.4 Council not being used as a source of credit.

3.12.2.5 Staff time should not be used to procure goods and/or services for an employee's personal benefit.

3.12.2.6 Value and quantity limits being set where appropriate.

3.12.2.7 Finance department monitoring staff purchases to avoid risks to future procurement decisions.

## 4. Reporting

Documentation and receipts are required for all sensitive expenditure with appropriate approvals where required and will be used for both internal purposes and external audit review.

Reimbursements must be made through payroll using the employee reimbursement procedure Laserfiche form.

## 5. Breach of this policy

Investigation and disciplinary action may result from any breaches of this policy.

Serious breaches that may constitute an instant of fraud could result in investigation by external agencies.

## 6. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Staff Code of Conduct
- Elected Members Code of Conduct
- Fraud Policy and Framework
- Protected Disclosures (Protection of Whistleblowers) Policy
- Safe Driving Policy
- Delegations Manual
- Gifts and Hospitality Policy
- ICT Acceptable Use Policy
- Conflict of Interest Policy
- Procurement Policy

The following Legislation relates to this policy:

- Local Government Act 2002
- Local Authority (Members' Interests) Act 1968
- Controller and Auditor-General's publication, Controlling sensitive expenditure: Guidelines for public entities

*Note: Any legislation referred to should be interpreted as meaning the Act and its amendments*

Staff are also referred to:

- Employment Agreements

## 7. Policy Review

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

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