



Cover image: Lake Matheson - BareKiwī

Council Meeting Agenda

29 October 2026

Ordinary Council Meeting

WESTLAND
District Council | Te Kahui o Poutini





AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 29 October 2026**, commencing at **1 pm** at the Beachfront Hotel,
111 Revell Street, Hokitika and via Zoom

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



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

Council Vision

*By investing in our people, caring for the environment, respecting the Mana Whenua
Cultural heritage, and enabling investment, growth, and development
we will enrich our district and the people that reside here.*

Purpose

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

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

Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034.

1. KARAKIA TĪMATANGA

OPENING KARAKIA

<i>Kia hora te marino Kia whakapapa pounamu te moana Hei hurahai mā tātou I te rangi nei Aroha atu, aroha mai Tātou i a tātou katoa Hui e! Tāiki e!</i>	<i>May peace be widespread May the sea be like greenstone A pathway for us all this day Give love, received love Let us show respect for each other Bind us all together!</i>
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2. NGĀ WHAKAPAAHA

APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA

DECLARATIONS OF INTEREST

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

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

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE

URGENT ITEMS NOT ON THE AGENDA

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

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

5. PUBLIC FORUM

Nil.

6. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated:

- Council Meeting Minutes – 1 October 2026 (7 - 14)
- Extraordinary Council Meeting Minutes - 14 October 2026 (15 - 21)

Committee minutes to be received:

- Risk and Assurance Committee Meeting Minutes - 13 August 2026 (22 - 27)

7. ACTION LIST (28 - 29)

8. NGĀ TĀPAETANGA PRESENTATIONS

Nil.

9. MAYOR’S REPORT

Her Worship the Mayor to speak to the report.

10. CHIEF EXECUTIVE’S UPDATE

Chief Executive to provide a verbal update to Council.

11. PŪRONGO KAIMAHI STAFF REPORTS

- **Finance Report** (30 - 43)
Financial Accountant to present the report.
- **Chief Executive’s Quarterly Report** (44 - 70)
Chief Executive to speak to the report.
- **Risk and Assurance Independent Chair’s Report** (71 - 73)
Quality Assurance Manager to speak to the report.
- **Customer Complaints Management Policy** (74 - 84)
Quality Assurance Manager to speak to the report.
- **Fraud Prevention Policy and Procedure** (85 - 104)
Quality Assurance Manager to speak to the report.
- **Remote IT Access Policy** (105 - 116)
Acting General Manager Business Enablement to speak to the report.
- **Safe Driving Policy** (117 - 124)
General Manager District Assets to speak to the report.
- **Naming Right of Way - Old Christchurch Road** (125 - 126)
General Manager District Assets to speak to the report.

- **Freedom Camping Bylaw** (127 - 168)
General Manager Regulatory and Compliance to speak to the report.
- **Hokitika CBD Phase 1 Parking Changes** (169 - 174)
General Manager District Assets to speak to the report.
- **Proposal to Amend the Long Term Plan 2025 - 2034** (175 - 177)
Chief Executive to speak to the report.

12. ADMINISTRATIVE RESOLUTIONS

Nil.

13. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes - Ordinary Council Meeting 1 October 2026 - Extraordinary Council Meeting 14 October 2026 - Risk and Assurance Committee Meeting 13 August 2026	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Options for Council Headquarters	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

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

Item No.	Interest	Section
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	(S.7(2)(i))

DATE OF NEXT ORDINARY COUNCIL MEETING
ON 26 NOVEMBER 2026 AT 1.00 PM
LAZAR PARK, 147 HALL STREET, HOKITIKA AND VIA ZOOM

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD AT LAZAR PARK HALL, 147 HALL STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 1 OCTOBER 2026 COMMENCING AT 1.00 PM

The Council Meeting was recorded and posted on the Westland District Council YouTube Channel.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

2. MEMBERS AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies were received from Deputy Mayor Burden.

Moved Councillor Munns, seconded Councillor Gillett and **Resolved** that the apology from Deputy Mayor Burden be received and accepted.

Staff Present

B. Phillips, Chief Executive; S. Lewis, Chief Financial Officer; E. Bencich, General Manager District Assets; L. Webster, General Manager Regulatory and Compliance; D. Maitland, Quality Assurance Manager; R. Parekh, Principal Communications Advisor; S. Hewett, Governance Administrator.

Also in attendance for part of the meeting via Zoom:

David Ward, Chair, Risk and Assurance Committee

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

Nil.

5. PUBLIC FORUM

Nil.

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

The minutes of the Ordinary Council Meeting held on 27 August 2026 were tabled for adoption.

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

1. The Minutes of the Ordinary Council Meeting held on 27 August 2026 be confirmed as a true and correct record of the meeting.

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

7. ACTION LIST

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

Item	Action
Lake Kaniere Water Quality	This item will be updated at the 29 October 2026 Council Meeting.
Freedom Camping	A report on Freedom Camping Bylaw options will be presented to Council in October.
Kumara Endowment Fund	An update will be provided to Council at the 29 October 2026 Council Meeting.
Changes to staff numbers	The Chief Executive informed Council that the report was ready however would be better presented alongside a report on Core Services of Council to come to the 29 October 2026 Council Meeting.

Moved Councillor Martin, seconded Councillor Gillett and **Resolved** that the updated Action List be received.

**8. NGĀ TĀPAETANGA
PRESENTATIONS**

Nil.

9. MAYOR'S REPORT

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

Council suggested that the information within the report should be better communicated to the public to show the community what events and meetings the Mayor has attended each month. The Chief Executive offered to take the feedback back to staff to explore the best ways that this could be achieved.

Question raised about when information on the Franz Josef Plan would be seen by Council to which the Mayor informed the Council that preliminary discussions are still underway with Central Government and other key stakeholders but will provide an update at the following Council meeting on progress.

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

10. CHIEF EXECUTIVE'S UPDATE

The Chief Executive (CE) gave a verbal update to Council on the status of the headquarters at 36 Weld Street, highlighting the following:

- Following changes to legislation regarding Earthquake Prone buildings, the Chief Executive requested that staff have all Council-owned buildings reassessed, starting with 36 Weld Street.
- A previous assessment conducted in 2021 rated 36 Weld Street at 34% New Building Standard (NBS) however, the new assessment showed a result of 25%NBS.
- The CE decided to take the temporary action of moving all staff out of the building, most of whom are working from home, while more detailed engineering analysis is done.
- The Business Continuity Plan has been enacted to ensure that there is no lapse in Council services.
- A report will come back to Council with options for Council to consider once the engineering report is complete.

Moved Councillor Munns, seconded Councillor Gillett and **Resolved** that the verbal report to Council be received.

10. PŪRONGO KAIMAHI STAFF REPORTS

10.1 Risk and Assurance Chair's Report

The Independent Chair of the Risk and Assurance Committee, David Ward, was in attendance for this part of the meeting via audio-visual link and spoke to the report.

The following items were highlighted:

- The Chair acknowledged the work that the Committee has achieved to date, both staff and elected members sitting on the committee.
- A summary of the work that the Committee has undertaken so far this year.
- The previous Committee meeting focussed on the review of a series of Council policies that have recently been updated, taking an approach of 3 key questions:
 - Why does the policy exist?
 - Does it need to exist?
 - How often should it be reviewed?

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

1. The report be received.

10.2 Customer and Community Conduct and Communications Policy

The Independent Chair of the Risk and Assurance Committee, David Ward, spoke to the report providing a summary to Council on the policy and why it was developed and highlighting the following:

- Community Conduct and Communications Policies are not uncommon in Council's across the country and this was drafted based off Local Government New Zealand Templates.
- The policy promotes guidelines for interactions and defines conduct considered acceptable, does not prevent them nor impede the complaint process.
- If no policy is in place there is nothing that can be managed or controlled by either the public or staff. Having a policy would also open up the process to regular review.

Councillors raised concerns that they haven't seen evidence that the policy is required and worry that it might be used to silence members of the community and would therefore like further work done on the wording of the policy.

The Chief Executive and the Chair of the Risk and Assurance Committee agreed to look at the policy further but requested that those Councillors who do have concerns submit them by End of Day Tuesday, 6 October to be discussed at the Risk and Assurance Committee meeting being held on 8 October 2026.

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

1. The report be received.
2. The policy be brought back for review at the next Risk and Assurance Committee meeting following further feedback submitted to the Independent Chair.

10.3 Sensitive Expenditure Policy

The Chief Financial Officer spoke to the report, noting that this policy has been reviewed by the Risk and Assurance Committee before coming to Council and merges four existing policies into one. It was also explained that all sensitive expenditure is reviewed by SLT once per month and relates to values totalling less than \$10,000 per annum.

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

1. The report be received.
2. Council adopts the revised Sensitive Expenditure Policy.

10.4 Councillors Allowance Policy

The Chief Financial Officer spoke to the report, noting that the policy has been updated to reflect new allowance figures set by the Remuneration Authority.

Moved Councillor Manera, seconded Councillor Mackenzie and **Resolved** that:

1. The report be received.
2. Council adopts the amended Elected Members' Allowances Policy.

10.5 Treasury Management Policy

The Chief Financial Officer spoke to the report, noting that this policy has also been reviewed by the Risk and Assurance Committee and highlighted the following:

- This policy merges two previously existing policies into one.
- Staff are working on the basis that the Council's water debt will be transferred to the new Water Council Controlled Organisation (CCO) on the 1st of July 2027.
- Current policy only allows up to \$10 million to be held by a single institution; this would be increased to \$15 million in the new policy. This prevents the need for Council to open new bank accounts once the \$10 million threshold is exceeded, as is currently the case.
- Under the Local Government Funding Agency (LGFA) all councils are guarantors to each other's debt.
- The policy can be amended through the Long Term Plan process.

Moved Councillor Gillett, seconded Manera and **Resolved** that:

1. The report be received.
2. Council adopts option 1 and agrees to the merger of the Investment Policy and the Liability Management Policy into the Treasury Management Policy and accepts the proposed amendments as follows:
 - a. Under the Liability Management section, Liquidity and Funding Risk Control Limits, add the following sentence: "Where the non-compliance relates specifically to Local Water Done Well matters, the breach is accepted, and retrospectively reported to Council."
And;
 - b. Under the Counterparty Credit Risk section, the matrix guide amount relating to NZ Registered Bank maximum exposure has been increased from \$10m to \$15m, allowing Council sufficient room to hold reserves for proposed capital works while not requiring Council to engage with additional counterparties.

10.6 Finance Report

The Chief Financial Officer spoke to the report noting the following:

- Council are currently undergoing the audit process for the Annual Report, nothing of note has been brought to staff's attention so far.
- No significant variance from budget at this stage of the year.
- \$1.4 million rate debtor - this is higher than previous years however, staff noted that this is largely due to the increase in rates rather than an increase in community members who are unable to make payments.
- There has been a 30% increase in rates rebates from central government, showing an increase in awareness of the availability of the rates rebate scheme attributed to increased efforts by staff to communicate this to the community.

Council requested more information in future reports on capital projects expenditure and forecasts for the year.

Moved Councillor Mackenzie, seconded Councillor Walker and **Resolved** that:

1. The report be received.

10.7 Dog Control Policy and Practices Report

The General Manager Regulatory and Compliance spoke to the report highlighting the following:

- Council has seen a reduction in service requests which coincides with an increase in the number of people adopting the doggone programme.
- Staff still play a role in education to prevent further incidents after a dog is returned to its owner through the doggone programme.
- Council has received positive feedback from the community on the dog control officer and programme of work.

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

1. The report be received.
2. Council adopts the Annual Dog Control Policy and Practices Report.

11. ADMINISTRATIVE RESOLUTIONS

The following Officers were presented to Council to be considered for warrant of appointments:

RMA Compliance Officer Megan Kenny	To act in the Westland District as: <ul style="list-style-type: none">• An Officer pursuant to s 174 of the Local Government Act; AND• An Officer under the Westland District Council Bylaws; AND• Enforcement officer pursuant to s 38 of the Resource Management Act 1991, including the power of entry pursuant to s 332 and s 333 of the Resource Management Act 1991.
Animal Control and Compliance Officer Gavin Reginald John Bird	To act in the Westland District as: <ul style="list-style-type: none">• An Authorised Officer Pursuant to s 174 of the Local Government Act 2002; AND• An Enforcement Officer Pursuant to s 177 of the Local Government Act 2002; AND• An Enforcement Officer pursuant to s 38 of the Resource Management Act 1991; AND

	<ul style="list-style-type: none"> • A Dog Control Officer pursuant to S 11 of the Dog Control Act 1996; AND • A Dog Ranger pursuant to S 12 of the Dog Control Act 1996; AND • A Deputy Poundkeeper pursuant to S 9 of the Impounding Act 1955; AND • A Litter Control Officer under s 5 of the Litter Act 1979; AND • Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer. • Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991. • Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger. • Authority pursuant to the Impounding Act 1955 to carry out the powers and duties of a Deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act. • Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position. • Authority pursuant to the Dog Control Act 1996: <ul style="list-style-type: none"> o a. To seize and remove a dog pursuant to Section 15 o b. To classify a dog as dangerous pursuant to Sections 31 and 33ED; o c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED; o d. To require a menacing dog to be neutered pursuant to Section 33EB; o e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and o f. To return a dog to its owner pursuant to Section 70 • Authority to exercise powers, functions and duties of Council pursuant to Section 63 of the Impounding Act, other than the setting of fees and charges pursuant to Section 14 of the Act.
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Moved Councillor Mackenzie, seconded Councillor Gillett and **Resolved** that Council confirms to its seal being affixed to the warrant of appointments as presented above.

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

Moved Councillor Gillett, seconded Councillor Munns and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.30 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes - Ordinary Council Meeting 27 August 2026	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Hokitika Wastewater Treatment Plant	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Livingstone Street Stormwater Mains Tender	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1, 2, 3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S.7(2)(h))
3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	(S.7(2)(i))
3	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Councillor Walker, seconded Councillor Martin and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed. Accordingly, the meeting went back to the open part of the meeting at 4.04 pm.

MEETING CLOSED AT 4.04 PM

**Next Ordinary Council Meeting – 29 October 2026
TBC Hokitika and via Zoom**

Confirmed by:

Mayor Helen Lash
Chair

Date: 29 October 2026

DRAFT



EXTRAORDINARY COUNCIL MEETING MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE HOKITIKA WESTLAND RSA, 22 SEWELL STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 14 OCTOBER 2026 COMMENCING AT 1.00 PM

The Council Meeting was recorded and uploaded to the Westland District Council YouTube Channel.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Councillor Walker.

2. MEMBERS AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apology received from Kaiwhakahaere Madgwick.

Moved Councillor Walker, seconded Councillor Martin and **Resolved** that the apology from Kaiwhakahaere Madgwick be received and accepted.

The following members were in attendance via audio-visual link:

Councillor Gillett
Councillor Munns

Also in Attendance:

T. Armstrong, Structural Engineer, Eliot Sinclair; S. Raturi, Structural Engineer, Eliot Sinclair.

Staff present

B. Phillips, Chief Executive; L. Webster, General Manager Regulatory and Compliance; S. Lewis, Chief Financial Officer; E. Bencich, General Manager District Assets; D. Maitland, Quality Assurance Manager; J. Visser, Facilities and Properties Manager; R. Parekh, Principal Communications Advisor; C. Dodds, Executive Assistant; S. Hewett, Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

No members declared a conflict of interest for the items on today's agenda.

4. COUNCIL HEADQUARTERS BUILDING AND PAKIWAITARA BUILDING - 36 and 41 Weld Street, Hokitika

The Chief Executive provided Council with the background to the report. T. Armstrong and S. Raturi attended the meeting via audio-visual link to answer technical questions for the elected members.

Background Information

A previous assessment was completed but did not provide a percentage of New Building Standards (NBS) on it however it was presented by previous management that it resulted in 34% NBS and this has been used as the basis for building use up until now. Remedial work was suggested but never undertaken.

Council Headquarters – 36 Weld Street

A new report was conducted on the Council Headquarters at 36 Weld Street which assessed the building to be at 25% NBS resulting in the Chief Executive closing the building until a more detailed engineering assessment could be completed. Along with the results of the report other factors, such as the Ministry of Business, Innovation & Employment's (MBIE) guidelines around building occupancy of earthquake-prone buildings and the recent Davison report findings on the Mt. Maunganui Beachside Holiday Park landslide were considered when deciding on whether the building should be closed or not.

Council Building – 41 Weld Street

An assessment was then done on the Council Building at 41 Weld Street (Pakiwaitara Building)) which also received a 25% NBS rating and thus has also been closed.

Discussions have also been had with tenants in the property, who have since vacated the premises.

The Council report on the agenda contains the information to date but costings are based on old assessments and any consideration of the future of the premises will need to address the needs of Council in its ability to fulfil its services to the community.

The engineering reports on both buildings will be circulated to Elected Members and posted on the Council website for full transparency.

Engineers Assessment Report Summary

Mr. Armstrong summarised the engineering assessment highlighting the following:

- 36 Weld Street has sturdy foundations for the time period that it was built however the built on extensions pose the greatest risk to life.
- 41 Weld Street also has strong foundations but there are structural issues.
- A 34% NBS rating is the level at which government considers a building as earthquake prone.
- When strengthening an existing building 67% NBS is generally considered the minimum to strive for however this is usually driven by commercial factors (e.g. sale or tenancy conditions). The industry standard is to aim for as near 100% NBS as feasible with a minimum of 67% NBS.

Councillors Q&A with Engineers

Which of the two sites has the better earth foundations if Council were to rebuild on one of them?

- Both sites are piled however 36 Weld Street's are compacted into the ground, however the current quality of them is unknown.

Does a 67% NBS rating determine whether the building would withstand an earthquake or just provide more time for evacuation?

- 34% NBS is considered a risk at a moderate level of shaking, at 67% NBS there is a slightly bigger buffer, however even at 100% NBS a building can be written off depending on the strength of the earthquake, but you wouldn't expect a total collapse compared to a lower rating.
- Many new builds now aim for a standard of surviving anything up to a 1 in 500 year earthquake.
- The current 25% NBS rating is a D grade; this equates to a 10 - 25 times greater risk to life in the event of an earthquake compared to a 100% NBS rating.

Would the proximity to the Hokitika Swimming Pool complicate any new build on the 41 Weld St site?

- As the current building is piled any new build would also be piled and the site has a good level of access so would not expect any extra difficulty building on that site.

Could the current condition of the foundations affect saleability or the ability to rebuild on either site?

- Working with existing foundations can create constraints on how you can develop a building.
- In the event of a sale, not necessarily a need to remove the existing piles but recommends that they are fully mapped out.
- Cited examples following the Christchurch earthquake where there were difficulties rebuilding on sites where foundations and basements had been buried.

Has any analysis been done on the liquefaction risk of the area?

- Hokitika is on sand and the water table rises during high tide and in areas this occurs you will find liquefaction risk.
- Both 36 and 41 Weld St are situated on denser sand which is less prone to liquefaction and whether the foundation would need to go deeper on a new building would be subject to the design.

Could, for example a pole sheet type construction be utilised to build on top of the existing foundations to compact it for a single level construction?

- For a single level construction, you could look at a shallow foundation option.
- Possibly not a canter lever pole structure due to how it relies on the lateral strength of the ground to prevent the building falling over.
- Examples in town of new buildings using a portal frame structure which are resilient to earthquakes due to their flexibility and built on a shallow foundation, with some of the sand underneath dug out and filled with a gravel raft.
- If you start to go multistorey then you're likely to need a deeper foundation.
- Noted that other natural hazards should be taken into consideration such as accessibility during a flood and whether Civil Defence requirements need to be considered.

Is the ground near the Hokitika Airport better or worse than in town, and if you were going to build a new building where would you choose?

- The ground at the airport is good ground with the iron pan underneath and is well above the high tide mark and doesn't have a liquefaction risk.
- If the area near the airport is a consideration it would be considered a better place to build a building.

Mr. Raturi reiterated that the NBS rating is based on life safety not building safety so risk to life is the number one consideration when assessing the rating.

Mr. Raturi and Mr. Armstrong left the meeting at 1:37pm and did not return.

Deliberations

The Chief Executive advised that while this did not happen overnight, but it is important that Council focus on the best decision for the community going forward and noted that a comprehensive report will need to be done on any options considered before going ahead and these would come back for approval through Council. Any option taken will require a special consultative process due to the significance of Council assets and will be going through this year's Long Term Plan process; it will not be pushed out to future years.

The options being discussed were as follows:

Option 1 - 36 Weld Street: Seismic Strengthening

Option 2 - 41 Weld Street: Seismic Strengthening to 67%NBS

Option 3 - Disposal of 36 and/or 41 Weld Street

Option 4 - Demolition and redevelopment of one site and dispose of the other

After hearing from Mr. Armstrong and Mr. Raturi Her Worship the Mayor then asked Councillors for their input as follows:

Councillor Gillett: Advised he was leaning towards option 3 of the report which is to dispose of both buildings and look at other options and sites. Noting that if customer service needs to be in town Council could look at options for leasing a small space in town however it might not be necessary and just require a transition for the community to get used to a new location. Cr Gillett advised he is also still considering option 4, which is to demolish and rebuild on one of the existing sites.

Councillor Walker: Advised he does not see value in option 1, which is strengthening the existing buildings. Cr Walker advised he is also leaning towards option 3 and asked whether community facing services could be collocated in the library; if this is not possible Council can discuss other options further in the process. Taking other factors such as the Water Treatment Plant and potential amalgamation, believes that it is most prudent to investigate the value of the existing buildings, while also investigating costs associated with option 4, and then rebuilding based on Council requirements while being cost effective. Cr Walker agreed that it is important to have community facing services located in town and advised he is supportive of option 3, with rudimentary costings investigated on option 4. Cr Walker would like all options to go out for community feedback.

Councillor Munns: Advised she is comfortable with looking at selling the current buildings but believes that Council offices and services should be centrally located in town for community access. Cr. Munns supports building a simple community building next to the Hokitika Swimming Pool so that everything is together and central.

Councillor Maitland: advised that he is in agreement with Councillor Walker but does not think that the process of a new build should be rushed and Council should first assess what is needed and where it could be situated and would like the Hokitika Airport area to be considered.

Kaiwhakahaere Tumahai: advised that he supports either options 3 or 4, stressing that this issue has been delayed for too long and action needs to be taken. Queried whether an option of sharing space with Department of Conservation could be considered.

Deputy Mayor Burden: advised that he supports options 3 or 4 and likes the idea of a community hub on 41 Weld Street inclusive of the library and other community services and is hesitant to share a site with another organisation as it might lead to issues in the future. Agreed that the airport should be

considered and doesn't believe that the argument for accessibility is as important as is being discussed as the airport is only 2km from the CBD and for many residents would be closer than going into town. The Deputy Mayor agreed with Councillor Walker about sourcing community feedback on all options.

Her Worship the Mayor: advised that even if amalgamation progresses there will still need to be a Council presence in Hokitika and advised she is hesitant about moving to the airport and would prefer Council be located in town to allow community members to visit the council when running other errands such as shopping.

Councillor Mackenzie: advised that he considers the process to be more sequential rather than choosing a sole option and thinks that Council should start with option 3 to get an idea of the value of the buildings and if there is not interest or value in them then consider option 4, moving to option 1 or 2 to strengthen one of the existing buildings. Councillor Mackenzie preferred option 3 but would also like the airport location investigated suggesting that if access was an issue Council could investigate an electric bus option from town.

Councillor Martin: Advised that she had no preferred option at this stage but stressed the outcome needs to be fit for purpose and focus on long term functionality and be kept simple. Noted that selling both sites would offer some funding towards a future facility. Cr Martin questioned what cost is involved for the consultative process would be to which the Chief Executive responded that it would be more of a time cost on staff than a financial one and would have to happen regardless of whether Council progress with a new building or a change to an existing one.

The Chief Executive followed up by informing Council that services will be fragmented in the short term as no site in Hokitika is large enough to house all staff together however the Chief Executive is aiming to have a mid-term solution ready by the February 2027. The Chief Executive also highlighted that the future of 41 Weld Street was always planned to go into this year's Long Term Plan for consideration.

Councillor Manera: Advised that both prime sites in town so should have value. If Council did proceed with the airport location he would like to upgrade the infrastructure in the area with an aim to develop the area as an industrial zone.

The Chief Executive noted that conversations have been had with the other West Coast councils about what level of shared services might be possible but only at a high level at this stage and regardless of the result of local government reforms there is a strong view within every district that there needs to be a strong local voice and presence in each district.

Staff resource limits the number of detailed options that Council can go to the public for consultation on, but Council will also need focussed feedback from the community on clear options. Frequently Asked Questions will be published to the website.

Moved Councillor Mackenzie, seconded Councillor Manera and **Resolved** that:

1. The report be received.
2. Council directs staff to investigate the market value of both properties, 36 and 41 Weld Street, Hokitika.
3. Council directs staff to investigate options for building new council premises on council owned land
 - a. at the Hokitika Airport and
 - b. in the Hokitika Central Business District.
4. Associated costs and timelines for the above options be reported back to council.
5. Council requests that the Chief Executive report back to Council on the special consultative process required for the above options.

The Motion was put to vote and carried unanimously.

Her Worship the Mayor concluded the meeting with an acknowledgement of the work the Chief Executive and council staff have undertaken and also acknowledged members of the community for their support.

5. RESOLUTION TO GO INTO PUBLIC EXCLUDED

Moved Councillor Walker, seconded Councillor Maitland and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.32 pm.

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

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

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

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

MEETING CLOSED AT 2:58 PM

**Next Ordinary Council Meeting – 29 October 2026 at 1.00 pm
Beachfront Hotel, 111 Revell Street, Hokitika and via Zoom**

Confirmed by:

**Her Worship the Mayor
Chair**

Date: 29 October 2026



RISK AND ASSURANCE COMMITTEE MEETING MINUTES

MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT
COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM
ON THURSDAY, 13 AUGUST 2026 COMMENCING AT 9:30am

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

1. MEMBERS AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apology received from Kaiwhakahaere Tumahai.

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

STAFF PRESENT

B. Phillips, Chief Executive; D. Maitland, Quality Assurance Manager; S. Lewis, Chief Financial Officer; J. Warren, Senior Human Resources Advisor; S. Hewett, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

3. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Risk and Assurance Committee Meeting Minutes – 7 May 2026

Moved Her Worship the Mayor, seconded Councillor Martin and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **7 May 2026** be confirmed as a true and correct record of the meeting.

4. ACTION LIST

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

- **Item 2: Risk Register**
Will be presented back to committee in October.

- **Item 3: Protected Disclosure Policy**
Item on today's agenda and can be closed.
- **Item 4: Westland Heritage Park Health and Safety Plan**
The Health and Safety Advisor has been working with the staff at Westland Industrial Heritage Park, and this item can now be closed.

5. CHAIR'S REPORT

The Independent Chair spoke to the report, highlighting the work that has been done so far on the policies and their framework. The Chair noted to the committee that each policy should now be assessed as to its current need and whether it aids staff in their ability to perform their roles, rather than keeping outdated policies for the sake of tradition.

Moved Chair Ward, seconded Her Worship the Mayor and **Resolved** that the Chair's Report be received.

6. PŪRONGO KAIMAHI STAFF REPORTS

Quarterly Financial Report

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

- Year-end financial close is underway. No financial figures are available at this stage, with reporting expected to resume in October once final numbers are available.
- Audit has provided advance notice of areas of focus. No significant concerns or unexpected issues were raised.
- Long Term Plan (LTP) engagement is currently underway. One councillor workshop has been held, with a second workshop to follow community engagement. The Draft LTP is expected back to the risk and assurance committee for review in February 2027.
- Draft 2025/26 Annual Report responses have been incorporated into performance measure reporting. Performance measures will be reviewed through the LTP process to ensure they remain fit for purpose.
- Community hall facilities have been improved; however greater communication with communities is needed to encourage increased utilisation and community-generated revenue opportunities.
- Depreciation revaluation is expected to show a significant variance compared with previous reporting; however, no significant impact on the Annual Report is anticipated as the effect has already been accounted for. Final figures are subject to a valuation report conducted by BECA.
- The Timely Processing performance measure was not achieved due to one certificate being issued one day late out of 173 certificates processed.
- Work is continuing on the future management of water assets and the implications for Council from 1 July 2027. In addition to this finance staff are assessing the impact of stranded overheads associated with water services and will incorporate findings into the LTP.
- Council is currently carrying higher debt levels than immediately required as part of a strategy to secure borrowing at lower interest rates before subsequent rate increases.
- Council's investment policy limits exposure to a single institution to \$10 million. Current holdings with Westpac exceed this threshold, and approval is being sought to increase the limit to \$15 million.

Moved Her Worship the Mayor, seconded Chair Ward and **Resolved** that:

1. The report be received.
2. The Committee receive the Quarterly Financial Report Q4 April - June 2026.

Draft Policy and Bylaw Framework

The Independent Chair introduced the report, noting that the policy framework and the risk register were the two key items identified by the Committee as requiring attention. The Quality Assurance Manager then presented the report, advising that the framework's purpose is to establish a consistently applied, organisation-wide policy framework, including a formal policy development and review process.

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

1. The report be received.
2. The Risk and Assurance Committee endorses the Draft Policy and Bylaw Framework and recommends to Council that it be adopted as the required way of working.

Policies for Adoption

The Quality Assurance Manager spoke to the report which highlights a number of policies being updated to be in line with current best practices. The following policies were discussed:

- **Sensitive Expenditure Policy**
The Committee agreed to the addition of a clause expressing “a prudent approach to expenditure” to encourage fiscal conservativeness.
- **Proactive Release Policy**
- **Customer and Community Conduct and Communications Policy**
The Committee agreed on an amendment to Section 3.3 paragraph 2 to the following: “Any elected member who wishes to implement any steps in this policy should first notify the Mayor and Chief Executive, who will arrange for an employee(s) to assist the elected member.”
- **Elected Member, Iwi Representative and Staff Interaction Policy**
The Committee agreed to the following amendments:
 - o **Section 5e:** “Elected Members’ and Iwi representatives’ primary point of communication is via the Office of the Chief Executive and the Mayor, with the exception being instances outlines in this policy.”
 - o **Section 5g:** Remove the word “either”
 - o **Section 5l:** “Significant or ongoing issues may be raised with the Mayor to address with the Chief Executive through the Chief Executive Review Committee.”

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

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

1. The committee has reviewed the Sensitive Expenditure Policy and recommends it to Council as the required way of working, subject to the amendment as stated above.
2. The committee has reviewed the Proactive Release Policy and recommends it to Council as the required way of working.

Moved Councillor Martin, seconded Chair Ward and **Resolved** that:

1. The committee has reviewed the new Customer and Community Conduct and Communications Policy and recommends it to Council as the required way of working, subject to the amendment as stated above.

2. The committee has reviewed the new Elected Member, Iwi Representative and Staff Interaction Policy and recommends it to Council as the required way of working.

Councillor Mackenzie recorded his vote against this motion.

Treasury Management Policy

Brett Johanson, Executive Director - Corporate Treasury, and Rajeev Verma, Associate Director - Corporate Treasury, from PwC joined the meeting at 11:30am to present a Treasury Management Update to the committee.

Following the presentation, the CFO spoke to the Treasury Management Policy, highlighting the following:

- The policy has been drafted in conjunction with the treasury experts at PwC to ensure it is robust.
- The policy incorporates the Investment Policy and Liability Management Policy into one.
- Amendment suggested to reflect the transfer of debt that will happen when three waters goes to Coast Waters. This would then be removed at the next review after the assets have been transferred.
- Amendment suggested to raise maximum exposure from \$10 million to \$15 million.

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

1. The report be received.
2. The committee endorses option 1 and recommends to Council that the Investment Policy and Liability Management Policy be merged into the Treasury Management Policy with the amendments proposed in sections 3.2.1 and 3.2.3 as follows:
 - a. 3.2.1 - Under the Liability Management section, Liquidity and Funding Risk Control Limits, add the following sentence, "Where the non-compliance relates specifically to Local Water Done Well matters, the breach is accepted, and retrospectively reported to Council."
 - b. 3.2.3 Under the Counterparty Credit Risk section, the matrix guide amount relating to NZ Registered Bank maximum exposure has been increased from \$10m to \$15m.

8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Chair Ward, seconded Councillor Mackenzie 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 12.20 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 7 May 2026	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

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
			of information for which good reason for withholding exists. Section 48(1)(a)
2.	Policy Updates	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	CE's 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)
4.	Business Continuity Plan	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Cyber Security Deep Dive	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Insurance Deep Dive	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1, 2, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons.	(S. 7(2)(a))
1	Avoid prejudice to measures protecting the health or safety of members of the public.	(S. 7(2)(d))
5	Avoid prejudice to measures that prevent to mitigate material loss to members of the public; and	(S. 7(2)(e))
1	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment.	(S. 7(2)(f))
1	Maintain legal professional privilege.	(S. 7(2)(g))
1, 6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
5	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S. 7(2)(j))

Moved Her Worship the Mayor, seconded Councillor Martin 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 1.38 pm.

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 8 OCTOBER 2026
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.38 PM

Confirmed by the Committee at their meeting on 8 October 2026.

David Ward
Chair

Date: 8 October 2026

29 October 2026 Ordinary Council Meeting Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Next Steps	Status
5	22.05.2025	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.	26/11/2026	GM District Assets	Following the August report from WCRC, Council requested that staff ask WCRC if further investigation can be done into septic tank management in the area.	Follow up has been completed and the matter is now operational with the Regional Council.	Open
9	26.04.2026	Freedom Camping	Report to Council	29/10/2026	GM Regulatory and Compliance	Report expected back to Council in October on options for proceeding/not proceeding with a bylaw.	A report on Freedom Camping is on October's Ordinary Council Meeting Agenda.	Open
11	04.06.2026	Kumara Endowment Fund	Council Staff to investigate the current structure of the Kumara Endowment Fund	29/10/2026	Chief Financial Officer	Council instructed staff to establish the boundary that the fund relates to before progressing to next steps.	Historical records indicate the original Borough and endowed reserve land were within the Kumara township. Legal opinion supports that the Endowment benefits Kumara township and does not extend to Kumara Junction.	Open
15	23.07.2026	Changes to Staff Numbers	Update council on staff numbers and the reasons for any increase in numbers over the past few years	29/10/2026	Chief Executive	Staff to report back to council was moved to the 29 October Council meeting in the meeting held on 1 October to be presented alongside a report on Core Services.	Update will be provided at October's Ordinary Council Meeting.	Open

29 October 2026 Ordinary Council Meeting Action List

16	01.10.2026	Publishing Mayors Report	Look at ways that the information provided in the Mayors report could be better circulated to the public	18/12/2026	Principal Communications Advisor	Staff to investigate possible avenues to better circulate the information in the Mayors report outside of just Council Agendas.	Staff are investigating options and will update Council at the December Council Meeting.	Open
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Report to Council



DATE: 29 October 2026

TO: Mayor and Councillors

FROM: Financial Accountant

FINANCIAL PERFORMANCE – September 2026

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 30 September 2026.
- 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 2025, which are set out in the Long-Term Plan 2025–2034.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 30 September 2026.

2. Background

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

3. Current Situation

- 3.1. The information in the report is of a summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.

3.2. The financial performance report to 30 September 2026 is attached as **Appendix 1** and contains the following elements;

3.2.1. Financial Dashboard

3.2.2. Statement of Comprehensive Revenue and Expense

3.2.3. Notes to the Statement of Comprehensive Revenue and Expense

3.2.4. Revenue and Expenditure Graphs

3.2.5. Debtors

3.2.6. Debt position

3.2.7. Capital Expenditure

3.2.8. Dashboard Glossary

4. Options

4.1. Option 1: That Council receives the Financial Performance Report to 30 September 2026.

4.2. Option 2: That Council does not receive the Financial Performance Report to 30 September 2026.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

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

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.

8.2. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.

8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 30 September 2026 be received.

Cody Nabben
Financial Accountant

Appendix 1: Finance Performance Report for 30 September 2026

Appendix 1

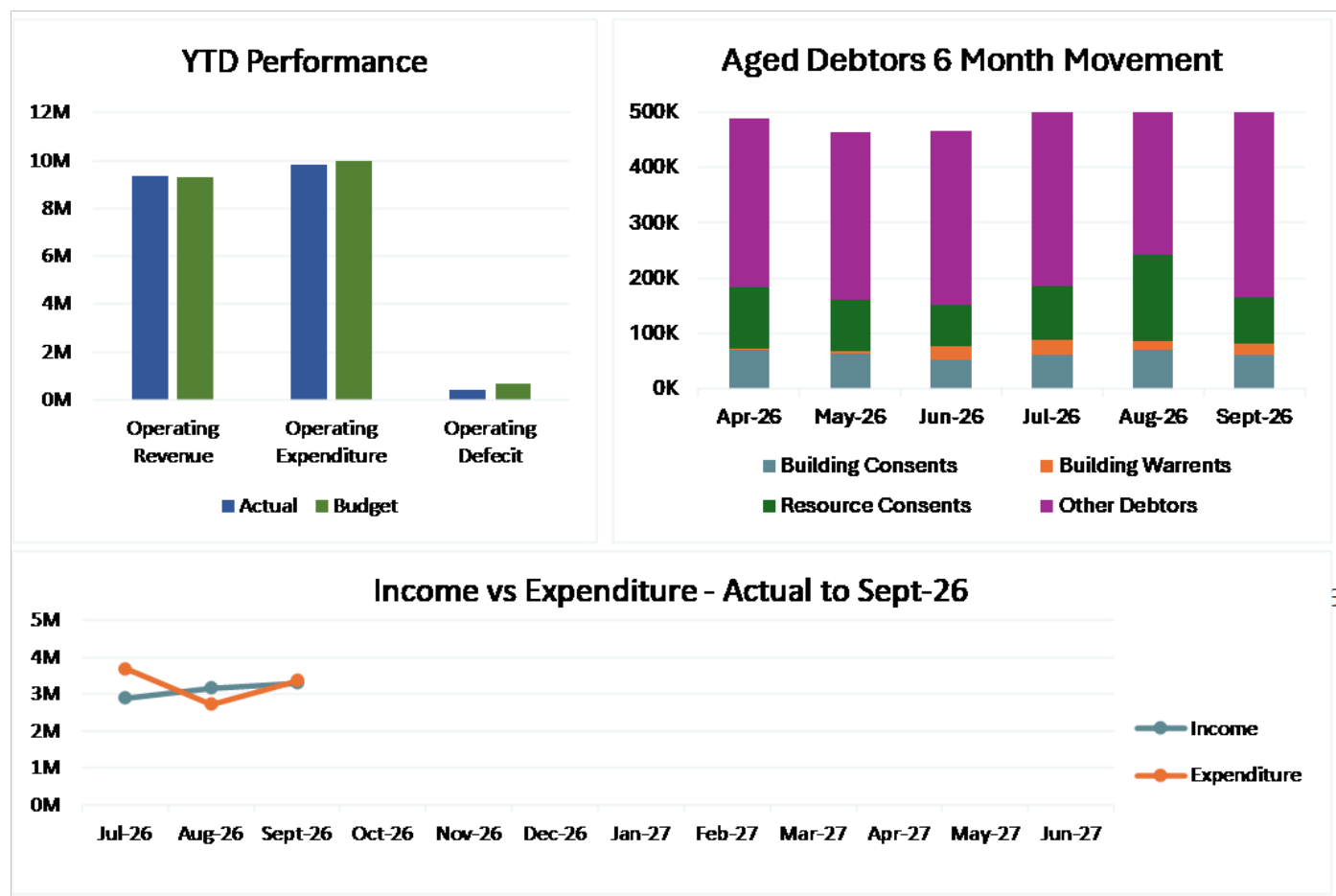


Financial Performance Year to 30 September 2026

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Financial Dashboard



Operating Performance		Actual YTD	Budget/Target	Status
Revenue		\$9,369,854	\$9,322,398	●
Expenses		\$9,753,265	\$9,995,099	●
Operating Surplus / (Deficit)		(\$383,411)	(\$672,702)	●
Balanced Budget Ratio		96.1%	≥100.0%	●
Rates to Operating Revenue		70.9%	71.2%	●

Liquidity & Reserves				Status
Current Ratio		145.8%	≥100.0%	●
Net Working Capital		\$7,864,652	≥\$0	●
Cash & Equivalents		\$14,547,979	Movement	●
Deposits		\$2,000,000	Movement	●

Debt & Borrowing				Status
Total Gross Debt		\$41,052,632	\$82,000,000	●
Net Debt		\$24,504,653	\$73,251,908	●
Liquidity Risk		147.4%	≥110.0%	●
Interest to Operating Revenue		2.5%	≤10.0%	●
Interest to Rates Revenue		3.5%	≤15.0%	●
Interest Cover Ratio		0.1	≥2	●

Statement of Comprehensive Revenue and Expenditure

	Notes	Actual YTD (\$000)	YTD Budget (\$000)	Variance YTD (\$000)	Var/Bud %	Full Year Budget (\$000)	Full Year Forecast (\$000)
Revenue							
Rates	01	6,645	6,636	9	0%	27,677	27,677
Grants and subsidies	02	966	1,474	(508)	(34%)	24,030	24,030
Interest Revenue	03	177	140	36	26%	565	565
Fees and Charges	04	820	694	126	18%	2,796	2,796
Other Revenue	05	762	379	383	101%	1,527	1,527
Total Operating Revenue		9,370	9,322	47	1%	56,595	56,595
Expenditure							
Employee Benefit expenses	06	1,925	2,154	(229)	(11%)	8,617	8,617
Finance Costs	07	425	381	44	12%	1,522	1,522
Depreciation	08	2,733	2,733	-	0%	10,931	10,931
Other Expenses	09	4,671	4,727	(57)	(1%)	35,161	35,161
Total Operating Expenditure		9,753	9,995	(242)	(2%)	56,232	56,232
Operating Surplus/(Deficit)		(383)	(673)	289	(43%)	363	363

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

- On track.

02 Grants and subsidies revenue

- Transport grants claimed to date total \$487k. This is under budget by \$503k due to timing.

03 Interest revenue

- Interest Revenue is 36k higher than budget due to higher-than-expected interest rates.

04 Fees and charges revenue

- Building consent fee revenue is higher than budget by \$59k due to timing, with the majority of annual Building Warrant of Fitness renewals occurring in June and July.
- Refuse fee revenue is higher than budget by \$20k due to a one-off charge for dumping a boat wreckage at Haast Landfill.

05 Other revenue

- Non-cash gain on swaps of \$381k recognized this year due favourable movements in interest rates since prior year. Swaps are market driven and also move to par as they move to the maturity date.
- Recreational contributions are \$55k higher than budget due to the timing of several larger contributions received during July and August.

06 Employee benefit expenses

- Variance reflects vacant positions.

07 Finance costs

- Interest expense is higher than budget, reflecting higher-than-expected interest rates.

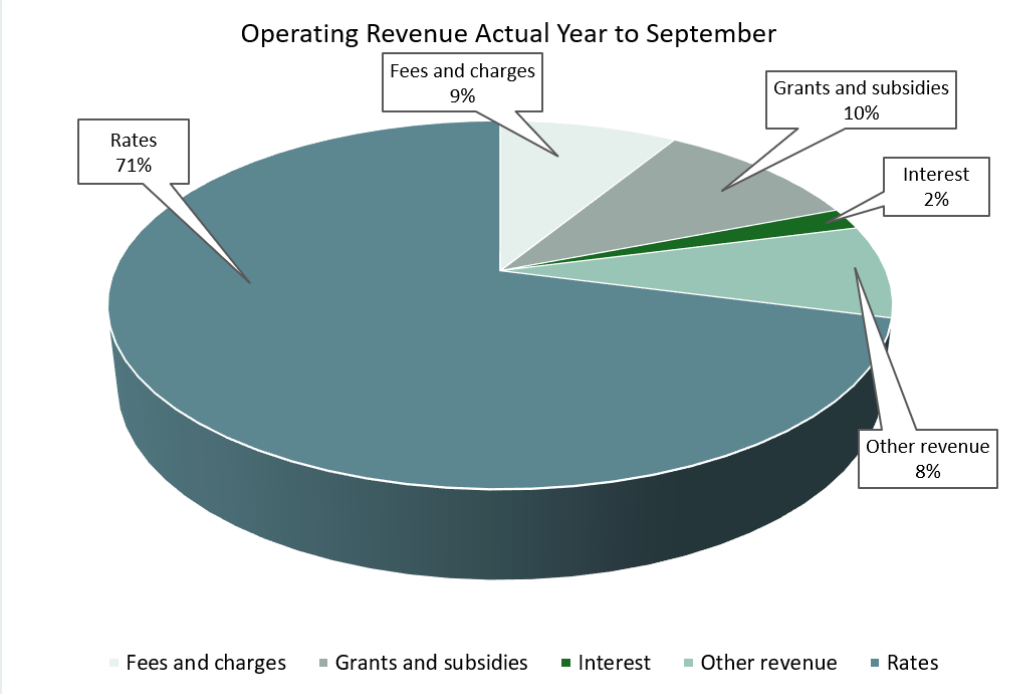
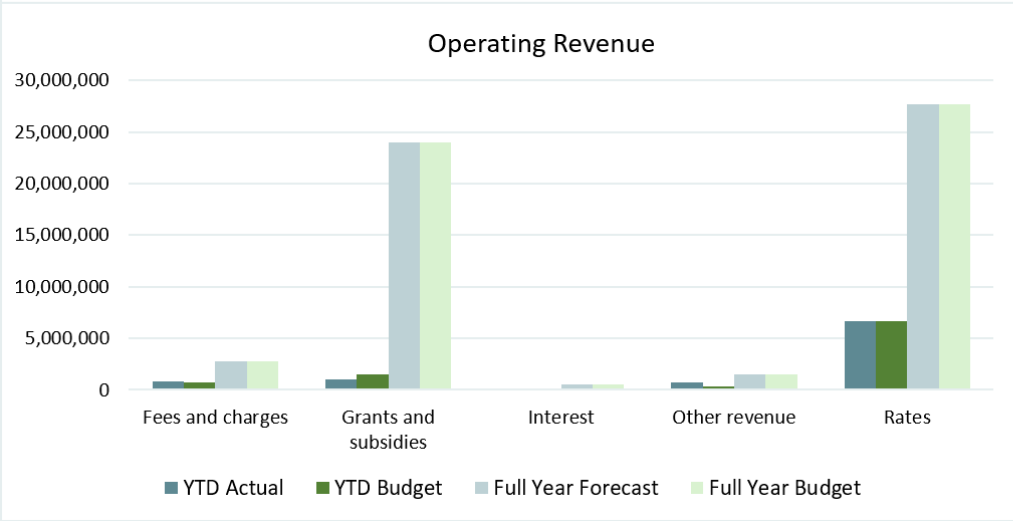
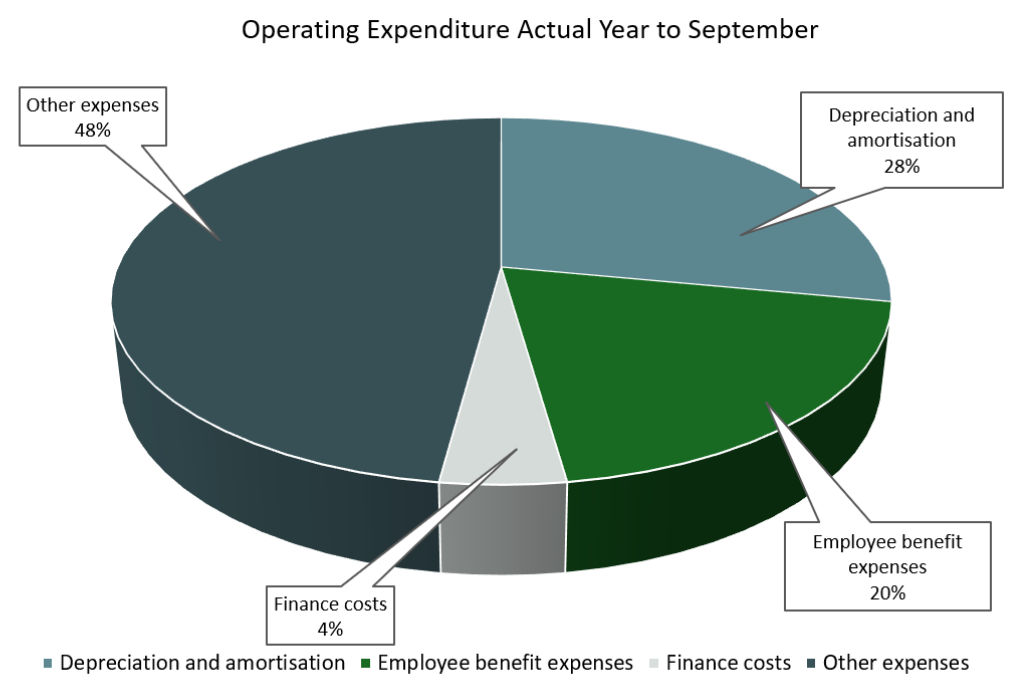
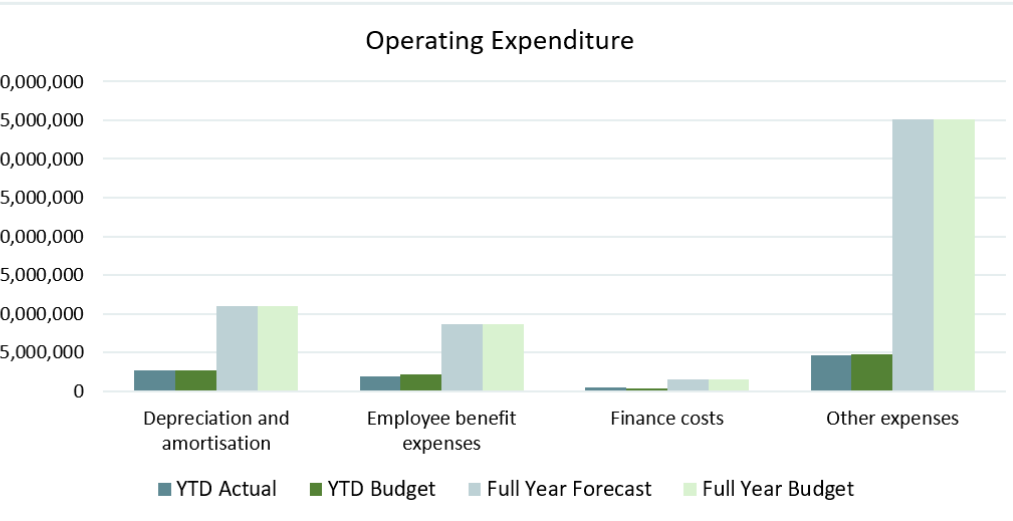
08 Depreciation expense

- Depreciation is accrued to budget pending the 2025/26 audit

09 Other expenses

- A \$40k timing variance relates to asset valuations completed in July and August as part of the annual report process.
- Expenditure on community grants for public toilet maintenance is \$98k below budget, reflecting timing differences in grant payments.

Revenue & Expenditure Graphs



Debtors at 30 September 2026

30/09/2026 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	41,656	3,418	20,851	(4,597)	61,328
Building Warrants	2,862	3,639	764	12,592	19,857
Resource Consents	62,998	13,029	6,301	1,723	84,051
Sundry Debtors	1,129,394	3,824	6,891	103,347	1,243,455
Grand Total	1,236,910	23,910	34,807	113,065	1,408,691
30/09/2025 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	26,058	2,461	3,261	34,987	66,767
Building Warrants	606	1,778	7,667	4,422	14,473
Resource Consents	93,730	5,355	6,615	21,394	127,094
Sundry Debtors	83,082	11,463	34,685	115,664	244,893
Grand Total	203,475	21,057	52,227	176,467	453,227
Grants outstanding as at 30/09/2026					
Date Invoiced	Project				Total (\$)
11/09/2026	Cycle Trail - Ross culvert bridges				121,900
19/08/2026	Hokitika Airport - Milestone 3				1,150,000
					1,271,900

Note: The Over 90 Days balance in Sundry Debtors includes \$900k relating to the Racecourse land sale agreement. This is structured under a mortgage agreement where the purchase price is paid down incrementally as individual subdivided lots are sold by the developer.

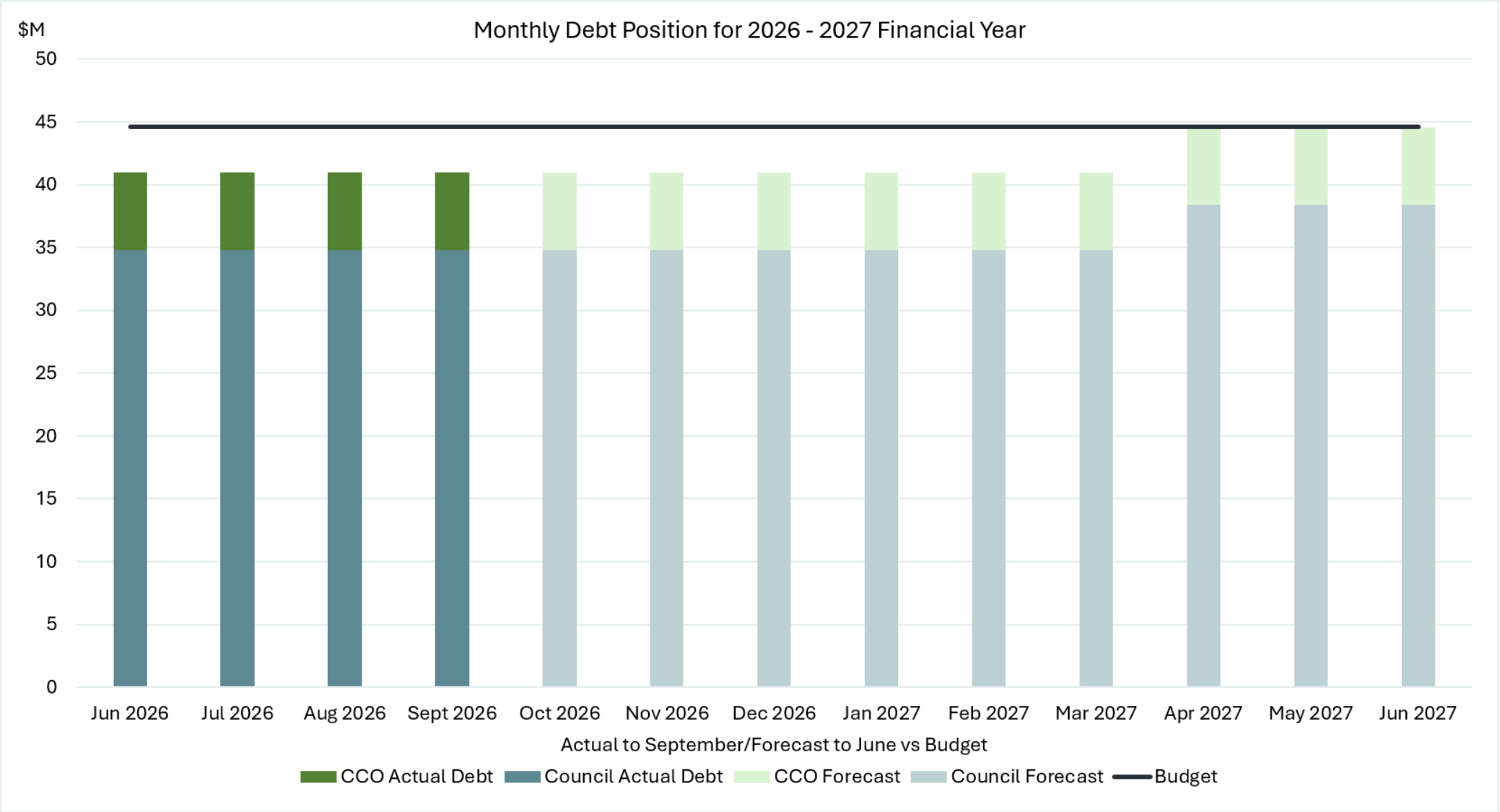
Rates Debtors at 30 September 2026

Rates Debtors at 31 August 2026	1,484,665
Adjustments	(748)
Less payments received	(703,809)
Paid in advance change	264,333
Previous years write off's	-
Write off's	(2,978)
Penalties	52
Discounts	22
Court Cost	-
Legal Fees	3,875
	(439,255)
Total Rates Debtors at 30 September 2026	1,045,410
Arrears included above at 30 September 2026	1,045,410
Arrears at 30 September 2025	722,010
Increase/(decrease) in arrears	323,400

	Sept 2026	Sept 2025
Rates Arrears %		
Average rates levied prior year (\$)	23,160,227	20,320,033
Arrears balance (\$)	686,202	513,535
Rates Arrears %	2.96%	2.53%

Rates arrears represent rates from previous rating years that remain unpaid. Expressing arrears as a percentage of rates levied in the preceding year provides a consistent measure of outstanding debt relative to the rates base from which the arrears primarily arise. At September 2026, arrears were 2.96% of prior-year rates levied, compared with 2.53% at September 2025, an increase of 0.43 percentage points. This measure allows comparison between years while accounting for changes in the total rates levied.

Debt Position



Capital Expenditure

Capital Projects 2026-57 As at 30/09/2026			
Project / Activity	YtD Expenses (\$000)	Annual Plan (\$000)	Forecast (\$000)
Leadership	29	2,465	2,465
Planning & Regulatory Services	1	233	233
Water Supply	143	947	947
Waste Water	128	3,167	3,167
Solid waste	29	723	723
Storm water	323	2,563	2,563
Cemeteries	0	87	87
Swimming pools	225	586	586
Facilities & Leisure Services - other	54	614	614
Parks & reserves	298	5,362	5,362
Land transportation	77	5,308	5,308
Unbudgeted capital expenditure	0	0	0
CCO Funded Project	241	14,400	14,400
Total	1,550	36,455	36,455

Dashboard Glossary

- **Revenue:** Total income from rates, grants, and fees etc.
- **Expenses:** Total costs to run the organisation (staff, maintenance, etc.).
- **Balanced Budget Ratio:** Measures if Council is collecting enough to cover operating costs.

$$\frac{\text{Operating Revenue}}{\text{Operating Expenses}} \times 100$$

- **Rates to Operating Revenue:** Shows how much Council's budget depends on property rates.

$$\frac{\text{Rates Revenue}}{\text{Operating Revenue}} \times 100$$

- **Current Ratio:** Measures Council's ability to pay bills due within the next year.

$$\frac{\text{Current Assets}}{\text{Current Liabilities}}$$

- **Net Working Capital:** The "cash buffer" available for daily operations.

$$\text{Current Assets} - \text{Current Liabilities}$$

- **Cash & Equivalents:** Money in the bank or assets that can be turned into cash instantly.
- **Deposits:** Money held in longer-term bank accounts or term investments.
- **Total Gross Debt:** The total amount of money borrowed.
- **Net Debt:** Total debt less available liquid financial assets and investments.

$$\text{Total Gross Debt} - \text{Cash \& Equivalents}$$

- **Liquidity Risk (LGFA):** Ensures Council have enough cash/credit to cover upcoming debt payments.

$$\frac{\text{Total Gross Debt} + \text{Cash} + \text{Available Credit Lines}}{\text{Total Gross Debt}}$$

- **Interest to Operating Revenue:** How much of Council's total income is "eaten up" by interest.

$$\frac{\text{Interest Expense}}{\text{Operating Revenue}} \times 100$$

- **Interest to Rates Revenue (LGFA):** How much of the ratepayers' money goes toward interest.

$$\frac{\text{Interest Expense}}{\text{Rates Revenue}} \times 100$$

- **Interest Cover Ratio:** How many times your surplus can "cover" your interest costs.

$$\frac{\text{Operating Surplus (before interest)}}{\text{Interest Expense}} \times 100$$

- **Capital Expenditure (CAPEX):** Money spent on building or fixing long-term assets (roads, pipes).
- **Essential Services Ratio:** Compares spending on core infrastructure to how fast that infrastructure is wearing out (depreciation).

$$\frac{\text{CAPEX on Core Assets}}{\text{Depreciation on Core Assets}} \times 100$$



Cover image: Hokitika Clocktower - Claudia Babirat

Chief Executive's Quarterly Report

29 October 2026

WESTLAND
District Council | Te Kahui o Poutini



Report to Council



DATE: 29 October 2026
TO: Mayors and Councillors
FROM: Chief Executive

Chief Executive's Quarterly Report - 1 July 2026 to 30 September 2026

1. Summary

The purpose of this report is to provide an update on all aspects of what is happening in the Westland District and to update Council on any matters of significance and priority.

This report concludes by recommending that Council receive the Chief Executive's Quarterly Report to 30 September 2026.

2. Update from the Chief Executive

Local Government Reform

There was a considerable focus for staff on supporting the Local Government Reforms submission in July and August.

Risk and Assurance Committee

Significant work has been done on continuous improvements with the Risk and Assurance Committee's Independent Chair, including a refresh of Council's Business Continuity Plan and updates to a large number of policies that were falling out of date.

Setting up for Success

A values refresh has now occurred with the support of staff across all of Council's departments. Taking on their feedback our new values have been developed and are currently being wrapped into what we do and into how we operate. The values are below:

OUR VISION AND VALUES

By investing in our people, caring for the environment, respecting the Mana Whenua cultural heritage, and enabling investment, growth and development we will enrich our district and the people that reside here.

Active Collaboration



- We work together with respect, openness, and shared purpose, valuing different perspectives and building strong relationships across teams and communities.
- We listen, communicate clearly, and support one another to achieve the best outcomes for our customers, colleagues, and district.

Commitment to Innovation & Improvement



- We continuously look for smarter, more effective, and practical ways to serve our community and improve how we work.
- We embrace learning, challenge the norm, and adapt to changing needs with a focus on practical solutions.

Integrity



- We act honestly, ethically, and respectfully, doing the right thing for the right reason.
- We uphold professional standards, value fairness and transparency, and foster a culture where people feel safe and respected

Westland Wellbeing



- We foster a safe, respectful, and supportive environment where people feel valued, connected, and able to do their best work.
- We care about the wellbeing of our staff, community, and future generations through the way we work and treat others.

Accountability



- We take ownership of our actions, decisions, and commitments, delivering on what we say we will do with transparency and professionalism.
- We use public resources responsibly, make informed decisions based on evidence, and remain accountable to our community and each other.

To help embed the new values we are currently reviewing our code of conduct and then looking at rolling out an employee handbook to staff. This will encompass the values and our WDC way and help continue to drive that into teams and introduce it to new staff as they onboard into WDC.

An engagement survey was undertaken with all staff and action plans developed from the feedback. SLT have been working with their teams to drive the action plans. A pulse survey is due to be undertaken shortly with staff to gain more insight into whether these plans and the general engagement of staff has improved. The wellbeing committee has been reestablished and events that involve all staff are happening regularly for those that wish to partake. An Employee hub is being established on the intranet as a place for employees to go to have easy access to the benefits and information needed for staff wellbeing.

A Streamlined Business Planning Process to embed a culture of performance, delivery, and accountability: Business plans have been developed with SLT and their teams and presented to the Chief Executive. These are regularly reviewed and provide a clear program of works going forward to all teams within council.

Long Term Plan

Long Term Plan (LTP) community engagement closed on 24 August. We received 138 submissions through the budget simulator and had an attendance of over 120 people across community meetings throughout the district. Following this, we had an LTP workshop with councillors on 15 September, where staff sought direction from Council on issues they want to discuss further. An extraordinary meeting has been scheduled for 11 November, where staff will provide more information on the items requested by Council, who will then resolve which items should be carried forward into the draft LTP document.

3. Regulatory and Compliance

3.1. Building Control

Building Consents Authority figures 1 July - 30 September 2026 (Q1)

	Q1 2026	Q1 2025
Building Consents Granted	61	73
Within the statutory time	100%	100%
Average days	12.27	11.94
Inspections completed	230	366
Within the statutory timeframe (target of 80%)	100%	100%
Code Compliance Certificates issued	43	54
Within the statutory time	100%	100%
Average days	4.07	1

Workload and limited Resourcing

Building consent applications granted decreased slightly this quarter to 61, compared with 66 in the previous quarter. A 100% of consents were processed within statutory time frames.

The number of building inspections increased this quarter from 206 to 230, representing an increase of 15 inspections compared with the previous quarter. Despite having only one building inspector available, the increased demand was managed through additional

administrative support, which assisted with workload management and enabled inspections to continue without disruption and use of external resource for Compliance Schedule processing. No external building inspection contractors were required during the quarter; however, external support may be required should the inspector be unavailable due to annual leave, sick leave or other circumstances, to ensure statutory obligations continue to be met.

Code Compliance Certificates (CCCs) decreased, with 43 issued this quarter compared with 63 in the previous quarter. This reduction may reflect a combination of factors, including changes in the housing market, weather and increased building costs, which may have contributed to delays in completing building work and subsequently applying for CCCs. With one inspector responsible for inspections and CCC processing, careful workload management remains essential. Processing of these documents is also at 100%.

Although overall building consent numbers have decreased slightly, workloads have increased in other areas of the Territorial Authority's compliance functions. This includes the annual Building Warrant of Fitness (BWOFF) process, as BWOFFs are due by 30 June each year, with the majority of documentation received during June and flowing over into July, resulting in a significant increase in processing and compliance activity.

Timely recruitment and retention of suitably qualified staff will therefore be important to maintain business continuity, meet statutory obligations and ensure the BCA can continue to provide a consistent and effective level of service.

Territory Authority Workload Figures 1 July – 30 September 2026

Activity	Q1 2026	Q1 2025
Project Information Memorandums - general	12	0
PIM's - small standalone dwellings	1	-
Certificates of acceptance	0	1
Building warrant of fitness – onsite audits	28	35
Receive and checked Building Warrant of Fitness	46	61
Certificates of public use granted	5	2
Removal of earthquake prone building notice	0	0
Site Investigation of unconsented work	6	35
Investigations undertaken that identified no breach	2	9
Compliance schedules issued	3	0
Compliance schedule amendments issued	5	6
Notices for earthquake prone buildings	0	0
Notice to fix issued – breaches of Building Act	34	36
Dangerous, Affected or Insanitary Building notices issued	0	2
Dangerous or Affected or Insanitary Building investigations	0	0

Key Changes this Quarter

Updated Earthquake Prone Building Legislation

On 26 September 2026, the Building (Earthquake Prone Buildings) Amendment Act 2026 was enacted. The new EPB legislation affecting Westland District is not due to come into effect until 1 July 2027. We are awaiting guidance from the Ministry of Business, Innovation and Employment (MBIE) regarding future impacts, and the senior leadership team are also considering local impacts.

3.2. Planning Department

During the quarter, the Planning Department has continued to see an increase in public enquiries relating to a broad range of changes within the planning framework. The main areas of focus have been requests for support with the legal effect of provisions in the Te Tai o Poutini Plan (TTPP) and assistance with interpretation.

Mediation on appealed topics of the TTPP has continued throughout the quarter and is progressing within the expected timeframe. Three consent orders have been granted by the Environment Court, demonstrating progress made by the TTPP Committee. These were notable trees, some temporary activities and infrastructure appeal points. The process is expected to be completed in February 2027.

Staff have attended various webinars delivered by the New Zealand Planning Institute and the Ministry for Cities, Environment, Regions and Transport (MCERT). These webinars have covered a range of workstreams relating to proposed changes to the planning framework, including the most recent developments following Royal Assent of the Planning Bill and the Natural Environment Bill on 30 September 2026. This marks a key milestone, with transitional consenting arrangements due to be in place by the start of November 2026. These two new Acts have replaced the Resource Management Act 1991.

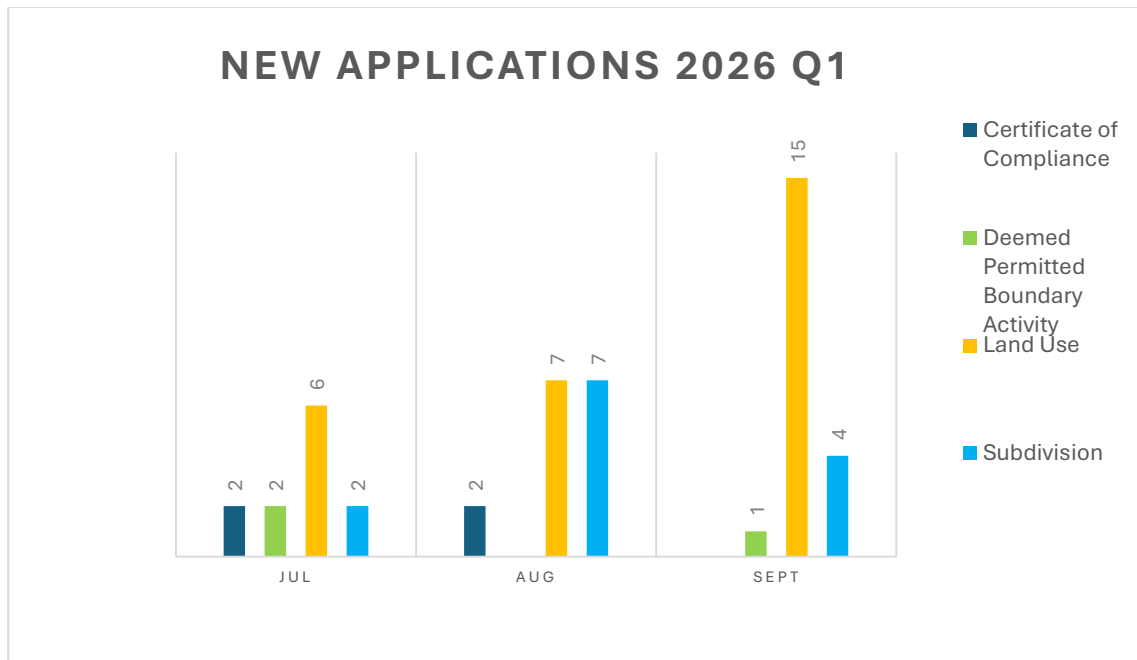
Taituarā has also provided a forum for local government teams to discuss the work they are undertaking to prepare for transitional consenting. This forum provides an opportunity to support consistent implementation, with councils sharing report templates and processes.

Following changes within the building consent environment, the Planning Department has processed an increased number of Project Information Memorandums (PIMs). This process continues to be reviewed to identify improvements that enhance visibility and promote consistency. As some building consents are now processed externally, the Planning Department has limited opportunities to address issues that may arise during this process. Additional steps have therefore been implemented to mitigate future compliance risks.

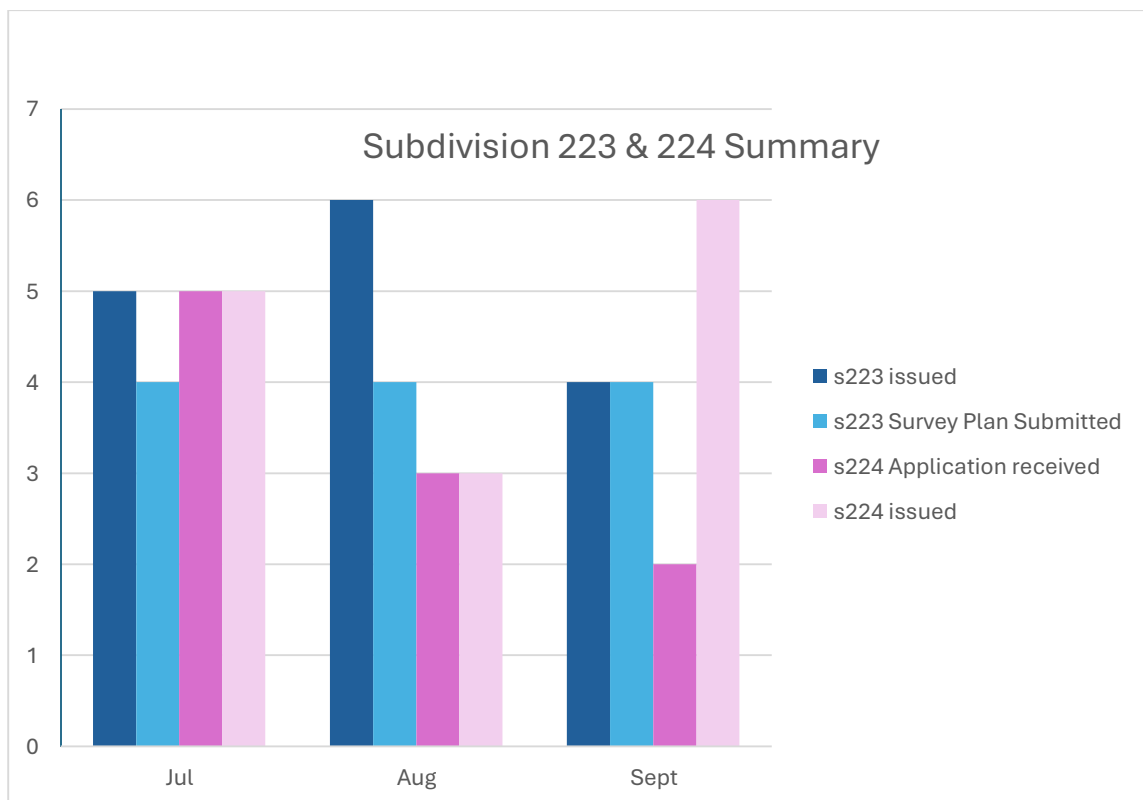
In the compliance area, monitoring was completed for 47 resource consents, representing a 40% increase from the previous quarter. Two non-compliance matters were resolved (6 last quarter, a 66% decrease), and 22 reactive compliance matters were identified (22% decrease from 27 in the last quarter). A total of 22 compliance matters were investigated and closed, which is a 39% decrease from 36 in the previous quarter and a 39% decrease in comparison to this time last year (36).

Resource Consents

During the last quarter, the Planning Department received 48 new applications (last year, same quarter was 79 – a 39% decrease). These applications comprised of the following:



In addition to new applications for resource consent, the Planning Department also received and certified the following s 223 (survey plan) & s 224 (conditions met) requests:



The Planning Department granted 25 Consent decisions (last year, same quarter was 45 – a 44% decrease), and 2 Certificate decisions in the last quarter, with 100% issued under delegated authority. 15 Land use consents, 10 Subdivision consents and 2 permitted boundary activities were issued, **100%** within statutory timeframes.

3.3. Animal Control

There have been significant changes to facilitate the dog registration processes in order to enable a more seamless and user friendly system.

Proactive advice and information to dog owners was being provided a month earlier than previous years, along with a multimedia approach to ensure dog owners were well informed. In addition, the animal control officer also went to communities to enable a more local registration service.

These changes have been very well received with positive feedback from public and staff.

There have been reductions in the number of reunites required through doggone during this period as outlined below. This may be attributed to an increase in responsible dog ownership in reducing the levels of roaming dogs.

Text Reunite activity	2025	2026
Opted-in dogs		
Business hours	10	8
After hours	5	1
Weekends	8	2
Total opted-in	23	11

A Casual Animal Control Officer was appointed to support the full-time Animal Control Officer when on leave and to share after hours call responsibilities, to ensure staff wellbeing.

Incident /Event	Q1 26/27
Impounded dogs	8
Infringements issued	54
Infringements withdrawn	13
Stock attacks dealt with	5
Menacing classifications	2
After-hours call outs	8
Dog-related service requests	37
Incidents referred to Police	1
Dogs euthanised	0
Anti-bark collars issued	2

3.4. Environmental Health

The Environmental Health Officer has undergone continuous professional development (CPD) over this period. This is a requirement established by MPI to maintain competency

requirements as a verifier for 2026, to enable food safety monitoring, mentoring and auditing to be undertaken for Westland District Council.

There is an established EHO Cluster group which regularly meets at Nelson, and ongoing training includes time spent shadowing a Verifier from Nelson City Council.

Ongoing administration of the MPI food premises levy has been carried out. Fees have been collected by WDC and passed to MPI, with administration work involving follow up letters and invoicing.

There were 8 noise complaints during this period.

1 July - 30 Sept

Action taken	2026
Total food premises	102
Verification visits	17
Verification revisits	10
Review food registration applications	25
Noise control complaints	8

3.5. Alcohol Licencing

Managers certification processes have been reviewed and streamlined with interviews also conducted remotely to reduce travel and processing times.

The Council alcohol website pages are in the process of being reviewed and updated, with the online application form for a Managers Certificates being improved first following customer feedback.

The programmed monthly Tri-agency meetings have been held with the Police and Ministry of Health.

Processed Applications 1 July - 30 Sept

Action taken	2026
Alcohol inspections	11
Managers Certificates issued	18
On - licences issued	6
Off-licences issued	4
Club licences	1
Special licences	2
Temporary Authorities issued	7
Total Licenced premises	68

3.6. Civil Defence Emergency Management

Community Preparedness and Resilience

The Civil Defence Emergency Management (CDEM) Community Response Groups (CRGs) across the Westland District have been working hard to strengthen their preparedness and

build community resilience. Here are just a few examples of the fantastic work the CRGs are undertaking:

- Arahura Marae - Te Rūnanga o Ngāti Waewae held a Preparedness Presentation on the 8th of July focused on what to expect after an AF8 scenario and household preparedness. Following this, WCEM facilitated Incident Control Point Community Training on the 23rd of September, equipping community members with the skills and knowledge needed to establish and operate a community-level operational centre during an emergency.
- The Franz Josef Community Response Group and WCEM have organised a series of community training sessions and workshops focused on the Waiho River Evacuation Plan. These sessions aim to develop a practical Operational Action Plan that builds on the existing evacuation plan and reflects community needs, ensuring the CRG is equipped to carry out the actions required during an evacuation.
- The Kumara Junction Community Response Group has identified the need for a Resilience Container to store alternative communications equipment, medical supplies and welfare resources. The Group identified potential issues with locating the container at Melody Hall due to the distance from the roundabout and the location of most residents in Sanctuary Place. A Memorandum of Understanding and Licence to Occupy with KiwiRail have since been progressed to enable the container to be located near the roundabout, with the next step being to apply for funding.

Council Staff Training Update

Psychological First Aid (PFA) Training was held at WDC on the 5th of September, with 11 WDC Staff attending and an additional 3 Staff to attend the same training at WCRC on the 29th of October. The aim of this training is to understand the purpose and principles of PFA, recognise distress reactions, and develop practical skills to support people through the Look, Listen, Link approach. The training included simulation exercises to apply these skills through emergency management scenarios and develop effective communication techniques for response settings.

South Island Emergency Management Conference

The South Island Emergency Management Conference (SIEMC) was hosted by WCEM on 30th September – 1st October, at the Greymouth High School Dave McKenzie Gym. Westland Mayor and Emergency Management Committee Chair Helen Lash welcomed the attendees of the conference, alongside the Mihi Whakatau performed by Ngāti Waewae. The Conference theme was entitled 'Preparing People and Places' with a programme focused on real world adaptation, disaster risk and resilience, celebration of the AF8 10-year anniversary, responder wellbeing, and a closing panel by NEMA CEO Dave Gawn. This provided a valuable opportunity for professional development, sector networking, and reflection on the progress and achievements made to date.



4. Business Enablement

4.1. Customer Services

As the primary point of contact for Council, the team continues to support the wider organisation by managing enquiries across all service areas, connecting customers with the appropriate teams, and helping ensure community needs are addressed efficiently.

Following council's dog registration period, the team began reviewing process improvements and working collaboratively with other Council teams ahead of the 2027 registration programme.

Rates Rebates remained a key focus this quarter. As at 29 September 2026, 275 applications had been processed, up from 213 at the same time last year, with further applications awaiting processing.

Towards the end of the quarter, the team once again demonstrated resilience, professionalism, and adaptability by transitioning to the Pakiwaitara building during the closure of 36 Weld Street. Throughout this period, the community continued to receive uninterrupted, highly responsive service, supported by the introduction of remote working arrangements to maintain continuity of service when required.

4.2. Community

Maintaining council's strong community focus, the Chief Executive and Senior Leadership Team members spent valuable time during the last quarter visiting key community sites, including Hokitika Industrial Heritage Park and Grey Power Hokitika. These site visits provided an important opportunity to listen to each organisations work, understand their current needs and challenges, and identify ways council can better support them. The discussion was invaluable in strengthening relationships and ensuring services continue to contribute positively to these important community spaces.

Transport Meeting

Council attended a community led members discussion focused on supporting ongoing solutions to improve rural access to health services. Council remains committed to working alongside regional stakeholders to advocate for and progress initiatives that address the needs lack of transport in the district.

Community Grants

Community grants and funding activity across the quarter has been successful in strengthening internal systems and processes. Improvements have focused on creating more structured, consistent, and better-aligned approaches to grant administration and delivery.

Creative Communities Scheme

The Creative Communities Scheme (CCS) provides funding for community-based arts activities within the Westland District.

- Round one for the 2026-2027 Financial Year opened on 1 September 2026, with a total of 10 applications received across the district. These will be assessed in October, and applicants notified of their outcome.

Welcoming Communities

This is a nationwide initiative aimed at supporting newcomers to the district. The previous Communities Manager led a piece of work around the creation of a booklet for Westland's communities. There were two staff who were funded through the Department of Internal Affairs to complete this production. It is close to completion, and a final contract is in place to get this completed by June next year.

- A final grant has been received for this project, and it is currently being supported by local iwi to ensure the welcoming booklets have been developed in clear partnership.

4.3. Museum

Temporary Exhibition

The Chris Weaver 'Beyond Function' exhibition continues to attract a steady flow of people, with most interest coming from locals who know of Chris' work. Work has now started preparing for the development of the next exhibition which will be a career retrospective of Anne Daniels harakeke weaving sculptures. A video shoot is planned for mid-October to develop an audio visual component for the exhibit.

Visitors

There were 951 visitors to the Museum over the last quarter. This number reflects the winter downturn in tourist numbers, and winter hours the Museum is now operating. The majority of visitors over this period were local and New Zealanders on holiday, with only 13% of visitors being from offshore. 25% of the total visits were local children, which reflects the growing number of school visits we had during this period.

Collection Audit

A significant effort has led to only one Collection Store to audit in order to complete this process. To date, over 130,000 items have been identified as requiring cataloguing, in addition to 40,000 photographs, slides and films.

Museum Community Engagement

- The Museum assisted with the Julia Bradshaw's 'Digging Deep' book launch on 18 July held at the Regent Theatre and attended by over 200 people. The Museum provided Luminaries costumes for display at the event. A book signing by Julia was also arranged at the Museum.
- An initiative by Heritage Hokitika, and Destination Hokitika resulted in the Museum offering guided tours of the Museum as part of the Midwinter Magic celebrations in July. These tours attracted about 35 people. The Museum also developed a 90 minute

Heritage Film Festival (a collection of old archival films) for screening at the Regent Theatre. A further two screenings were arranged as well as screenings arranged at Allan Bryant Rest Home.

- Radio New Zealand profiled Hokitika Museum in its 'The Panel' programme on the 16th of September. Vaughan Bradley was interviewed by Wallace Chapman, profiling NZ's oldest Working Television, and James Teer's Seal Skin Hat.
- The Museum has put considerable effort into supporting the upcoming Kumara 150th Celebration in October. Staff have digitised several hundred photos in the collection from the Kumara, Greenstone and Dillmanstown areas. This project has enabled the Museum to add quite a few additional images to the collection donated by residents. Additional oral histories recorded by Yvonne Simpson have also been added. A collection of amateur films shot in Kumara (1950's, 60's & 70's) were also digitised for the Museum free of charge by an Auckland digitisation specialist. Interpretation materials and video materials to support the event are also being produced.

General

Over this quarter the Museum processed 26 research enquiries, 6 photo orders, dealt with 8 donations. A significant project included working with an Australian Researcher who is building a database (so far 68,000 entries) of NZ and Australian ships that operated in the region. He spent several days recording our various archives on shipping on the West Coast and helped identify a number of ships in photos which staff had previously been unaware of. In return, he is sharing access to the database.

Work has also started working with Westland High School and Kaniere Primary School for their upcoming 150th Celebrations next year. To date this has mainly involved a survey of photos and material held by the Museum, and consultation with the organising committees.

There has been ongoing work go into improving current displays, and a programme for future changes is in place. Rob Daniel from the Westland Industrial Park has been invaluable in assisting with some of these changes, as well as assisting with maintenance of the Meccano dredge.

A Matariki event was organised for tamariki in July, and plans are underway for a School Holiday event in October.

4.4. Westland District Library

Pop-up Library Relocation and Opening

July focused on preparing for the library's relocation from 20 Sewell Street to the temporary pop-up at the isite alongside BAU operations.

- Relocated approximately 15% of the collection (4,000 items) to the new site.
- Library closed for 3.5 days to physically move to pop-up and protect remaining stock at Sewell St site in preparation for building works.

August initial assessments of the move indicated the following:

- Start of team cohesion and recognition of collaboration across council departments. Held a thank-you morning tea on 4 August, ahead of the pop-up library opening to the public on 5 August.
- Collection Management policy proven to work well; on target with user needs across fiction, children's graphic novels and fiction, and large print. Non-fiction is to be reassessed in the next quarter, as is the digital spend; ever increasing demand for digital resources.

- September circulation data for the quarter shows library borrowing down 9% compared with the same time last year.

Programmes & Events

- Brought together 934 attendees over 95 library programmes and events indicating the significance of having a space within the library to continue our regular programs.

Community Library Engagement

- Visited five of Westland's six community libraries, with Kumara still to be visited.
- The visit provided valuable insights for future library network planning and ongoing rural community support.

Technology & Digital Services

- Digital literacy sessions to begin Nov 17 at Sewell Street location.
- Printing and scanning services heavily used
- No data available for network usage – though users have coped with the network setup using the laptops.

Looking Ahead

- Return to former library at Sewell Street location
- Start work on LTP with GMBE
- Budget submission
- Intensive weed of fiction and non-fiction collection at Sewell St to ensure the library is on target for meeting EOFY 2026 KPI's.
- Community Libraries Support Project

4.5. isite

The isite continues to act as a tourism hub, connecting visitors with the people and businesses that make Westland unique. By encouraging visitors to stay longer, explore more, and discover local experiences, the Hokitika isite contributes to increase visitor spending and strengthens the district's reputation as a welcoming destination. Its role extends well beyond providing information, it is an essential part of the visitor journey and an important contributor to the economic wellbeing of the Westland District.

The quarter saw a combined service centre model with other council teams Pop Up Library and Customer Services due to various factors; the team did an exceptional job of providing consistent services. The opportunity to combine into one space gave valuable insight into how departments work and operate. The team pulled together to adapt to new working conditions positively.

4.6. Social Media Performance

Social media activity over the quarter has increased significantly with:

- 188,808 views across the platforms – an increase of 416% on the year previous.
- Audience engagement is also significantly up – by 487% - to 7,692.

Noted all this social media is organic posting – with no advertising spend.

4.7. Website Performance

The website has now been capable of live bookings from April 23, 2026. This is a strong step into increasing our marketing capability and conversion rates for visitors.

Month	New Users	Top Page Path	Top Country
July	1060	Activities Food and Beverage Accommodation Hokitika Art Trail	Singapore New Zealand China United States Australia United Kingdom
August	1,327	Wildfoods Festival Accommodation Activities	Singapore New Zealand China Australia United States
September	1041	Accommodation Activities Food and Beverage Retail	New Zealand United States China Australia Germany

AA New Zealand (New Zealand Driver Licenses)

The isite continues to provide AA support for the community, visitors to the district as well as international visitors from within the isite premises. Staff also support cover across the isite desk with demand. The current contract that is in place is from Monday to Friday, 9am – 4.30pm.

The AA centre now has online bookings set up for learner licenses and international licenses. These are a focus area as it supports efficiencies for customers – and ensures they can receive the service they are after.

Hokitika Wildfoods Festival

Marketing

Marketing for the 2027 Wildfoods Festival is well underway. Social media activity has delivered a reach of **94,377** for the quarter, with **89.9%** of the audience based in New Zealand and **6.6%** coming from Australia.

A paid advertising campaign begins in October and will focus on digital billboards in airports throughout New Zealand, as well as key South Island centres including Christchurch, Timaru, Ashburton, Queenstown, and Nelson.

Entertainment

Two headline acts have now been announced, with the remaining entertainment programme to be released in the coming months. Dragon and Zed will be performing during the festival weekend, with the announcement receiving a very positive response.

Stallholders

Applications are now open for stallholders. This year, all stallholder information has been consolidated into a single online hub, including application forms, assessment criteria, and stallholder guidelines.

The aim is to encourage stallholders to embrace and showcase the West Coast and Wildfoods story through their offerings, helping to create a stronger and more authentic festival experience for attendees.

Ticketing

Tickets for the 2027 Wildfoods Festival are now on sale, with a focus on three key categories:

- West Coast Local Tickets
- Earlybird Online Tickets
- VIP Tickets

West Coast Local Tickets are available through the Hokitika, Greymouth, and Westport isite channels, both in person and online. The initiative has been well received and is designed to reinforce local pride while encouraging community investment and participation in the region's flagship festival.

4.8. Information Technology

During the reporting period, the Information Technology focus shifted from immediate team transition activity to establishing a clear, evidence based line of sight across Council's technology environment. Work progressed on a top-down stocktake of systems, infrastructure, applications, licensing, support arrangements, security controls, projects, and operational dependencies. This is intended to provide a reliable current-state baseline, improve prioritisation and investment decisions, and support a more deliberate direction of travel aligned with Council's needs and the wider government cloud-first approach.

A dashboard is nearing completion to provide a single pane of glass across service workflow, asset and platform status, security updates, licences and agreements, key projects, risks, alerts, and other supporting information. The dashboard will improve visibility across a service where this information has not previously been readily available. It will also support clearer reporting from strategic outcomes through to operational activity, while identifying gaps in infrastructure and architecture that need to be addressed to enable secure, resilient, and appropriately sequenced cloud adoption.

The Westland District Council HQ building evacuation programme provided a practical test of the improved resilience of the technology infrastructure, strengthened operating processes, and the value of centralised event and alert reporting. A significant business transformation was undertaken while functionality, performance, and availability were maintained. The IT Support Officer continues to provide valuable key onsite connection for daily support and is increasingly contributing to collaborative planning and improvement work.

4.9. Information Management

Work continues to establish a clear view of Council's information assets, systems, responsibilities, risks, and priorities. This will guide operational requirements and improvements alongside the technology stocktake, including assessment of on-premises storage, digitisation, and alignment with the Government's cloud-first strategy. It will also identify practical improvements to information capture, retrieval, governance, and lifecycle management.

LIM and property file requests remained responsive to community needs, with a dedicated, experienced onsite officer processing requests throughout the quarter.

- Residential: 46
- Urgent: 3
- Commercial: 6
- Total LIMs 55
- 0 breaches
- 0 complaints

An updated Remote Access IT Policy was developed to support the transition to remote working and evolving technology needs. Endorsed through the Risk and Assurance Committee, the policy provides clear expectations for staff and employees when working remotely.

A review of the existing IT and Information Management policies is underway to create a single, fit-for-purpose policy. The proposed policy will be circulated for organisation-wide review before adoption and acknowledgement. Training requirements will be identified during implementation, with required capability development, including AI-related training, incorporated into the training roadmap. The consolidated policy is scheduled to be operational and embedded by the February 2027 Committee meeting.

5. Human Resources

New Starters

Since 1 July 2026, 4 new employees have joined the Council (2 Casual, 2 full-time).

Leavers

Since 1 July 2026. 5 employees have left Council.

Current Vacancies

Council is currently recruiting for 3 full-time positions and 1 part-time position.

6. Strategy and Transformation

6.1. International Visitor Levy (IVL)

Feedback has been provided on the International Visitor Levy (IVL) investment model, together with broader feedback on the proposed policy direction, including investment priorities, funding approaches, alignment with regional infrastructure and visitor-related pressures, and the policy statement's focus on short-term rental accommodation.

6.2. Future Franz

Progressed the development of the Future Franz workstream, including establishing the strategic direction, cross-agency coordination and governance arrangements, alongside the preparation of ministerial documentation to support engagement with central government, inform decision-making and advance a coordinated approach to the long-term future of Franz Josef. A joint agency meeting is scheduled for 28 October 2026.

6.3. Mayor's Task Force for Jobs

Mayor's Taskforce for Jobs has a FY26 target of 17 successful outcomes - 9 MSD Clients (beneficiaries) & 8 non-MSD Clients (NEET's).

From 1 July to 31 August 2026 MTFJ registered 24 new clients made up of 4 MSD clients / 20 non-MSD clients.

Total placements:

YTD: 12

MSD – 2

NEET - 10

Made up of 1 Mining, 1 Hospitality, 2 Farming, 6 Trades (with apprenticeships), 2 Other.

Driver Licence Completions – 8 (6 Restricted; 2 Full) - Any further clients are now being held up by having no testing officer on the West Coast. There are NO available test times in either Westport or Greymouth for the foreseeable future.

Driving Lessons arranged for 12 youth to support driver licencing.

MSD referrals 1 July to 31 August (5 referrals/4 registered/1 declined).

6.4. Regional Infrastructure Fund

This fund relates to 2 of Council's current projects which are Hokitika Airport Resilience project and Jackson Bay Wharf improvements.

Status of Projects

HARP: Hokitika Airport Resilience Project

Primary Contract - Civil Works (Fulton Hogan)

A site inspection was completed by BECA's Supervising Engineer this morning. He was generally happy with quality and progress.

Fulton Hogan is now fully established on site with the depot site completed and silt traps in place.

Daily Routine is now established with daily safety meetings being conducted and the interface with Airport Operations in respect to handovers and coordination with flights working well.

The Lizard relocation area vermin and cat traps are in place and clearance of gorse and blackberry completed. Shelter areas for lizards have been established.

The Northern access track is in place with the aggregate overlay in hand

The Northern Safety Zone (site for plant and vehicles to park during landings and overnight to reducing tracking) Excavation is completed – aggregate overlay in hand. Fence relocation next week.

Fulton Hogan is revising the programme which is due today. It is anticipated that this will move asphaltting to an earlier date.

Electrical Works - Hamish Hamilton Electrical

Cable trenching and ducting underway (Westroads subcontracting). Anticipate completion 26 October.

Next phase is cabling and establishment of generator and switch board base

Switch board under construction. Full wiring will not be completed until the new year.

Security Fencing - Roy Gooch

Eastern Fence (Terminal to Aero Club) 90% completed with poles, gates and mesh in place. – anticipate completion by end of business Friday 15 October.

Next phase (between terminal and old tower) Programmed for commencement 26 October. Final section, enclosing of the generator shelter, to be completed once generator is in place.

Aerodrome Ground Lighting (AGL) - Tender Assessment

The assessment of tenders for the AGL system is all but complete with minor clarifications from tenderers being assessed. That process is all but complete.

There were two tenderers selected to make final submissions with one providing information for a solar option and a wired option and the other providing information for a solar option.

A final decision is due early next week, at which time a recommendation will be made to Council.

Media Opportunity

The recovery of lizards forms the west side of the runway and is programmed for the end of October. This presents an opportunity to highlight the conservation aspects of the project. When final dates are confirmed, communication will be forthcoming.

Jackson Bay Wharf:

The project is progressing. A draft concept plan covering the wharf and carpark facilities has been circulated to the fishing industry for feedback. Input is being sought on shortening the structure at either end, locating the loading structure, and determining the required crane facilities. This feedback will inform the preferred option, detailed design, and resource consent process.

7. Quality Assurance

7.1. LGOIMA

Between 1st July 2026 and 30th September 2026, we received 37 LGOIMA requests; 3 were withdrawn by the requestor, 4 have received partial responses, 24 have been responded to, and 6 remain open. It is expected that all 6 remaining requests will be responded to by the statutory timeline.

7.2. Governance

From 1 July to 30 September 2026, the following formal meetings and workshops were held:

July	
2	CCO Oversight Committee Meeting
22	Long Term Plan Workshop #1
23	Ordinary Council Meeting
24	Headstart Workshop
August	
3	Extraordinary Council Meeting
13	Risk and Assurance Committee Meeting
27	Ordinary Council Meeting
September	
15	Long Term Plan Workshop #2

7.3. Policy Review

Work is continuing on policy development and review, with a number of operational policies endorsed by the Risk and Assurance Committee at their October meeting as the required way of working:

- Safe Driving Policy
- Customer Complaints Management Policy
- Remote IT Access Policy

The Customer and Community Conduct and Communications Policy will be referred back to the January Council Meeting for discussion. The Chair of the Risk and Assurance Committee will be in attendance for the January Council Meeting.

The review of Council policies is ongoing and represents a significant body of work that requires input from multiple internal departments to ensure all policies remain relevant, fit for purpose, and are subject to appropriate review and oversight.

7.4. Governance Documents

Meeting Etiquette and Protocols for Council, Committees and Subcommittees

The Meeting Etiquette and Protocols for Council, Committees and Subcommittees document is currently under review to ensure it aligns with recent legislative and governance changes. Once finalised, the updated document will be distributed to elected members and iwi representatives. The revised guidance will include relevant extracts from the Standing Orders and the Conflict of Interest Guide to support consistent meeting conduct and good governance practices across Council, committee and subcommittee meetings.

Local Government (System Improvements) Amendment Act 2026

Changes to the Local Government (System Improvements) Amendment Act 2026 received royal assent on 17 September 2026; the key changes that will affect Council Governance are:

- Non-elected Members may no longer vote on council committees.
- Non-elected Members no longer count towards a quorum for committee meetings.
- Elected Members have a statutory right to access information that is reasonably necessary to perform their duties and responsibilities.
- The Act enables the Secretary for Local Government to issue standardised standing orders and codes of conduct.

The Act states that Councils will have a 6-month transition window (ending 19 March 2027) to enact the changes, and staff will present options to mitigate the effect of the changes early next year and will keep a watching brief on any changes to standing orders or codes of conduct issued by the Secretary for Local Government.

7.5. Communications

Social Media

We have seen steady growth in number of followers, reach and engagement on social media. This could be attributed to more frequent posting of information and sharing the work Council has been undertaking.

Long Term Plan Engagement

Long Term Plan (LTP) community engagement closed on the 24 August. We received 138 submissions through the budget simulator and had an attendance of over 120 people across community meetings throughout the district. Following this, Council had an LTP workshop

with councillors on 15 September, where staff sought direction from Council on issues they want to discuss further.

Community Contact Newsletter

Council collaborated with Community Contact, a newsletter distributed from Ross to Haast. The pilot publication saw a one page newsletter from Council with the aim to ensure consistent news for South Westland.

Radio Advertising

Radio advertising continued throughout the period, with a range of campaigns promoted to raise awareness of Council services, initiatives, and key community information. The following campaigns were aired:

July

- Dog Registration
- Direct Debits

August

- Dog Registration
- Direct Debits

September

- Dog Registration
- Direct Debits

These campaigns provided timely information to the community and supported engagement with a range of Council programmes and services.

8. Water, Wastewater, and Stormwater

8.1. Coast Waters Ltd

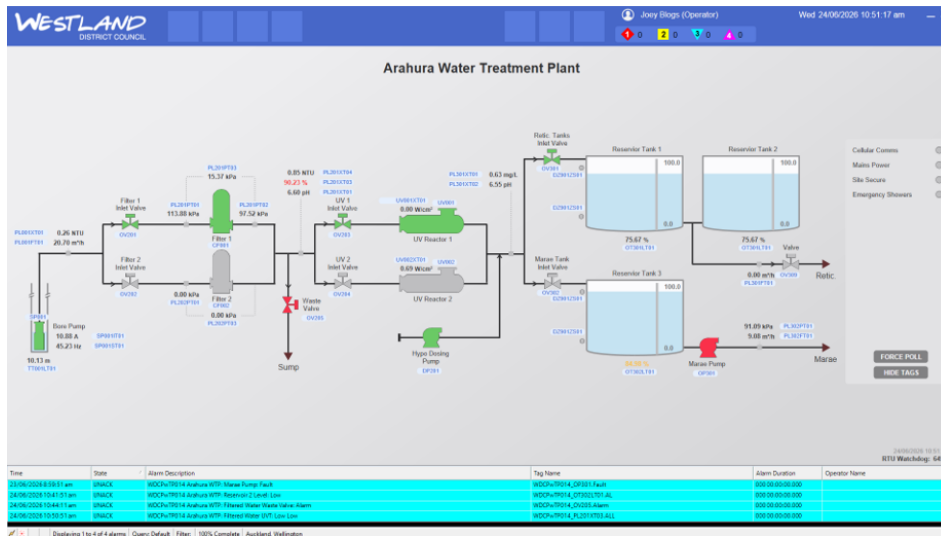
Various workstreams are well underway to enable a smooth transition for Day 1 of the new CCO. These include Finance, Operational Technology, Asset Management, Human Resources and Communications to name a few.

The governance group and technical group have been working through the transitional requirements as outlined in the implementation plan, to meet the inception date of 1 July 2027.

8.2. Three Waters Projects

Three Waters SCADA / Telemetry Upgrade

Council are upgrading monitoring and control systems across the Council's water, wastewater, and stormwater facilities. This includes replacing outdated equipment and adding new systems where none currently exist. These improvements are needed to meet increased compliance requirements and because some older hardware will soon be unsupported. The project will roll out in stages over the next two years. We expect to implement the first switch over in the Arahura Water Treatment Plant and Fitzherbert St Wastewater Pump Station by the end of the calendar year. Once any teething issues are ironed out, implementation will be undertaken at the remaining sites.



Example of SCADA set up under new system

Blue Spur Water Treatment Plant

Major components in the Blue Spur Water Treatment plant are being replaced this year. The replacement of the inefficient hot water cleaning system was completed in September. This enables the membranes to be cleaned which makes the more efficient overall.



New Cleaning Skid

Other components to be replaced are the Main Control Board (MCB), membranes in Skid A & B, Waste sump liner. Council are also installing a permanent standby generator at the Brickfield Pump Station to improve resilience within this area.

Fox Glacier Water Meter Replacements

Work is underway to replace the aged water meters in Fox Glacier. Westroads Ltd, are undertaking this work in stages with communications to affected residents when needed.

Hokitika Wastewater Treatment Plant

West Coast Regional Council are in the final stages of issuing a “short term” five-year consent for the current WWTP, while the project continues to design and build a new plant located on a cost-effective site.

Rubix Consultants have been further engaged to assist Council in the overall project management of this project to achieve the short time frame of the new plant to begin fully operational by 1 July 2031.

The tender approval report for Lead Consultant will be tabled for the September Council meeting, now held in the first week of October. Once approved, work will commence on the preliminary design phase.

Franz Josef Wastewater Treatment Plant

WSP have been engaged to undertake an assessment and options report for the future of the Franz WWTP. This will include additional locations along with options for treatment and discharge. A first draft of the report is expected at the end of October.

Livingstone Street Stormwater Reticulation Upgrade

The project involves replacing damaged sections of the ø1200mm stormwater main from Gibson Quay to north of Weld Street, continuing work initiated last year beneath the railway line. The tender approval report will be tabled for the September Council meeting, now held in the first week of October.

Livingstone Street Stormwater Pump Station

Undertaking a peer review of the design of the pump station portion of this work, it was noted that the area of the pump station chamber was not going to fit within the intended area of the stop bank (as with all other current stormwater pump stations). The overall project was paused and rescoped. During the rescoping it was identified a significant cost escalation from the original budgeting of the project. The pump station project has been put on hold, until such time as the team can investigate further the best way forward to ensure future resilience with affordability.

Bealey Street Stormwater Pump Station

The current Bealey St stormwater pump station is a single pump, pump station with no redundancy if the pump should fail. This is also a critical pump station due to the aged care facility within this catchment zone. Along with aged infrastructure within the pump station, this site is getting upgraded to a 2-pump pump station to improve resilience in this catchment. The pumps are currently in storage, and the upgrade is expected to commence early next year.

9. District Assets

9.1. Solid Waste

South Westland Waste contract

The waste contract has been drafted, reviewed, and sent to Westland Waste for signature. Westland Waste is currently managing waste services in South Westland and has been performing this role effectively.

Butler's leachate collection pond

Tier 1 monitoring for the leachate pond is still ongoing with no requirements to move to tier 2 monitoring currently. The new Cell 2 is also currently being prepared and will become operational just before the end of the year

Hannahs clearing and Haast Landfill

Hannahs clearing - Planning is progressing for the removal of approximately 10,000 m³ of waste from the Hannahs Clearing site to an approved disposal facility, likely Haast Landfill. Resource consents will be required from both the West Coast Regional Council and Westland District Council. Engagement with the Department of Conservation is underway to confirm remediation objectives and any biodiversity management requirements. Removing the landfill will eliminate the long-term risk of waste entering the coastal environment through erosion. This project will only proceed with the support funding from central government.

Haast landfill - Planning is underway to assess the use of the Haast Landfill for disposal of material from the Hannahs Clearing remediation project. Existing resource consents may require variation to allow for asbestos disposal, or new consents may be needed. Disposal and final capping of the landfill are expected to reduce long-term environmental risks by limiting leachate generation. Further discussions are continuing with the West Coast Regional Council, Westland District Council, and the Department of Conservation regarding consenting requirements, groundwater information, and any landscaping or environmental mitigation measures.

9.2. Parks, Reserves and Cemeteries

Cass Square Lawn

The Cass Square retreatment has been scheduled for November; however, the lawns are still in good condition.

Cass Square Half Basketball court

The basketball court concrete works have been completed. The new footpath has been created and the retaining wall also completed. New grass has been planted, and the planting for the new garden will be done during the week 19-23 October. Painting of the court will be done during the week between Christmas and New Years, with the opening to be done on completion of the painting

9.3. West Coast Wilderness Trail

Trail Condition and Maintenance

Council's Wilderness Trail Maintenance Team have now joined the Transportation Team following the departure of David Lowe and internal District Assets team adjustment that followed.

This transition to the transportation team will bring a closer alignment of the overall management of Council's transportation related assets and it is likely some efficiency gains will also be made in this area.

Works carried out by the team have continued to be on general track maintenance, minor surfacing renewals, bridge/structure maintenance activities and minor storm related repairs.

Consistent bad weather has caused the trail conditions to decline in several challenging areas, but the team are committed to restoring these to their previous high standard as soon as they are able. The key focus has been on keeping the trail safe and open.

Culverts and minor trail detours have been installed on the Ruatapu-Ross Section where existing bridge infrastructure is no longer suitable/safe for trail use.

Trail Condition

The condition of the West Coast Wilderness Trail (WCWT) remains at a high level of acceptability and rider feedback has been very positive.

The trail condition and safety assessments are programmed to be undertaken over the next 6 months. This provides an overview of current conditions and asset standards which drives and investment over the next 12 to 18 months.

Totara Bridge Update and Next Steps

All necessary District Council and Regional Council resource consents for this project have now been granted. The delays in the Granting of the Regional Council consent have meant that the project timeline is now being reviewed and revised by the contractor, along with the restriction on work during the whitebait season there is also now an additional restriction on in-bed construction works between the 1st May and 1st September on any given year. The exact implications of this restrict are being reviewed as part of the project delivery timeline and will be reported back on in the next update.

Mahinapua Boardwalks Upgrade

Council have been successful in obtaining a \$975,000 MBIE funding approval for the upgrade works of the DOC Mahinapua Boardwalks section of the Wilderness Trail. As this is a section that is managed by DOC, WDC staff will now work directly with the team at DOC to determine the best way to jointly deliver this project. Noting that there is also a further \$525,000 in DOC and WDC funding (split 50/50) to be included in this project.

This necessary upgrade will provide a significantly better and safer rider experience for the users of this section of cycle trail.

Presently this project has a 2028 completion date.

9.4. Transportation

Overview

Key updates include confirmed funding assistance rates for 2027–2030, preparation of the next National Land Transport Programme bid, planned bridge and road maintenance, new responsibilities for the West Coast Wilderness Trail and Totara Bridge Project, progress on the Jackson Bay Wharf project, and changes to the vehicle fleet.

Funding and NLPT

Confirmed Financial Assistance Rates: NZTA has confirmed the Financial Assistance Rates (FAR) for the 2027–2030 National Land Transport Programme (NLTP). WDC's FAR for local roads will increase by one percentage point to 65%. The FAR for the Haast–Jackson Bay Road, our Special Purpose Road (SPR), was initially expected to transition to the local-road rate. However, following an appeal by Her Worship, supported by the Transportation Manager, a 95% FAR has been secured for the SPR. Although WDC will now fund 5% of the SPR, the overall effect on land transport funding is expected to be cost-neutral, with no additional rating burden.

2027–2030 funding bid: A draft bid was submitted to NZTA for review in August. The final bid is due for submission and approval in November or December. At this stage, no additional funding is being sought beyond the amount requested through the previous NLTP process, and the draft bid is of a similar value.

Funding outlook: Early indications were that 30% less funding would be available for the 2027–2030 NLTP. However, a recent national summary of draft bids shows that South Island bids are approximately 34% higher than in the 2024–2027 NLTP, while bids nationally are approximately 54% higher. It is not yet clear how this level of demand will affect the funding ultimately approved for 2027–2030, but the outlook is challenging.

Programme and Project Delivery

Arawhata Bridge: Preparations are underway for partial repainting during the coming season. Resource consent has been obtained, and tender documents are being prepared. Funding to complete the remaining painting work will be sought through the next NLTP bid. If approved, the contract is intended to allow the second stage to proceed without returning to the market.

2026/27 Reseal Programme: The Transportation team is finalising a programme targeting approximately 21 km of resealing. The final scope will depend on pricing and available funding. Once confirmed, the list of roads to be resurfaced this season will be published.

Roading Works Dashboard: A dashboard of completed roading works is being developed to help customers quickly find answers to common questions.

West Coast Wilderness Trail and Totara Bridge: Oversight of both has transferred to the Transport team. At the time of writing, approved resource consent from WCRC is still awaited. Once consent is received, a revised programme of works will be developed to support completion of the project.

Vehicle Fleet

This financial year, three older pool vehicles will be disposed of and replaced with two vehicles. The reduction in fleet size, from 10 vehicles to 9, follows a review of vehicle utilisation within the organisation. This review indicated that the number of vehicles could be reduced to allow for better optimisation, this will also help lower operating and maintenance costs. Two Prius hybrids will be replaced by one hybrid similar to others in the fleet resulting in the reduction in fleet size above; the Ford Ranger will also be replaced. The replacement Ute may not be a hybrid because suitable options are limited by the need for local servicing. This currently excludes some manufacturers, such as BYD, whose service agents are based on the East Coast, although the range of practical options is expected to increase as brands expand their service networks.

Current Fleet		2027 Fleet	
2	Building Control Plug in Hybrids	2	Building Control Plug in Hybrids
1	Animal Control Van	1	Animal Control Van
2	District Assets Utes <ul style="list-style-type: none"> - 1 Cycleway team - 1 Transportation team 	2	District Assets Utes <ul style="list-style-type: none"> - 1 Cycleway team - 1 Transportation team
5	General Pool Vehicles <ul style="list-style-type: none"> - 2 Rav4 - 2 Prius - 1 Ute 	4	General Pool Vehicles <ul style="list-style-type: none"> - 1 Rav4 - 1 Hybrid TBD - 1 Ute - 1 Ute TBD

9.5. Other Projects

Hokitika Racecourse Development

The survey works and subdivision consent for the care facility on Superlot 4 has been completed. Radius Care has submitted a resource consent for the proposed new care facility. Council is currently busy finalising the sale and purchase agreement for Superlot 4.

Ross and Hokitika Swimming Pool Projects

The Ross Swimming pool structural upgrade project tender has been completed. A contractor was identified; however, a delayed start was negotiated with the contractor allowing council to peruse external funding to offset the budget shortfall of the project. Council sought external funding to offset the budget deficit, however, were unsuccessful in securing additional funding to date. Council is still looking at possible funding options, while the Ross community has committed \$40,000 towards the project

Works have started at the Hokitika Swimming pool for the upgrade of the new heating system. The project consists of installing new heat pumps for the water temperature and an AHU for the air temperature. The AHU is scheduled to be delivered in mid-January 2027. The heat pumps have arrived, and the concrete pad was poured on 28 September. The initial planned opening date was set at 28 September, however due to a delay in the manufacturing of the new switch boards, the date had to be shifted out by 2 weeks. The switch board was delivered on 22 September, and a shutdown of the power with a metering switch-over has been scheduled for 1 October. The heat pumps will be installed on 30 September and will be powered up and started on 2 October to start heating the pool water.

9.6. Asset Strategy and Development

Land Sale and Classification Review

Council continues to progress the review of Council-owned land to assess land status, future requirements, and management opportunities. Consultation with iwi is currently underway to inform the preferred approach before a report and recommendations are presented to Council for consideration.

9.7. Policies, Plans & Bylaws

Westland Waste Management and Minimisation Bylaw

Work is continuing on the Westland Waste Management and Minimisation Bylaw, including legal review and discussion with legal advisers on the proposed approach. A report will be presented to Council before the bylaw proceeds to public consultation.

Asset Management Plans and Infrastructure Strategy

Development of Council's Asset Management Plans and Infrastructure Strategy for the next Long Term Plan is underway. Operational and capital expenditure budgets have been developed and are being refined in preparation for Councillor workshops and consultation. This work will inform the development of service levels, asset investment priorities, and the supporting strategic documents required for the next Long Term Plan.

10. Recommendation

- 10.1. That the Quarterly Report from the Chief Executive dated 1 July - 30 September 2026 be received.

Barbara Phillips
Chief Executive

Report to Council



DATE: 29 October 2026

TO: Mayor and Councillors

FROM: Independent Chair, Risk and Assurance Committee

Independent Chairs Report from the Meeting of 8 October 2026

1. Summary

The purpose of this report is to inform Council of topics discussed and actions proposed from the Risk and Assurance meeting held on 8 October 2026

2. Independent Chair's Opening Remarks

The Chair opened his report with reference to an Audit Office Forum he had recently attended on the subject of Central Government's Finance and Expenditure report on performance reporting and public accountability from the public sector.

The Forum noted that performance reporting doesn't work unless there is a demand customer and asked if Councils as a sector, are creating enough demand for meaningful performance information.

Questions were asked of Risk and Assurance Committees about their role in considering whether we are creating enough demand for meaningful performance, and does our performance framework connect spending and activity with the outcomes and impact the Council is trying to achieve.

Reference was made to the recently released Davison report, which Councillors will be familiar with. Noted recommendations from that report included mandatory recording of identified risks to life, and a central register of hazard reports.

The Committee agreed with a suggestion to follow up on a recent approach from Council's insurers in which they offered to assist Council with the identification of risks of the nature identified in the Davison report.

The Chief Financial Officer gave an update on the progress of annual report preparation and associated audit work. The Committee noted that there will be difficulties achieving the statutory deadline of 31 October 2026 as a result of the inability of staff to work at their main office, and auditors therefore being unable to access information. Accordingly, the Committee accepted a recommendation to advise appropriate authorities that we will be pushing our adoption back one month to 30 November 2026 because of these unique access issues.

3. Safe Driving Policy

The General Manager District Assets presented an update of this policy for the Committee's consideration. The Committee acknowledged the clear guidelines of the policy, the process for monitoring vehicle use, and staff awareness of the policy.

The Committee noted the collective financial position of Council's departmental operations for the 9 monthly reporting period.

There were discussions on variations to budget, and on projected year-end forecast.

Committee members resolved to recommend the adoption of this policy to Council.

4. Customer Complaints Policy

This policy was presented by the Quality Assurance Manager – again, it is an update of an existing policy.

It was noted that the purpose of this policy is to provide a framework to enable customers to raise complaints when they are dissatisfied with any aspect of Council's services. The policy ensures that complaints are treated fairly and supports positive relationships between Council and the community.

Committee members resolved to recommend the adoption of this policy to Council, and in doing so acknowledged its role in the promotion of a culture of continuous improvement.

5. Customer and Community Conduct and Communications Policy

This policy was previously presented to and discussed with Council. The outcome to those discussions was a request of Councillors to prepare written suggestions for further consideration at the next Risk and Assurance meeting.

The Committee noted that the purpose of this policy is to provide a framework for managing behaviour towards Council employees, elected members, iwi representatives and members of the public that is deemed unreasonable towards or harmful to those persons.

The policy establishes clear expectations for conduct and working relationships between Council and its customers, and in doing so strengthens accountability, transparency and trust, and identifies a process for reviewing any matters raised under the policy.

The Committee received and considered Councillor comments. In some cases, it was agreed that further discussion was needed to gain a clearer understanding of the concerns raised, and how the policy may need to be redrafted.

The Committee agreed that the most prudent way to move forward on this policy would be for the matter to be revisited directly with Council, and that the Chair of Risk and Assurance be in attendance at a Council meeting for that purpose. Staff were asked to find a suitable date.

6. Remote IT Access Policy

This policy was presented by the Acting GM Business Enablement and came on to the agenda for this meeting as a direct result of the current situation at Council's Headquarters, and the need for staff to continue to provide quality services to its community.

Committee members resolved to recommend the adoption of this policy to Council.

7. Chief Executive Report

The Chief Executive presented her report during the in-Committee portion of the meeting. She commenced by giving background to the current situation at 36 Weld Street, and the current review process associated with that building.

The report also gave Committee members an update on the status of Council's current capital projects, a health and safety update, and made reference to the recently completed parliamentary process with the Local Government (System Improvements) Amendment Bill.

8. Risk Register

The Quality Assurance Manager presented an updated risk register, highlighting the changes noted by the Committee during discussions on this subject two meetings ago.

Committee members reviewed each of the identified governance risks and made some appropriate additions to the risk control activity section of the register. Members also agreed to add 36 Weld Street to the register.

Initially, the register will be reviewed on a 6-monthly basis or more frequently if needed.

9. Fraud, Bribery and Corruption Prevention Policy

A proposed update of this policy was presented by staff, who highlighted areas where the policy has been revised and strengthened. Following discussion, the Committee endorsed both the policy and the associated framework to Council for adoption.

10. Cyber Security

The Committee received a detailed presentation from IT Works highlighting current activities, operational improvements and progress on planned projects.

11. Next Meeting

The next scheduled meeting of the Risk and Assurance Committee is 4 February 2027.

12. Recommendation

12.1. That the report be received.

David Ward
Independent Chair
Risk and Assurance Committee

Report to Council



DATE: 29 October 2026
TO: Mayor and Councillors
FROM: Quality Assurance Manager

WORKPLACE POLICY – CUSTOMER COMPLAINTS MANAGEMENT POLICY

1. Summary

This report recommends that Council adopt the Customer Complaints Management Policy at Appendix 1 and Standard Operating Procedure at Appendix 2. The policy establishes a clear, transparent and accessible process for receiving, assessing, resolving and learning from complaints, supporting consistent service delivery and accountable decision-making.

The Policy has been reviewed and endorsed by the Risk and Assurance Committee at the meeting held on 8 October 2026.

2. Background

The Customer Complaints Management Policy provides a framework to:

- Enable customers to raise complaints when they are dissatisfied with any aspect of Council's services. Complaints will be resolved in a fair, timely and confidential manner in order to achieve positive outcomes for customers and staff.
- Provide a clear, transparent and accessible process for receiving, managing and resolving complaints.
- Ensure all complaints are assessed and investigated consistently, objectively and in accordance with relevant legislation, Council policies and procedures.
- Promote a culture of continuous improvement by using complaint information and customer feedback to identify opportunities to improve services, processes and customer experiences.
- Support positive relationships between Council and the community by demonstrating accountability, responsiveness and respect when addressing complaints.
- Ensure that complainants are treated fairly, courteously and without discrimination throughout the complaints management process.
- Encourage the early resolution of complaints wherever possible to achieve efficient and satisfactory outcomes for all parties.
- Enable Council to monitor complaint trends and identify systemic issues, risks and opportunities for organisational learning and service improvement.

3. Current Situation

Council already has an operational Customer Complaints Management Policy and procedure in place, which was due for review. The review has now been completed and updated to clarify complaint-handling responsibilities, escalation pathways, and expected timeframes.

4. Options

The Council may adopt the policy as recommended or amend it before adoption.

4.1. **Option 1:** Adopt the Customer Complaints Management Policy.

4.2. **Option 2:** Amend the Customer Complaints Management Policy and then adopt it.

5. Assessment of Options

The assessment below compares each option's benefits, constraints, financial implications, and significance and engagement considerations.

5.1 **Option 1** is preferred because it provides continuity of service.

5.2 **Option 2** is at the Council's discretion.

6. Financial Implications

Adopting the policy is not expected to have any significant direct financial implications. Any implementation costs, including communication and employee awareness activities, can be accommodated within existing operational budgets.

7. Significance and Engagement Assessment

This matter is assessed as having low to moderate significance under Council's Significance and Engagement Policy.

While the proposal relates primarily to an internal governance framework, the policy requires the Council to act in accordance with established management procedures.

Staff will be informed of the policy through existing internal communication channels.

Following adoption, the policy will be communicated to employees and will be supported by the internal Standard Operating Procedure. Council has an established Customer Complaints Management procedure that is already available and ready for operational use.

8. Risk Assessment

Risk	Likelihood	Impact	Mitigation
The policy is misunderstood or applied inconsistently across Council.	Medium	Medium	Provide staff training, practical guidance and templates; assign clear complaint ownership; communicate escalation pathways and expected response timeframes; and monitor implementation for consistent application.
Customer complaints are not acknowledged, assessed, investigated or resolved	Medium	High	Use a central complaints register, standard acknowledgement and communication templates, defined assessment and escalation criteria, service

Risk	Likelihood	Impact	Mitigation
consistently and within expected timeframes.			timeframes, and regular management review of overdue or high-risk complaints.
Council does not adopt or maintain an effective Customer Complaints Management Policy.	Medium	High	<ul style="list-style-type: none"> • Approved Customer Complaints Management Policy and Procedure. • Centralised complaints management system/register. • Defined complaint handling responsibilities and escalation pathways. • Staff training on complaint management requirements. • Complaint KPIs monitored and reported to Senior Leadership Team and Council. • Regular trend analysis to identify systemic issues and service improvements. • Periodic policy review to ensure legislative and best-practice compliance.

9. Preferred Option and Reasons

The preferred option is Option 1: Adopt the Customer Complaints Management Policy as the recommended way of working. This option will ensure the continuation of Council's commitment to delivering quality services that meet the needs and expectations of its customers through accessibility, employee wellbeing, and effective service delivery to the community.

10. Recommendations

10.1 That the report be received.

10.2 That Council adopts the updated Customer Complaints Management Policy as the recommended way of working.

Diane Maitland
Quality Assurance Manager

Appendix 1: Customer Complaints Management Policy



Customer Complaints Management Policy

Version: 2

Date: 14 September 2026

DOCUMENT CONTROL

VERSION	DATE	COMMENTS
2	14 September 2026	Revised and updated policy due for review in June 2025.

DOCUMENT APPROVALS

	DATE	POSITION
REVIEWER	14 September 2026	Strategy and Transformation Manager Quality Assurance Manager Executive Assistant
APPROVER	14 September 2026 8 October 2026	Chief Executive Endorsed by Risk and Assurance Committee

DOCUMENT CUSTODIAN AND REVIEW DATE

	POSITION	REVIEW PERIOD	NEXT REVIEW DATE
CUSTODIAN	Quality Assurance Manager	3-yearly or sooner if required by legislative, regulatory, or organisational changes	14 September 2029

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9. Complaint Management Procedure 6

1. Policy Context

This policy outlines Westland District Council's (WDC's) commitment to delivering quality services that meet the needs and expectations of its customers. WDC welcomes feedback from customers as this provides opportunities for learning and improving services. **This policy should be read alongside the Complaint Management Procedure as attached as schedule 1.**

2. Policy Objectives

This policy's objectives are to:

- Enable customers to raise complaints when they are dissatisfied with any aspect of Council's services. Complaints will be resolved in a fair, timely and confidential manner in order to achieve positive outcomes for customers and staff.
- Provide a clear, transparent and accessible process for receiving, managing and resolving complaints.
- Ensure all complaints are assessed and investigated consistently, objectively and in accordance with relevant legislation, Council policies and procedures.
- Promote a culture of continuous improvement by using complaint information and customer feedback to identify opportunities to improve services, processes and customer experiences.
- Support positive relationships between Council and the community by demonstrating accountability, responsiveness and respect when addressing complaints.
- Ensure that complainants are treated fairly, courteously and without discrimination throughout the complaints management process.
- Encourage the early resolution of complaints wherever possible to achieve efficient and satisfactory outcomes for all parties.
- Enable Council to monitor complaint trends and identify systemic issues, risks and opportunities for organisational learning and service improvement.

3. Definitions

- **Complaint:** Any expression of dissatisfaction about the services Council provides or the actions of a staff member that cannot be resolved at the first point of contact.
Examples include:
 - Taking too long to take action, or failing to take action.
 - Not following policy, procedures or rules.
 - Not making a decision in the prescribed manner.
 - Providing incorrect or misleading information.
- **Electronic Complaint:** A complaint received via email or other electronic communication.
- **Unreasonable conduct and communications:** As defined in the Customer & Community Conduct and Communications Policy.
- **Investigating Officer:** The Council Officer assigned responsibility for investigating a complaint, determined by the Office of the Chief Executive.
- **Verbal Complaint:** A complaint received by telephone or in person.

4. Policy Statement

4.1 Procedure on receipt of a complaint

All complaints must include the name and contact details of the complainant.

Complaints submitted anonymously will not be accepted, as the Council is unable to acknowledge, investigate effectively, or provide a response to the complainant.

Every effort will be made to resolve a complaint received verbally, electronically or by post at the first point of contact following the Complaints Management Procedure, which is a separate document to this policy.

Where a complaint cannot be resolved at the first instance, the receiver will escalate the complaint as per the Complaints Management Procedure.

4.2 Support for complainants

Complaints can be made on behalf of another person. The support person must provide their contact details and written consent from the complainant authorising them to act on the complainant's behalf.

If the assistance of an interpreter is required to facilitate the issue, Council will work with the complainant to arrange this.

4.3 Exceptions

There are exceptions to what constitutes a complaint under this policy. Examples may be, but are not limited to:

- Criticisms or disagreement with Council policy or decisions.
- A complaint where the customer or Council has started legal proceedings or has taken court action.
- A complaint that has already been heard by a court or tribunal.
- Insurance claims.
- Any other complaint where another formal process has been commenced.
- Where another formal complaints process exists, e.g. a statutory requirement.
- Where a formal right of appeal already exists.

The management of such complaints falls outside this policy, with each situation suitably managed given all the circumstances.

4.4 Unacceptable actions by complainants

Council acknowledges that customers may behave out of character in times of distress. However, Council will not tolerate abusive behaviour towards staff, verbal or otherwise.

A complainant's actions may be deemed to be unacceptable if, for example:

- They are abusive to Council staff.
- They persistently make the same complaint, despite it having been fully investigated under the complaints policy or persist in seeking an unrealistic outcome.
- They repeatedly change aspects of the complaint or the desired outcome part-way through an investigation

5. Reporting

All complaints will be investigated and dealt with in confidence, consistent with the needs of the investigation. Monitoring of compliance with the policy will be undertaken to enable the policy to be adequately reviewed and revised.

The Office of the Chief Executive will be responsible for the production of an annual monitoring report for key stakeholders, covering, but not limited to:

- Quantitative data on the use of the policy.
- Unsuccessful complaint outcomes.
- Areas identified for service improvement.

The procedure for responding to a complaint is outlined in the Complaints Management Procedure.

6. Questions

Any questions regarding this policy should be directed to the Office of the Chief Executive.

7. Relevant Documents and Legislation

- [Privacy Act 2020](#)
- [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#)
- [Protected Disclosures \(Protection of Whistleblowers\) Act 2022](#)

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

Staff are also referred to:

- Customer and Community Conduct and Communications Policy
- Staff Code of Conduct

8. Policy owned by

This Policy is owned by the Office of the Chief Executive.

Schedule 1

Standard Operating Procedure – Complaint & Service Request Handling Process (Complaint Management Procedure)

DOCUMENT CONTROL			
VERSION	DATE	COMMENTS	
2	9 September 2026	Revised and updated	
DOCUMENT APPROVALS			
ROLE	DATE	POSITION	
REVIEWER	September 2026	SLT	
APPROVER	September 2026	Chief Executive	
DOCUMENT CUSTODIAN AND REVIEW DATE			
ROLE	POSITION	REVIEW PERIOD	NEXT REVIEW DATE
CUSTODIAN	Quality Assurance Manager	3-yearly or sooner if required by legislative, regulatory, or organisational changes	September 2029

Initial contact is made via a Request for Service, Complaint, or Snap Send Solve.

A LGOIMA Request is via a separate process.

1. Complaint Lodged

- o A complaint is submitted. This is completed online from our website.
- o The complaint is sent to the Office of the Chief Executive (CE).
- o An acknowledgement email is sent to the submitter.
- o Anonymous complaints will not be accepted.

2. Report an Issue (Service Request)

- o A request goes through an initial triage process by Customer Service.
- o If it's a weekend or out-of-hours, a prompt will appear for the submitter about urgency and out-of-hours contact information.

3. Determining Request Type:

- o The requestor classifies the submission as either a **Complaint** or a **Service Request (SR)**.
- o If it's a SR, the Customer Service Officer (CSO) enters the information into the Service Request system and an email with details is sent to the customer.
- o If it's a complaint, it is forwarded to the Office of the CE.

4. Escalation Process:

- o Complaints are forwarded to the Office of the CE.
- o The customer is informed by the Office of the CE that their complaint is under review.

5. Snap Send Solve

- o Follows the Service Request process.

6. LGOIMA Requests

- o Follows the LGOIMA process.

7. Related Policies

- [Customer Complaints Policy](#)

Report to Council



DATE: 29 October 2026
TO: Mayor and Councillors
FROM: Quality Assurance Manager

WORKPLACE POLICY – FRAUD, BRIBERY AND CORRUPTION PREVENTION POLICY

1. Summary

This report recommends that Council adopt the revised Fraud, Bribery and Corruption Prevention Policy (Appendix 1), Framework (Appendix 2), and Procedure (Appendix 3) for use by Westland District Council.

The Policy has been reviewed, amended and endorsed by the Risk and Assurance Committee at the meeting held on 8 October 2026. The Risk and Assurance Committee made some minor amendments to the policy document, framework and procedure.

2. Background

- The Risk and Assurance Committee is responsible for reviewing the Council's Internal Controls and subsequently providing recommendations to Council as per the Committee's Terms of Reference.
- Council has previously contracted PwC to carry out a Fraud Control Framework review, which included management comments. The review at the time identified inefficiencies and a lack of an overarching framework.
- The review also identified a lack of detective mechanisms, and although there were preventative mechanisms, these would only have reduced fraud risk and not eradicated the risk of fraud.

The status of the documents is:

- The policy has been revised and strengthened.
- The framework is the current framework that was developed and adopted previously by Council.
- The procedure is a new document.

3. Current Situation

Based on the Fraud Control Framework review findings, an overarching framework was produced at the time in line with current best practice, attached as Appendix 2. This provides the link between who is responsible for fraud control and what makes up the Fraud Control Framework, how fraud control and detection are carried out, and how the controls are monitored.

All parties to Council have a responsibility and an obligation to be aware of fraud and how to escalate any concerns.

The fraud policy has been revised to provide for a broader definition of what fraud, corruption and theft are. Fraud risks themselves will be identified and listed in the fraud risk register.

The fraud control framework and fraud policy review are only the first part of the process of producing an enhanced system of fraud control. It should be noted that there are already some control systems in place.

Regular staff training will be required, with confirmations to ensure that training is carried out.

4. Options

The Council may adopt the policy as recommended or amend it before adoption.

4.1 Option 1: Adopt the revised Fraud, Bribery and Corruption Prevention Policy and Framework and recommend both documents for use by Westland District Council.

4.2 Option 2: Amend the revised Fraud, Bribery and Corruption Prevention Policy and Framework at this meeting, adopt the amendments and recommend both documents for use by Westland District Council.

5. Assessment of Options

The assessment below compares each option's benefits, constraints, financial implications, and significance and engagement considerations.

5.1 Option 1 - Adopt the revised Fraud, Bribery and Corruption Prevention Policy and Framework

The Risk and Assurance Committee are delegated by Council to review Risk Management and Internal Control programmes. The existing PwC Fraud Control Framework and revised Fraud Policy are part of the internal control programme. This policy and framework have been reviewed and endorsed by the Risk and Assurance Committee to proceed to Council for adoption.

5.2 Option 2 - Amend the revised Fraud, Bribery and Corruption Prevention Policy and Framework

The Fraud Control Framework and Policy are integral to Council's internal control programme. Without these, the control process is likely to continue to have deficiencies, which could leave Council at risk.

6. Financial Implications

Adopting the policy is not expected to have any significant direct financial implications. Any implementation costs, including communication and employee awareness activities, can be accommodated within existing operational budgets.

7. Significance and Engagement Assessment

This matter is assessed as having low to moderate significance under Council's Significance and Engagement Policy.

While the proposal relates primarily to an internal governance framework, the policy requires the Council to act in accordance with established management procedures.

Staff will be informed of the documents through existing internal communication channels.

Following the endorsement, the revised policy will be communicated to employees and will be supported by the internal Standard Operating Procedure. Council already has an established process that is available and ready for operational use.

8. Risk Assessment

Risk	Likelihood	Impact	Mitigation
The risk of not having a policy, framework or procedure is that the Council is significantly more vulnerable to fraud occurring, remaining undetected and causing financial, operational, legal, and reputational damage.	Medium	High	<p>Establish and embed a Fraud Control Policy, Framework and Procedure that addresses prevention, detection, response and continuous improvement.</p> <p>Establish clear expectations across the organisation.</p> <p>Ensure that there are preventative controls in place such as, but not limited to:</p> <ul style="list-style-type: none"> - Segregation of duties - Approval limits and delegations - Dual authorisation for payments <p>Conduct a Fraud Risk Assessment across key business procedures such as, but not limited to:</p> <ul style="list-style-type: none"> - Procurement - Accounts Payable and Receivable - Payroll - Asset Management - Customer Refunds - Information Systems and Cyber fraud.
Deliver Fraud Awareness Training	Medium	High	<p>Provide regular mandatory staff training covering, but not limited to:</p> <ul style="list-style-type: none"> - Fraud indicators (red flags) - Reporting obligations - Ethics and integrity - Conflicts of interest - Cyber-enabled fraud risks.

9. Preferred Option and Reasons

The preferred option is Option 1: Adopt the revised Fraud, Bribery and Corruption Prevention Policy, Framework and Procedure. The revised Policy will ensure that the organisation's expectations, responsibilities and governance requirements are established. The Framework will provide a structured approach to fraud prevention, detection, investigation, reporting and continuous improvement. The Procedure will provide a framework for ensuring that key tasks have been completed.

10. Recommendations

- 10.1 That the report be received.
- 10.2 That Council adopts the revised Fraud, Bribery and Corruption Prevention Policy as the recommended way of working.
- 10.3 That Council adopts the revised Fraud, Bribery and Corruption Prevention Framework and Procedure as the recommended way of working.

Diane Maitland
Quality Assurance Manager

Appendix 1: Fraud, Bribery and Corruption Prevention Policy
Appendix 2: Fraud, Bribery and Corruption Prevention Framework
Appendix 3: Fraud, Bribery and Corruption Prevention Procedure



Fraud, Bribery and Corruption Prevention Policy

Version: 2

Date: 7 September 2026

DOCUMENT CONTROL

VERSION	DATE	COMMENTS
2	7 September 2026	Reviewed and updated policy

DOCUMENT APPROVALS

	DATE	POSITION
REVIEWER	7 September 2026	SLT
APPROVER	29 September 2026 8 October 2026	Chief Executive Endorsed by Risk and Assurance Committee

DOCUMENT CUSTODIAN AND REVIEW DATE

	POSITION	REVIEW PERIOD	NEXT REVIEW DATE
CUSTODIAN	Quality Assurance Manager	3-yearly or sooner if required by legislative, regulatory, or organisational changes	

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1. Policy Context

This Fraud, Bribery and Corruption Policy establishes the Council's commitment to conducting all business activities with integrity, honesty, and transparency. It provides a framework for preventing, detecting, reporting, and responding to fraudulent, bribery, and corrupt practices, ensuring compliance with legal and regulatory requirements while protecting the Council's people, assets, reputation, and stakeholder trust. The policy supports a culture of ethical behaviour and reinforces the Council's zero-tolerance approach to any form of fraud, bribery, or corruption.

2. Policy Objectives

2.1 The objectives of the Fraud, Bribery, and Corruption Prevention Policy are to:

- a) Provide guidance for Westland District Council (WDC) employees on what constitutes fraud, bribery, and corruption and how to recognise it.
- b) Establish the WDC's zero tolerance stance with regard to instances of fraud, bribery, and corruption.
- c) Outline clear roles and responsibilities for WDC employees who encounter or suspect fraud, bribery, or corruption.
- d) Outline clear roles and responsibilities of the WDC for investigating and responding to allegations of fraud, bribery, or corruption.

2.2 This Policy should be read alongside the **WDC Fraud, Bribery and Corruption Reporting Investigation Procedure** and **Protected Disclosures (Protection of Whistleblowers) Policy**.

This policy applies to:

- a) All employees of WDC, including former and temporary employees and contractors.
- b) Any person who is involved in the operation of WDC, including elected members, Iwi representatives, volunteers, and those people with honorary or unpaid staff status.
- c) Every business department, service, or activity of WDC.

This Policy covers all alleged or actual incidents of fraud, bribery, or corruption:

- a) Committed against WDC by a person (legal or natural), or
- b) Committed by WDC's employees (as above) against any third party.

3. Definitions

3.1. **"Assets"** include but are not limited to financial assets (debtors, loans), real property, plant and equipment, furniture and fittings, ICT devices and equipment, collections, vehicles, and other stock (including redundant and excess stock).

3.2. **'Bribery'**: The offer, promise or giving of anything of value to improperly influence a person's actions or decisions to gain or retain a business benefit.

- 3.3. **'Corruption'**: The misuse of entrusted power or office for personal or third-party gain.
- 3.4. **'Kickback'**: A form of bribery in which an unofficial payment is received by a person in a position of authority or decision-making for services rendered or awarding business.
- 3.5. **'Due Diligence'**: An investigation of a business, person, or process prior to entering into an agreement, or establishing a standard of professional transparency and assurance (i.e., vetting) before entering into an agreement or a transaction with another party.
- 3.6. **'WDC Employee'**: Within the context of this Policy, 'employee' refers to all staff of the WDC and any other individuals identified in section 2.2 above.
- 3.7. **'WDC Manager'**: Within the context of this Policy, 'manager' refers to members of the Senior Leadership Team (SLT), and those with formal staff management responsibilities.
- 3.8. **'Facilitation Payments'**: Are typically small, unofficial payments made to secure or expedite a routine process or action by a government or business official.
- 3.9. **'Fraud'**: Includes all acts of deception, misrepresentation or omission committed with the intention of gaining an unjust or illegal financial advantage, or to cause an unjust or illegal loss or disadvantage.

4. Policy Statement

- 4.1 The Westland District Council (WDC) regards fraud, bribery, and corruption as unacceptable and will apply a 'Zero Tolerance' approach to any such behaviour. Zero Tolerance within WDC means:
 - a) All instances of suspected fraud or corruption will be investigated thoroughly with appropriate action taken.
 - b) All confirmed fraudulent or corrupt activities will be treated as serious misconduct in accordance with the relevant Code of Conduct (staff or elected member version). Where statutes may have been breached, or loss suffered, these will be referred to the New Zealand Police, Serious Fraud Office, or other appropriate enforcement agency for prosecution consideration.
 - c) WDC may take appropriate measures to recover any loss or expenditure attributable to fraudulent or corrupt behaviour. This includes, but is not limited to, recovery of intellectual property.
- 4.2. All WDC employees are required to act honestly and with integrity and to safeguard the public resources, services, and interests for which WDC is always responsible.
- 4.3. Employees who suspect fraud, bribery or corruption must report such behaviour as outlined in this Policy and associated procedures and guidance.
- 4.4. All suspected fraud, bribery and corruption will be investigated and reported to the Risk and Assurance Committee at each scheduled meeting.
- 4.5. Incidences of 'significant' suspected fraud, bribery, or corruption (i.e., involving the theft or misuse of Council assets valued at more than \$1,000 or of a nature that has the potential to impact on business operations, service delivery or sector/ public confidence in the Westland District Council) will be reported by the Fraud Control Officer (or 'Alternate' Fraud Officer) as follows:

- The Chair of the Risk and Assurance Committee, Mayor and the Chief Executive, **within 48 hours**; and
 - The Risk and Assurance Committee **at its next meeting**, or earlier if appropriate.
- 4.6. The Fraud Control Officer (or 'Alternate') may also consider it necessary to notify third parties including the NZ Police, Serious Fraud Office, Council's external auditors (Audit NZ) as well as insurers, as soon as is practical.
- 4.7. Any decision to contact third parties should be made in collaboration with the Chief Executive and the Chair of the Risk and Assurance Committee, and in accordance with the **Fraud, Bribery and Corruption Procedure**.
- 4.8. Where fraud is established, WDC will act on the "zero tolerance" policy and WDC's Code of Conduct will be followed.

Recognising Fraud, Bribery, or Corruption

- 4.9. Fraud, bribery, and corruption pose financial and reputational risk to the WDC, as well as impacts on the values, culture and performance of the organisation and its employees.
- 4.10. Fraud includes, but is not limited to:
- a) Unauthorised use of facilities, vehicles, or equipment for personal gain.
 - b) Deliberately not recording leave taken, or any other employee theft of time.
 - c) Misappropriation or improper disposal of assets, including cash, funds, and supplies.
 - d) Forgery or alteration of documents or accounts belonging to the WDC.
 - e) Disclosing confidential or proprietary information to third parties.
 - f) Accepting or seeking anything of material value from contractors or persons, including before, during and after any procurement processes.
 - g) Manipulating reporting to obscure impropriety.
 - h) Obtaining funds or any other benefit through misleading claims, representations or by false pretences.
 - i) Inappropriate claims for expenses for personal gain.
 - j) Profiteering for personal or another person's or entity's gain because of insider knowledge of WDC's activities.
 - k) Unapproved destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
 - l) Use of the WDC credit cards for personal gain.
 - m) Inappropriate payments to third parties.
 - n) Presenting false credentials or qualifications.
 - o) Supporting others in, or in any way being party to, fraud or not reporting fraud.
 - p) Any of the above for personal gratification and/or edification, or for political or business advantage, whether there is pecuniary gain.
- 4.11. Bribery and corruption include, but is not limited to:
- a) the provision or acceptance of cash or kickbacks.
 - b) facilitation of business transactions such as securing contracts or fast-tracking services for personal gain or when compromised by a conflict of interest.
 - c) unauthorised political or charitable contributions.
 - d) the improper use of a political / business position of authority or 'influence'.
 - e) giving or receiving unauthorised gifts, koha, travel and/or hospitality.
 - f) giving or receiving unauthorised rebates, fee waivers, or reimbursements.

Fraud, Bribery and Corruption Prevention Activities

- 4.12. WDC will proactively take all reasonable steps to prevent fraud, bribery, and corruption by developing and maintaining:
- a) A policy framework that sets out clearly the procedures, processes, and expectations of employee behaviour.
 - b) Robust internal controls for business delivery including the protection of assets, procurement, purchasing, payroll, treasury, and cash management.
- 4.13. This will include but is not limited to:
- a) Regular anti-fraud, bribery and corruption training and awareness initiatives for all employees to support them in complying with this Policy.
 - b) A clear, visible code of conduct that sets out the expectations for employee behaviour.
 - c) Pre-employment screening that includes checking for criminal convictions for appropriate staff.
 - d) Assuring that staff appointed to positions of responsibility are appropriately qualified, experienced, and aware of their obligations regarding fraud and the protection of assets of the Council.
 - e) Induction processes for new staff that include fraud awareness and code of conduct training.
 - f) Segregation of duties in accordance with best practice.
 - g) Appropriately robust monthly physical and financial reporting that provides information about results against budget, benchmarks and expected key performance indicators.
 - h) Robust due diligence enquiry of new suppliers.
 - i) Centralised Contract Register.
 - j) An Internal Audit Policy, Plan and Programme of work carried out by external parties.
 - k) Regular Fraud Risk Assessments.
 - l) Regular suspicious transaction analysis.
 - m) A safe, documented and widely available avenues for employees to report suspected fraud; and
 - n) Recovery of lost funds or recouping on expenses incurred because of fraudulent or corrupt behaviour.

Managers' Responsibilities

- 4.14. The day-to-day responsibility for the prevention and detection of fraud, bribery and corruption and other inappropriate conduct rests with Managers.
- 4.15. Managers are responsible for:
- a) Demonstrating the highest standards of ethical behaviour.

- b) Identifying and managing the risks to which systems, operations and procedures are exposed (maintained in risk registers)
- c) Developing and maintaining effective internal controls to ensure effective stewardship of funds and to prevent and detect fraud, bribery, or corruption.
- d) Ensuring these internal controls are being complied with.
- e) Strictly adhering to delegations of authority (including the 'one up' approval principle and the amount they can authorise).
- f) Ensuring compliance with all corporate and business policies, procedures, and guidelines.
- g) An awareness and sense of responsibility for the types of impropriety that may occur within their respective areas and being alert for any indication of irregularity.
- h) Being vigilant to 'red flags' and other fraud, bribery, and corruption risks, which may necessitate further due diligence and/or process change. Examples of 'red flags' or situations where fraud, bribery or corruption risk may arise are outlined in **Appendix 1** of this Policy.

Employee's Responsibilities

4.16. All employees are responsible for:

- a) Being fair and honest in their business activities and dealings with contractors, suppliers, or customers.
- b) Taking reasonable steps to safeguard WDC's funds and assets against fraud, theft, unauthorised use, and misappropriation.
- c) Strictly adhering to all system security measures, segregation of duties and delegations.
- d) Reporting immediately to the Fraud Control Officer or 'Alternate' Fraud Officer (or where this is inappropriate, the Chair of the Risk and Assurance Committee) if they suspect or believe that there is evidence of irregular or improper behaviour or that fraud, bribery, or corruption may have been committed.

WDC Responsibilities

- 4.17. The WDC will not tolerate any fraud, bribery or corruption and will investigate all instances of suspected fraudulent behaviour.
- 4.18. The WDC shall ensure that all staff are provided with adequate and regular training on the Fraud, Bribery and Corruption Policies and Procedures.
- 4.19. The Fraud Control Officer is responsible for anti-fraud, bribery, and corruption training and awareness initiatives for all employees to support them in complying with their obligations under this Policy.

5. Reporting

- 5.1. The WDC **Fraud, Bribery and Corruption Procedure** sets out the process to follow when fraud, bribery or corruption is suspected and should be read in conjunction with this Policy.
- 5.2. The WDC Fraud Control Officer is the Quality Assurance Manager. Employees can report to the Fraud Control Officer any real or suspected instances of fraud, bribery, or corruption in person, by phone or email, or reporting may be made anonymously.
- 5.3. The contact details for the Fraud Control Officer are as follows:

Name:	Diane Maitland, Quality Assurance Manager
Email:	
Phone:	

- 5.4. Employees are required to report all instances of suspected fraud, bribery, or corruption to the Fraud Control Officer, or if this is not appropriate, to an 'Alternate' Fraud Officer as follows:

- a) The Chief Executive Officer:

Name:	Barbara Phillips, Chief Executive
Email:	
Phone:	

- b) The Chair of the Council's Risk and Assurance Committee:

Name:	David Ward, Chair, Risk and Assurance Committee
Email:	
Phone:	

- 5.5. Employees reporting suspected instances of 'serious wrongdoing' are also covered by the **WDC Protected Disclosure - Whistleblower Policy**. This Policy provides legal protection for any employee reporting improper, inappropriate, or unlawful behaviour in good faith, or for participating in the investigation of a complaint in accordance with *the Protected Disclosures Act 2022*.

Investigation

- 5.6. The Investigating Officer is to ensure they follow the steps outlined in the Fraud, Bribery, and Corruption Reporting and Investigation Procedure to ensure an appropriate, just, and coordinated approach in dealing with fraud, bribery, or corruption allegations.
- 5.7. Evidence obtained during the investigation process must be protected, and all reasonable steps will be taken to ensure it is not altered, contaminated, lost, or destroyed. It is to be managed appropriately to support the confidentiality and the integrity of the investigation.
- 5.8. Investigation actions are to occur in a timely manner to meet obligations under the Protected Disclosures (Protection of Whistleblowers) Act 2022.
- 5.9. During the investigation, WDC employment processes are to always be followed.
- 5.10. Investigators are to refer allegations to an appropriate third party when required.
- 5.11. If appropriate, reporting on progress of the investigation is to be made to the:
 - a) Mayor
 - b) CE
 - c) Chair of the Risk and Assurance Committee, and
 - d) if necessary and appropriate
 - i. WDC's external auditors
 - ii. NZ Police or other relevant enforcement or regulatory agency
 - iii. any other relevant bodies, including where appropriate the Chairs of the Council Committees.
- 5.12. Depending on the nature and outcomes of the investigation, a final report may be given to the Risk and Assurance Committee at the conclusion of the investigation.
- 5.13. Breach of this **Fraud, Bribery and Corruption Policy** may lead to disciplinary action, up to and including dismissal (or termination of contractual arrangements for contractors or other external parties) in accordance with WDC's employment and disciplinary policies and processes.
- 5.14. In some circumstances, a breach of this Policy may result in civil or criminal liability.

6. Questions

Any questions regarding this policy should be directed to the Chief Financial Officer.

7. Relevant Documents and Legislation

Relevant Legislation:

- [Crimes Act 1961](#)
- [Employment Relations Act 2000](#)
- [Protected Disclosures \(Protection of Whistleblowers\) Act 2022](#)
- [Privacy Act 2020](#) and [Privacy Regulations 2020](#)

- [Crimes Amendment Bill](#) (created from the division of the Organised Crime and Anti-corruption Legislation Bill)
- [Convention on Combating Bribery of Foreign Public Officials in International Business Transactions](#)
- [United Nations Convention Against Corruption](#) (UNCAC)

Associated Documents

- Conflict of Interest Policy
- Fraud, Bribery and Corruption Procedure
- [Procurement Policy](#)
- Protected Disclosures – (Protection of Whistleblowers) Policy
- Sensitive Expenditure and Gifts Policy
- Staff Code of Conduct
- Staff Delegations Manual

8. Policy Owner

This Policy is owned by the Chief Financial Officer.

RECOGNISING FRAUD, BRIBERY AND CORRUPTION 'RED FLAGS'

The WDC recognises that there are generally three pre-conditions associated with fraud, bribery and corruption occurring in the workplace. These factors should be understood and inform the development of fit-for-purpose policies, procedures, and business controls, as well as training and awareness activities:

- **Pressure:** employees and other (external) parties may have a personal incentive or be under pressure in their work or personal lives, which motivates them to commit fraud or wrongdoing (for example, experiencing financial difficulty or the need to meet a significant business target).
- **Opportunities:** circumstances may exist that allow an employee to commit fraud, bribery, or corruption, such as not having appropriate conflict of interest controls in place, or employees being able to 'work around' business controls (for example authorising personal expenditure).
- **Rationalisation:** employees can rationalise committing fraud, bribery, or corruption (for example having attitudes or beliefs that the organisation "owes you", "everybody else is doing it" or "I deserve this").

There are several scenarios or activities ('red flags') that may raise concerns of fraud, bribery, and corruption, and require further investigation to ensure no wrongdoing has been committed.

FRAUD 'RED FLAGS'

These include, but are not limited to:

- An employee living 'beyond their means'.
- An employee experiencing a period of significant/ protracted personal or financial difficulty.
- An inability to account for missing WDC assets and/ or inventory.
- Orders for inventory that exceed 'normal' business use – or purchases made outside of standard centralised processes and oversight.
- An employee receives an invoice or payment request that is non-standard or customised, lacks key information or is 'last minute and urgent' (for example on a Friday at 4:55 pm).
- A failure to maintain a clear 'paper trail', including an absence of emails, written agreements, business documentation or record-keeping.
- An employee exerts an unusual degree of control over a work process, procedure, or system, or is unwilling to share duties or business information (including a refusal to take leave).
- Unusual spikes in expenditure, invoice volume, financial adjustments (including 'rounded payments') and fee waivers, or the number and timing of service transactions – above and beyond business averages and trends.
- A lack of segregation of key system, financial or business access, process/duties, and authority (including the ability to approve personal expenditure or manage critical financial transactions end-to-end).
- A 'wheeler-dealer' approach to business and disregard for process controls and business discipline.

BRIBERY AND CORRUPTION 'RED FLAGS'

These include, but are not limited to:

- A third-party has a reputation for having a "special relationship" with the WDC including instances of open-ended ('evergreen') contracts or informal work agreements.
- An employee or third-party has previously engaged in or been accused of improper business practices.
- An employee or third-party insists on receiving a commission or fee payment before committing to a contract or carrying out a service.
- An employee or third-party requests payment be made in cash or to an unverified account (including at a different location or offshore).

- An employee or third-party refuses to provide an invoice or receipt for a payment made.
- An employee or third-party requests that a payment is made to 'overlook' potential legal or performance violations.
- An employee or third-party insists on the use of side letters, refuses to put terms agreed in writing, or requires the use of an agent or intermediary that is not known to the WDC.
- An employee or third-party requests/ is offered entertainment or gifts before commencing contract negotiations or services.
- An employee receives an invoice or makes a payment that appears large given the services provided.
- Unreported payments are made to third parties on the WDC's behalf.
- An employee has an unusually close relationship with third-party vendors or customers, including an unwillingness to delegate management of a client relationship (services or portfolio).
- An employee provides/ offers unauthorised access to privileged information to a third-party vendor or customer.
- A refusal by employees or third-party vendors to complete Conflict of Interest documentation or certify compliance with WDC Policy.

Individuals who encounter any of these red flags must report them promptly in accordance with this **Fraud, Bribery and Corruption Policy** and associated **Procedures**.

Westland District Council Fraud Control Framework		
Who: <i>Accountabilities, Roles and Responsibilities</i>	Risk and Assurance Committee	
	Chief Executive	
	Senior Leadership Team	
	All Council staff and contractors	
What: <i>Fraud strategy and policies</i>	Fraud Strategy and mitigation of Fraud Policy	
	Fraud Risk Register	Fraud Investigation Procedures
	Wider Council Policy Framework including Code of Conducts	
How: <i>Fraud management processes and practices</i>	Internal Controls built into Core Business Processes (1st line of defence)	
	Fraud Awareness Training	Whistleblower Protected Disclosure mechanism
	New staff induction	Regular staff compliance confirmation and monitoring
	Employment screening and vetting	Fraud detection programme e.g. Unusual Transaction Analysis
	Customer and Supplier vetting	
Review: <i>Ongoing fraud monitoring</i>	Management self-checking/Compliance monitoring (2nd line of defence)	
	Internal Audit (3rd line of defence)	
	External Audit (4th line of defence)	

Fraud, Bribery and Corruption Prevention Procedure

1. Purpose

The purpose of this Procedure is to establish a formal framework for the reporting, assessment, investigation, management, and resolution of allegations or suspicions of fraud, bribery and corruption within Westland District Council (WDC) while protecting Council's assets and reputation.

2. Scope

This Procedure applies to all employees, contractors, consultants, elected members, iwi representatives, volunteers and persons acting on behalf of WDC.

3. Principles

WDC adopts a Zero Tolerance approach. All allegations will be assessed and investigated in a fair, timely and confidential manner, and proven misconduct may result in disciplinary, civil or criminal action.

4. Roles and Responsibilities

Chief Executive, managers, Fraud Control Officer, Risk and Assurance Committee, employees and contractors have responsibilities for prevention, reporting, investigation and review support.

5. Prevention Activities

Conduct risk assessments, maintain internal controls, perform due diligence, monitor procurement and asset management, and provide training.

6. Recognising Fraud, Bribery and Corruption

Examples include theft, false expense claims, misuse of information, kickbacks, facilitation payments, conflicts of interest and unauthorised gifts.

7. Reporting Suspected Misconduct

Suspected incidents must be reported immediately to a manager, Fraud Control Officer, the Chief Executive, Risk and Assurance Committee Chair or through protected disclosure channels.

8. Initial Assessment

Allegations are recorded, assessed, and evidence preserved where required.

9. Investigation Process

Investigations must be impartial, confidential, documented and conducted according to natural justice principles.

10. Escalation of Significant Incidents

Significant matters must be escalated within 48 hours to senior leadership and governance bodies.

11. External Reporting

Matters may be referred to Police, Serious Fraud Office, auditors, insurers or regulators where appropriate.

12. Corrective Actions

Implement disciplinary measures, recover losses, improve controls and provide additional training.

13. Record Management

Maintain records of reports, investigations, evidence, outcomes and corrective actions.

14. Monitoring and Review

Review the procedure periodically and after significant incidents.

15. Associated Documents

- Fraud, Bribery and Corruption Prevention Framework
- Fraud, Bribery and Corruption Prevention Procedure

Report to Council



DATE: 29 October 2026

TO: Mayor and Councillors

FROM: Quality Assurance Manager and Acting General Manager Business Enablement

WORKPLACE POLICY – REMOTE IT ACCESS POLICY

1. Summary

This report recommends that Council adopt the revised Remote IT Access Policy attached as Appendix 1. The policy establishes the requirements for secure, safe and effective remote working and remote access across Westland District Council operations.

2. Background

The Remote IT Access Policy is an existing Council policy and was due for review in 2023. A comprehensive review has now been undertaken to ensure the policy remains fit for purpose and reflects current remote working practices. The purpose of the policy is to define the governance, approval, security and accountability requirements that apply whenever employees, contractors, consultants, elected members or other authorised users access Council information, applications, sys

3. Current Situation

Council currently operates under an existing Remote IT Access Policy, which was due for review in 2023. The review of the policy has now been completed and endorsed by the Risk and Assurance Committee at their meeting held on 8 October 2026.

The policy covers remote-working approval, health and safety, performance and availability expectations, approved devices and connectivity, identity and access controls, information handling, monitoring and logging, third-party access, incident reporting, business continuity, risk-based exceptions, training and review.

4. Options

The Council may adopt the policy as recommended or amend it before adoption.

4.1. **Option 1:** Adopt the Remote Working IT Policy.

4.2. **Option 2:** Amend the Remote Working IT Policy and then adopt it.

5. Assessment of Options

The assessment below compares each option's benefits, constraints, financial implications, and significance and engagement considerations.

5.1 Option 1 – Adopt the Remote Working IT Policy

This option is preferred as it provides continuity of service, supports secure remote working arrangements, and ensures Council has an up-to-date governance framework for managing remote access and associated risks.

5.2 Option 2 – Amend the Remote Working IT Policy

This option remains available at Council's discretion should members wish to make specific changes before adoption. However, any amendments may require further review and implementation work before the policy can be finalised.

6. Financial Implications

Adopting the policy is not expected to have any significant direct financial implications. Any implementation costs, including communication and employee awareness activities, can be accommodated within existing operational budgets.

7. Significance and Engagement Assessment

This matter has been assessed as having low to moderate significance under Council's Significance and Engagement Policy.

While the policy primarily relates to Council's internal governance and operational processes, it establishes expectations and procedures that support secure and effective remote working across the organisation.

Given that staff currently work from a variety of locations, and that the policy update was considered time-sensitive, staff have already been informed of the revised policy through existing internal communication channels.

8. Risk Assessment

Risk	Likelihood	Impact	Mitigation
Staff access Council systems through insecure networks if no policy framework is in place.	Medium	Medium	Require secure home networks, mobile hotspot connections where appropriate, and compliance with Council security requirements.
Breach of confidentiality or unauthorised access to Council information.	Medium	Medium	Enforce Council cybersecurity controls, authentication requirements, and secure remote access arrangements.
Reduced business continuity due to inconsistent remote working practices.	Medium	Medium	Ensure staff are trained in remote access procedures, information management requirements, and their responsibilities when working remotely.

9. Preferred Option and Reasons

The preferred option is Option 1: Adopt the Remote Working IT Policy as the recommended way of working. This option will enable authorised users to work from approved locations while maintaining appropriate protections for information security, privacy, service delivery, and business continuity. This approach supports organisational resilience and reflects current working practices across the Council.

10. Recommendations

- 10.1 That the report be received.
- 10.2 That Council adopts the revised Remote Working IT Policy as the recommended way of working.

Diane Maitland
Quality Assurance Manager

Ashleigh Baillie
Acting General Manager Business Enablement

Appendix 1: Remote Working IT Policy



Remote IT Access Policy

Version: 2

Date: September 2026

DOCUMENT CONTROL

VERSION	DATE	COMMENTS
2	29 September 2026	Reviewed and updated.

DOCUMENT APPROVALS

	DATE	POSITION
REVIEWER	29 September 2026	Acting Group Manager Business Enablement Senior HR Advisor Strategy and Transformation Manager
APPROVER	29 September 2026 8 October 2026	Chief Executive Endorsed by Risk and Assurance Committee

DOCUMENT CUSTODIAN AND REVIEW DATE

	POSITION	REVIEW PERIOD	NEXT REVIEW DATE
CUSTODIAN	Quality Assurance Manager	3-yearly or sooner if required by legislative, regulatory, or organisational changes	

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1. POLICY CONTEXT AND PURPOSE

This policy establishes the requirements for secure, safe and effective remote working and remote access across Westland District Council operations. It enables authorised users to work from approved locations and access Council systems without compromising community service delivery, information security, privacy, organisational records, health and safety, or operational resilience.

The purpose of this policy is to define the governance, approval, security and accountability requirements that apply whenever employees, contractors, consultants, elected members or other authorised users access Council information, applications, systems or data from outside Council premises.

This policy distinguishes between approval to work remotely and authorisation to connect remotely to Council technology. Approval for one does not automatically provide approval for the other.

2. SCOPE

This policy applies to:

- All Westland District Council employees.
- Contractors and temporary, casual and fixed-term staff.
- Elected members, consultants, service providers and other authorised users.
- Any person accessing Council systems, applications, information or data remotely.
- Remote access from home offices, temporary sites, while travelling, or from another approved location.

This policy covers remote-working approval, health and safety, performance and availability expectations, approved devices and connectivity, identity and access controls, information handling, monitoring and logging, third-party access, incident reporting, business continuity access, risk-based exceptions, training and review.

This policy should be read with the Council's employment, health and safety, privacy, information management, acceptable-use, cyber-security, business continuity and incident-response requirements.

3. POLICY PRINCIPLES

- Remote work must maintain or enhance performance and must not reduce service delivery to the community.
- Security of Council information is non-negotiable.
- Remote-working arrangements must be documented, approved, time-bound where appropriate, and reviewed.
- Health and safety obligations apply regardless of work location.
- Remote work is a flexible arrangement and not an entitlement.
- Remote access must follow the principles of least privilege, need-to-know and separation of duties where applicable.
- Only Council-approved access pathways, devices, software and storage locations may be used.
- Access must be capable of being logged, reviewed, suspended and revoked.
- Security controls must be proportionate to the information, system, user and service risk.

4. ROLES AND RESPONSIBILITIES

Chief Executive and Senior Leadership Team

Oversee this policy and associated governance requirements. Significant remote-access risks, material exceptions, control failures and emerging technology matters will be reported through the Council's approved governance and assurance arrangements.

Managers and Team Leaders

Approve and periodically review remote-working arrangements; define availability, service and performance expectations; maintain team cohesion and employee wellbeing; and promptly advise the IT Team when access must be changed or removed.

IT Team

Provide and administer approved remote-access pathways; implement identity, device, network, logging and monitoring controls; maintain an inventory of approved remote-access technologies; support users through the IT Support Desk; review access and security events; and retain evidence required for assurance and incident response.

Employees and authorised users

Comply with this policy; protect Council equipment and information; use only approved devices, systems, software, networks and storage; keep credentials confidential; complete required training; and immediately report actual or suspected incidents or inability to comply with a required control.

Third parties and contractors

Use remote access only for explicitly approved activities and systems; comply with contractual and Council security requirements; ensure access is limited to authorised personnel; support audit and incident investigations; and cease access when the approved purpose or engagement ends.

5. REMOTE-WORKING APPROVAL AND ELIGIBILITY

Remote working may be approved where:

- The arrangement has been discussed with and approved by the relevant SLT Manager.
- The user and work are suitable for remote delivery without reducing service, performance, collaboration or wellbeing.
- The request records the work location, rationale, duration, review date and any applicable conditions.
- The IT Team has separately confirmed that necessary technology access can be provided securely.
- Managers must notify the IT Team promptly when an arrangement, role, employment status or support requirement changes so that access can be reviewed, adjusted or removed.
- Managers/Team leaders will set clear expectations and deliverables for staff whilst maintaining team cohesion through remote working.

6. REMOTE TECHNOLOGY ACCESS REQUIREMENTS

Access approval and authentication

- Remote access must be approved before use and provisioned through the IT Team.
- Individual accounts must be used. Accounts, passwords, authentication factors and sessions must not be shared.
- Multi-factor authentication must be used where supported or required.
- Access will be limited to the systems and privileges required for the approved purpose.
- Privileged or administrative remote access must use separately approved controls and must not be used for routine activity.

Approved devices and software

- Council staff elected members must use Council-managed and approved devices unless a documented exception has been approved.
- Third-party devices must meet Council-defined security requirements, including supported operating systems, active patching, endpoint protection, screen locking and encryption where required.

- Unapproved remote-access, remote-desktop, tunnelling or file-transfer tools must not be installed or used.
- Devices must not be left unlocked or unattended in public or insecure locations.

Connectivity

- Council-approved VPN or other approved secure connection methods must be used where instructed by the IT Team.
- Users must not perform Council work over unsecured public Wi-Fi unless using an approved secure connection and device configuration.
- Remote sessions must be protected using approved encryption and authentication controls.
- Inactive remote sessions will be disconnected in accordance with the Council's approved technical security standard. The applicable timeout will be risk-based and maintained by the IT Team rather than embedded in this policy.

7. THIRD-PARTY AND CONTRACTOR ACCESS

- Third-party remote access must have an identified Council sponsor, documented business purpose, approved systems, named users and defined approval period.
- Access must be linked to a current service, support or contractual requirement and must not be broader than required to fulfil that requirement.
- Persistent or unattended access must be specifically approved, technically controlled and capable of being logged and reviewed.
- Third-party access must be reviewed periodically and removed promptly when it is no longer required.
- Contracts or access conditions must address confidentiality, incident reporting, subcontractor use, audit cooperation and return or destruction of Council information where applicable.

8. INFORMATION HANDLING AND SECURE WORKSPACE

- Sensitive or confidential Council information must not be stored on personal devices or unapproved removable media.
- Approved Council storage locations must be used, including approved SharePoint, OneDrive, network or records-management platforms appropriate to the user's role.
- Printing, copying, transferring or removing Council information from approved environments is prohibited unless authorised and handled in accordance with Council information-management requirements.
- Users must prevent household members, visitors and other unauthorised persons from viewing or accessing Council information or devices.
- Paper records and devices must be secured during use, storage and transport and must not be left unattended in public areas.
- Remote workspaces must provide reasonable privacy and physical security for the sensitivity of the work being undertaken.

9. MONITORING, LOGGING AND ACCESS REVIEW

- Remote access may be logged and monitored for security, service, assurance, compliance and incident-response purposes.
- The IT Team will define the remote-access events and security information to be logged, protected and retained in accordance with Council requirements.
- Logs and alerts will be reviewed using a risk-based approach for unusual, unauthorised or suspicious activity.
- Remote-access permissions will be reviewed periodically and when users change roles, leave the Council, complete an engagement, or no longer require access.

- Users will be informed of monitoring through this policy and other applicable employment, privacy and acceptable-use notices.

10. INCIDENT REPORTING AND RESPONSE

Council staff, elected members, contractors and other authorised users must immediately report actual or suspected:

- Loss, theft or compromise of a device used to access Council systems.
- Unauthorised access attempts, phishing, malware or other cyber-security events.
- Disclosure, alteration, loss or inappropriate transfer of sensitive, confidential or personal information.
- Use of unapproved access methods, devices, software or storage.
- Inability to comply with a required security control while working remotely.
- Reports must be made immediately to the IT Support Desk using the approved reporting process and, where relevant, to the user's Manager or Team Leader. Users must preserve relevant information and cooperate with investigation, containment, recovery and remediation activities.

11. BUSINESS CONTINUITY AND DISASTER RECOVERY

During an approved business continuity, disaster recovery or cyber-incident response, remote access may be enabled, restricted or prioritised through the applicable response plan. Access remains subject to identity verification, logging, least privilege and any temporary controls required by the incident lead and IT Team. Individual access requests may be replaced by documented incident-level authorisation.

12. EXCEPTIONS AND RISK ACCEPTANCE

- Any exception to this policy must be documented before implementation wherever practicable.
- The request must identify the business need, scope, affected systems and information, duration, assessed risks, compensating controls and accountable owner.
- Exceptions must be approved by the authorised business and technology decision makers at a level proportionate to the risk.
- Approved exceptions must be recorded, time-bound, monitored and periodically reviewed.
- Emergency exceptions must be recorded and retrospectively reviewed as soon as practicable.

13. TRAINING AND AWARENESS

- All Users including elected members must complete required remote-access, privacy, information-handling and cyber-security training before, or promptly after, access is provided.
- Refresher or targeted training may be required following material technology, threat, policy or incident changes.
- Managers and system owners must understand their approval, review and removal responsibilities.
- Third parties must receive or acknowledge the security conditions relevant to the access provided.

14. COMPLIANCE, ENFORCEMENT AND REVIEW

Compliance with this policy will be monitored by the business and technology roles assigned under this policy. Suspected breaches will be assessed under applicable Council employment, conduct, privacy, security and incident-management processes. Access may be suspended or removed where necessary to protect Council services, systems or information. Suspected unlawful activity may be referred to the appropriate authority.

Control effectiveness, significant incidents, recurring exceptions and material risks should be considered through the Council's established governance, risk and assurance reporting arrangements.

15. RELATED DOCUMENTS AND LEGISLATION

Relevant legislation includes:

- [Privacy Act 2020](#)
- [Public Records Act 2005](#)
- [Health and Safety at Work Act 2015](#)
- [Copyright Act 1994](#)
- [Crimes Act 1961](#)
- [Local Government Official Information and Meetings Act 1987](#)
- [Official Information Act 1982](#), where applicable
- [New Zealand National Cyber Security Centre](#) (NCSC) – Guidance for secure use of internet, remote access, and cloud services.

Applicable legislation and regulatory guidance must be interpreted in light of amendments and the Council's actual obligations. Legal or privacy advice should be obtained where applicability is uncertain.

Related Council documents should include, as applicable:

- Staff Code of Conduct
- Councillor Code of Conduct
- Health and Safety Policy
- ICT Acceptable Use Policy
- Information Management Requirements
- Business Continuity and Disaster Recovery plans
- Digital Communications

16. DEFINITIONS

Term	Definition
Authorised user	A staff member, contractor, consultant, elected member or other approved individual granted permission to access Council systems, applications, information or data.
Remote access	The ability to connect to and use Council systems, networks, applications or data from outside Council premises.
Remote working	The performance of work duties from a location other than a Council office or usual workplace, including home, travel or another approved location.
Managed device	A device administered by or on behalf of the Council and subject to approved configuration, security, monitoring and update controls.
Least privilege	Granting only the minimum access necessary to perform authorised duties.
Secure workspace	A remote environment where Council information and devices are protected from unauthorised access, observation, disclosure, loss or theft.

Term	Definition
Information security incident	An actual or suspected event that compromises, or may compromise, the confidentiality, integrity or availability of information or systems.
Third party	A contractor, consultant, service provider, supplier, partner or other non-employee requiring Council access.
Virtual Private Network (VPN)	A secure encrypted connection that allows authorised users to access organisational systems and information remotely via the internet.
Multi- Factor Authentication (MFA)	A security process requiring two or more independent methods of authentication to verify a user's identity before granting access to organisational systems.
Confidential Information	Information that is not publicly available and requires protection from unauthorised access, use, disclosure, alteration, or destruction. This includes personal information, commercially sensitive information, and organisational records.
Sensitive Information	Information classified as requiring additional protection due to legal, regulatory, privacy, security, commercial, or operational considerations.
Organisation Information Assets	All information, records, software, databases, systems, devices, and digital resources owned, managed, or maintained by the organisation.
Organisational Records	Information created, received, or maintained by the organisation as evidence of business activities, decisions, or transactions, regardless of format.

17. POLICY OWNERSHIP

This policy is owned by Business Enablement, responsible for IT Services within Westland District Council. Operational standards and procedures supporting this policy may be maintained by the IT Team and approved through the Council's established governance arrangements.

Report to Council



DATE: 29 October 2026

TO: Mayor and Councillors

FROM: General Manager District Assets

Safe Driving Policy

1. Summary

This report recommends that Council adopts the Safe Driving Policy. The Policy sets out clear responsibilities and guidelines for the supply and use of Council vehicles that promote sensible and safe use and aims to mitigate vehicle operation risks.

The Policy has been reviewed and endorsed by the Risk and Assurance Committee at the meeting held on 8 October 2026.

2. Background

The Safe Driving Policy provides a clear framework to:

- Set clear guidelines for Council to provide safe vehicles for staff, from good procurement process, regular maintenance and the supply of health and safety equipment in all vehicles.
- Set clear guidelines for Council staff to ensure responsible and safe use that mitigates health and safety risks associated with the operation of vehicles and protecting both the staff and the public.
- Provides Council and staff with clear operational procedure that ensures vehicle use is tracked and reported on accordingly.
- Ensure that Council complies with all relevant legislation related to vehicle use, including but not exclusive to, the Health and Safety at Work Act 2015 and the NZ Transport Agency Road Code.

3. Current Situation

Council already has a Safe Driving Policy in place which was due for review. This has now been completed, and the policy has been updated in accordance with current Council policies and procedures and in line with the governing legislation.

4. Options

The Council may adopt the policy as recommended or amend it before adoption.

4.1. Option 1: Adopt the Safe Driving Policy.

4.2. Option 2: Amend the Safe Driving Policy and then adopt it.

5. Assessment of Options

The assessment below compares each option's benefits, constraints, financial implications, and significance and engagement considerations.

5.1. Option 1: Option 1 is the preferred option as it provides Council and vehicle users with clear expectations in their respective roles with regards to the responsible supply and use of Council vehicles.

5.2. Option 2: is at Council's discretion.

6. Financial Implications

Adopting the policy is not expected to have any significant direct financial implications. Any implementation costs, including communication and employee awareness activities, can be accommodated within existing operational budgets.

7. Significance and Engagement Assessment

This policy is assessed as having low significance under Council's Significance and Engagement Policy and therefore is not required to undergo public engagement before adoption.

8. Risk Assessment

There are no risks associated in the endorsement and adoption of this policy however failure to adopt the updated policy could lead to following risks:

Risk	Likelihood	Impact
Vehicles provided for staff use are not adequately equipped with Health and Safety equipment.	Medium	High
Increase in preventable health and safety incidents due to a lack of clear guidelines for vehicle use.	Medium	High
Inconsistent booking and reporting processes become inconsistent.	Medium	Medium

All risks mentioned above would be mitigated through adoption of this policy.

9. Preferred Option(s) and Reasons

The preferred option is Option 1: the Council adopts the updated Safe Driving Policy as the recommended way of working. This option ensures that both staff and Westland District Council have clear guidelines for the responsible provision and use of Council vehicles and mitigates associated risks.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopts the updated Safe Driving Policy as the recommended way of working.

Erle Bencich

General Manager District Assets

Appendix 1: WDC Safe Driving Policy



Safe Driving Policy

Version:

Date:

DOCUMENT CONTROL

VERSION	DATE	COMMENTS
2	September 2026	Revised Policy

DOCUMENT APPROVALS

	DATE	POSITION
REVIEWER	September 2026	Transportation Manager Group Manager District Assets Quality Assurance Manager
APPROVER	29 September 8 October 2026	Chief Executive Endorsed by Risk and Assurance Committee

DOCUMENT CUSTODIAN AND REVIEW DATE

	POSITION	REVIEW PERIOD	NEXT REVIEW DATE
CUSTODIAN	Quality Assurance Manager	3-yearly or sooner if required by legislative, regulatory, or organisational changes	

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1. Policy Content

This policy outlines how Westland District Council (WDC) will continue to provide a safe environment and promote a safe driving culture by encouraging sensible use of Council vehicles, and any other vehicles used for Council business.

2. Policy Objectives

This policy's objectives are to set clear guidelines and expectations for the procurement and use of council vehicles in a way that promotes the safety of employees, elected members and any other vehicle users as well as members of the public.

The policy also sets out standards to ensure risks associated with vehicle operations are effectively managed and reported with the goal of fostering a culture of safety, accountability, and responsible use.

3. Definitions

- **Council:** Westland District Council (WDC).
- **ANCAP:** Australasian New Car Assessment Program
- **Warrant:** Warrant of Fitness

4. Policy Statement

4.1 Westland District Council Responsibility

- Maintain Council vehicles to ensure they are safe to drive through regular service and repair as necessary.
- Register and warrant vehicles when due.
- Full Insurance cover.
- Not require persons to drive under conditions which are unsafe, such as snow, flooding.
- Purchase Vehicles that are fit for purpose of use required with scheduled replacements.
- Vehicles must meet ANCAP testing standards, achieving a rating as set within All of Government Contracts framework.
- Fit vehicles with appropriate emergency equipment, such as first aid kit, fire extinguisher, and any other emergency equipment required for the vehicles use.
- Provide safe driver training for task specific roles.

4.2 Employee Responsibility

- Hold and carry a current full driver licence for the class of vehicle they are driving.
- Report immediately any driving infringements to their line manager. Driver fines are the responsibility of the driver.
- Notify their line manager of changes to the licence, including but not limited to suspension, cancellation or limitations.

- Lone drivers must stay in overnight accommodation if driving and non-driving time exceeds 10 hours in one day.
- When more than 1 licenced driver travelling together, driving and non-driving time may exceed 10 hours in one day, provided the driving is shared.
- Drivers are encouraged to take regular breaks for at least 10 minutes after 2 hours of continuous driving, or at any other time if feeling the effects of fatigue.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication that cause drowsiness.
- A pre & post journey check of the vehicle should be carried out, to ensure it is warranted and registered and is in a good state of repair.
- Report vehicle defects to the fleet manager before or after use.
- Comply with all traffic legislation, including wearing a seat belt at all times.
- Smoking, including the use of e-cigarettes, is not permitted in Council vehicles.
- Report any incident, accident or near miss even when no personal injury was sustained, using the current Health and Safety process.
- Return the vehicle with a minimum of 3/4 a tank of fuel.
- It is not permitted to make or receive calls or text messages from a mobile phone whilst driving unless using a hands-free device. Staff should pull over to the side of the road where safe before using a mobile phone.
- Council vehicles are not permitted to be used for personal use, unless a vehicle is provided as part of an employment contract.
- Vehicle interiors must be clean on return, remove all items not belonging to the vehicle.
- Vehicles should be reverse parked into angled parking spaces or in garage space. Parallel parking must follow the NZ Road Code.
- Serious breaches of this policy and misuse of Council vehicles may result in disciplinary action.
- Picking up of hitchhikers is prohibited.

4.3 Transporting Goods

- Items must be secure while driving, loose items may become missiles during emergency braking or in an accident. A cargo net or other proprietary restraining device should be used to secure the items.
- Hazardous goods must be transported in accordance with relevant regulations.
- Loads must not be carried for which the vehicle is not suited.

4.4 Type of Use

- Travel outside the district is allowed for short periods of less than 4 working days, with the exception of utility or heavy duty vehicles. Where no suitable vehicle is available other transport can be arranged in line with the sensitive expenditure policy.
- Pool vehicles are available for all approved staff for Council related travel; vehicles will be permitted to be taken home overnight if it is being used in line with an officer's duties or Council Business and it is more efficient to do so. It is not permitted to leave vehicles in Hokitika airport parking overnight.
- Staff must book vehicles through the ERoad Ubookit system, link on the Council Intranet page.
- The vehicle must not carry more passengers than it is certified to.
- The vehicle must not be used in conditions for which it was not designed, such as off-roading.

4.5 ERoad System (GPS)

- Vehicle tracking devices are installed in all Council vehicles and staff must log in and out of the ERoad system for each journey. Driver reports are viewed regularly for unsafe driving and breaches of vehicle use.
- Any fault or damage of the ERoad device should be reported your manager immediately. Do not interfere with the ERoad device

5. Reporting

Any vehicle faults or missing health and safety equipment is to be reported to the Transportation Manager to remedy. Any incidents involving vehicle use, including near misses, will be reported through Council's Health and Safety Incident reporting process, any of which are deemed to be high risk will then be brought to the attention of the Risk and Assurance Committee for review in accordance with the Committee's Terms of Reference.

6. Questions

Any questions regarding this policy should be directed to the Transportation Manager in the first instance.

7. Relevant Documents and Legislation

Staff Code of Conduct
New Zealand Transport Agency Road Code
Health and Safety Policy
Health and Safety at Work Act 2015
Working Safely with Hazardous Substances 2017
Sensitive expenditure policy

8. Policy owned by

This Policy is owned by the Transportation Manager.

Report to Council



DATE: 29 October 2026
TO: Mayor and Councillors
FROM: Transportation Manager

Naming of Right of Way (ROW) for New Subdivision off Old Christchurch Road (Turiwhate End)

1. Summary

The purpose of this report is to adopt a name for a new subdivision right of way (ROW) off Old Christchurch Road. The ROW will remain in private ownership and will not be vested in or taken over by Council.

This issue arises as the developer is nearing completion of the subdivision and property addressing is required for the new ROW. The developer has proposed the naming options and has identified "Woodland Rise" as its preferred name. This name has been reviewed and accepted by iwi. "Lancewood Terrace" is also presented as an alternative for Council to consider.

Council seeks to meet its obligations under the Local Government Act 2002 and support the District Vision and community outcomes set out in the Long-Term Plan 2025-2034.

This report concludes by recommending that Council receives the report and adopts the developer's preferred name, "Woodland Rise", for the ROW.

2. Background

The developer has requested that Council approve a name for the private ROW so property addressing can be completed. The ROW will not be vested in or maintained by the Council. The developer submitted the naming options and subsequently consulted local iwi. Iwi supported "Woodland Rise", the developer's preferred name. An earlier suggested name presented a potential conflict with an existing place or road name and is not advanced as an option in this report.

3. Current Situation

The development is progressing and is at the stage where property addresses need to be allocated. To support Council's decision-making, the report presents the two names put forward by the developer: "Woodland Rise" and "Lancewood Terrace". The developer favours "Woodland Rise", which has been reviewed and supported by iwi. No similar road or ROW name has been identified for "Lancewood Terrace".

4. Options

4.1 Option 1: Name the ROW "Woodland Rise"

4.2 Option 2: Name the ROW "Lancewood Terrace"

5. Risk Analysis

Risk has been considered. The principal naming risk is potential conflict or confusion with an existing road, ROW, or place name. "Woodland Rise" has been reviewed and supported by iwi. No similar road or ROW name has been identified for "Lancewood Terrace".

6. Health and Safety

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

7. Significance and Engagement

The level of significance has been assessed as low because this is an administrative process to confirm the naming of a private ROW within Council's remit.

No public consultation is considered necessary.

8. Assessment of Options (Including Financial Considerations)

Option 1 - Name the ROW "Woodland Rise"

This is the developer's preferred name and has been reviewed and supported by local iwi. It provides a suitable option for naming the private ROW and completing property addressing.

There are no financial implications to this option.

Option 2 - Name the ROW "Lancewood Terrace"

This name was also suggested by the developer, and no similar road or ROW name has been identified. It provides an alternative suitable for naming the private ROW and completing property addressing.

There are no financial implications to this option.

9. Preferred Option and Reasons

The preferred option is Option 1, "Woodland Rise", because it is the developer's preferred name and has been reviewed and supported by iwi.

10. Recommendation

10.1 That the report be received and,

10.2 Council adopts Option 1 to name the private ROW "Woodland Rise", noting that the ROW will not be vested in or maintained by Council.

Karl Jackson

Transportation Manager

Report to Council



DATE: 29 October 2026

TO: Mayor and Councillors

FROM: General Manager – Regulatory and Compliance

Freedom Camping Bylaw

1. Summary

The purpose of this report is to seek Councils approval to adopt a Freedom Camping Bylaw 2026.

The development of the bylaw has required Council to balance community expectations, environmental protection, visitor management and the economic benefits of tourism, while ensuring that any restrictions are consistent with the Freedom Camping Act 2011.

Following consultation on the proposed 2024 bylaw, concerns were identified regarding the evidential basis and legal defensibility of some restrictions. The proposal has subsequently been reviewed and amended to provide a more targeted regulatory approach.

This report recommends that Council adopts the proposed amended Freedom Camping Bylaw, attached as Appendix 1, and undertakes a further review in conjunction with the Reserve Management Plans project, anticipated within the next 18 months.

2. Background

Freedom camping has been a longstanding and complex policy issue for Westland District Council, reflecting differing community expectations, the district's geographical characteristics, visitor pressures and the requirements of the Freedom Camping Act 2011.

Council has sought to balance the economic benefits of tourism and positive visitor experiences with environmental protection, community expectations and the provision of appropriate facilities. An important consideration is ensuring that the costs of providing and maintaining visitor facilities are shared equitably, rather than being borne solely by ratepayers. Council initiated the review of its previous Freedom Camping Bylaw in 2024, which was consulted on following Council workshops. The proposed bylaw included elements that arguably did not meet the requirements of the legislation from an evidential perspective, leading to a high risk of legal challenge.

Following this, the bylaw process was paused to consider an alternative approach to address these matters and consider a resolution which may reduce the risk of legal challenge and ongoing circular debates. However, it is unlikely that any proposal will satisfy all parties with such opposing opinions and beliefs.

During this process, the Freedom Camping Bylaw 2018 was statutorily revoked on 25 November 2025, resulting in there being no bylaw in place currently.

A workshop was held on 4 May 2026 to inform Council of the previous triennium discussions, the proposed bylaw status and the legal requirements of the Freedom Camping Act 2011.

At its meeting on 23 July 2026, Council received a noting report outlining the challenges associated with the bylaw and a proposed short-, medium- and long-term approach to freedom camping management.

3. Current Situation

Bylaw

Following consultation during October – November 2024, the proposed Freedom Camping Bylaw has been reviewed and assessed against the submissions received, legislative requirements and the available evidence and information to achieve the short term outcome.

As a result of this review, a number of amendments outlined in **Appendix 2** have been made, which include the removal of land not under council control, the inclusion of specified NZTA land following delegated authority being obtained, and the removal of non-self contained camping areas in favour of certified self-contained freedom camping in restricted areas.

The bylaw also excludes freedom camping on reserves. The potential ability to camp on a reserve will be managed through the Reserves Act 1977 and the use of Reserve Management Plans. There is a current project to review all of Councils reserves, in order to establish reserve management plans. This is a significant project, and while there maybe reserves identified where camping is permitted through this process, this is a separate public consultation process that is required through the Reserves Act 1977, which should be undertaken before they are considered in any freedom camping bylaw.

However, a future review of the bylaw could be undertaken together with this reserves project to ensure the alignment of reserve management plans and the bylaw within approximately 18 months.

Buller District Council has recently initiated its proposal regarding freedom camping, with workshops with elected members and a draft bylaw to be proposed for consultation in October 2026.

Grey District Council are more advanced with their freedom camping bylaw, with a report to Council in October for its adoption.

This highlights the opportunity for each Council to work closer together in the medium term to align our bylaws into a potential singular bylaw or to have consistent signage and messaging as a minimum.

This regional alignment could provide greater clarity of information for visitors and will include discussions with Grey and Buller District Councils, the Department of Conservation, Land Information New Zealand, New Zealand Transport Agency.

These discussions will include opportunities for ‘pay as you go’ facilities similar to those currently in Hokitika, to reduce the burden on ratepayers for maintaining infrastructure while providing new commercial opportunities. This topic forms part of the Long Term Plan considerations that Council will be considering in November 2026.

Longer term, Mayor Lash is already participating in discussions with other South Island Mayors, with a view to provide wider south island consistency regarding this topic.

Self-contained vehicles

New Zealand has a nationally regulated system for certifying and recording self-contained vehicles used for freedom camping.

The system was established in 2023 through changes to the Freedom Camping Act 2011 and the Plumbers, Gasfitters and Drainlayers Act 2006. Together, these changes created a single national framework for

self-contained vehicle certification and recording and strengthened the wider freedom camping regulatory and enforcement settings, to:

- keep our natural environment clean and safe;
- reduce pressure on local facilities and communities; and
- make freedom camping fairer and more enjoyable for everyone.

Current legal requirements for self-contained vehicles

In general, a vehicle can only be used for freedom camping on public land if it is certified as self-contained under the national self-contained vehicles system, unless the person is staying at a site specifically designated as suitable for non-self-contained vehicles.

To be certified, the vehicle must meet the requirements set out in [section 87U\(4\) of the Plumbers, Gasfitters, and Drainlayers Act 2006](#) and [Part 2 of the Plumbers, Gasfitters, and Drainlayers \(Self-Contained Vehicles\) Regulations 2023](#). Those requirements include:

- A toilet that is permanently fixed to and usable within the vehicle, and can be emptied without removing the base
- A means of loading water into the vehicle securely and in a way that does not contaminate that water
- A water supply system that stores and conveys water in a secure manner that prevents contamination of the water
- A wastewater system that both stores and collects greywater and blackwater securely and hygienically
- A ventilation system that removes odours from the motor vehicle and minimises the extent to which foul air and gases can enter the motor vehicle
- A sink that is installed safely and drains to the wastewater system's tank
- Rubbish storage that is secure and fit for purpose
- A means of disposing of wastewater hygienically to an appropriate outfall.

Green stickers and green warrant cards

From 7 June 2026, only vehicles with current green warrant certification are recognised as certified self-contained for freedom camping purposes. The old blue warrant certificates are no longer valid.

Green stickers are not a recognised part of the legal certification system. The green warrant card (the credit-card sized card displayed in the vehicle), self-containment certificate, and the vehicle being recorded on the national SCV Register.

Previous blue warrant certification

Blue warrant certificates issued under the previous system are no longer valid for freedom camping purposes. The transition period for these ended on 6 June 2026.

National SCV Register

The national self contained vehicle register ([SCV Register](#)) was introduced as part of the new self-containment certification system that began on 7 December 2023. The key purpose of the SCV Register is to provide a single, national 'source of truth' showing whether a vehicle is certified as self-contained under the current legal requirements. It provides enforcement officers with a reliable way to confirm a vehicle's certification status.

Using the SCV Register's publicly available functions, an enforcement officer can confirm the following information about a specific vehicle:

- whether the vehicle holds a current certificate of self-containment;
- whether the vehicle has previously held a certificate that has subsequently expired or been revoked; and
- the expiry date of the vehicle's current, expired, or revoked certificate of self-containment.

The SCV Register also has 'enforcement officer' functions. An enforcement officer can confirm the following information about a specific vehicle (in addition to the publicly available information):

- the information contained in a vehicle's certificate of self-containment;
- vehicle inspection details; and
- any relevant enforcement information recorded against a vehicle by enforcement officers.

Allegations of copied or misused warrant cards

If a warrant card is suspected of being copied, misused, or displayed in a vehicle that does not match the certification record, the initial step would be to assess the vehicle registration against the national [SCV Register](#). The national register holds the central records of whether a vehicle currently holds certification and when that certification expires.

If the register details do not match the vehicle, or there are concerns about or misuse the matter should be referred to the Self-Contained Vehicle team at info@nzscv.co.nz for assessment and follow-up. To assist the team details regarding the vehicle registration, photos of the warrant card and vehicle, details of what was observed, and any pattern involving vehicles certified by the same certification authority where possible.

To date the Self-Contained Vehicle team have not received any complaints or concerns in relation to this issue.

Rental company practices and use of fixed toilets

Concerns have been raised that some rental vehicle operators may discourage customers from using onboard toilets through rental conditions or additional cleaning charges, despite the vehicles being certified as self-contained.

While the national certification system requires vehicles to have permanently installed and usable toilet facilities, Council has no direct oversight of individual rental agreements or the conditions imposed by rental operators.

There is currently insufficient evidence to establish the extent to which these practices occur within the district. However, if substantiated, they may undermine the intended environmental benefits of the self-containment requirements and contribute to additional pressure on public facilities.

Any specific concerns supported by evidence can be referred to the relevant national regulatory body or industry association for consideration. Council's role remains focused on managing freedom camping in accordance with the Freedom Camping Act 2011 and monitoring local impacts to inform future regulatory decisions.

Enforcement

Through the consultation, there were again mix views regarding the need for enforcement. Some submissions stated enforcement was not required as a result of the additional excessive costs, and others stating that it is categorically needed.

It is recognised that the geographical area of our district provides a significant challenge for enforcement, which can be costly.

It is proposed that as part of the medium term aspirations, that Council would work with other agencies e.g. Department of Conservation to discuss opportunities for combined enforcement services for enforcement.

Service Requests

Throughout the bylaw development process, concerns have been raised regarding freedom camping impacts across the district. However, some of these concerns have not been supported by sufficient documented evidence to justify additional restrictions under the Freedom Camping Act 2011. It is proposed, that should the bylaw be adopted, that further communications are made to ensure that where concerns are raised over the next 12 – 18 months, that these are recorded and investigated, to increase Council's visibility on the topic, to further inform any review of the bylaw in the future, which will likely reduce the risk of potential legal challenge.

Legal Challenge

The proposed Freedom Camping Bylaw 2024 was identified as presenting a significant risk of legal challenge, particularly where proposed restrictions were not sufficiently supported by evidence or aligned with the requirements of the Freedom Camping Act 2011.

Following consultation, the proposed bylaw has been reviewed and amended to address these concerns. The Freedom Camping Bylaw 2026 adopts a more targeted approach, with restrictions informed by the available evidence and legislative requirements.

While the risk of legal challenge cannot be eliminated, the amendments provide a more defensible basis for Council's decision. The proposed further review, alongside the Reserve Management Plans project, will also provide an opportunity to strengthen the evidence base and respond to emerging issues.

Implementation date

It is proposed that the Freedom Camping Bylaw 2026 comes into effect following its adoption by Council, on a date specified in the bylaw.

This will enable Council to establish a regulatory framework ahead of the upcoming visitor season and undertake the necessary communications, signage updates and operational arrangements to support implementation.

The commencement date should allow sufficient time for these activities to be completed and for visitors and the wider community to be informed of the new requirements.

4. Options

4.1. Option 1 – Adopt the Freedom Camping Bylaw 2026 and agree to undertake a further review of the bylaw in conjunction with the Council reserve project.

4.2. Option 2 – Adopt the Freedom Camping Bylaw 2026 and review within the next statutory timeframe.

4.3. Option 3 – Do not adopt the Freedom Camping Bylaw 2026.

5. Assessment of Options

5.1. Option 1 - Adopt the Freedom Camping Bylaw 2026 and agree to undertake a further review of the bylaw in conjunction with the Council reserve project.

5.1.1. Pros

- Ensures there is a Freedom Camping Bylaw in place for the coming season
- Enables communications to be undertaken to promote awareness of the freedom Camping Bylaw

- Provides an opportunity to align the Bylaw with Reserve Management Plans through the review
- Provides an opportunity for the private commercial opportunities e.g. kiwicamp
- Enables Council to work with other Councils and Agencies for medium term aspirations
- Provides a more legally defensible regulatory framework than the previously proposed bylaw, while recognising that the risk of legal challenge remains.
- Supports the objectives and statutory requirements of the Freedom Camping Act 2011.

5.1.2. Cons

- Some may remain of the view that a bylaw is not required
- Legal challenge may still remain
- The current bylaw may not be as restrictive as some may like

5.1.3. Financial Implications

- There are small costs regarding advertising for a review of the bylaw for any consultation through the special consultative procedure
- Costs are primarily staff time to undertake reviews, work with communities and agencies
- Elected member time in the participation of workshop

5.1.4. Significance and Engagement Assessment

- A future review of the bylaw could be combined with the consultation of the Reserve Management Plans, which would also reduce advertising costs.
- Consultation would be required in accordance with the Freedom Camping Act and the Reserve Management Act, along with the significance and engagement policy.

5.2. Option 2 - Adopt the Freedom Camping Bylaw 2026 and review within the next statutory timeframe.

5.2.1. Pros

- Establishes a bylaw for the coming freedom camping season, providing clarity about restrictions and an enforceable local framework.
- Enables targeted visitor communications, signage and enforcement planning.
- Avoids the additional consultation and administration costs of an early discretionary review.
- Allows time to collect service request and enforcement evidence and work with neighbouring councils and agencies on regional consistency.

5.2.2. Cons

- Delays formal consideration of any changes arising from the Reserve Management Plan project, potentially leaving different regulatory settings in place for longer.
- Limits Council's opportunity to respond through a scheduled review to emerging evidence, visitor behaviour or community concerns in the next 12–18 months.
- Does not eliminate the risk of legal challenge or dissatisfaction with the extent of restrictions.
- Any material amendment required before the statutory review would still involve a separate process and associated costs.

5.2.3. Financial Implications

- Initial adoption, implementation, communications, signage and enforcement costs would still apply; these have not been quantified in this report.
- Deferring the discretionary review would reduce near-term staff, elected member and consultation costs relative to Option 1.
- A later statutory review would still require staff resources, evidence gathering and any applicable consultation expenditure.

5.2.4. Significance and Engagement Assessment

- The proposed bylaw has already been subject to consultation, with subsequent amendments described in the report and Appendix 2. Council must be satisfied that the final bylaw and adoption process meet the applicable statutory requirements.

- No additional early review consultation is proposed under this option. Any future review or amendment would require an assessment of significance and engagement obligations and the applicable statutory process.

5.3. Option 3 - Do not adopt the Freedom Camping Bylaw 2026.

5.3.1. Pros

- Avoids immediate implementation, signage and administration costs associated with adopting the proposed bylaw.
- Avoids legal challenge directed specifically at the provisions of the proposed bylaw.
- Allows further evidence gathering and engagement before Council considers a new regulatory proposal.

5.3.2. Cons

- Leaves the district without a freedom camping bylaw, limiting Council's ability to impose and enforce locally tailored restrictions on land within its jurisdiction.
- Provides less certainty for visitors, communities and enforcement staff ahead of the coming season.
- Does not resolve concerns raised through consultation about site suitability, environmental effects and community impacts.
- Defers rather than resolves the policy decision and may require another bylaw development and consultation process.

5.3.3. Financial Implications

- Avoids immediate bylaw adoption and implementation costs, but ongoing monitoring, responding to complaints and managing freedom camping impacts would remain.
- Any subsequent bylaw proposal would require further officer work, legal review, engagement and potentially additional consultation expenditure.
- Financial effects of operating without a bylaw have not been quantified.

5.3.4. Significance and Engagement Assessment

- Not adopting the bylaw would be a Council policy decision informed by the consultation undertaken; the reasons should be clearly recorded.
- A future proposal would require a fresh assessment of legislative requirements, supporting evidence and consultation obligations.
- Continued engagement with communities and relevant agencies would assist in identifying the need for future controls.

6. Risk Assessment

The following table identifies the key risks associated with each option, including the risks of taking no action, and outlines how these would be managed.

	Risk	Potential Implications	Mitigation
Option 1 – Adopt the Freedom Camping Bylaw 2026 and undertake an earlier review	Legal challenge	The bylaw may still be subject to legal challenge if restrictions are considered inconsistent with the Freedom Camping Act 2011 or insufficiently supported by evidence.	Ensure restrictions are supported by documented evidence and legislative requirements. Obtain legal advice as appropriate.
	Community expectations	The bylaw may not satisfy all community expectations, particularly regarding the extent of restrictions and enforcement.	Communicate the legislative framework and rationale for decisions. Record and investigate complaints to inform the future review.

	Review and implementation capacity	An earlier review alongside the Reserve Management Plans will require additional staff resources and coordination.	Coordinate work programmes and consultation processes where practicable to minimise duplication and costs.
Option 2 – Adopt the Freedom Camping Bylaw 2026 and review within the statutory timeframe	Delayed response to emerging issues	Restrictions may not adequately address emerging freedom camping pressures or changing community expectations before the next scheduled review.	Monitor complaints, enforcement activity and visitor impacts. Undertake an earlier review if sufficient evidence demonstrates a need.
	Alignment with Reserve Management Plans	The bylaw may not align with outcomes of the reserves review, potentially creating inconsistencies in how camping is managed across Council-controlled land.	Maintain clear public information and consider targeted amendments if required following completion of the reserves review.
	Community confidence	Deferring the review may create perceptions that Council is not responding to community concerns.	Maintain regular communications and report significant emerging issues to Council.
Option 3 – Do not adopt the Freedom Camping Bylaw 2026	Limited local regulatory controls	Council would remain without a freedom camping bylaw, limiting its ability to impose location-specific restrictions under the Freedom Camping Act 2011.	Rely on applicable national legislation and other existing regulatory mechanisms, recognising their limitations.
	Environmental and community impacts	Council may have reduced ability to manage freedom camping in locations experiencing pressure on infrastructure, the environment or surrounding communities.	Monitor impacts, respond through available enforcement powers and reconsider a bylaw where evidence supports intervention.
	Reputational and community confidence	Not adopting a bylaw following extensive consultation and development may create community dissatisfaction and uncertainty.	Clearly communicate Council's decision, legislative considerations and alternative management arrangements.
	Financial and operational pressures	Increased demand on public facilities, complaint management and reactive responses may create additional operational costs.	Monitor service requests and expenditure, and consider alternative visitor management and infrastructure solutions through future planning processes.

7. Preferred Option(s) and Reasons

Option 1 – Adopt the Freedom Camping Bylaw 2026 and undertake a further review in conjunction with Council's reserves project.

Option 1 is recommended as it provides Council with a regulatory framework for managing freedom camping ahead of the upcoming visitor season, while allowing for a further review informed by additional evidence, community feedback and the outcomes of the Reserve Management Plans.

The proposed bylaw reflects the legislative requirements of the Freedom Camping Act 2011 and addresses a number of the legal risks identified through the previous consultation process. While the potential for legal challenge cannot be eliminated, the amended approach provides a more defensible basis for managing freedom camping within the district.

Undertaking an earlier review alongside the reserves project will provide an opportunity to consider the management of freedom camping across Council-controlled land in a more coordinated manner. It will also enable Council to assess emerging issues, strengthen its evidence base and consider opportunities for greater consistency with neighbouring councils and other agencies.

This approach balances Council's statutory obligations with community expectations, environmental protection, visitor management and the responsible use of Council resources, while retaining flexibility to respond to changing circumstances.

8. Recommendation(s)

- 8.1.** That the report be received.
- 8.2. Adopts** the Freedom Camping Bylaw 2026, as attached in Appendix 1, in accordance with the Freedom Camping Act 2011.
- 8.3. Agrees** to undertake a further review of the Freedom Camping Bylaw 2026 in conjunction with Council's Reserve Management Plans project, anticipated within the next 18 months.
- 8.4. Directs** the Chief Executive to undertake the necessary implementation and communications activities to ensure the public and visitors are informed of the new bylaw and its requirements.
- 8.5. Directs** the Chief Executive to monitor and record freedom camping complaints, compliance matters and emerging issues to inform the future review of the bylaw.
- 8.6. Supports** continued engagement with neighbouring councils and relevant agencies to explore opportunities for greater regional consistency in freedom camping management, information and enforcement.

Lee Webster

General Manager – Regulatory and Compliance

Appendix 1: Freedom Camping Bylaw 2026

Appendix 2: Freedom Camping Comparison Table

WESTLAND DISTRICT COUNCIL RESPONSIBLE FREEDOM CAMPING BYLAW 2026

1. TITLE AND COMMENCEMENT
2. APPLICATION OF BYLAW
3. DECLARATION THAT NEW ZEALAND TRANSPORT AGENCY (NZTA) LAND IS LOCAL AUTHORITY AREA
4. BYLAW DOES NOT APPLY TO LOCAL AUTHORITY LAND THAT IS RESERVE
5. PURPOSE
6. DEFINITIONS AND INTERPRETATION
7. AREAS WHERE FREEDOM CAMPING IS PERMITTED
8. PROHIBITED AREAS
9. RESTRICTED AREAS
10. PRIOR CONSENT FROM COUNCIL
11. CLOSURE OF FREEDOM CAMPING AREA
12. OFFENCES
13. PENALTIES
14. RELATIONSHIP OF THE BYLAW WITH THE NGAI TAHU CLAIMS SETTLEMENT ACT 1998

SCHEDULE ONE: PROHIBITED AREAS

SCHEDULE TWO: RESTRICTED AREAS

1. TITLE AND COMMENCEMENT

- 1.1 This Bylaw is the Westland District Council Responsible Freedom Camping Bylaw 2026.
- 1.2 This Bylaw comes into force on [Date].
- 1.3 This Bylaw is due for review under section 13 of the Act by [Date].

2. APPLICATION OF BYLAW

- 2.1 This Bylaw applies to all Local Authority Areas in the Westland District.
- 2.2 Nothing in this Bylaw shall limit the application of any other enactments, rules or codes or regulations made under any other enactment.

3. DECLARATION THAT NEW ZEALAND TRANSPORT AGENCY (NZTA) LAND IS LOCAL AUTHORITY AREA

- 3.1 The areas of NZTA land identified in Schedule 1 or Schedule 2 are declared a local authority area for the purpose of the Act, which means they are local authority areas for the purpose of this Bylaw and are regulated as such under this Bylaw.

4. BYLAW DOES NOT APPLY TO LOCAL AUTHORITY LAND THAT IS RESERVE

- 4.1 This bylaw does not apply to any local authority area that is a reserve under the Reserves Act 1977. Decisions on whether to allow or restrict camping, including freedom camping, on any reserve will be made in accordance with the Reserves Act 1977.

5. PURPOSE

The purpose of this Bylaw is to control freedom camping the Westland District in order to:

- (a) Protect local authority areas;
- (b) Protect the health and safety of people who may visit local authority areas; or
- (c) Protect access to local authority areas.

6. DEFINITIONS AND INTERPRETATION

- 6.1 Unless the context other requires, a term or expressions that is defined in the Act and used, but not defined, in this Bylaw has the meaning given by the Act.
- 6.2 Any headings, explanatory notes and attachments are for information purposes and do not form part of this Bylaw.
- 6.3 For the purpose of this Bylaw, unless the context otherwise requires:
- (a) **Act** means the Freedom Camping Act 2011.
 - (b) **Camping ground** has the same meaning as in section 5 (3) of the Act.
 - (c) **Certified Self-contained** (has the same definition as set out in section 4 of the Act) means, in relation to a motor vehicle, that the vehicle has a valid certificate of self-containment issued in accordance with section 87U(3)(d) of the Plumbers, Gasfitters, and Drainlayers Act 2006.
 - (d) **Chief Executive** means the Chief Executive appointed by the Council under section 42 of the Local Government Act 2002.
 - (e) **Council** means Westland District Council.
 - (f) **District** means the district of the Council.
 - (g) **Enforcement officer** means a person appointed as an enforcement officer under section 32 of the Act.
 - (h) **Freedom camp** has the same meaning as in section 5 of the Act.
 - (i) **Local authority area** has the same meaning as in section 6 of the Act.
 - (j) **Prohibited area** means an area identified in Schedule 1: Prohibited Areas, in which freedom camping is prohibited.
 - (k) **Restricted area** means an area identified in Schedule 2: Restricted Areas, in which freedom camping is permitted subject to restrictions.
- 6.4 This bylaw contains explanatory notes, which are not part of the bylaw. The Council may add, amend or delete explanatory notes at any time without amending the bylaw.

7. AREAS WHERE FREEDOM CAMPING IS PERMITTED

- 7.1 Freedom camping using a certified self-contained motor vehicle is permitted in any local authority area within the District unless it is prohibited or restricted in

an area:

- (a) Under clause 8 or 9 of this Bylaw; or
- (b) Under any legislation; or
- (c) In the case of a certified self-contained motor vehicle, by the limit placed on the maximum number of people for which the vehicle is certified.

8. PROHIBITED AREAS

- 8.1 A person must not freedom camp in any area identified in Schedule 1: Prohibited Area.
- 8.2 Freedom camping in a tent or other temporary structure on any local authority area in the district is prohibited.
- 8.3 Despite subclause (8.1), a person may freedom camp in any prohibited area if they have obtained the prior written consent of the Council, granted under clause 10 (1) of this Bylaw, and complies with any conditions on the consent.

9. RESTRICTED AREAS

- 9.1 A person may freedom camp in any area identified in Schedule 2: Restricted Areas, but must comply with the restrictions listed below:
 - (a) The freedom camping must only take place in a certified self-contained vehicle;
 - (b) The maximum stay in any one location is two nights within a 30-day-period and the location must not be within 500 meters of a location where the person has previously freedom camped within a 30-day period;
 - (c) All waste must either be removed or disposed of in the bins provided;
 - (d) All wastewater (including human waste) must be disposed of at an approved dumpsite.
 - (e) Campsites must be kept clean and tidy;
 - (f) Parking must be legal and not obstruct public or private access;
 - (g) No person may light fires;
 - (h) No person may interfere with or damage any freedom camping area, flora, fauna or structure; and

- (i) Enforcement officers must be able to inspect any campsite and freedom campers must comply with any reasonable direction.

9.2 Schedule 2: Restricted Areas also places additional site specific restrictions on:

- (a) the number of vehicles permitted;
- (b) hours available

9.3 Despite subclause (9.1), a person may freedom camp in a Restricted Freedom Camping Area if they have obtained prior written consent of the Council, granted under clause 10 (1) of this Bylaw, and complies with any condition of that consent.

10. PRIOR CONSENT FROM COUNCIL

10.1 The Council may grant consent to a person to freedom camp in any prohibited area, restricted area, using a tent or non-self-contained vehicle, contrary to any prohibition, restriction, or conditions that apply to that area under this Bylaw.

10.2 An application for consent must be made in writing to the Chief Executive at least two weeks in advance of the date planned for freedom camping in the area.

10.3 If the Council grants an application, it may impose any conditions it considers appropriate that are consistent with the purpose of this Bylaw.

10.4 If the Council refuses an application, Council must inform the applicant of the reasons for the decision.

10.5 An enforcement officer may revoke a consent given under subclause (10.1) if any person breaches the conditions specified in the consent or the freedom camping covered by the consent otherwise breaches this Bylaw or the Act.

11. CLOSURE OF FREEDOM CAMPING AREA

11.1 The Chief Executive may temporarily close or restrict entry to any overnight freedom camping area or part of any freedom camping area where such restriction is considered necessary by Council to:

- (a) Prevent damage to the local authority area or facilities in the area; or
- (b) Allow maintenance to the local authority area or facilities thereon; or
- (c) Protect the safety of persons or property; or
- (d) Allow or facilitate public access, including circumstances where events are planned for that area.

11.2 The Council will publicise a closure or restriction under clause 11 (1) of this Bylaw in any manner it considers is appropriate to the reason for the closure or restriction. The publicity may occur before the closure or restriction, but only if that is reasonably practicable.

12. OFFENCES

12.1 Section 20(1) and 20C of the Act specifies the infringements offences applicable to local authority areas, which include that every person commits an offence who –

- (a) Freedom camps in a local authority area in breach of any prohibition or restriction in this Bylaw that applies to the area; or
- (b) Makes preparations to freedom camp in a local authority area in breach of any prohibition or restriction in this Bylaw that applies to the area.

12.2 For the purposes of section 20(1)(a) and (f) of the Act, any person who has obtained the prior written consent of the Council, granted under clause 8(1) of this Bylaw, and who complies with any conditions on the consent, is not acting in breach of any prohibition or restriction in this Bylaw.

13. PENALTIES

13.1 As specified in section 20E of the Act, every person who commits an infringement offence under the Act is liable to the infringement fine specified in regulations made under the Act, or if no regulations have been made an infringement fee of \$400.

14. RELATIONSHIP OF THE BYLAW WITH THE NGAI TAHU CLAIMS SETTLEMENT ACT 1998

14.1 This Bylaw does not limit or affect the rights in relation to nohoanga entitlements under the Ngai Tahu Claims Settlement Act 1998.

Explanatory Note

This bylaw applies to local authority areas under the control of the Westland District Council. It also applies to specific areas of New Zealand Transport Agency (NZTA) land where the Chief Executive of NZTA has given their written consent for the area to be considered a Local Authority Area.

This bylaw does not apply to places managed as camping grounds or nohanga; or to land owned or controlled by organisations other than Council (for example, the Department of Conservation, Land Information New Zealand) or privately owned land.

Compliance with this bylaw does not remove the need to comply with all applicable Acts (including the Reserves Act 1977), regulations, bylaws, the District Plan, reserve management plans and rules of law.

The regulations made under section 43 of the Freedom Camping Act that are in force at the time this bylaw was made provide for fines ranging from \$200 to \$800.

Reserves

Reserves administered by Westland District Council are managed in accordance with the Reserves Act 1977. Camping on reserves is prohibited under the Reserves Act 1977 other than in areas set aside for that purpose. Infringement notices for unauthorised camping on reserves are issued under the Reserves Act.

SCHEDULE 1: PROHIBITED AREAS

A person must not freedom camp in any prohibited area freedom camping area within the district identified in this Schedule without the prior written consent of Council.

Name	Description	Map
Rimu Lookout	Unformed Legal Road on Woodstock-Rimu Road	Figure 1
Milltown Road Shelter	Car park and adjoining legal road (formed and unformed) associated with the Milltown Road Shelter.	Figure 2
Park Street (DWC Westland Sports Hub)	Park Street between Rolleston Street and Brittan Street, Hokitika	Figure 3
Weld Street (Cass Square), Hokitika	Weld Street between Bealey Street and Brittan Street, Hokitika	Figure 4
Richard's Drive Beach Access, Hokitika	Unformed legal road between 261 Revell Street and 2 Richards Drive, Hokitika	Figure 5
Spencer Street Beach Access, Hokitika	Unformed legal road between 243 Revell Street and 245 Revell Street, Hokitika	Figure 6
Tudor Street Beach Access, Hokitika	Unformed legal road between 217 Revell Street and 221 Revell Street, Hokitika	Figure 7
Hampden Street Beach Access, Hokitika	Unformed legal road between 165 Revell Street and 167 Revell Street, Hokitika	Figure 8
Hokitika Township	All those formed and unformed legal roads west of the railway line including and bounded by Beach Street, Stafford Street, Railway Terrace, Weld Street, Seawell Street and Gibson Quay. (Note: Excludes areas set aside as defined in Schedule Two)	Figure 9
Grimmond Avenue, Ross	Unformed legal road adjacent to the Chinese Miner Memorial Garden.	Figure 10
Ross Hall	Car parking area and surrounds of Ross Hall	Figure 11

Ross Beach - Totara River	All formed and unformed legal roads from the Telecommunications Tower on Ross Beach Road to Ross Beach and the Totara River	Figure 12
Okarito	All formed and unformed legal roads within the township of Okarito	Figure 13
Tidal Creek, Okarito	Car parking area on Forks-Okarito Road adjacent to Tidal Creek Bridge	Figure 14
Franz Josef Township	All public roads and land managed by Westland District Council and NZTA within the Franz Josef Township from Waiho River Bridge State Highway 6 at the southern end of the township to and the Tatare River Bridge on State Highway 6 at the northern end of the township	Figure 15
Fox Glacier Township	All public roads and land managed by Westland District Council and NZTA within the Fox Glacier Township from the 60km/h speed restriction signs on Cook Flat Road, to the 50 km/h speed restriction signs on State Highway 6 at the northern end of the township to and the 50 km/h speed restriction signs on State Highway 6 at the southern end of the township	Figure 16
Te Kopikopoko o te waka - Peak View	The section of Gillespies Road opposite and including Te Kopikopoko o te waka - Peak View and extending along the formed and unformed sections of Gillespies Road to Souter Creek.	Figure 17
Papakeri Urupa, Mahitahi	Car park associated with Papakeri Urupa, Mahitahi	Figure 18
Bruce Bay (State Highway and Local Road)	SH6 where it adjoins Bruce Bay from the south-western end of Bruce Bay to the north-eastern end of Bruce Bay including the State Highway and unformed legal road at the northwestern end providing access to the beach.	Figure 19
Mahitahi River	Unformed legal road accessing Mahitahi River at 5100 Haast Pass Hwy	Figure 20
Paringa	All Formed and unformed legal road located at 6156 Haast Highway, Paringa 7886 (Note: Excludes area set aside as defined in Schedule Two)	Figure 21
Haast Beach (SW) Access 2	Unformed legal road adjoining Haast Beach, 470m south-west of Haast transfer station	Figure 22
Haast Beach (SW) Access 1	Unformed legal road adjoining Haast Beach, 1670m south-west of Haast transfer station	Figure 23
Cuttance Road, Okuru	All of Cuttance Road (both formed and unformed legal road)	Figure 24

Johnston Crescent, Okuru	All of Johnston Crescent, Okuru (both formed and unformed legal road)	Figure 25
Marks Road Toilets and Playground, Haast	Full extent of Marks Road from State Highway 6 including car parking areas adjacent to public toilets, bus stop and playground.	Figure 26
Arawhata River Bridge Viewpoint	The carpark for the Arawhata River Bridge viewpoint and associated picnic area and memorial to Dan Greaney	Figure 27
Arawhata River Access	Single lane gravel road and small turning area located at 4010-3912 Jackson River Road.	Figure 28
Neil's Beach	All public roads within the Neil's Beach residential area located off the Haast-Jackson Bay Highway including Neils Beach Road, Oleary Place and Duncan McFarlane Road.	Figure 29
Haast-Jackson Bay Road	The Haast-Jackson Bay Road from the "No Stopping Next 5km" sign east of the Pioneer Cemetery to the No Stopping Next 5km at Jackson Bay.	Figure 30
Jackson Bay	The Esplanade from the 60km speed restriction signs past the Jackson Bay Wharf and adjoining Kairaki Beach to the intersection of The Esplanade and Pier Street.	Figure 31

Rimu Lookout



Figure 1 Rimu Lookout

Milltown Road



Figure 2 Milltown Road

Park Street (DWC Westland Sports Hub)



Figure 3 Park Street

Weld Street (Cass Square), Hokitika



Figure 4 Weld Street (Cass Square)

Richards Drive Beach Access



Figure 5 Richards Drive Beach Access

Spencer Street Beach Access, Hokitika



Figure 6 Spencer Street Beach Access

Tudor Street Beach Access, Hokitika



Figure 7 Tudor Street, Beach Access

Hampden Street Beach Access



Figure 8 Hampden Street Beach Access

Hokitika Township



Figure 9 Hokitika Township

Grimmond Avenue, Ross



Figure 10 Grimmond Avenue, Ross

Ross Hall



Figure 11 Ross Hall

Ross Beach - Totara River



Figure 12 Ross Beach - Totara River

Okarito Township



Figure 13 Okarito Township

Tidal Creek, Okarito



Figure 14 Tidal Creek, Okarito

Franz Josef Township



Figure 15 Franz Joseph Township

Fox Glacier Township

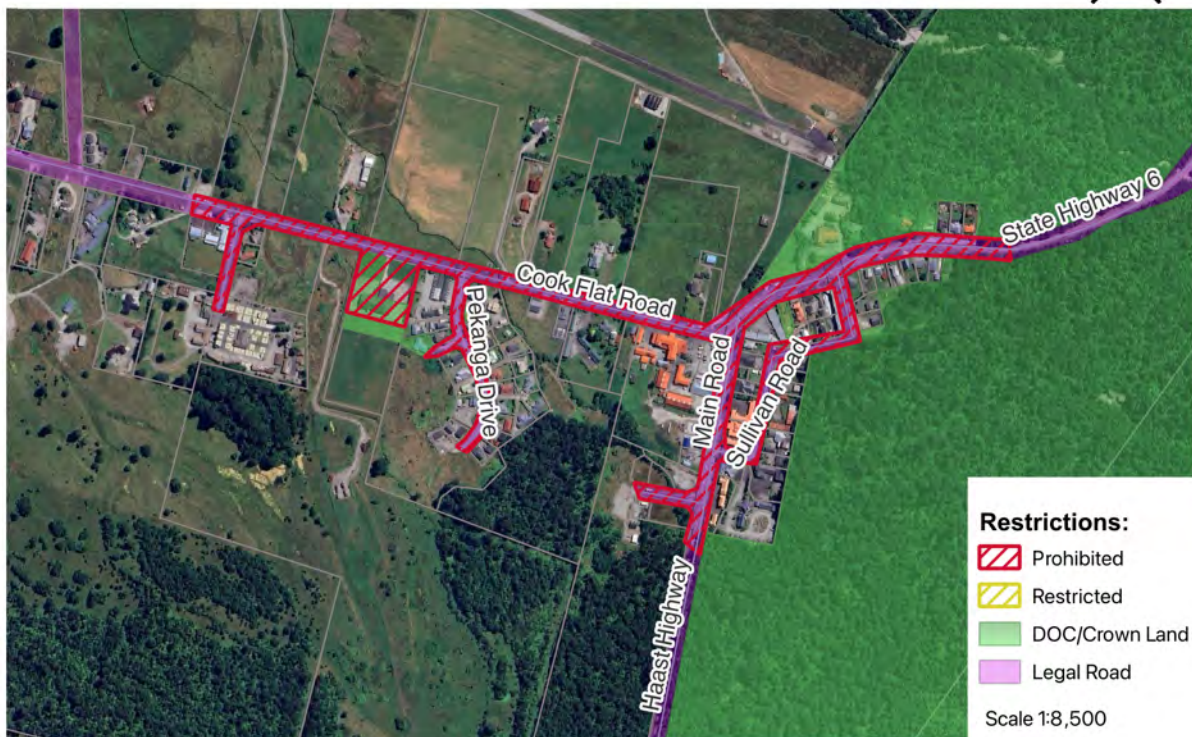


Figure 16 Fox Glacier Township

Te Kopikopoko o te waka - Peak View



Figure 17 Te Kopikopoko o te waka - Peak View

Papakeri Urupa, Mahitahi



Figure 18 Papakeri Urupa, Mahitahi

Bruce Bay



Figure 19 Bruce Bay

Mahitahi River



Figure 20 Mahitahi River

6156 Haast Highway, Paringa

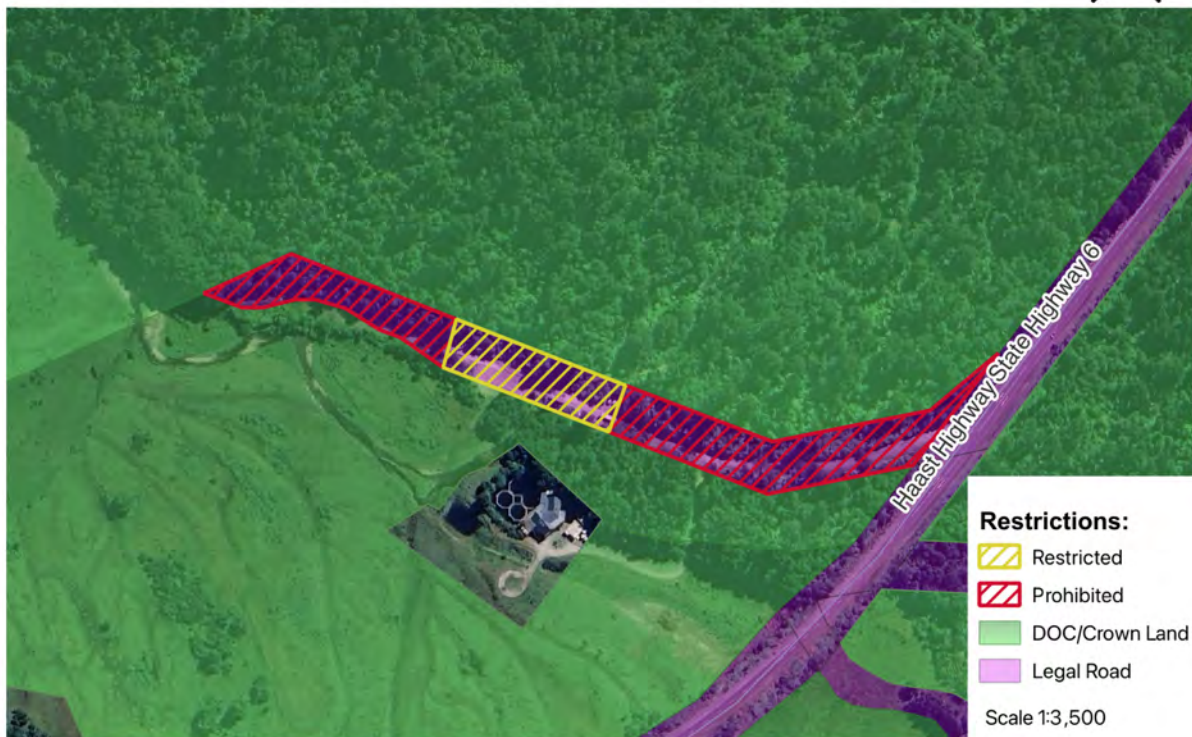


Figure 21 6156 Haast Highway, Paringa 7886

Haast Beach (SW) Access 2



Figure 22 Haast Beach (SW) Access 2

Haast Beach (SW)



Figure 23 Haast Beach (SW) Access 1

Cuttance Road, Okuru



Figure 24 Cuttance Road, Okuru

Johnston Crescent



Figure 25 Johnson Crescent, Okuru

Marks Road, Haast

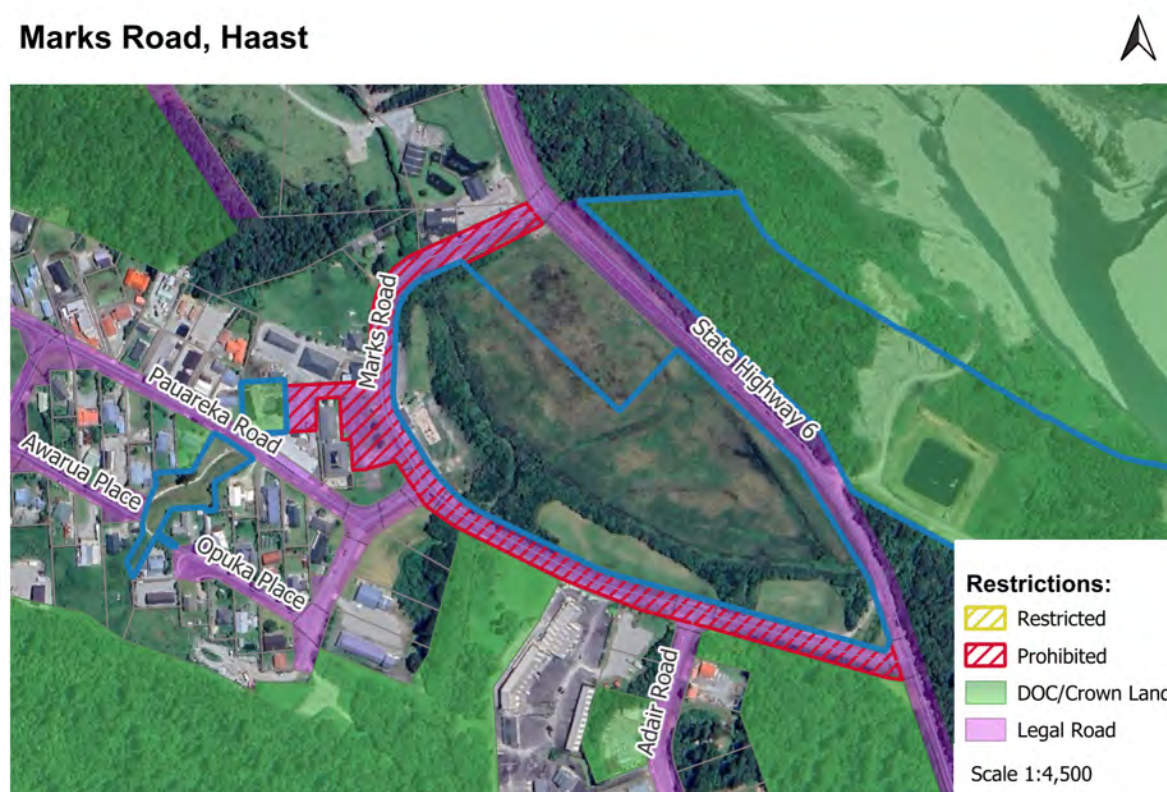


Figure 26 Marks Road, Haast (Note Council Reserves shown in Blue outline)

Arawhata River Bridge Viewpoint

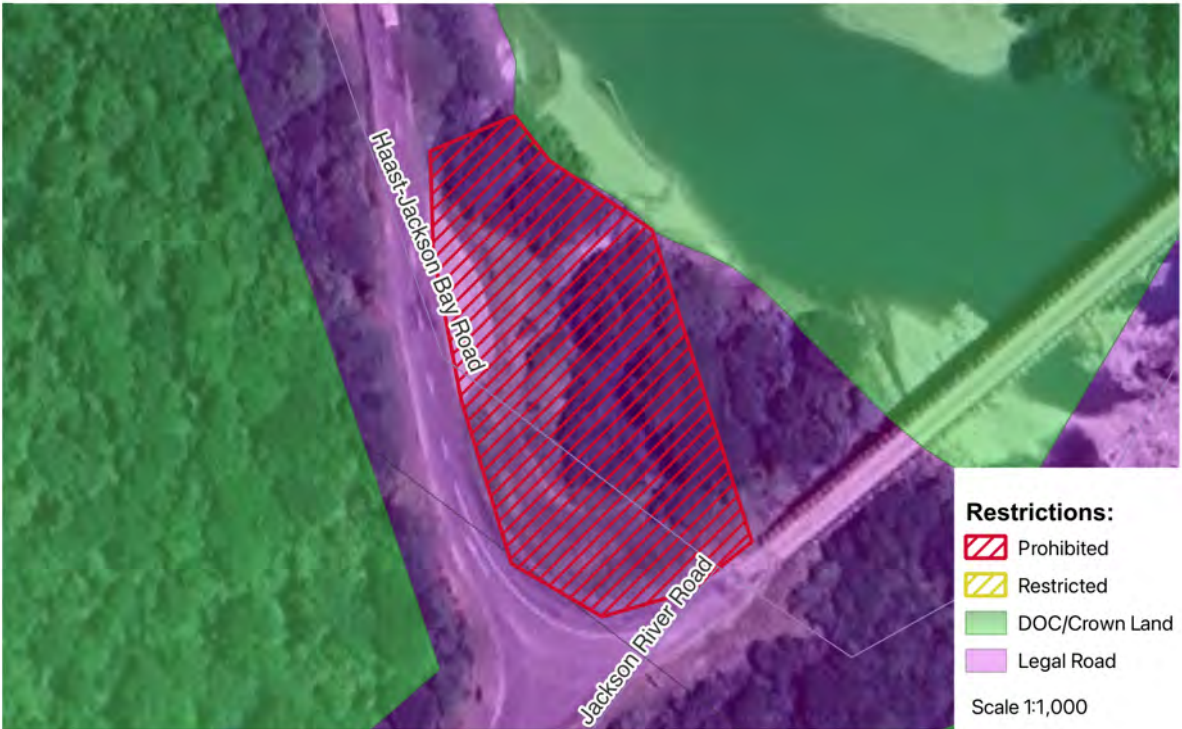


Figure 27 Arawhata River Bridge Viewpoint

Arawhata River Access



Figure 28 Arawhata River Access

Neils Beach

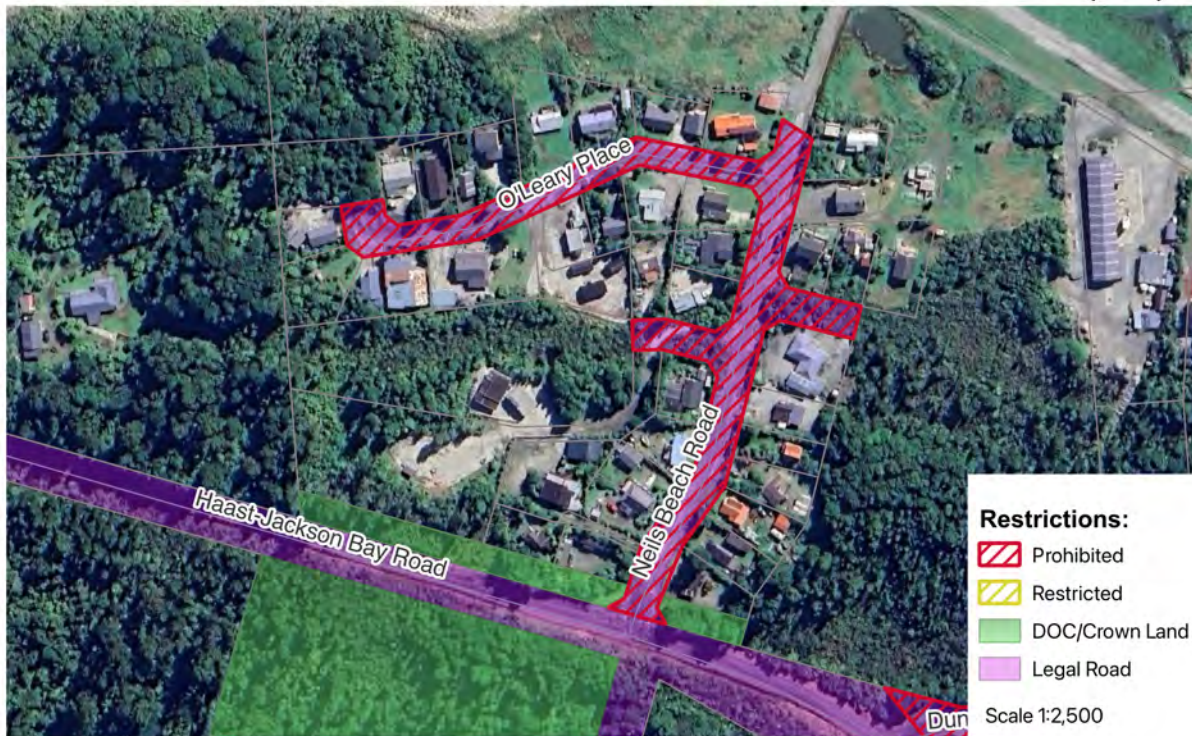


Figure 29 Neils Beach

Haast Jackson Bay Road

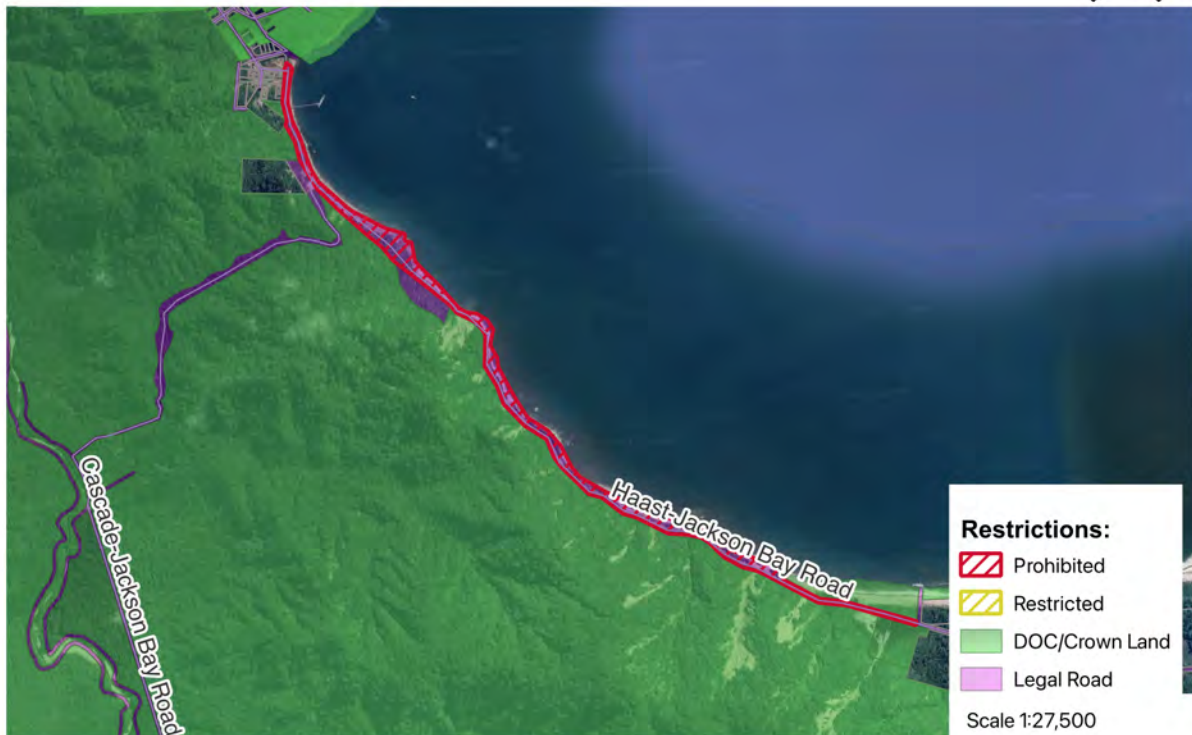


Figure 30 Haast Jackson Bay Road

Jackson Bay



Figure 31 Jackson Bay

SCHEDULE 2: RESTRICTED AREAS

Freedom camping in the areas described below is subject to the restrictions specified in clause 9 of this bylaw for each area.

Any restrictions must be complied with unless the prior written consent of the Council is obtained under clause 10 of this bylaw.

Name	Description	Map
Beach Street, Hokitika	Signposted Freedom Camping parking opposite 59 Beach Street, Hokitika (6 Spaces) 8PM to 7AM	Figure 32
Stafford Street, Hokitika	Signposted Freedom Camping parking at 7 Stafford Street, Hokitika (5 Spaces) 8PM to 7AM	Figure 33
6156 Haast Highway, Paringa	Signposted Freedom Camping parking at 6156 Haast Highway, Paringa (20 Spaces) 3PM to 10AM	Figure 34

Maps of Schedule Two: Restricted Areas

Beach Street, Hokitika

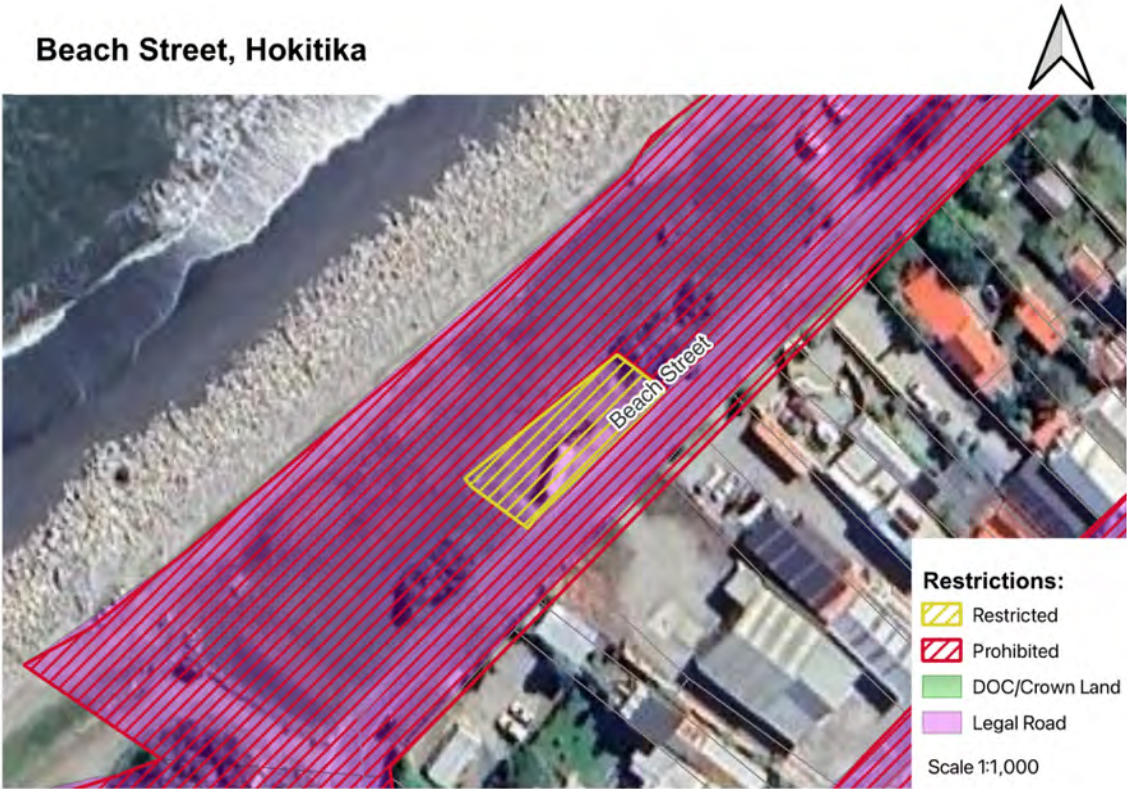


Figure 32 Beach Street, Hokitika

Stafford Street, Hokitika

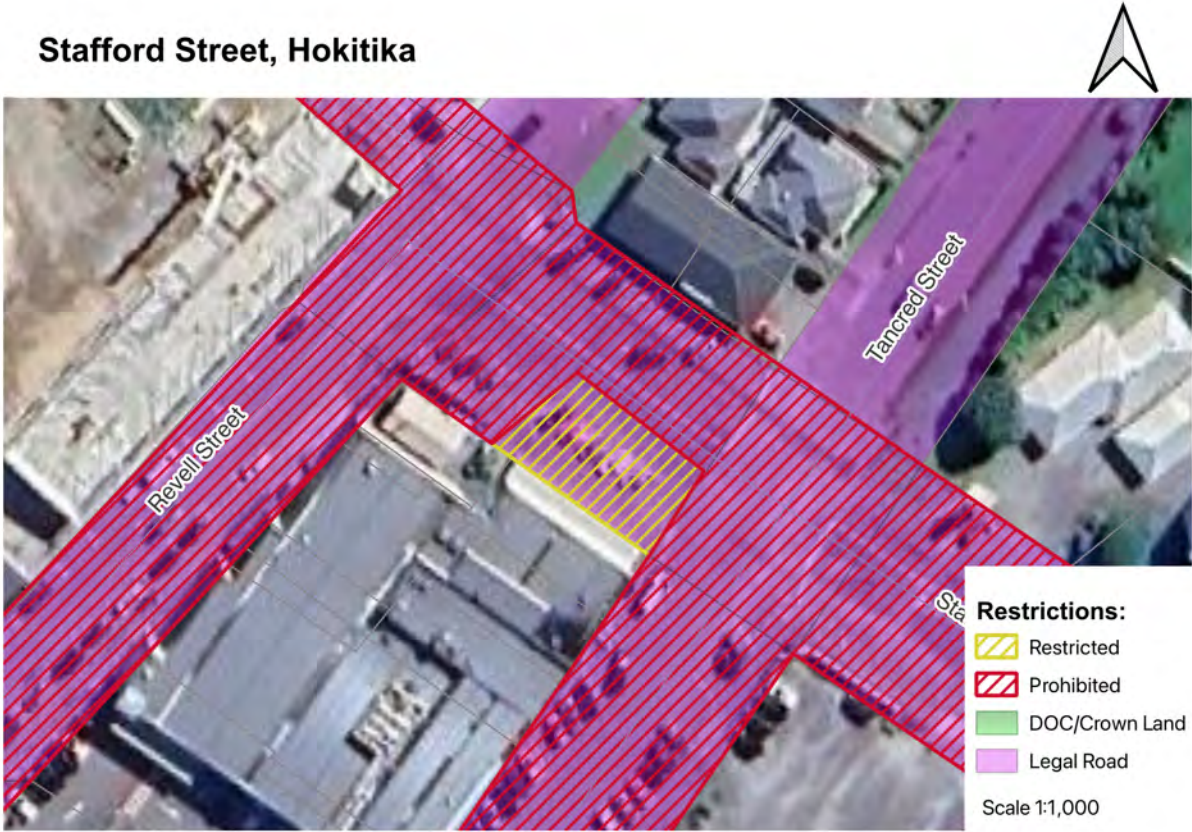


Figure 33 Stafford Street, Hokitika

6156 Haast Highway, Paringa

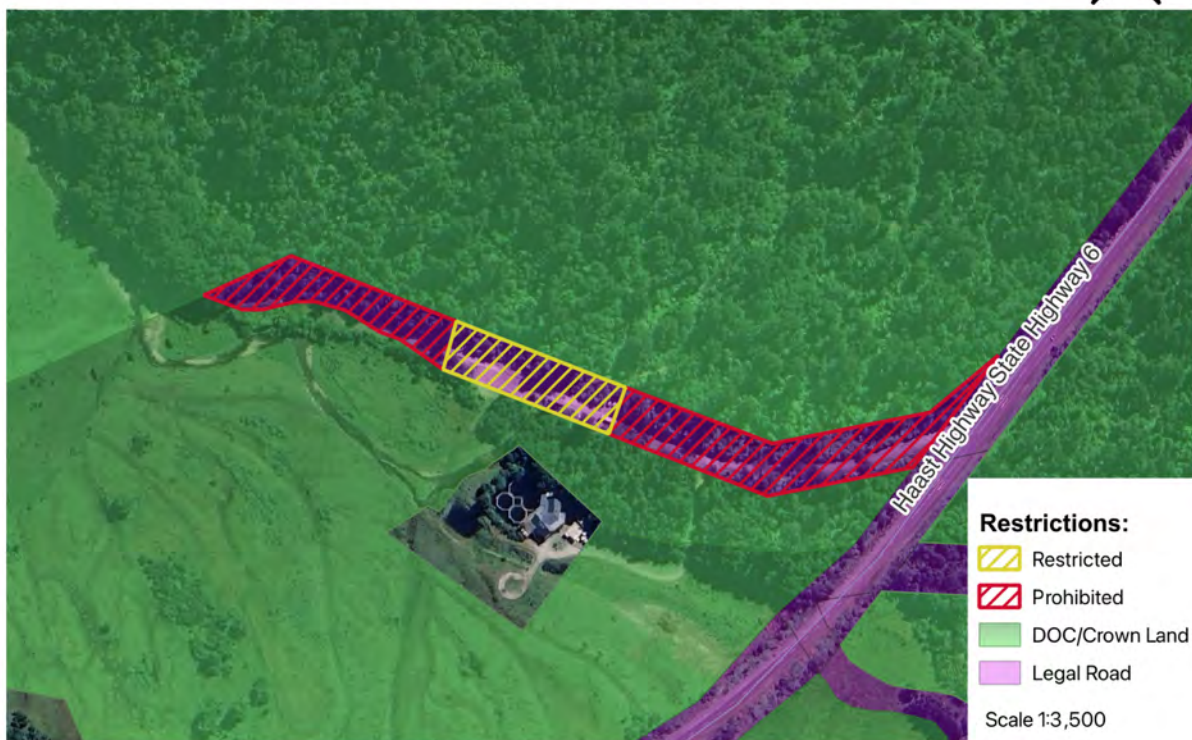


Figure 34 6156 Haast Highway, Paringa 7886

2024 Bylaw (Clause)	2026 Bylaw (Clause)	Rationale for Change	Type of Change
No provision declaring NZTA land as local authority area.	New Clause 3 introduces a declaration that specified NZTA land is a local authority area for the purposes of the Freedom Camping Act.	The FCA requires Council to obtain a delegation from NZTA should it wish to control Freedom Camping on land controlled by NZTA. This delegation has been obtained and will enable Council to prohibit freedom camping on SH6 in Franz Joseph, Fox Glacier, Bruce Bay and at Papakeri Urupa, Mahitahi.	Legislative – updates bylaw to reflect NZTA delegation has now been obtained.
Reserves addressed only through explanatory notes in Clauses 5.1 and Schedule 1 note.	Clause 4 expressly excludes reserves from the scope of the bylaw.	Makes it explicit that camping, including freedom camping, on reserve land is to be managed under the Reserves Act 1977 processes	Legislative – Recognises requirements of Reserves Act 1977
Clause 4.4(i), 4.4(l), 4.4(m) define "Non self-contained area", "Self-contained" and provide transitional self-containment provisions.	Clause 6.3(c) introduces the definition of "Certified Self-contained"; all transitional provisions removed.	All transitional provisions have been removed as the transitional period has now passed so these clauses are no longer relevant.	Legislative – Transitional provisions of FCA have passed
Clause 5.1 permits freedom camping in tents, temporary structures and self-contained vehicles unless prohibited/restricted.	Clause 7.1 permits freedom camping only in certified self-contained vehicles unless otherwise authorised.	Removes the “as of right” ability to freedom camp on Council controlled land in a tent or non-self contained vehicle.	Policy – Responds to submissions seeking control of non-self contained camping.
Clause 5.2 permits non-self-contained vehicles in designated non-self-contained areas.	No equivalent provision. Entire regime removed.	Removes all non-self contained freedom camping in favour of self contained freedom camping only to reduce effects on local facilities and the environment	Policy – Responds to submissions seeking control of non-self contained camping.
Clause 6.3 prohibits freedom camping within 20 metres of a lake, seashore or beach frontage unless specifically permitted.	No equivalent provision.	Removed as would amount to a blanket ban without demonstration of effects.	Legislative – responds to the requirements of the FCA and case law
Clause 7.1(a) allows certified self-contained and non-self-contained vehicles in restricted areas.	Clause 9.1(a) restricts camping to certified self-contained vehicles only.	Removes all non-self contained freedom camping in favour of self contained freedom camping only to	Policy – Responds to submissions seeking control of non-self contained camping.

		reduce effects on local facilities and the environment	
Clause 7.1(d) specifies approved dumpsites at Hokitika, Franz Josef and Haast.	Clause 9.1(d) requires disposal at any approved dumpsite, removing specific locations.	Not specifying location future proofs bylaw in case additional dump stations are created	Administrative – to ensure longevity of bylaw
Clause 7.1(f) prohibits restricting access to public areas or private land.	Clause 9.1(f) requires parking to be legal and not obstruct public or private access	Reworded to focus on access rather than activity.	Administrative – to improve clarity
Clause 7.2(c) provides site-specific distinctions between self-contained and non-self-contained vehicles.	Clause 9.2 removes vehicle-type distinctions and only provides site-specific restrictions on numbers and hours.	Removes all non-self contained freedom camping in favour of self contained freedom camping only to reduce effects on local facilities and the environment	Policy – Responds to submissions seeking control of non-self contained camping.
Clause 8 establishes local authority areas where non-self-contained vehicles may freedom camp.	Entire clause removed.	Removes all non-self contained freedom camping in favour of self contained freedom camping only to reduce effects on local facilities and the environment	Policy – Responds to submissions seeking control of non-self contained camping.
Clause 9.1 allows consent for prohibited areas, restricted areas and non-self-contained vehicle areas.	Clause 10.1 allows consent for prohibited areas, restricted areas, tents and non-self-contained vehicles.	Includes ability for Council to grant special permission for tent camping.	Administrative – allows for Council to grant permission for tent camping which was omitted in 2024 Draft
Schedule 1 contains 11 broad prohibited township areas (Kaniere, Ruatapu, Ross, Harihari, Okarito, Fox Glacier, Bruce Bay, Hannahs Clearing, Okuru, Neils Beach and Jackson Bay).	Schedule 1 replaced with 31 specific prohibited roads, carparks, accessways, town centres and coastal sites.	Areas for prohibition are focused on areas where freedom camping issues occur or are likely to occur rather than broad areas.	Legislative – responds to the requirements of the FCA and case law
Schedule 2 – Hokitika restricts camping to Sunset Point and Beachfront with approximately 12 spaces each.	Schedule 1 Figure 9 prohibits most of Hokitika CBD, while Schedule 2 provides two designated areas at Beach Street and Stafford Street.	Part of sunset point is a Reserve managed under the Reserves Act. Proposed restricted areas provide freedom camping opportunities within CBD	Legislative – Recognises part of Sunset Point is a Reserve managed under the Reserves Act. Provides an alternative CBD location.
Schedule 1 – Ross prohibits camping in Ross township and open spaces.	Schedule 1 Figures 10–12 specifically prohibit Grimmond Avenue, Ross Hall and Ross Beach/Totara River.	Areas for prohibition are focused on areas where freedom camping issues occur or are likely to occur rather than broad areas.	Legislative – responds to the requirements of the FCA and case law

Schedule 1 – Okarito prohibits township and open spaces.	Schedule 1 Figures 13–14 prohibit township roads and Tidal Creek parking area. [Westland D...6 [310726] PDF]	Areas for prohibition are focused on areas where freedom camping issues occur or are likely to occur rather than broad areas.	Legislative – responds to the requirements of the FCA and case law
Schedule 1 – Fox Glacier prohibits township and open spaces.	Schedule 1 Figure 16 introduces a precise township boundary description.	Areas for prohibition are focused on areas where freedom camping issues occur or are likely to occur rather than broad areas.	Legislative – responds to the requirements of the FCA and case law
Schedule 2 – Franz Josef Heliport Carpark is a restricted camping area.	Schedule 1 Figure 15 prohibits the Franz Josef township area and removes the heliport camping site.	Areas for prohibition are focused on areas where freedom camping issues occur or are likely to occur rather than broad areas. Franz Joseph Heliport Car Park is a local purpose reserve – camping is prohibited under the Reserves Act 1977.	Legislative – responds to the requirements of the FCA and case law. Recognises airport as a reserve managed under the Reserves Act.
Schedule 2 – Kumara Domain is a restricted camping area.	Removed from Schedule 2.	Kumara Domain is a Reserve and managed under the Reserves Act. Cannot charge for “freedom camping” but can under Reserves Act.	Legislative – responds to the requirements of the FCA and Reserves Act
Schedule 2 – Woodstock Domain (Rimu/Woodstock) is a restricted camping area.	Removed from Schedule 2; Rimu Lookout (Figure 1) becomes prohibited.	Woodstock Domain is administered by Department of Conservation and is not a Council Controlled land. Rimu Lookout is added as a prohibited site.	Legislative – responds to the requirements of the FCA and Reserves Act
Schedule 2 – Kakapotahi Beach is a restricted camping area.	Removed from Schedule 2.	Restriction no longer necessary as all vehicles must be self-contained and comply with general provisions of bylaw.	Administrative – Requirement for self containment eliminates need for designated restricted site.
Schedule 2 – Haast Playground is a restricted camping area.	Schedule 1 Figure 26 prohibits the Marks Road toilets and playground area	Haast Playground is a reserve managed under the Reserves Act – camping is currently prohibited.	Legislative – Recognises land is a reserve managed under the Reserves Act.
Schedule 2 contains seven restricted camping locations (Kumara, Hokitika,	Schedule 2 contains only three restricted camping locations (Beach Street Hokitika, Stafford Street Hokitika and Paringa).	Restriction no longer necessary other than within the Hokitika CBD and 6156 Haast Highway, Paringa	Administrative – Requirement for self containment eliminates need for designated restricted

Rimu/Woodstock, Kakapotahi, Franz Josef, Paringa and Haast).		(which is otherwise a prohibited area) as all vehicles must be self-contained and comply with general provisions of bylaw.	sites unless restrictions are to occur within an otherwise prohibited area.
Schedule 2 generally uses "until carpark is full" and estimated capacities.	Schedule 2 uses fixed signposted spaces (e.g. 6 spaces at Beach Street, 5 spaces at Stafford Street).	Specifies hours and number of vehicles permitted for each location	Administrative – improves clarity
Schedule 3 contains all prohibited and restricted area maps.	Schedule 3 removed; maps integrated into Schedules 1 and 2.	Places schedule and maps together for clarity.	Administrative – improves clarity
Footnote to Schedule 2 recognises community management of Kumara and Rimu/Woodstock sites and donation requirements.	Footnote removed.	Ultra vires the Freedom Camping Act. Cannot enforce the requirement for a donation. Woodstock Domain is not controlled by Council. Camping on Kumara Domain requires approval under the Reserves Act ideally via the reserve management plan process.	Legislative – responds to the requirements of the FCA and Reserves Act
Explanatory notes in Clause 5.1, Clause 5.2 and Schedule 1 discuss reserves and other legislation.	New comprehensive explanatory note following Clause 14 explains NZTA land, reserves, applicability to other agencies and interaction with legislation.	Improved explanatory note to reflect changes	Administrative – improves clarity

Report to Council



DATE: 29 October 2026

TO: Mayor and Councillors

FROM: Transportation Manager

Hokitika CBD Parking Strategy - Phase 1: Bus and Campervan Parking Alterations

1. Summary

The purpose of this report is to seek Council approval to implement Phase 1 of the Hokitika CBD Parking Strategy through the relocation and adjustment of selected campervan and bus parking facilities within the Hokitika CBD. The proposed changes aim to improve visitor parking turnover, enhance road safety, improve the efficiency of the existing parking supply, and respond to issues identified through public consultation and parking surveys.

The Hokitika CBD Parking Strategy identified a need to optimise parking arrangements for visitors, residents, businesses, buses, and campervans. Community feedback highlighted concerns regarding campervans occupying multiple spaces, reduced visibility at intersections and parking exits, and the availability of convenient visitor parking within the commercial core. Survey results showed significant support for relocating bus parking, with 130 of 172 respondents supporting this change.

Phase 1 focuses on reviewing and adjusting the current locations of designated campervan and bus parking areas. The proposed changes have been developed to improve safety, increase the availability of short-term parking for customers and visitors, and better accommodate larger vehicles in locations more suited to their operational requirements.

Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long-Term Plan 2025–2034.

2. Background

Westland District Council has been progressing the Hokitika CBD Parking Strategy to address current and future parking demands within the town centre.

Community engagement undertaken as part of the strategy identified several recurring issues, including:

- Campervans occupying multiple parking spaces.
- Visibility and safety concerns associated with larger vehicles parking within the commercial core.
- Limited turnover of short-stay parking spaces.
- Concerns regarding all-day occupancy of premium parking spaces.
- Requests for dedicated parking and improved parking management.

The strategy adopts a staged approach to implementation. Phase 1 focuses on the existing bus and campervan parking network and seeks to improve its effectiveness while minimising impacts on visitors and local businesses.

3. Current Situation

The existing parking layout provides designated bus and campervan parking throughout the CBD. While these facilities support tourism and visitor access, feedback indicates that some locations create operational and safety issues, particularly where larger vehicles occupy high-demand parking areas or affect sight distances.

Survey respondents specifically identified:

- Visibility issues caused by campervans and larger vehicles.
- Campervans occupying more than one parking space.
- Congestion within the commercial core.
- Safety concerns at parking exits and intersections.

3.1 Proposed Phase 1 Changes

The proposed Phase 1 layout (Appendix 1) revises the location of designated campervan and bus parking areas. The plan must show the existing bus parks outside the jade premises opposite the bike shop. The changes seek to:

- Relocate larger vehicles away from key visitor parking areas.
- Improve turnover of short-stay parking spaces.
- Improve traffic visibility and safety.
- Maintain reasonable walking access to the CBD.
- Better align parking supply with visitor demand.

The proposed distribution of parking retains dedicated facilities for tourists while providing a more balanced allocation of parking resources across the town centre.

3.2 Legislative and Policy Considerations

Council has authority under section 3.2 and section 5 of the Traffic and Parking Bylaw 2013 to regulate parking and designate spaces for specific vehicle classes. Council may, by resolution:

- Restrict or regulate parking on roads under Council control.
- Designate stopping places or stands for specified vehicle classes, including buses.
- Establish reserved parking areas.
- Establish time-restricted parking areas.
- Amend or vary parking restrictions through Council resolution.

Implementation of Phase 1 will require Council resolutions and associated traffic control devices, road markings, and signage to be installed in accordance with the bylaw requirements.

3.3 Community Engagement

Parking survey results demonstrated:

Survey Finding	Result
Support relocation of bus parking	130 responses
Oppose relocation of bus parking	42 responses
Support stronger enforcement	108 responses
Total survey responses	172 responses

Survey feedback consistently identified concerns relating to campervans taking multiple spaces, safety impacts, visibility issues, and the need for better management of larger vehicles within the CBD. Respondents also requested dedicated campervan parking, clear signage, and improved enforcement of parking rules.

3.4 Financial Implications

The proposed changes are expected to require:

- New parking signage.
- Road marking alterations.
- Public communication and education.
- Minor implementation and monitoring costs.

These costs are expected to be accommodated within existing parking management and transportation budgets, subject to final design and pricing. No major capital works are required during Phase 1.

4. Options

- Option 1 - Adopt the Phase 1 Parking Changes (Recommended)
- Option 2 - Retain the Existing Layout

5. Assessment of Options

Option 1 - Adopt the Phase 1 Parking Changes (Recommended)

Advantages:

- Responds to survey feedback.
- Improves parking efficiency.
- Enhances safety outcomes.
- Can be implemented with relatively low cost.

Disadvantages:

- Some users may need to adjust to new parking locations.

Option 2 - Retain the Existing Layout

Advantages:

- No implementation cost.
- No immediate operational changes.

Disadvantages:

- Existing parking issues remain.
- Does not address community concerns.
- Missed opportunity to progress the Parking Strategy.

6. Risk Assessment

Risk

Mitigation

Public concerns regarding parking changes

Targeted stakeholder communication

Initial non-compliance

Improved signage and education

Operational issues after implementation

Monitoring, enforcement and adjustment period

Visitor confusion during transition

Clear wayfinding and parking information

7. Preferred Option(s) and Reasons

Implementation of Phase 1 is expected to provide:

- Improved parking turnover and better utilisation of existing parking.
- Improved visitor experience.
- Reduced conflicts between large and small vehicles.

- Enhanced road safety and visibility.
- Increased support for local businesses through improved parking availability.

8. Recommendation(s)

That the Council:

- 8.1 Receives the report on implementing Phase 1: Bus and Campervan Parking changes.
- 8.2 Approves the implementation of Phase 1 of the Hokitika CBD Parking Strategy as shown in the proposed parking layout in Appendix 1.

Karl Jackson
Transportation Manager

Appendix 1: Proposed Phase 1 parking layout

Existing Campervan Bus and Disabled CBD Parking



Proposed Bus and Campervan Parking (Phase 1)



Report to Council



DATE: 29 October

TO: Mayor and Councillors

FROM: Chief Executive

Proposal to amend the Long Term Plan 2025 - 2034

1. Summary

This report is in response to Council's direction of the Council meeting of 14 October 2026 to report back on the consultative procedure required in relation to 36 and 41 Weld Street, strategic assets for Westland District Council.

Currently no decision has been made by Council regarding next steps for either 36 or 41 Weld Street, however options are being prepared for Council's consideration. Should a decision eventuate that affects the strategic asset, a special consultative procedure would be required to meet Local Government Act 2002 (LGA) requirements. In order to be prepared for any triggering of this process, it is proposed proactively that Council staff be directed to undertake the administrative work should it be required. This report outlines the process to be undertaken.

The report recommends that Council resolves to direct staff to progress work on amending the Long Term Plan 2025-2034 (LTP) in order to enable making future decisions around 36 and 41 Weld Street (the buildings).

Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034.

2. Background

- Strategic assets are an asset, or group of assets, held (owned) by the Council that it needs to retain if it is to maintain the capacity to achieve or promote an outcome that it determines to be important to the current or future well-being of the community.
- 36 Weld Street and 41 Weld Street are both listed as strategic assets under Council's significance and engagement policy.
- These assets are of high significance, and as such corresponding engagement and consultation practices must be followed by the Council if a transfer of ownership or control, or a decision to construct, replace or abandon a strategic asset is proposed.
- While most consultations Council undertakes are governed under Section 83 of the Local Government Act 2002 (LGA), the procedure to transfer ownership of strategic assets is governed by Section 97 of LGA.

3. Current Situation

- At the extraordinary council meeting held on 14 October 2026, Council directed staff to report back on the consultative procedure required in relation to 36 and 41 Weld Street.

- Section 97 of the LGA states that a decision to transfer the ownership or control of a strategic asset can only be done if it is explicitly provided for in the Long Term Plan.
- In the absence of such a provision in the Long Term Plan 2025-2034, an amendment to the LTP would be required to enable any decisions around the future of the buildings.
- An amendment to the LTP is governed by Section 93D of the LGA and triggers public consultation, requiring a consultation document.
- The consultation document is governed by Sections 93B through 93G of the LGA which determines the information that must be included in the document including a report from the Auditor General.

4. Options

4.1. Option 1 – Direct staff to commence work on preparing for amending the Long Term Plan 2025-2034.

4.2. Option 2 – Maintain status quo and do not undertake preparing to amend the Long Term Plan 2025-2034.

5. Assessment of Options

5.1. Option 1 - Direct staff to commence work on preparing for amending the Long Term Plan 2025-2034

5.1.1. Pros

- Enables the work required towards making decisions on the future of the buildings to progress in this financial year.
- Ensures Council follows the statutory process requirements in relation to strategic assets.

5.1.2. Cons

- There is a risk of consultation fatigue as public consultation related to any decisions regarding the future of the buildings would likely commence in November 2026 followed by hearings in January 2027. This will be followed by public consultation around the draft Long Term Plan 2027-2037 in March 2027.

5.1.3. Financial Implications

- There will be financial costs associated with audit undertaking this work.

5.1.4. Significance and Engagement Assessment

- This is considered of low significance and is administrative in nature and therefore does not require public consultation.
- However, the next step to this process, subject to Council approval, will require public consultation.

5.2. Option 2 - Maintain status quo and do not undertake preparing to amend the Long Term Plan 2025-2034

5.2.1. Pros

- Reduces risk of consultation fatigue, as public consultation related to any decisions regarding the future of the buildings would likely commence in November 2026 followed by hearings in January 2027. This will be followed by public consultation around the draft Long Term Plan 2027-2037 in March 2027.

5.2.2. Cons

- Delays decisions around the future of the buildings until July 2027 when Council adopts the Long Term Plan 2027-2037.

5.2.3. Financial Implications

- There are no financial implications associated with maintaining status quo and not amending the Long Term Plan 2025-2034.

5.2.4. Significance and Engagement Assessment

- Maintaining the status quo would require no additional public consultation.

6. Risk Assessment

Risk	Likelihood	Impacts	Mitigation
Delayed decision around future of the buildings	High	Medium	Initiating an amendment to the LTP 2025-2034, rather than wait until July 2027 for the adoption of the LTP 2027-2037.
Consultation fatigue	Medium	Medium	By commencing this public consultation within this calendar year, we ensure there is clear separation before the consultation for the LTP 2027-2037.
Staff workload	High	High/Medium	Managing staff work plans while ensuring statutory processes are followed.
Not following due process	Low	High	By resolving to agree to amend the LTP 2025-34, we can ensure that we overcome statutory requirements to make decisions around the buildings.

7. Preferred Options and Reasons

The preferred option is Option 1, that Council directs staff to commence work on preparing for amending the Long Term Plan 2025-2034.

This will ensure that work can begin on amending the Long Term Plan 2025-2034, and decisions around 36 and 41 Weld Street can be made while meeting all statutory requirements under the Local Government Act 2002.

8. Recommendations

8.1. That the report be received.

8.2. That Council directs staff to commence work on preparing for amending the Long Term Plan 2025-2034.

8.3. Council notes that a report on options along with the consultation document will come back to a future Council meeting.

Barbara Phillips
Chief Executive