

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 29 January 2026**, commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

5. PUBLIC FORUM

- Paul Elwell-Sutton – seeking an exclusion to the chlorination of the Haast water supply – via zoom
- Martin O’Brien – to present a petition on the full widening of the Waitaha Road, replacing Electronets proposal of 4 passing bays

6. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated.

- Council Meeting Minutes – 18 December 2025 **(Pages 6-15)**

COMMITTEE MINUTES TO BE RECEIVED:

- Nil

7. ACTION LIST (Pages 16-18)

8. NGĀ TĀPAETANGA PRESENTATIONS

- Nil

9. PŪRONGO KAIMAHI STAFF REPORTS

- **CE’s Quarterly Report** **(Pages 19-42)**
Chief Executive to speak to the report.
- **Financial Report** **(Pages 43-58)**
Chief Financial Officer to speak to the report.
- **Councillors Allowances** **(Pages 59-69)**
Chief Financial Officer to speak to the report.
- **Local Government Statement** **(Pages 70-105)**
Chief Executive to speak to the report.
- **Easter Sunday Trading Policy** **(Pages 106-115)**
General Manager Regulatory and Compliance to speak to the report.
- **Cass Square Half Court Basketball Court** **(Pages 116-122)**
Contract Manager Recreation and Disposals to speak to the report.

10. ADMINISTRATIVE RESOLUTIONS

- Nil

11. 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 18 December 2025	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.	Future Governance and Delivery of the Wildfoods Festival	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.	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, 2	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 3	Protect information where the making available of the information:	
	(i) (ii) would disclose a trade secret; and 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	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

DATE OF NEXT ORDINARY COUNCIL MEETING
ON 26 FEBRUARY 2026 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 18 DECEMBER 2025 COMMENCING AT 1.03 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; S. Lewis, Chief Financial Officer; D. Maitland, Quality Assurance Manager; N. Martin, Governance and Communications Officer; T. Suchanek, Senior Administrator.

Staff present for part of the meeting:

Lee Webster, General Manager Regulatory and Compliance.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated to the Mayor and Councillors.

There were no changes made to the Interest Register.

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

There were no urgent items to be added to the agenda.

The following item was taken out of order to the agenda paper:

**8. NGĀ TĀPAETANGA
PRESENTATIONS**

- **Lez Morgan – Waste Minimisation**

Mr Morgan requested an update following the waste minimisation submissions and asked about the position regarding waste minimisation when it comes to events, i.e. Wildfoods and the limited size of Butlers Landfill, and asked that Council look to the future when it comes to waste.

- Her Worship the Mayor instructed the Chief Executive to bring a report back to Council in the New Year regarding waste management.

- **Lynette Beirne – Taxi Shuttle Service**

Ms Beirne spoke regarding the taxi shuttle service and improving transport options in Westland District, including a vehicle based in Hokitika to cover South Westland and Hokitika.

- Cr Mackenzie advised that he would discuss this matter with Nelson Coachlines.
- Her Worship the Mayor advised that she has discussed this matter with Hato Hone St John.
- Ms Beirne advised that she would look to organising a public meeting in the New Year to undertake a comprehensive engagement process.

**5. NGĀ MENETI O TE HUI KAUNIHĒRA
MINUTES OF MEETINGS TO BE CONFIRMED:**

- **Ordinary Council Meeting Minutes – 27 November 2025**

Moved Cr Walker, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 27 November 2025 be confirmed as a true and correct record of the meeting.

Her Worship the Mayor approved that her digital signature be added to the confirmed Ordinary Council Meeting Minutes of 27 November 2025.

6. ACTION LIST

The Chief Executive spoke to the Action List.

Item No.	Date Added	Item	Action	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report. Options to be reported back to Council at	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolish and rebuild on the Pakiwaitara site.	The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025. The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on

Item No.	Date Added	Item	Action	Current Status	Date and Next Steps
			the 26 June Ordinary Council meeting.	ii) To occupy the Hokitika Government Building.	<p>earthquake strengthening and would report back in February 2026.</p> <p>Kw Madgwick requested an update be provided on the status of assessing earthquake-prone public and private buildings in the district, particularly St Mary's Catholic Church. The Chief Executive would provide an update at the December Council meeting.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	A report was being prepared by the new General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	<p>This process is currently underway.</p> <ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	The remit of the Hokitika CBD Strategy Group may widen to include Kumara and Franz Josef townships.
4.	17.04.25	Hokitika Racecourse Development			A quarterly update was on the agenda for the 27 November 2025 Council meeting.
5.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	A noting paper was on the agenda of the 27 November 2025 Council meeting.

Item No.	Date Added	Item	Action	Current Status	Date and Next Steps
6.	22.05.25	Hokitika Westland isite		Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper to be provided to the new Council for consideration in February or March 2026.
7.		Lake Kaniere		Meeting to be organised with local Iwi, Lake Kaniere Community Organisation, West Coast Regional Council and Mr P. Breeze.	Round table meeting is required. A paper to be prepared for the February 2026 Council meeting to help inform the conversation.
8.		Terms of Reference		Consenting and Compliance Committee	Noting that all Committees are disestablished at the time of the local body elections. A new paper to be prepared for Council with a refreshed Terms of Reference.

Moved Cr Maitland, seconded Cr Martin and **Resolved** that the updated Action List be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Westland Industrial Heritage Park**

Bob Gaiger, President and Mark Pizey, Committee Member, representatives of the Westland Industrial Heritage Park attended the meeting and provided background information relating to the setting up of the Westland Industrial Heritage Park Inc, and advised they conserve and maintain items of cultural interest, are a registered charity, receive funding from entities, are an industrial museum, registered with Te Papa as a Museum, also the Hokitika Branch of the Mens Shed Organisation, and the entire collection is the property of Council.

A five year Building Maintenance Plan was tabled for Councillors information.

The organisation has a Memorandum of Understanding with Council which is out of date.

- *Councillors are invited to visit the Industrial Park in the New Year.*
- *A round table meeting be undertaken with the Council's Chief Financial Officer and interested parties and what the contribution could be from Council.*

- **Tim Cadogan, Engagement Specialist, and Jim Graham, Principal Science Advisor, Water Services Authority, Taumata Arowai**

Mr Cadogan and Mr Graham from the Water Services Authority, Taumata Arowai attended the meeting via Zoom and provided a presentation for Council regarding safe water every day for everyone. Taumata Arowai was formed as a consequence of the Havelock North water situation

which resulted in a contamination of a water supply. The presentation outlined getting the basics in place and multi-barrier protection, water treatment options and the purpose of exemptions.

- *Representatives to be invited to come back to a future Council meeting early in the New Year.*

Cr Maitland left the meeting at 1.58 pm and returned at 2.02 pm.

Cr Manera left the meeting at 1.57 pm and returned at 2.02 pm.

Kw Madgwick left the meeting at 2.02 pm and returned at 2.06 pm.

9. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Report**

The Chief Financial Officer spoke to the report and advised that the purpose of the report was to provide an indication of Council's financial performance for the month to 30 November 2025.

Kw Madgwick left the meeting at 2.38 pm and returned at 2.39 pm

Moved Cr Manera, seconded Cr Mackenzie and **Resolved** that the Financial Performance Report for 30 November 2025 be received.

- **Confirmation of Appointments to Community Committees and Organisations**

The Chief Executive spoke to the report and advised that the purpose of the report is to confirm Council appointments to committees, community organisations, liaison roles, and other appointments for the 2025-2028 Triennium.

Moved Cr Manera, seconded Cr Maitland and Resolved that the committee structure be confirmed subject to the following amendments:

Local Waters Done Well

- Addition of Cr Gillett to the Committee.
- Remove Cr Maitland from the Committee.

Te Tai o Poutini Plan (TPPP)

- Addition of Her Worship the Mayor

Liaison Roles with Community Organisations

- Liaison roles with community groups and organisations will be reviewed after one year.

Central Business District Working Group

- **Hokitika Ward Councillor**
Addition of Cr Walker

- **Adoption of Terms of Reference for Committees and Subcommittees**

The Chief Executive advised that the purpose of the report is for the Council to adopt the Terms of Reference and appointment of members for the Chief Executive's Review Committee, Council Controlled Organisation Oversight Subcommittee, Risk and Assurance Committee, Hokitika Wastewater Treatment Plant Project Oversight Subcommittee, and the Tenders Subcommittee.

1.1 That the report be received.

1.2 That the Council adopts the Terms of Reference for the following Committees and Subcommittees:

Standing Committees

- Chief Executive's Review Committee
- Council Controlled Organisation Oversight Committee
- Risk and Assurance Committee

Subcommittees

- Hokitika Wastewater Treatment Plant Project Oversight Subcommittee.
- Tenders Subcommittee with the addition of Cr Mackenzie to the Subcommittee.

Noting that a full Council paper is required for the January or February 2026 Council meeting to enable the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee to be dissolved.

- **Manatu Whakaaetanga Partnership Agreement**

The Chief Executive spoke to this report and advised the purpose of the report is to present the agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio (together known as Poutini Ngāi Tahu) and Westland District Council -Te Kahui o Poutini.

A previous partnership agreement was established in 2018 for a three-year term, which expired in 2021. The agreement was renewed from 27 June 2024 to 27 June 2027. It is now timely to align the agreement with the local authority election cycle; therefore, the proposed renewal period is 18 December 2025 to 18 December 2028.

Moved Cr Burden, seconded Cr Manera and **Resolved:**

1.1. That the report be received.

1.2 That Council confirms the Manatu Whakaaetanga partnership agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio, together known as Poutini Ngāi Tahu and Westland District Council -Te Kahui o Poutini for the 2025-2028 Triennium.

- **Hokitika Racecourse Street Names**

The Facilities and Property Manager spoke to the report and advised that the purpose of the report is to seek approval for names of the newly formed roads at the Hokitika Racecourse Crestview Development.

Park Street and Dalton Street have been extended, and there are two newly formed roads that need to be named.

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

1.1 The report be received.

1.2. Council approve the naming of the 2 newly formed roads at the Hokitika Racecourse Crestview Development as Keenan Place and Steward Lane as per the drawing attached as Appendix 1 to the agenda.

1.3 The Road Naming Policy be reviewed.

- **Responsible Freedom Camping Bylaw Update**

The General Manager Regulatory and Compliance advised that the purpose of the report is to provide Council with an overview of the work undertaken to date and to provide an update regarding the Responsible Freedom Camping Bylaw and a proposed timeline for 2026.

Kw Madgwick advised that the areas below had previously been identified to be excluded:

- Bruce Bay
- Arahura
- Toilets at Cass Square

Moved Cr Martin, seconded Cr Gillett and **Resolved** that the Information Paper regarding Responsible Freedom Camping be received.

*Moved Cr Gillett, seconded Cr Maitland and **Resolved** that the meeting be extended past the two-hour break at 2.30 pm.*

- **Proposed Alcohol Restriction Bylaw 2026**

The General Manager Regulatory and Compliance advised that the purpose of the report is for Council to consider the proposed Alcohol Restriction Bylaw 2026 for public consultation.

The previous Alcohol Control Bylaw 2018 was not reviewed within the legislative timeframe, resulting in the bylaw being revoked in July 2025 in accordance with the Local Government Act 2002.

Councillors discussed Map B on Page 97 with regard to the Alcohol Ban Area and the General Manager Regulatory and Compliance advised he will check on the proposed boundary.

Moved Cr Martin, seconded Cr Gillett and **Resolved**:

1.1 That the report be received.

1.2 That Council approves the proposed Alcohol Restriction Bylaw 2026 for public consultation.

The General Manager Regulatory and Compliance then provided clarification for Councillors with regard to the District Licensing Committee and advised that the Committee is independent of Council, and in January 2026, staff will be calling for expressions of interest for the Committee, then there will be a committee that comes to Council on proposed appointments to the committee.

- **Her Worship the Mayor's Monthly Update to Councillors**

Her Worship the Mayor provided a verbal update on activities she had been involved in and tabled a summary to Councillors for their information.

Moved Cr Walker, seconded Cr Maitland and **Resolved** the Mayor's report as tabled be received.

10. ADMINISTRATIVE RESOLUTIONS

Moved Cr Maitland, seconded Cr Burden and **Resolved** that Council confirm its Seal being affixed to the following documents:

- **Warrants of Appointment –**

Bethan Dickens Noise Control Officer	STATUTORY DELEGATIONS AND ENFORCEMENT To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • A Ranger pursuant to Section 8 of the Impounding Act 1955 • 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.
Quentin Jay Building Control Officer	STATUTORY DELEGATIONS AND ENFORCEMENT To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND • An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

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

Moved Cr Gillett, seconded Cr 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 3.52 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 November 2025	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)

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
2.	Land Disposal	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.	Director Remuneration	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.	Appointment of Independent Chair – Risk and Assurance Committee	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, 5, 6	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1	Protect information where the making available of the information:	
	(i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
2, 3	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or the protection of such members, officers, employees, and persons from improper pressure or harassment.	(S.7(2)(f))

Item No.	Interest	Section
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Manera, seconded Deputy Mayor Burden and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed, and accordingly, the meeting went back to the open part of the meeting at 5.13 pm.

MEETING CLOSED AT 5.13 PM

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 29 JANUARY 2026 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Her Worship the Mayor
Chair**

Date: 29 January 2026

Council Meeting Action List – 29 January 2026

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	<p>Business case for the scope of work after structural analysis and report.</p> <p>Options to be reported back to Council at the 26 June Ordinary Council meeting.</p>	April 25	General Manager District Assets	<p>Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely:</p> <ul style="list-style-type: none"> i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building. 	<p>The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025.</p> <p>The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on earthquake strengthening and would report back in February 2026.</p> <p>Kw Madgwick requested an update be provided on the status of assessing earthquake-prone public and private buildings in the district, particularly St Mary's Catholic Church. The Chief Executive would provide an update at the December Council meeting.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management	A report was being prepared by the new General Manager, Business Enablement who will liaise with

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	Kw Madgwick before being presented to Council. A paper to be provided to the new Council for consideration in February or March 2026.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	Mayor	This process is currently underway. <ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	The remit of the Hokitika CBD Strategy Group may widen to include Kumara and Franz Josef townships.
4.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was on the agenda for the 27 November 2025 Council meeting.
5.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	A noting paper was on the agenda of the 27 November 2025 Council meeting.
6.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper to be provided to the new Council for consideration in February or March 2026.
7.	18.12.25	Status of assessing earthquake prone public and private buildings, including St Mary's Catholic Church.			Chief Executive	Council discussed the effect of the recent earthquake prone building (EPB) changes on the buildings with a EPB notice.	A paper to be provided to the Council for consideration in February 2026 in conjunction with item 1.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						<p>The proposals are potentially to be legislated in 2027 and are subject to change.</p> <p>Details of these proposals will be included in the Council HQ paper.</p> <p>The Council paper will not include privately owned buildings as this is not Council's responsibility.</p>	
8.	18.12.25	Tim Cadogan	Presentation on the water treatment regulations		Chief Executive	Presentation on the Council Agenda for 18 December 2025.	
9.	18.12.25	Consenting and Compliance Committee	Paper for Council to provide a discussion/and or decision on the future of a Consenting and Compliance Committee		Chief Executive/Mayor	The Councillors discussed the appropriateness of the dis-establishment of the Consenting and Compliance Committee being a Council decision.	A paper to be provided to the new Council for consideration of a NEW Committee in February 2026



Report to Council

DATE: 29 January 2026
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT (1 July to 31 December 2025)

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District and update Council on any matters of significance and priority.
- 1.2. 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.
- 1.3. This report concludes by recommending that Council receive the Chief Executive's Quarterly Report to 31 December 2025.

2. Background

- 2.1. The reason the report has come before the Council is due to the need to keep Council informed of any matters of significance and priority.
- 2.2. Due to the local authority elections in October 2025, this reporting period covers from 1 July 2025 to 31 December 2025.

3. Regulatory and Compliance

3.1 Building Control

3.1.1 Building Consents Authority figures 1/7/25 – 31/12/25

Building Consents granted	106
Within the statutory time	100 %
Average days	11.88
Inspections completed	554
Within the statutory timeframe (80% to be completed is the target)	97.34%

Code Compliance Certificates issued	90
Within the statutory time	100 %
Average days	4.71

3.1.2 **Territory Authority workload figures 1/7/25 - 31/12/25**

Activity	Number
Project Information Memorandums	13
Certificates of acceptance	5
Building warrant of fitness – onsite audits	50
Receive and checked Building Warrant of Fitness	60
Certificates of public use granted	6
Removal of earthquake prone building notice	0
Investigation of unconsented work from complaints	6
Investigations undertaken that identified no breach	10
Compliance schedules issued	0
Compliance schedule amendments issued	13
Notices for earthquake prone buildings	0
Notice to fix issued – breaches of Building Act	45
Dangerous – Affected or Insanitary Building notices issued	2

Staff changes

The BCA has welcomed a new Building Control Officer – processing to the team, but is also losing a Building Control Officer – inspections. Recruitment is underway for another processing officer for commercial work and to replace the inspector.

Key changes announced to NZ Building legislation, since 1 July 2025

Since the 1 July 2025 report, there has been and is still to come, multiple changes to building legislation. All changes mean a review of customer guides, training to staff, updates to websites, review of Quality management system and continuous improvements to capture and record change.

A summary of changes are:

- **Overseas Building Products**

The Building (Overseas Building Products, Standards, and Certification Schemes) Amendment Act 2025, passed in April, has led to several changes aimed at widening the range of available building products.

- **Building Product Specifications**

The first version of the [Building Product Specifications](#) was published in July 2025 and became effective on 28 July 2025. This document cites international standards, making a wider range of products, such as cladding and insulation, more easily accepted by building consent authorities (BCAs).

- **Overseas Certification**

The Building (Product Certification) Amendment Regulations 2025, effective August 8, 2025, set conditions for the Ministry of Business, Innovation and Employment (MBIE) to recognise products and schemes certified overseas.

- **Faster Inspections**

From August 2025, BCAs are mandated to complete 80% of inspections within three working days of when they are requested by the customer.

- **Changes to Minor Building Work**

Rules for small, detached buildings (e.g. garden sheds, sleepouts, garages) were eased in October 2025, removing previous height-to-boundary restrictions. Buildings under 10 square metres can be built close to boundaries without consent, while those between 10 and 30 square metres must be at least one metre away.

- **H1 Insulation Standards:**

The rigid Schedule Method for demonstrating compliance with H1 Energy Efficiency insulation requirements is set to be removed from the acceptable solutions by the end of 2025, offering designers more flexibility. A 12-month transition period will follow the changes.

Upcoming changes proposed to legislation include:

- **Small standalone dwellings (Granny Flats) exemption**

Up to 70m² comes into force on 15th January 2026 – important to note that there are considerable rules around the exemption for home owners and licenced practitioners to adhere to for this exemption to be utilised and it cannot be used until its implementation date.

A full update on this is on Council's website under the Building Control section, and additional education will be undertaken to assist the community.

- **Earthquake prone building system refocused**

Recent proposals to legislative changes to New Zealand's earthquake-prone building (EPB) system look to introduce a more **risk-based and proportionate approach**. The goal is to focus remediation efforts on high-risk buildings and areas, while reducing the financial burden on owners of lower-risk properties.

However, these proposals are subject to changes, with an indication of an anticipated implementation time of 2027.

- **Proportionate liability**

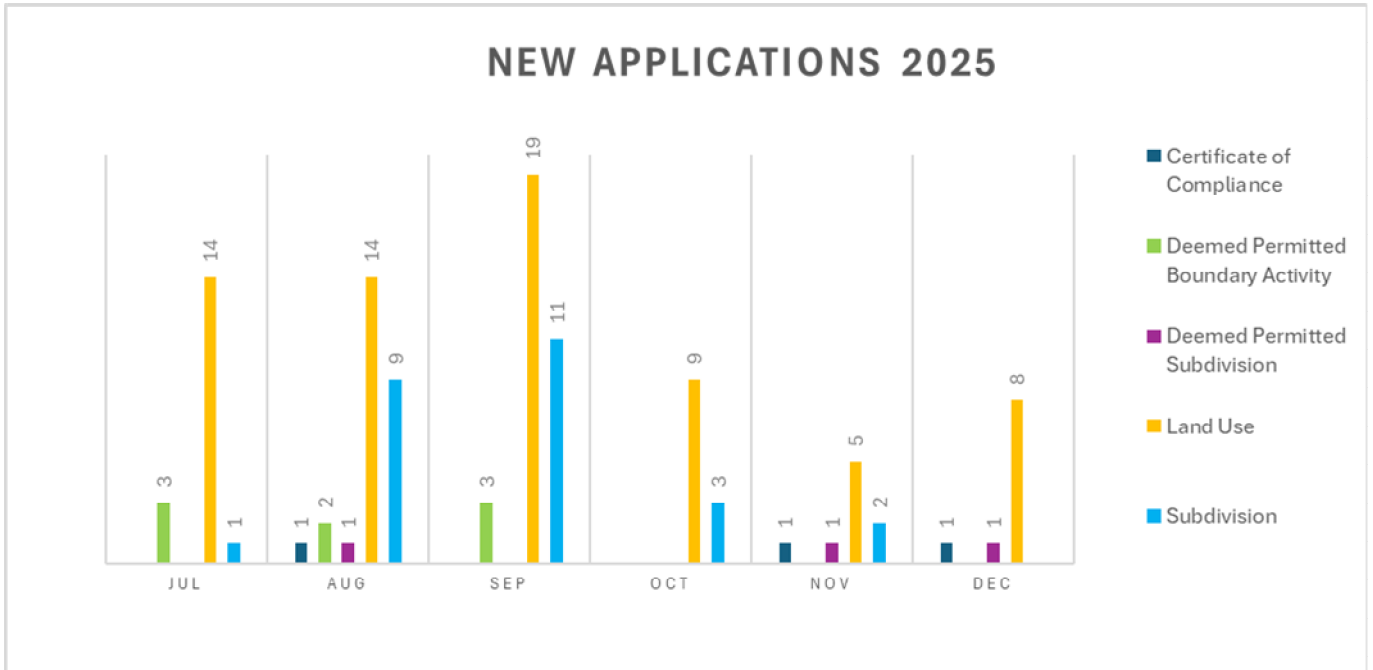
Changes to accountability for defective work – expected 2027 and includes Home warranties and Professional indemnity insurance and stronger penalties for Licenced Building Practitioners.

3.1.3 **Planning Department**

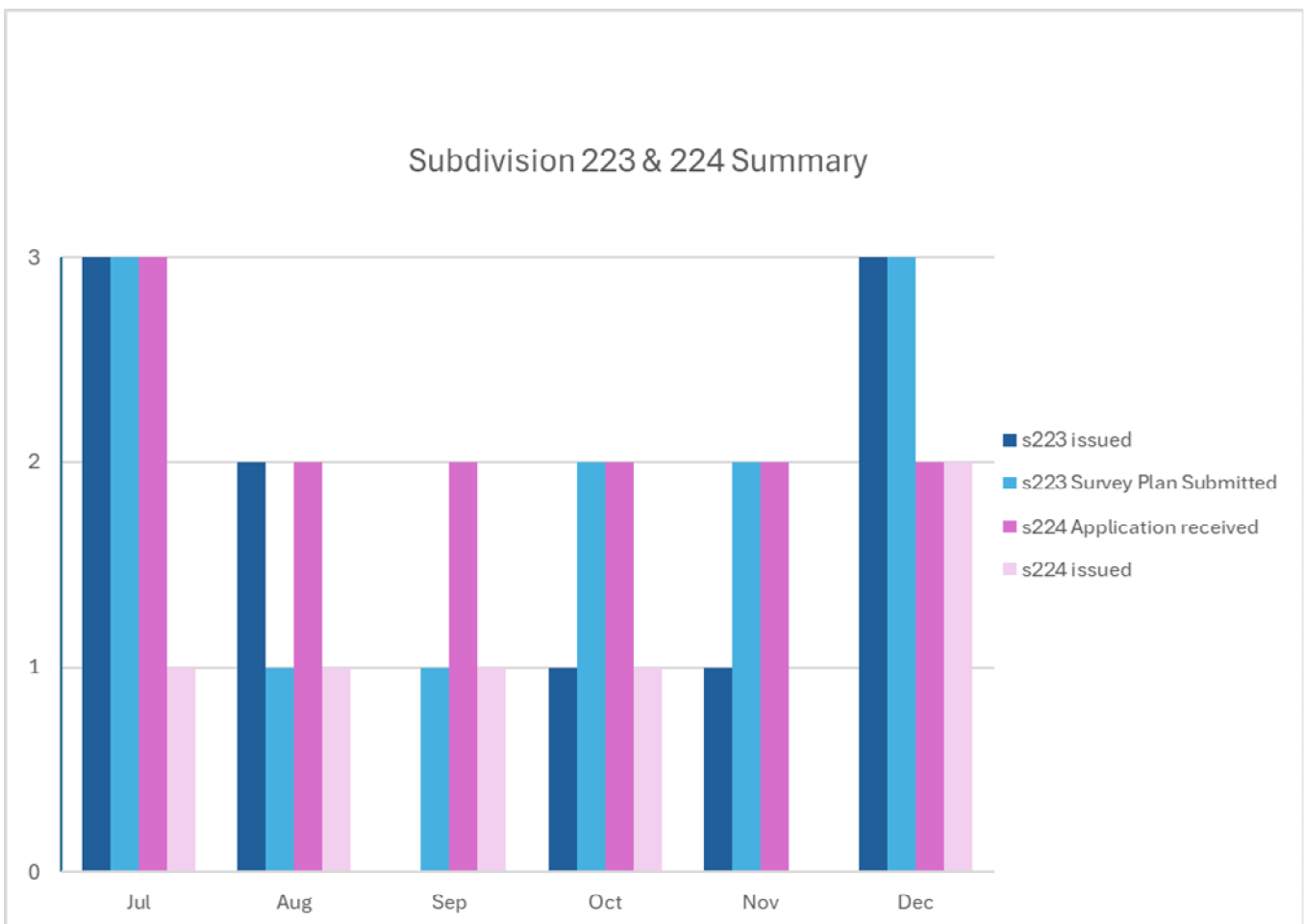
- The Planning Department has successfully implemented the Te Tai o Poutini Plan Decisions Version, which was notified on 10 October 2025. The department's focus has been on supporting a smooth transition to the new plan framework by actively guiding applicants and agents through the updated provisions and requirements. This has included responding to an increase in enquiries, providing clarification on new rules and standards, and ensuring applications are lodged and processed in accordance with the operative provisions of the current District Plans.
- Alongside the updated Plan, statutory timeframes have continued to be closely monitored and managed. Technical support groups have been established, and internal processes have been updated to ensure applications are assessed against the correct plan provisions. These measures reduce the risk of procedural errors, delays, or legal challenge during the appeal and transition period.
- The department also continues to actively monitor Government-directed reforms to the Resource Management Act and updates to national direction, including changes to National Policy Statements and National Environmental Standards.
- In the compliance space, monitoring has been completed for 20 commercial activity consents granted between 2018 and 2025, contributing to a total of 60 consents monitored overall. In addition, 52 compliance matters were investigated and closed between July 2025 and December 2025.
- Recruitment for the vacant Business Support Officer role was also successfully completed this quarter. Filling this position has strengthened administrative capability by supporting consent processing, correspondence management, and coordination of statutory tasks. This has resulted in improved team efficiency, customer service, and statutory performance.

3.1.4 **Resource Consents**

During the last quarters, the Planning Department received 109 new applications. 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 78 Consent decisions and 7 Certificate decisions in this quarter, with 100% issued under delegated authority. 53 Land use consents, 25 Subdivision consents and 7 permitted boundary activities were issued, 100% within statutory timeframes.

3.2 **Animal Control**

- The new Lifetime tag system with Doggone was introduced and has had over 50 reuniting's of dogs and owners without the need for WDC intervention. Dog owner details are held by a third party (Doggone) and the dog's finder contacts Doggone and arrangements are made to reunite the dog and owner without WDC intervention or callouts. Usually this is done by text. The lifetime tags are more sustainable as they reduce plastic waste for the future for over 2200 dogs annually.
- A six-month fixed-term 0.5 FTE animal control officer position was appointed to assist with many unregistered and problematic dog matters.
- Proactive focus on visiting/patrolling areas not visited for some time, to educate and speak with communities. Otira, Kumara and surrounding areas have been visited (approximately 240 properties) with 20% of homes having unregistered dogs. SPCA are working with council and desexing menacing dogs in the community. Four dogs have been desexed to date.
- A new Animal Welfare Civil Defence container has been established for use in emergencies within Westland. Training has been completed with many agencies. Hokitika SPCA have started taking pups and dogs that need to be rehomed in Westland.
- There have been 50 reuniting's of dogs through the Doggone system with owners which means has reduced the after-hours callouts for animal control officers.

Impounded dogs	3
Infringements issued	53
Warnings issued	0 written
Infringements withdrawn	7
Stock attacks dealt with	4
Menacing classifications	2
After-hours call-outs	12
Dog-related service requests	55
Incidents referred to Police	0
Dogs euthanised	6
Anti-bark collars issued	9 collars issued and purchased 6 issued

3.3 **Environmental Health**

- The transition of responsibilities for Alcohol Licencing has continued during this period.
- There has been ongoing training and professional development for the Environmental Health Officer as required by MPI, to maintain competency requirements for 2026 as a verifier, to enable food safety mentoring and auditing to be undertaken for Westland District Council.
- Food verifications are required under the Food Act 2014 and the Food Regulations 2015.
- Frequency of the verification visits can range from 3 months through to 18 months depending on the level of understanding and compliance of the operator with legislation. In general, approximately 95% of visits to food licenced premises result in follow up visit required.

- Administration of a new MPI food premises levy was introduced to be carried out by local authorities. The fees are collected by WDC and passed to MPI, administration regarding follow up letters and invoicing are Councils responsibility, however compliance levels for food business regarding this new levy from Central Government have been high, because of the work by WDC staff.

Food Licencing	01/07/25 to 31/12/25.
Verification visits	41
Verification revisits	38
Total food premises	90 template and 8 National programme

Alcohol Licencing

<u>01/07/25 to 31/12/25</u>	
Alcohol inspections	17
Managers Certificates issued	78
On - licences issued	6
Off-licences issued	6
Club licences	0
Temporary Authorities issued	2
Total Licenced premises	69
On licences	42
Off licences	24
Club licences	3
Hearings	0

- The Alcohol Licensing Inspector carries out training with the owners /managers of the businesses to ensure they are fully aware of their obligations under the Sale and Supply of Alcohol Act 2012.
- Combined agency training has been carried out in relation to Alcohol Harm Prevention, with the Alcohol licensing inspector, Police and Medical Officer of Health, in addition to monthly Tri-agency meetings.

3.4 Hokitika Swimming Pool

Staff changes

- Our Cool Little Pool crew has recently welcomed a new team member, who is undertaking training as a lifeguard before they are qualified, but has also lost two long-standing team members, one who has gone travelling overseas and the second on leave. Recruitment is underway to fill these vacancies.

Revenue

- The revenue for this period was \$41,782.62, which reflects a 28% increase in comparison the same period previously.
- This is because of a general increase in most retail areas for the facility, and particularly the pool use, which will remain a key driver for the team, to explore how we continue to increase the use of the facility, with an aim to reduce rating contributions.
- Pool entries have generally increased for all entry types and particularly for children's single swim (2,405 reflecting a 11% increase) 10 swim adult concession card holders (107 reflecting a 49% increase) and the adult single swim with aqua classes (304 reflecting a 347% increase).

Rescues

- There were four dry rescues and one wet rescue during this period.
- Dry rescues relate to customers needing assistance from the pool side to ensure their safety.
- Wet rescues relate to where lifeguards have had to enter the pool to ensure customers safety.

3.5 Bylaws

Consultation regarding the Proposed Alcohol Restrictions Bylaw 2026 was initiated on 24 December 2025 and closes on 30 January 2026. Following the consultation period, it is proposed that a hearing (if needed) will be scheduled for 18 February 2026, with a further Council report to consider the adoption of the bylaw at an extraordinary Council Meeting on 5 March 2026.

4. Business Enablement

4.1 Westland District Library

Library Update – Community Wellbeing, Programmes and Digital Inclusion

- The library continues to provide a safe, inclusive and well-used community space that supports wellbeing, connection and learning. Year-to-date footfall stands at **20,015 visits** (as of 8 December 2025), with numbers tracking positively against the same period last year, reinforcing the library's role as a valued community "third place".
- **Programmes and Events** remain strong, with **842 participants across 76 programmes and events** this quarter. A diverse range of talks, workshops, exhibitions and outreach activities supported literacy, learning and community connection, including preschool Christmas Storytimes that strengthened early literacy and local partnerships.
- **Digital Inclusion** continues to be a core focus. High use of public computers, Wi-Fi and printing services highlights ongoing demand for equitable access. Staff provided digital skills support through daily assistance and Book-A-Librarian sessions, complemented this quarter by a 12-week Digi-Coach programme delivered in partnership with Digital Inclusion Alliance Aotearoa, supporting residents to build confidence and digital capability.
- **Looking Ahead**, planning is underway for the Summer Reading Challenge and Summer Holiday Activity Programme, offering literacy-focused, creative and family-friendly activities that will keep Tamariki and whānau engaged and connected over the summer period.

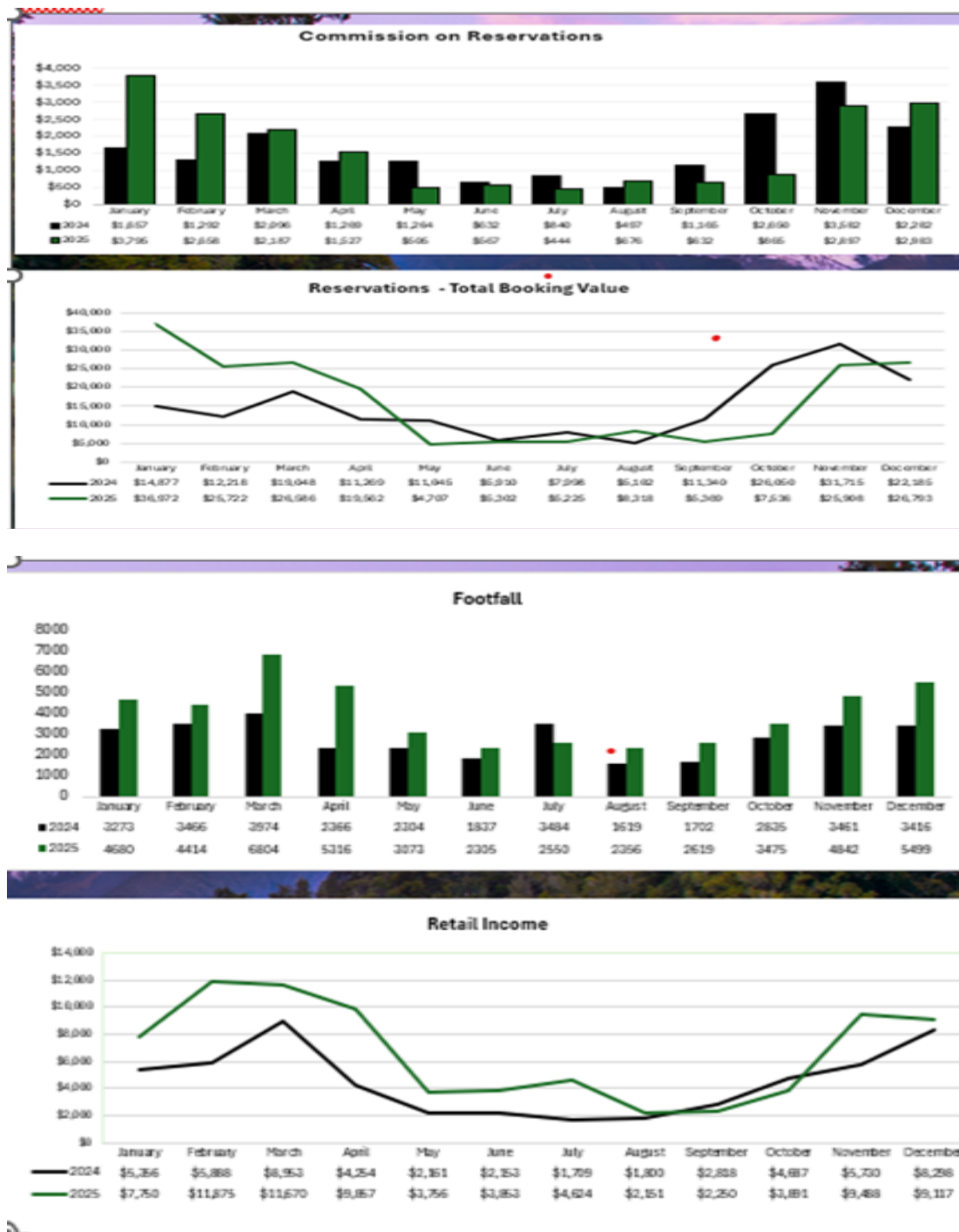
4.2 Hokitika Museum

- The Museum is currently showing a temporary exhibition, *A Quiet Eye – The Photographs of Benno Thiem*, which opened on 17 December 2025.
- The Museum's Summer Series is taking place, with the programme beginning in January and the Museum featuring on 24 January 2026 as part of the launch. The Summer Series will include guided tours, family activities in Te Ara Tamariki linking Thiem's historic imagery with present-day Hokitika, and a guided tour in the town centre focusing on historic sites. The promotional poster for the Summer Series has been completed, and marketing has begun to roll out.
- Visitation for the period has totalled 3,905 visitors from July to November, reflecting a slow winter season as the Museum learns what the new normal is after six years closed. Community interest remains strong, and visitation is expected to increase with the summer holiday period. Volunteer recruitment and training continue in preparation for increased seasonal demand.
- Collections work this quarter has focused on digitising images for the Ben Thiem exhibition, supporting interpretation, improving access, and strengthening long-term preservation of photographic materials.

Period	Event/Exhibition	Status
17 December 2025 – May 2026	<i>A Quiet Eye – The Photographs of Benno Thiem</i>	Opening scheduled
24 January 2026 – February 2026	Summer Series	Programme scheduled

4.3 Hokitika Westland isite

- In 2025, the isite focused on strengthening service delivery for overall customer experience, following its February relocation. A pre-summer focus on Westland-first information contributed to a **30% increase in foot traffic** over the past six months compared with the previous year. While this has not consistently converted to bookings, it has significantly increased information provision and is reflected in positive customer feedback highlighting knowledgeable staff and a welcoming environment.
- Initial engagement has begun with the West Coast Education Network (WEN), in partnership with Rotorua, to develop educational itineraries aimed at increasing shoulder and off-season visitation while supporting local Ranga Tahi with tourism learning opportunities alongside our local businesses.
- Staff participation in the National isite Conference in Rotorua strengthened sector connections, contributed to feedback for Tourism New Zealand, and provided valuable insights to support Westland operators.
- The team also delivered Phase One of the new *Hokitika Westland isite Visitor Information Centre – Trusted Tourism* website, a significant achievement alongside core service delivery. Phase Two will focus on enabling online bookings for local operators, supported by extensive engagement with businesses across the district.
- In December, a visitor information desk was established at Hokitika Airport to provide district information to arriving visitors and test opportunities to convert enquiries into bookings. The desk features Westland ratepayer brochures supplied by the isite, with data collection in place to assess the trial's effectiveness. Subject to summer staffing capacity, the trial will continue through to mid-February.



4.4 Information Technology

The Council's security awareness training platform, **KnowBe4**, continues to improve staff and elected members' ability to recognise and report spam emails. Staff awareness of cybersecurity risks has increased significantly, with most users now confidently identifying suspicious emails.

Service Requests

- **Requests submitted:** 322
- **Requests completed:** 424

These figures cover the period from 1 October to 21 December and reflect recent efforts to clean up the request system by closing previously completed requests that had not been formally closed or managed over the past 2 years, with regards to closing off completed jobs. In moving forward

we are working towards ensuring the system now provides a more accurate view of current requests and a clear prioritisation pathway of action and response.

Of the **11 unresolved requests, 7 have exceeded resolution timeframes**. Six of these are awaiting responses from either the customer or MagiQ. The remaining three requests have been assigned to support staff and are currently being actioned.

Information Management Support

IT resources have been allocated to supporting some minor support requirements within the Information Management function.

Disaster Recovery Testing

All Westland District Council virtual servers, software, and data have been successfully tested to confirm recoverability in the event of a system failure.

4.5 Community Grants

Community Grants and Funding support for our local community was previously managed by the former General Manager. Unfortunately, much of the work undertaken in this area was not readily accessible. We are currently refining and strengthening our internal systems and processes to ensure they are more structured, consistent, and better aligned system for us and our community in moving forward. A Community Grants committee was only recently established with key Council members and community representative.

The Creative Communities Scheme (CCS) provides funding for community-based arts activities in the Westland District. Its aim is to increase local participation in the arts and support a diverse range of creative activities.

The Scheme is a partnership between Creative New Zealand and local authorities, with funding decisions made locally by a subcommittee of Councillors, iwi representatives, Community Arts Council members, and community representatives.

There are three funding rounds each financial year (1 July–30 June):

- **Round 1:** Closed 07/07/2025
- **Round 2:** Closes 06/10/2025
- **Round 3:** Closes 09/03/2026

Applicants must check eligibility, submit the official CCS application form (online or by email)

Successful Applicants:

Project Title	Brief Project Description	Amount Allocated
Lantern Festival 2026 - Franz Josef	Lantern Festival to celebrate Matariki and winter solstice, a get together for the whole community with a lantern parade through beautiful, decorated bush. Workshop for adults to create big lanterns and other creations to decorate for the lantern parade.	\$2,870.00
Driftwood and Sand	Annual 5 day beach sculpture festival - each year we bring a notable guest artist to participate and judge the event.	\$2,201.00

Westland Fibre	Creative	Public day where wool and wool crafts are on display and hands on demonstration	\$500
Sensory Garden		Develop a Sensory Garden at Lazar Park	\$3,800
Lantern Workshop	Festival	Creating large lanterns for the 2026 Franz Josef Lantern Festival	\$800

The second round of the 2025-2026 Creative Communities round will open at the start of April 2026. Applicants will have 20 working days to submit their applications, with the committee having a minimum of 10 days to read applications before a meeting to decide the outcome.

The Rural Travel Fund (Sport NZ) The Sport New Zealand Rural Travel Fund is a collaborative initiative between Sport New Zealand and the Westland District Council. It aims to support junior sports development in rural communities by providing financial assistance to subsidise travel expenses.

This fund is budgeted annually in the Council's Annual Plan and is contestable. Funding is not available for individuals or commercial activities, and each applicant can receive funding only once per financial year (1 July—30 June). Due to high demand, not all applications can be funded. The Community Grants Committee along with a community representative form part of the approval process for these applications. The Community Grants Committee is also supporting this initiative along with community representatives.

The 2025-2026 funding round opened at the start of December 2025. This then closed at the end of December, with a good distribution of applications across the district. The committee will meet in February to decide outcomes, and the applicants will then be contacted.

5. Human Resources

5.1 Human Resources

New Starters

Since 1 July 2025, 18 new employees have joined the Council (5 Fixed Term, 1 Casual, 4 Part Time, 8 Full Time).

Leavers

Since 1 July 2025. 23 employees have left Council.

Current Vacancies

Council is currently recruiting for 3 full-time positions and 3 part-time positions (1 FT maternity leave cover).

Training

First Aid training: 11 people have completed their L1 First Aid Course
H&S Advisor attended a Drug and Alcohol Detection Course

Wellbeing Initiatives

- Wellbeing Committee to reconvene in February 2026 to plan for the year ahead
- End-of-year breakfast provided for all staff on 11 December 2025
- Staff floor shouts throughout December 2025
- Door decorating competition held in December 2025. Winners picked by Mayor Helen Lash
- Engagement Survey is currently open to staff to complete closing January.

5.2 Health and Safety

Incidents, Accidents and Near Misses listed below have been resolved:

Month	Details	Incidents	Level	Resolved
July	Hokitika Pool	4	Low	Yes
	Westland District Library – contractor working at height	1	High	Yes
August	Hokitika Pool- Struggling Swimmer	1	High	Yes
	Minor incidents (strains)	2	Low	Yes
	Hokitika Library- minor incident, (trip)	1	Low	Yes
	Council Building - Fire Evacuation	1	High	Yes
September	Hokitika Pool- minor incidents	2	Low	Yes
	Council Building -visitors not checking in and entering offices.	2	High	Yes
	Contractor access	1	High	Yes
October	Hokitika Pool- minor incidents	4	Low	Yes
	Hokitika Pool – handrail accident	1	Medium	No
	Council Building -plaster falling from office ceiling	1	Low	Yes
November	Aggressive members of the public Customer service counter	1	Medium	Yes
	isite – outside footpath incident	1	Low	Yes
December	Hokitika Pool- minor incident	2	Low	Yes
	Hokitika Pool – minor incident	3	Low	Yes
December	Library-contractor working on broken water line	1	Medium	Yes
	Council Headquarters Building - Chorus exchange room	1	Medium	Yes

Initiatives

July -Updated Fire Evacuation Scheme for 36 Weld Street (Council Building) had been submitted to FENZ and had been approved

Monday the 7th of July a FENZ Officer was onsite to assess 36 Weld Street (Council Building) Fire Evacuation scheme, he was also available to run through fire warden refresher training, and a fire drill was completed, with the FENZ officer offering some small tips for future drills.

Evacuation training scheme for the Hokitika Pool was submitted to FENZ

Three new staff members arrived at council June-July.

August -Fire Evacuation scheme for the Hokitika Pool and Museum was submitted to FENZ for approval.

September- Fire Evacuation Scheme was approved for the Hokitika Pool and Museum.

Wednesday the 3rd of September an FENZ officer visited the Hokitika pool and Museum to assess the fire evacuation scheme, maintaining the scheme is through evacuation training

Six new staff members arrived.

Monday the 22nd of September Hokitika Pool staff did their initial Fire Evacuation Training, this was reported to FENZ with the implementation of training on the 22nd, this training takes place every six months to maintain this scheme.

Thursday 24th and Friday 25th of September, Museum staff and volunteers underwent Fire Evacuation training, with 3 Museum staff and 11 volunteers, both training programs were reported to FENZ with the implementation of the training on the 25th of September.

Training is every 6 months to maintain the scheme.

Fire Warden training was required for new staff members on the second floor.

October- Fire Evacuation Scheme has been approved for the isite/ Pakiwaitara Building.

Three new staff members arrived at Council.

28th of October Fire and Building warden training was completed for new staff members on the second floor of the Council Building.

November- isite/ Pakiwaitara Building staff completed Fire evacuation training on the 10th of November.

This was reported to FENZ, with the implementation of the training on the 10th of November.

Training is every six months to maintain the scheme.

A draft of Drug and Alcohol policy has been written.

December- A draft Standard Operating Procedure was written for engaging contractors.

Training

21st/22nd July Three staff members attended Heights Safety Training at the Tai Poutini Polytec

8th August 7 Westland District Council staff attended rapid response training with Civil Defence in Greymouth.

On 8th October three staff members completed First aid refresher training.

November the 21st the Health and Safety Advisor attended Advanced Drug Awareness Training.

December the 11th Council had a private basic first aid training course for 18 people, in Council chambers.

Nine WDC staff and seven Majors Task Force attendees.

6. Strategy and Transformation

6.1 Mayors Taskforce for Jobs

Mayors Taskforce for Jobs has a FY26 target of 15 successful outcomes - 8 MSD Clients (beneficiaries) & 7 non-MSD Clients. A 'successful outcome' is 6 months employed and remaining off benefit.

Since 1 July 2025, MTFJ has registered 18 new clients YTD – 9 MSD clients / 9 non-MSD clients.

Six youth have been placed into employment (3 MSD Clients & 3 non-MSD Clients).

- 3 into apprenticeships.
- 1 working on a fishing boat.
- 1 driving concrete trucks.
- 1 into hospitality.

There is a vast mix of work readiness amongst clients with 6 requiring a high level of coaching and support to become work ready, whilst 2 are highly employable and we are working to place those youth as soon as possible. The remaining clients are entry level and work ready with various support needs and requirements.

All courses MTFJ enrolls youth on are NZQA registered, relate to the field of work sought as well as the youth skills and experience, and are added to their CVs to improve employability.

6.2 **Regional Infrastructure Fund**

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

Status of the projects

HARP:

- Consulting team has been appointed (BECA).
- Site condition assessment has been undertaken.
- Scope of work has been defined.
- Construction criteria have been finalised.
- The team is working with civil aviation authorities on type of landing lights requirements.
- Council has undertaken to order specific plant and materials that have long leading time and project is currently on programme.

Jackson Bay Wharf:

- Design engineers and specialist project managers are being currently engaged.
- Final scope of works and costings will be available in the next 2 months.

7. Finance

7.1 Please refer to Report to Council – Financial Performance.

8. Quality Assurance

8.1 Communications

The following communication initiatives are in place, which comprise the following:

- NZME – Radio Advertising

A series of radio advertisements are run each month with adverts communicating Christmas hours, setting up a direct debit, E-text sign up, Westland Matters sign up and encouraging people to use Snap Send Solve.

- Drycrust Communications

Drycrust Communications enables the monthly newsletter to be produced, which has a subscriber rate of 639 subscribers.

- Social Media Platforms

The social media platforms include the Council Website and Facebook, along with an E-text system which enables subscribers to be notified of water shutdowns. We have approximately 2,000 subscribers to this E-Text system and 5178 followers on Facebook. Our Facebook audience has been growing steadily, with an increase of 490 since July 1st.

A Facebook post from October 22nd 2025 updating viewers as to the condition and reopening of the Haast-Jackson Bay road after a severe weather event received 153,815 views from 101663 unique viewers.

Recruitment is still underway for the Communications Advisor role with an advertisements running from 23rd December – 20th January.

8.2 LGOIMA

Since July 1st 2025 we have received 45 LGOIMA requests down from 63 requests at this time last year. 6 of these requests remain open as of 16/01/2026.

8.3 Governance

Since 1 July 2025 the following formal meetings were held

July	
4	<u>Inaugural Tenders Subcommittee</u>
24	<u>Ordinary Council</u>
August	
7	<u>Risk and Assurance Committee meeting</u>
28	<u>Council Meeting</u>
September	
25	<u>Ordinary Council Meeting</u>
October	
23	<u>Inaugural Council Meeting</u>
November	
27	<u>Council Meeting</u>
December	
18	<u>Council Meeting</u>

8.4 Policy Review

A review of a number of Council policies is underway (including internal policies). This is a large body of work which will require input from a number of internal staff departments to ensure that all policies are relevant and reviewed.

9. **Water, Wastewater and Stormwater**

9.1 Local Water Done Well

- At the July Council meeting the Council agreed to form a West Coast CCO with Grey and Buller.
- Since then, a technical working group has been formed and hold regular meetings to implement the transition phase.
- The Water Service Delivery Plan that was submitted to the DIA on 2nd September, was approved on the 18th November 2025.

9.2 **Three Waters Projects**

- **Blue Spur Chlorination Building**

With the preapproval to award this specialist work to Marshall Projects Ltd., in the 24/25 financial year, a major part of the work to install a specialist chlorination building for the Blue Spur Water Treatment Plant (WTP) was completed in October. The site now has two 920kg chlorine gas cylinders on site, which increases the supplies resilience with delivery delays, along with a purpose built compliant (with appropriate regulations) building. Minor remedial works are currently on-going.



- **Three Waters SCADA / Telemetry Upgrade**

We're upgrading monitoring and control systems across our 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.

- **Livingstone St Stormwater Pump Station and Reticulation Upgrade**

The investigation and design phase is nearly complete, with tender documents scheduled for release in April. 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. A new pump station will also be installed to help reduce flooding risk in the catchment.

- **Hokitika Wastewater Treatment Plant**

An extensive range of options assessment has been finalised via the project working group which contained industry specialists, council officers and Iwi partners. The project is now moving forward into location selection, design finalisation and resource consent requirements. This project needs to continue moving forward regardless of any perceived influence from LWDW to meet the requirements of Westland District's water service delivery plan. The current discharge consent has been submitted for an extension which is to allow for the construction & deployment of a new system. This extension will also require structured adherence to timeframes. Further update material will be provided to Council.

Preferred Wastewater Scheme. The Project Working Group identified the highest scoring option as being the Preferred Wastewater Scheme to advance. This is Option 1, *Ocean discharge via WDC New Outfall, WWTP located West of Airport (TP2b)*.

This option is summarised in the following table as:

Scheme Element	Description
Treatment plant location	On a site to be confirmed, west of the Hokitika Airport.
Treatment process*	<ul style="list-style-type: none"> • Biological Trickling Filter (BTF) • Followed by UV disinfection and with a • Cultural enhancement (type TBC).
Treated wastewater discharge	To ocean via a new WDC-owned outfall pipe.

10. Solid Waste Management

10.1 Solid Waste

- **Waste contract at the Hokitika Transfer Station**

The contract transitioned to Smart Environmental following completion of the tender process, with the new contract commencing on 1 July 2025. Since taking over operations, Smart Environmental has managed the contract effectively, demonstrating strong performance and exceptional responsiveness to queries to date.

- **Kerbside glass collection**

Glass collection was introduced on 1 September 2025, with Smart Environmental supporting the deployment of glass crates. A small number of crates were initially not delivered due to outdated address lists; these lists have since been updated and the remaining crates distributed. A 3-bay glass holding area and a bay for the Tyrewise tyres have been installed for the glass holding before transporting. The kerbside glass service is now running smoothly, and a noticeable reduction in glass disposed of in town bins has been observed.



- **Hari Hari landfill**

The Poerua River runs parallel to the site. Recently, the river began cutting in above the existing stop bank. To address this, we extended the stop bank by 60 metres to tie in with a natural existing

bank. This work was carried out to minimise the risk of the river eroding into the old landfill and contaminating the river and surrounding areas.

- **Butler's leachate collection pond**

WDC received an abatement notice indicating a breach of our resource consent. The northern wall was leaking, the stormwater infrastructure required modification, and several stormwater areas needed to be cleaned out. All required works were completed within the recommended timeframes. The Regional Council also requested that we modify the pond outlet to allow for accurate measurement of discharge volumes. We have agreed to complete this work early in the new year.

- **Hokitika transfer station**

A new floor has been installed in the weighbridge office, and a larger concrete pad has been constructed in the recycling area to ensure the public no longer have to work in muddy conditions when recycling.

- **Hannahs clearing and Haast Landfill**

WDC has been assessing more functional and cost-effective solutions for relocating the Hannahs Clearing landfill, with the goal of minimising the risk of the ocean washing out the existing site. The preferred solution is to relocate the Hannahs Clearing material to the Haast Landfill prior to capping the Haast site. This approach has significantly reduced the projected costs compared to the original plan to transport all material to Butlers in Hokitika. We are currently finalising the project details and will apply for funding once Council is satisfied with the proposal.

10.2 **Parks, Reserves and Cemeteries**

- **Cass Square Western entrance**

The entrance slab had lifted due to root growth from the two trees located at the entry, creating potential tripping hazards. The affected concrete was removed and replaced with a slightly narrower, reinforced concrete section to mitigate future movement. Several areas along the concourse were also repaired to ensure a smooth and continuous walkway surface.

- **Heritage walks at beach front**

A 700-metre section of the beachfront walkway surface was reconstructed to address ongoing drainage issues. The existing material was removed and replaced with AP40 aggregate, which was then levelled and rolled to achieve the required compaction. These works were completed to improve surface stability and significantly reduce water ponding along the walkway, thereby enhancing safety and usability for the public.

- **Additional waste bin in Haast**

A new *Love Waste* bin was installed behind the On-the-Spot shop in Haast to address the increased volume of waste generated during the peak tourist season. The additional bin enhances the area's waste management capacity, reduces littering, and supports the maintenance of a clean and safe public environment for both residents and visitors.

10.3 **West Coast Wilderness Trail**

- **New staff for cycle trail maintenance**

Two Destination Westland Ltd staff members joined WDC on 1st September 2025 to bring maintenance operations back in-house. In the short period since their arrival, they have already contributed to a noticeable reduction in maintenance and damage costs. WDC looks forward to continuing to work with the team to further improve operational efficiency and asset management.

- **Milltown weirs**

The weirs on the West Coast Wilderness Trail (WCWT) were identified as a safety risk and maintenance challenge, particularly when closing and opening the detour during high water levels. Several options were considered, and it was decided to install elevated walkways that could be safely used by cyclists when water levels were unsafe. With substantial support and funding from local authorities, the walkways were successfully installed, improving both safety and accessibility along the trail.



11. Transportation

11.1 Transportation Update

A wet spring has posed a number of challenges this year with repeated road closures for Kaniere-Kowhitirangi Road as well as the slip reactivations on Haast Jackson Bay Road. The saturated ground conditions are contributing largely to the surface flooding being experienced more frequently. This weather pattern has also affected other minor construction/repair/replacement projects such as kerb and channel works and footpath repairs and road grading. Staff are presently working with the Maintenance Contractor to review and revise the grading frequency around the network to improve our cost efficiency and service delivery.

More positively, Jackson River Road repairs appear to be holding up well even at a reduced level of service.

January/February 2026 is the planned roll out of new variable speed limit zones for the District Schools. This involves signposting 150m either side of each school entrance with a time limited 30km speed zone.

We are starting to see some uptake in students/young drivers taking up the Road Safety sponsored StreetSmart Driver Safety training (Run by the Tony Quinn Foundation) This training is now available in Christchurch, Cromwell and Invercargill in the South Island. The 3 Councils are each sponsoring 20 places at \$149 each with confirmed course dates in December (full), April 2025, and July 2025.

The annual reseal programme has been delayed slightly by the persistent wet weather, it's likely that resealing will now begin in January 2026. A list of roads being resurfaced this year is included below:

RS	Road ID	Road	Start_RP	End_RP	Length_m
AC1	6033	TOWN BELT EAST	198	239	41
AC1	6033	TOWN BELT EAST	198	239	41
AC2	6032	TANCRED STREET	277	487	210
AC2	6032	TANCRED STREET	277	487	210
AC3	6037	WELD STREET	212	284	72
AC3	6037	WELD STREET	212	284	72
RS1	6149	PUNGA GROVE	0	145	145
RS2	6022	PARK STREET	6	138	132
RS3	6022	PARK STREET	153	259	106
RS4	6022	PARK STREET	266	396	130
Add 1		Lake Kaniere Rd - Kennedys Creek			
Add 2		Lake Kaniere Rd - Kaniere Bridge			
RS5	6146	PETTICOAT LANE	9	150	141
RS6	6146	PETTICOAT LANE	160	218	58
RS7	2509	FRASER STREET	6	220	214
RS8	2509	FRASER STREET	240	264	24
RS9	6120	BRANDT ROAD			0
RS10	6119	BURROUGH ROAD			0
RS11	4003	WHATAROA FLAT ROAD	902	3585	2683
RS12	4003	WHATAROA FLAT ROAD	3585	6826	3241
RS13	4003	WHATAROA FLAT ROAD	6826	7300	474
RS14	4009	FORKS-OKARITO ROAD	54	2053	1999
RS15	4099	FORKS-OKARITO ROAD	8000	9066	1066
RS16	6197	DUNCAN MCFARLANE ROAD	268	324	56
RS17	5510	HAAST-JACKSON BAY ROAD	11196	13258	2062
RS18	5510	HAAST-JACKSON BAY ROAD	28405	29279	874
RS19	6097	NOLAN ROAD	3	1200	1197
					14602

12. Other Projects

12.1 Hokitika Racecourse Development



The Hokitika Racecourse development enabling infrastructure project has been completed. The final road marking, landscaping and road signage has been installed during December 2025. Document handover and practical completion have been scheduled for January 2026

12.2 Ross and Hokitika Swimming pool projects

The Ross Swimming pool structural upgrade project has started with the structural drawings and designs completed. A building consent has been submitted and the planned start date for construction is March 2026.

For the Hokitika pool heating system upgrade, a full analysis of capital and operational costs has been completed with a concept design. This has moved to detailed design now which will be sent out to tender in early 2026.

13. Asset Strategy and Development

13.1 Local Water Done Well

- The Local Government (Water Services Preliminary Arrangements) Act requires that Council consult on options for the future delivery of water services.
- Public consultation commenced on Friday 16th May 2025 and closed Monday 16th June 2025.
- On 24th July 2025 Council committed to establishing a joint Water Services Council Controlled Organisation with an intention that it will commence the delivery of all water services by 1 July 2027.
- The Water Services Delivery Plan was submitted on the 2nd of September 2025 to the Department of Internal Affairs for approval.
- Council received notification on the 18th November 2025 from the Secretary of Local Government that the plan has been accepted.
- Following this, the governance group and technical group have been working through the transitional requirements as outlined in the implementation plan.

13.2 Asset Data Improvements

- All maintenance contracts have been set up in AWM (Asset and Work Manager) and work is currently underway with the Contractor to support them through the implementation process.
- The MagiQ API is live, this provides a link between Magiq and AWM so that all service requests will be automatically populated in AWM.
- Asset data improvements are underway across all activities, with a particular focus on the Parks, Reserves and Cemeteries Activity. Any identified missing data is being collected by Council staff.

13.3 Land Sale Review

- A review of the current land parcels Council owns was undertaken.
- This has identified several parcels that Council may not need in the future.
- Council staff are continuing to work through the necessary work to ready the identified pieces of land for potential sale.

13.4 External Funding

- In collaboration with the Mayor and Chief Executive, staff put together a bid for an upgrade of the Jackson Bay Wharf for the Regional Infrastructure Fund. This included works to the wharf, a security mechanism, and a carpark. This funding was received and announced on 26th November 2025.
- Council has secured \$1.6 million in funding for the new suspension bridge across the Totara River from Central Government, with the money coming from the International Visitor Conservation and Tourism Levy. This was announced on 10 July 2025.

- An application to upgrade the Mahinapua Boardwalks on the West Coast Wilderness Trail via Maintaining the Quality of Great Rides Fund through the Ministry of Business, Innovation and Employment (MBIE) was approved and progressed through to the second round. This project is in collaboration with the Department of Conservation.
- Council received funding from the Waste Minimisation Fund (Ministry of the Environment) to cover the roll out of the kerbside glass collection. We are waiting to hear whether we were successful in our application for the upgrade of the glass bins at the Hokitika Transfer Station.

13.5 Policies, Plans & Bylaws

- A review of all bylaws has been completed with the intention that some new bylaws will be drafted next year.
- Over the last few months work has been undertaken to re-draft the Responsible Freedom Camping Bylaw, which was not adopted by Council in 2024, with a view to holding a Council workshop in January. This will enable elected members to be part of the development of the bylaw. In the meantime, we have updated Council information on the website and other platforms for the upcoming season.
- An independent Asset Management Maturity Assessment has been completed. This is a comprehensive review of our Activity Management Plans that were published as part of the Long Term Plan.
- The development of Reserve Management Plans is currently underway. These are a legislative requirement under the Reserves Act 1977.
- Work is underway with Grey District Council on a development contributions policy. This work will leverage the new development levy system proposed by Central Government Freedom Camping bylaw.

14. Options

14.1 Option 1: To receive the report.

14.2 Option 2: To not receive the report.

15. Risk Analysis

15.1 Risk has been considered and no risks have been identified.

16. Health and Safety

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

17. Significance and Engagement

17.1 The level of significance has been assessed as being low.

17.1.1 No public consultation is considered necessary.

18. Assessment of Options (including Financial Considerations)

18.1 Option 1 is the preferred option.
There are no financial implications to this option.

18.2 Option 2 is not the preferred option.
There are no financial implications to this option.

19. Preferred Options and Reasons

19.1 The preferred option is Option 1.

- 19.2 The reason that Option 1 has been identified as the preferred option is that the report enables Council to be kept fully informed of work underway within the teams, projects and matters of significance in the Westland District.

20. Recommendation

- 20.1 That the Quarterly Report from the Chief Executive dated 12 December 2025 be received.

Barbara Phillips
Chief Executive

Report to Council



DATE: 29 January 2026

TO: Mayor and Councillors

FROM: Chief Financial Officer

FINANCIAL PERFORMANCE – December 2025

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 December 2025.
- 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 31 December 2025.

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. This is the first financial report of the new financial year, and the first report under the nine-year Long Term Plan 2025–2034. As such, it sets the baseline for monitoring progress against the new budget and strategic priorities.
- 3.3. The financial performance report to 31 December 2025 is attached as **Appendix 1** and contains the following elements;
 - 3.3.1.Sustainability report
 - 3.3.2.Statement of Comprehensive Revenue and Expense
 - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense

- 3.3.4.Revenue and Expenditure Graphs
- 3.3.5.Funding Impact Statement
- 3.3.6.Statement of Financial Position
- 3.3.7.Debtors
- 3.3.8.Debt position
- 3.3.9.Capital Expenditure

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 December 2025.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 December 2025.

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 Options 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

- 10.1. That the Financial Performance Report for 31 December 2025 be received.

Stephen Lewis
Chief Financial Officer

Appendix 1: Finance Performance Report for 31 December 2025

Appendix 1



Financial Performance Year to 31 December 2025

Contents

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$19.8M	\$19.0M	\$0.7M
Is 0.3% worse than the total budget of \$19.8M	Is 4.6% worse than the total budget of \$18.2M	Is 54.5% worse than the budgeted surplus of \$1.6M

SUSTAINABILITY

Surplus/(Deficit) Key Variances

Budgeted surplus/(deficit)	\$1635K
Actual surplus/(deficit)	\$745K
Variance:	(\$891K)

Key Variances:

Capital Grants Revenue - Transport	(\$629K)
Resource Consent Fees Revenue	\$146K
Employee Benefit Expenses	\$164K
Depreciation Expense	(\$598K)

Total Key Variances: **(\$917K)**

Refer to the Notes to the Statement of Comprehensive Revenue & Expenditure for further information on these and other variances.

Legend - Performance Status





Achieved/Within Limit	
Not Achieved/Outside Limit	

	Actual	Target
Rates to operating revenue	65.1%	65.1%
Rates Revenue	\$12.9M	
Operating Revenue	\$19.8M	

- **TARGET:** Rates revenue as a proportion of operating revenue is expected to align with the year-to-date budget, reflecting the funding mix assumed in the Annual Plan.
- **ACTUAL:** 65.1% of operating revenue is derived from rates revenue.
- Rates revenue includes penalties, water supply by meter and is gross of remissions.
- Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio	103.9%	≥100.0%
Operating revenue	\$19.8M	
Operating expenditure	\$19.0M	

- **TARGET:** Operating revenue should be equal or more than operating expenditure.
- **ACTUAL:** As at December, operating revenue was 103.9% of operating expenditure.
- Operating revenue excludes vested assets and asset revaluation gains.
- Operating expenditure includes depreciation but excludes landfill liability and losses on asset revaluations.

	Actual	Target
Interest to rates revenue (LGFA Cov.)	3.4%	≤25.0%
Net interest and finance	\$0.4M	
Rates Revenue	\$12.9M	
<ul style="list-style-type: none"> ●TARGET: Our set limit is 25% of rates revenue. ●ACTUAL: 3.4% of rates revenue is paid in interest. ●Net interest is interest paid less interest received. ●Rates revenue includes penalties, water supply by meter and gross of remissions. 		
Interest to operating revenue	2.2%	≤10.0%
Net Interest and finance	\$0.4M	
Operating revenue	\$19.8M	
<ul style="list-style-type: none"> ●TARGET: Our set limit is 10% of operating revenue. ●ACTUAL: 2.2% of operating revenue is paid in interest. ●Net interest is interest paid less interest received. 		
Liquidity Risk (LGFA Cov.)	136.0%	≥110.0%
Gross debt	\$38.7M	
Undrawn committed facilities	\$4.0M	
Cash and cash equivalents	\$8.6M	
<ul style="list-style-type: none"> ●TARGET: The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. ●ACTUAL: Council's current liquidity risk is 136%. 		
Essential services ratio	90.3%	≥100.0%
Capital expenditure	\$2.6M	
Depreciation	\$2.9M	
<ul style="list-style-type: none"> ●TARGET: Capital expenditure should be equal to or more than depreciation for essential services. ●ACTUAL: Year to date capex is 90.3% of depreciation. ●Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roading. 		

Statement of Comprehensive Revenue and Expenditure

	Notes	YTD Actual (\$000)	YTD Budget (\$000)	YTD Variance (\$000)	Var/Bud %	Full Year Budget (\$000)	Full Year Forecast (\$000)
Revenue							
Rates	01	12,869	12,901	(32)	(0.25%)	25,984	25,984
Grants and subsidies	02	4,018	4,322	(304)	(7.04%)	25,465	25,465
Interest Revenue	03	327	292	35	11.97%	585	585
Fees and Charges	04	1,660	1,395	265	19.00%	2,774	2,774
Other Revenue	05	879	897	(18)	(2.00%)	1,789	1,789
Total Operating Revenue		19,753	19,807	(54)	(0.27%)	56,597	56,597
Expenditure							
Employee Benefit expenses	06	4,102	4,265	(164)	(3.84%)	8,508	8,508
Finance Costs	07	761	802	(41)	(5.17%)	1,605	1,605
Depreciation	08	4,700	4,102	598	14.58%	8,204	8,204
Other Expenses	09	9,446	9,003	443	4.92%	34,579	34,579
Total Operating Expenditure		19,009	18,172	836	4.60%	52,896	52,896
Operating Surplus/(Deficit)		745	1,635	(891)	(54%)	3,701	3,701

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

- Variance is due to metered water charges being lower than forecast. This variance is expected to reduce over time.

02 Grants and subsidies revenue

- \$1m is budgeted for the Racecourse Development project; \$1.16m has been invoiced to date for Roothing Network and Water Services work completed this year.
- \$16.4m is budgeted for the Hokitika Airport project; \$1.40m has been invoiced to date.
- Transport grants claimed to date total \$1.22M. Capital transport grants are \$629k lower than budget, reflecting lower capital expenditure to date.
- \$92k has been received relating to waste minimisation.
- \$43k has been received for the Cass Square Basketball court project

03 Interest revenue

- Interest Revenue is on track

04 Fees and charges revenue

- Resource consent fees are higher than budgeted by \$146k due to higher consent volumes and increased complexity (leading to more hours charged).
- Waste disposal levies are \$54k higher than budgeted due to higher-than-expected tourist numbers and escalations.

05 Other revenue

- Other Revenue is on track

06 Employee benefit expenses

- Variance reflects vacant positions.

07 Finance costs

- Interest expense is slightly lower than budgeted, reflecting lower-than-expected interest rates.

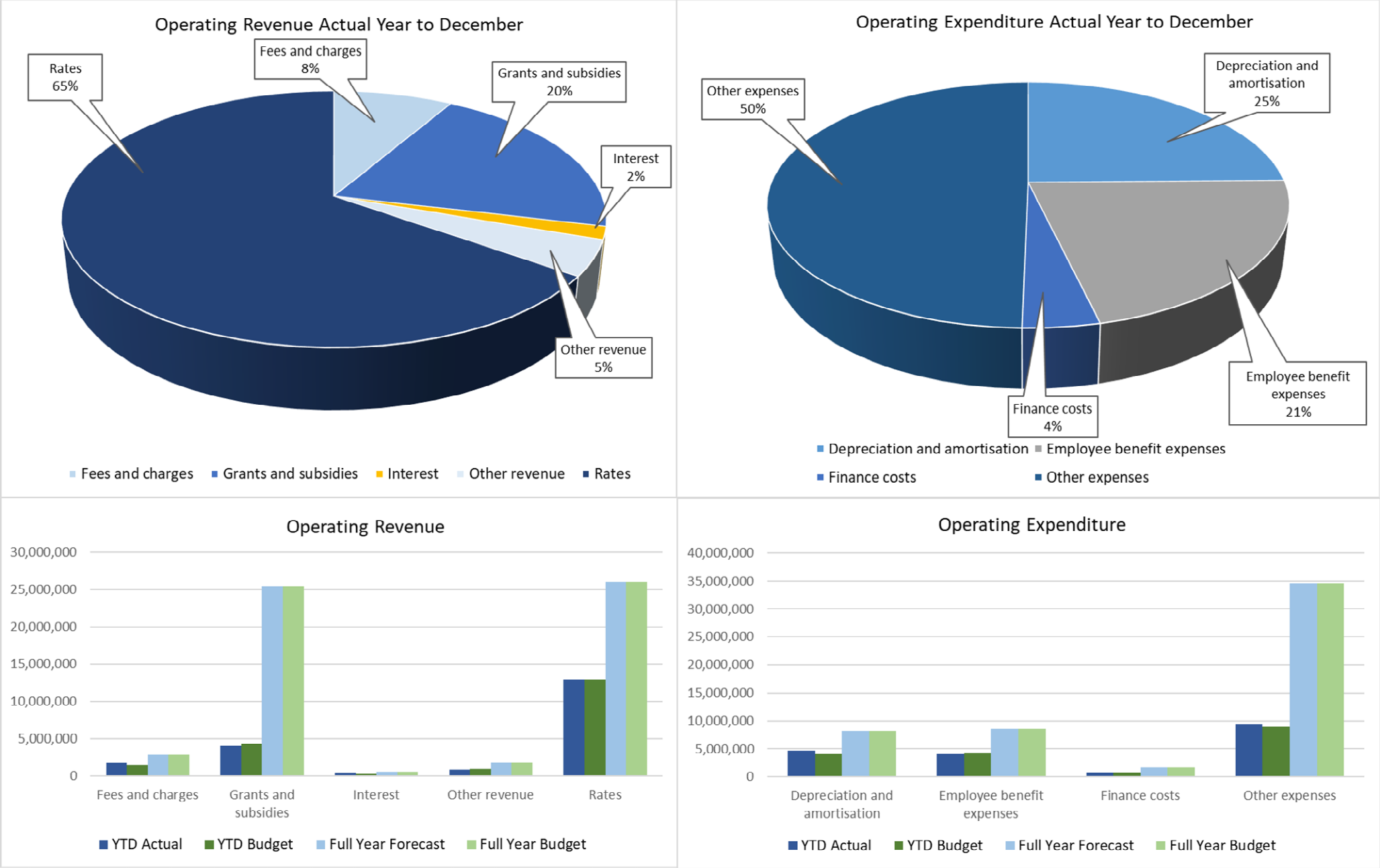
08 Depreciation expense

- Depreciation expense is higher than budgeted as the depreciation allowance included in the budget was understated.

09 Other expenses

- Non-cash loss on swaps of \$71k recognized this year due to a significant drop in interest rates. Swaps are market driven and also move to par as they move to the maturity date.
- Electoral Officer Costs are higher than budget by \$59k. Invoices have been sent in January to share most of these costs and offset the variance.
- Resource consent processing costs are \$48k higher than budget (refer to note 4 for offset)
- Electricity costs for Hokitika Water Treatment Plant are higher than budget by \$42k due to increased usage.

Revenue & Expenditure Graphs



Funding Impact Statement (Whole of Council)

	YTD Dec 2025 Actual \$000	YTD Dec 2025 Annual Plan \$000	FY 2025/26 Annual Plan \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING			
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	6,559	6,607	13,365
Targeted Rates	6,310	6,293	12,619
Subsidies and grants for operating purposes	1,268	1,121	3,408
Fees and charges	1,675	1,416	2,816
Interest and dividends from investments	657	542	835
Local authorities fuel tax, fines, infringement fees, and other receipts	534	626	1,497
Total Operating Funding (A)	17,004	16,606	34,540
Applications of Operating Funding			
Payments to staff and suppliers	13,546	13,267	43,087
Finance Costs	761	639	1,605
Total Applications of Operating Funding (B)	14,307	13,907	44,692
Surplus/(Deficit) of Operating Funding (A - B)	2,697	2,700	(10,152)
(SURPLUS) / DEFICIT OF CAPITAL FUNDING			
Sources of Capital Funding			
Subsidies and grants for capital expenditure	2,749	3,195	22,057
Increase (decrease) in debt	-	-	2,843
Gross proceeds from sale of assets	-	-	1,256
Total Sources of Capital Funding (C)	2,749	3,195	26,156
Application of Capital Funding			
Capital Expenditure:			
- to meet additional demand	131	28	56
- to improve the level of service	2,127	3,656	7,312
- to replace existing assets	1,390	5,888	11,775
Increase (decrease) in reserves	1,799	(3,677)	(3,139)
Increase (decrease) of investments	-	-	-
Total Applications of Capital Funding (D)	5,446	5,894	16,004
Surplus/(Deficit) of Capital Funding (C - D)	(2,697)	(2,700)	10,152
Funding Balance ((A - B) + (C - D))	-	-	-

Statement of Financial Position

	YTD Dec 2025 Actual \$000	FY 2025/26 Annual Plan \$000
Assets		
Current assets		
Cash & cash equivalents	8,604	6,257
Debtors & other receivables	3,528	3,171
Inventory	228	-
Tax refundable	-	-
Work in progress	-	-
Derivative financial instruments	-	-
Other financial assets	4,053	5,137
Total Current Assets	16,413	14,566
Assets held for sale		
Land held for sale	446	446
Total Assets Held for Sale	446	446
Non-current assets		
Council Controlled Organisations	12,480	12,480
Deferred Tax	-	-
Intangible assets	138	94
Assets Under Construction	12,048	17,916
Derivative financial instruments	58	53
Other Financial Assets	5,779	705
Investment property	-	-
Loans to CCO's	-	-
Property, Plant and Equipment	524,647	535,559
Total non-current assets	555,149	566,807
Total Assets	572,009	581,819

	YTD Dec 2025 Actual \$000	FY 2025/26 Annual Plan \$000
Liabilities		
Current liabilities		
Creditors & other payables	1,855	3,539
Employee benefit liabilities	704	618
Tax payable	-	-
Borrowings	6,918	9,944
Derivative financial instruments	-	-
Other	2,823	1,033
Total Current Liabilities	12,301	15,134
Non-current liabilities		
Deferred Tax	21	41
Employee benefit liabilities	45	38
Provisions	3,112	3,137
Borrowings	31,826	30,643
Derivative financial instruments	408	180
Total Non-Current Liabilities	35,411	34,039
Total Liabilities	47,712	49,174
Net Assets	524,297	532,646
Equity		
Retained Earnings	159,993	175,422
Restricted Reserves	12,698	5,524
Revaluation reserves	351,477	351,573
Other comprehensive revenue and expense reserve	130	128
Total Equity	524,297	532,647

Debtors at 31 December 2025

31/12/2025 Current Year

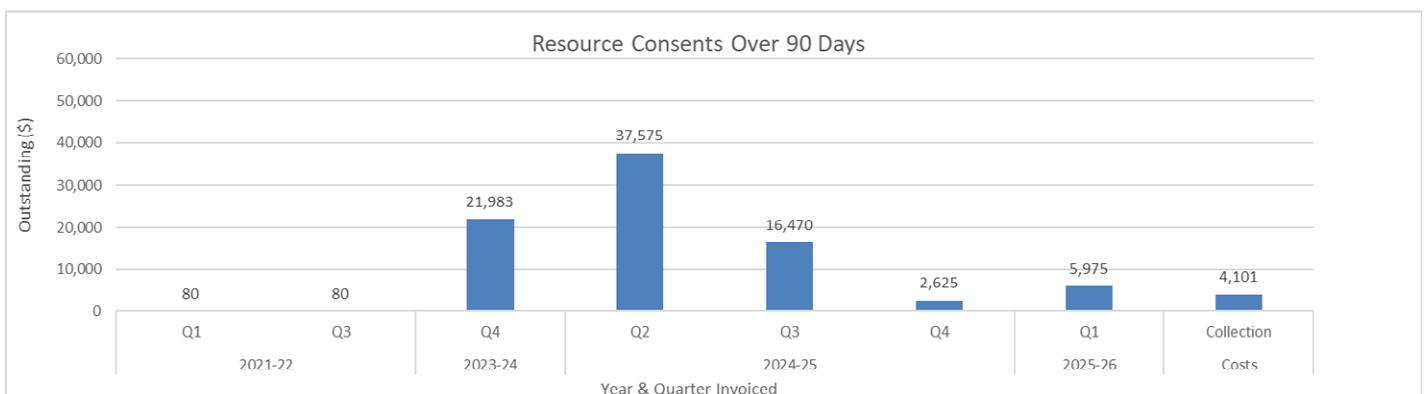
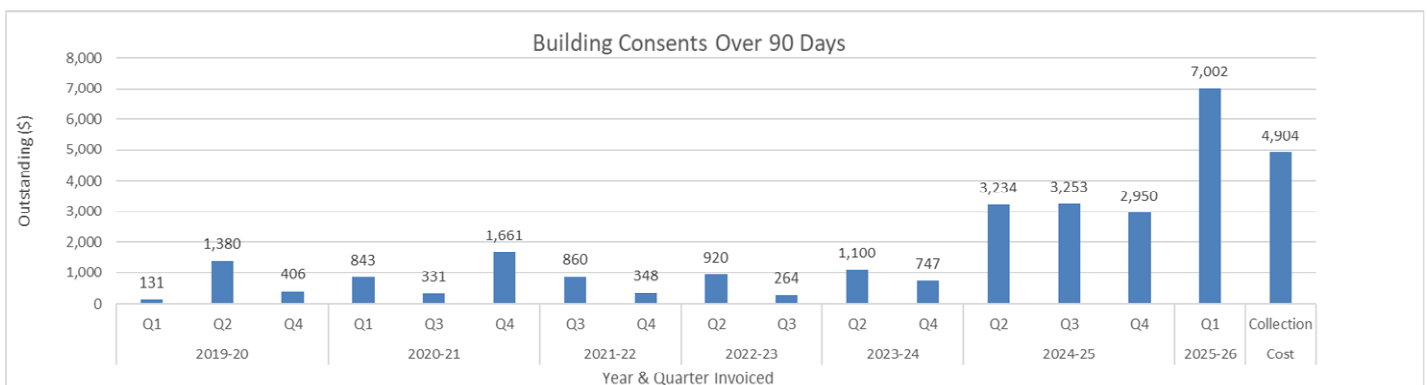
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	30,333	5,660	13,671	(1,115)	48,549
Building Warrants	1,682	1,141	980	103	3,906
Resource Consents	88,890	4,020	3,411	39,425	135,746
Sundry Debtors	45,262	36,019	50,348	99,054	230,683
Grand Total	166,167	46,839	68,410	137,468	418,884

31/12/2024 Prior Year Comparison

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	28,676	52,250	12,610	51,196	144,733
Building Warrants	2,300	650	1,388	3,109	7,446
Resource Consents	43,425	674	14,021	87,578	145,697
Sundry Debtors	58,229	24,591	33,005	83,585	199,410
Grand Total	132,630	78,165	61,024	225,468	497,287

Grants outstanding as at 31/12/2025

Date Invoiced	Project	Total (\$)
7/03/2025	Hokitika Swimming Pool - Final Claim	138,000
14/10/2025	Hokitika Airport Project - Milestone 1	500,000
14/10/2025	Hokitika Airport Project - Milestone 2	500,000
		1,138,000

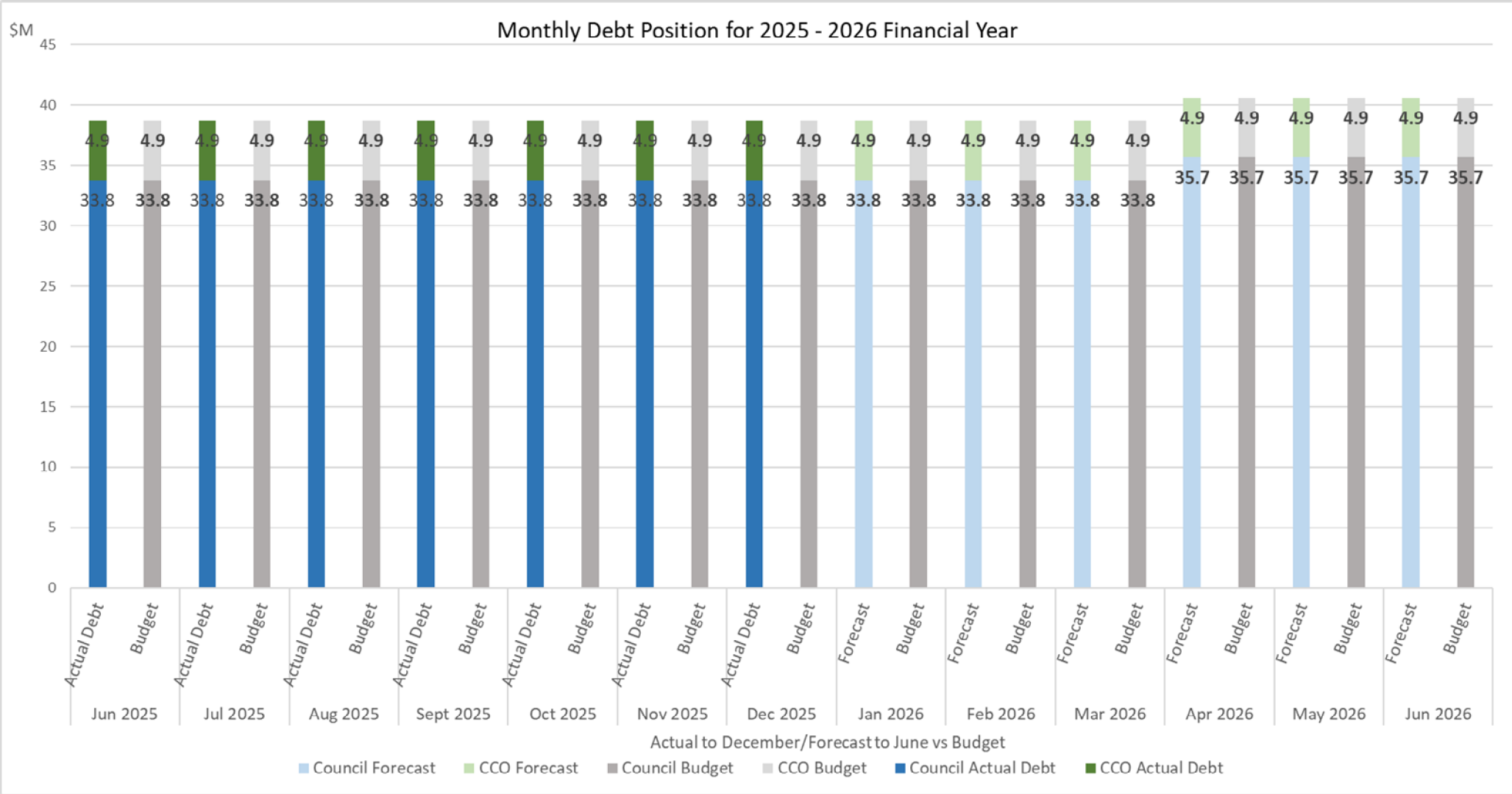


Rates Debtors at 31 December 2025

Rates Debtors at 30 November 2025		1,255,379
Adjustments	(111)	
Less payments received	(742,023)	
Paid in advance change	230,419	
Previous years write off's	-	
Write off's	(24,002)	
Penalties	-	
Discounts	-	
Court Cost	-	
Reclassification - Legal Fees	63,152	
		(472,566)
Total Rates Debtors at 31 December 2025		782,813
Arrears included above at 31 December 2025	782,813	
Arrears at 31 December 2024	598,122	
Increase/(decrease) in arrears		184,691

Rates debtors reduced in December as the 2nd instalment of the year was invoiced in October. Rates are invoiced quarterly and the majority of payments are due on the 20th month following the invoice date, however we are continuing to arrange more payment plans which spread the rates cost over the year.

Debt Position



Capital Expenditure

Capital Projects 2025/26 As at 31/12/2025		
Project / Activity	YtD Expenses	Annual Plan
Leadership	92,765	1,646,021
Planning & Regulatory Services	27,970	152,770
Water Supply	872,338	1,680,793
Waste Water	329,045	3,284,131
Solid waste	88,322	955,164
Storm water	111,975	2,015,529
Cemeteries	9,570	98,206
Swimming pools	41,410	1,000,000
Facilities & Leisure Services - other	1,253,221	1,465,314
Parks & reserves	144,360	1,855,452
Land transportation	165,200	5,931,823
Unbudgeted capital expenditure	90,147	0
CCO Funded Project	421,330	16,380,004
Total	3,647,652	36,465,207

Report to Council



DATE: 29 January 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

Elected Members Allowances Policy

1. Summary

- 1.1. The purpose of this report is for Council to adopt the Elected Member Allowances Policy.
- 1.2. This issue arises due to the requirements of the Local Government Members Determination that allows for expenses incurred to be reimbursed to Elected Members.
- 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;
 - 1.4.1. Adopt the Elected Members Allowances Policy, attached as **Appendix 1**.

2. Background

- 2.1. The reason the report has come before the Council is due to the payment of allowances to the elected members to carry out Council business where the elected member is using their own equipment or vehicle.
- 2.2. The Local Government Elected Members Determination produced each financial year allows for certain allowances to be paid to elected members for the determination term.

3. Current Situation

- 3.1. The council is not mandated to pay an allowance or mileage to elected members, however it is normal practice to do so.
- 3.2. The determination states “that a local authority may pay” but does not require to be paid allowances for the use of personal information technology items such as laptop, mobile phone, printers and consumables, use of own vehicle and travel time.
- 3.3. Generally, an allowance is paid, however if agreed, then the Council can pay actual costs for items such as mobile and internet services and phone calls. The Remuneration Authority mandates that there must be a clear proof of use which proves Council business and personal use.
- 3.4. The determination for the 1 September 2025 to 30 June 2026 year has been received and there have been some changes. The maximum values that are allowed under the determination period are attached as an appendix to the policy so as not to require a change to the policy each time a value changes.

3.5. The previous Elected Members Allowance Policy expired on 30 June 2025. However, expenses have been paid in the intervening period at the correct rates as determined by the Remuneration Authority as issued 1 June 2025 and subsequently updated 1 September 2025.

4. Options

4.1. Option 1: That Council adopt the Elected Members Allowances Policy.

4.2. Option 2: That Council do not adopt the policy.

5. Risk Analysis

5.1. Risk has been considered, and the following risks have been identified Process risk and reputational risk where the policy is not clear and erroneous claims or approvals are made. There is financial risk for overpaid allowances.

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 moderate, as although the adoption of policies is administrative in itself, the content of the policy will be of interest to the ratepayers of Westland District Council.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – The Elected Members Allowances Policy has had minimal changes, these changes are based on the Remuneration Authority Determination. For elected members to be reimbursed any allowable expenses and allowances, Council must have an adopted policy.

8.1.1. The following financial implications have been identified. Allowances payable to elected members are budgeted and funded through general rates.

8.2. Option 2 – If Council does not adopt the policy, allowances available to elected members cannot be paid.

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 allowances are currently paid to elected members and to continue to do so from 1 September, Council must have an adopted policy. The policy has been updated to reflect the determination from the Local Government Remuneration Authority for maximum allowances and for those allowances that may be paid.

10. Recommendations

10.1. That the report be received.

10.2. That Council adopt the Elected Members Allowances Policy.

Stephen Lewis
Chief Financial Officer

Appendix 1: Elected Members Allowances Policy 2025/2026

1. Purpose

To set the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

1.1 Scope

This policy applies to the Elected Members of Westland District Council (WDC).

Elected members should only be reimbursed for actual and reasonable expenses they incur in carrying out Council business, within the parameters set by the Authority and legislation.

Reasonable resources should be made available to elected members to enable them to more efficiently carry out their responsibilities.

Reimbursement of expenses, payment of allowances and use of the Council resources apply only to elected members personally, and only while they are carrying out Council business in their capacity as an elected member.

Transparency and accountability guide the reimbursement of elected members' allowances and expenses.

1.2 Commencement

This policy came into force on 1 September 2025.

1.3 Definitions

1.3.1 **"Actual"** means as evidenced by the original receipt attached to the claim form.

1.3.2 **"Council Business"** includes but is not limited to, formal Council meetings, committee meetings, workshops, hearings, training courses and other meetings where attendance is required by a Council appointment. It does not include events where the primary focus is on social activity or private meetings with community or groups.

1.3.3 **"Reasonable"** means that it is within the amount specified by this policy or the Remuneration Authority or as deemed reasonable by the Mayor and Chief Executive.

1.3.4 **"Remuneration Authority"** is the independent body established by the Remuneration Authority Act 1977 whose responsibilities under the Local Government Act 2002, determine remuneration, expenses and allowance rules for local authority members.

2. Policy

2.1 Equipment

- 2.1.1 At the commencement of each 3-year term, all elected members will be provided with approved standard IT equipment such as laptop or tablet, (Mayor may be provided with a mobile phone). IT support is provided to elected members.
- 2.1.2 All equipment is to be returned at the end of each 3 year term.
- 2.1.3 Any equipment provided must be used in accordance with the Council's ICT acceptable use policy.

2.2 Communications Expenses and Allowances

- 2.2.1 Elected members who do not use Council equipment are entitled to a communications allowance at the rate determined by the Remuneration Authority for the determination term. Allowances include:
 - 2.2.1.1 Use of personal computer, tablet or laptop, including any related docking station.
 - 2.2.1.2 Use of a multi-functional or other printer.
 - 2.2.1.3 Use of a mobile phone.
 - 2.2.1.4 Use of ICT consumables.
 - 2.2.1.5 Use of members own internet service.
 - 2.2.1.6 Use of members own telephone service for authority business. An option of an allowance or actual costs on production of telephone records and receipts.
 - 2.2.1.7 The council will provide a reasonable supply of stationery requirements to elected members for their use on Council business.
 - 2.2.1.8 If a member is not a member for the whole of the determination term, any allowance will be pro-rated using the formula determined by the Remuneration Authority determination.

2.3 Childcare allowance

- 2.3.1 Council will pay a childcare allowance, in accordance with the relevant sections of the Local Government Elected Members Determination to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- 2.3.2 A member is eligible to be paid a childcare allowance for childcare provided for a child only if –
 - 2.3.2.1 The member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - 2.3.2.2 the child is under 14 years of age; and
 - 2.3.2.3 the childcare is provided by a person who-
 - i. is not a parent of the child or a spouse, civil union partner, or a de facto partner of the member; and
 - ii. does not ordinarily reside with the member; and
 - 2.3.2.4 the member provides satisfactory evidence to the Council of the amount paid for childcare.

2.4 Training and conference attendance

- 2.4.1 Any training or conference attendance paid for by the Council must:
 - 2.4.1.1 be relevant to Council business or governance, as determined by the Chief Executive; and
 - 2.4.1.2 bookings should be made by Council staff with the Council's preferred agents and at the most economic cost (where possible) at the time of booking unless all costs are being met privately or by an outside party.
- 2.4.2 If elected members wish to attend professional development training or conferences of their own choice, they must make a written request to the Chief Executive.
- 2.4.3 Where the Council has formally appointed elected members to external organisations or approved elected members attendance at training or a conference, the Council will pay or reimburse elected members for appropriate and reasonable costs if not booked through Council booking staff.
- 2.4.4 All requests are required to be approved by the Chief Executive and Mayor (Deputy Mayor) and ratified by Council. All overseas conferences or training must be approved by full Council.
- 2.4.5 The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (friends/family) when travelling on Council business to a maximum of \$50 per night.
- 2.4.6 Refer to the Sensitive Expenditure Policy for details on accommodation, rental vehicles, taxis and air travel.

2.5 Vehicle-kilometre allowance

- 2.5.1 Elected members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local Government Members' Determination for the determination term and this Policy.
- 2.5.2 A mileage allowance is payable for any distance travelled in excess of 20 kilometres each trip when on Council business. Therefore, any member travelling in excess of 40 kilometres (round trip) can claim.
- 2.5.3 If an elected member travels from a place where the member permanently or temporarily resides, that is outside the local authority area to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
- 2.5.4 Clause 2.5.3 does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside of the local authority area if-
 - 2.5.4.1 the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and

2.5.4.2 the Remuneration Authority determines, on an application from the member and having considered the recommendation of the Mayor that clause 2.5.3 does not apply.

2.5.5 Elected members must maintain an accurate record of travel undertaken in their private vehicles related to any claimed mileage allowance and provide a copy in support of mileage claims.

2.5.6 Claims must include details of where and why the travel was undertaken, and must be submitted using the appropriate form within one month of the travel. Claims received after that time will not be accepted.

2.6 Motor vehicle for The Mayor

2.6.1 The Mayor will not be provided with a vehicle unless otherwise approved by Council. If a vehicle is provided with full private use, the relevant deduction as per the Local Government Members' Determination calculation will be made from the Mayors remuneration. The Mayor may not claim a vehicle-kilometre allowance if a vehicle is provided.

2.7 Time Allowance Travel

2.7.1 Elected members (other than The Mayor) are entitled to claim an allowance for travel time whilst on Council business provided the journey is by the quickest form of travel reasonable in the circumstances and by the most direct route that is reasonable in the circumstances.

2.7.2 The travel time allowance paid as set out in the Local Government Members' Determination s12 (3), for the determination term is paid for each hour of eligible travel time after the first hour of travel time in each day, pro-rated in the case of a part of an hour.

2.7.3 If a member of a local authority resides permanently or temporarily outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel time;

2.5.9.1 after the member crosses the boundary of the local authority area; and

2.5.9.2 after the first hour of eligible travel time within the local authority area.

2.7.4 Clause 2.7.3 does not apply to the payment of a travel time allowance by a local authority to a member who permanently or temporarily resides outside of the local authority area if-

2.7.4.1 the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and

2.7.4.2 the Remuneration Authority determines, on an application from the member and having considered the recommendation of the Mayor that clause 2.7.3 does not apply.

2.7.5 The maximum total amount of travel time allowance that a member may claim for eligible travel time in a 24-hour period is 8 hours.

2.8 Other items of possible private benefit

The following matters that are for private benefit will not be paid for or reimbursed unless otherwise stated:

2.8.1 Medical Insurance

Elected members are not permitted to obtain medical insurance through any Westland District Council scheme the authority may put in place.

2.8.2 Staff Discounts

Flu vaccination and eye tests will be at the cost of the elected member and will not be reimbursed by WDC. No other staff discounts offered from time to time will be permitted.

2.8.3 Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of elected members where the payment of a claim is made to the elected representative or his or her estate.

2.8.4 Airpoints

Refer to the sensitive expenditure policy.

2.9 Gifts, Corporate Hospitality and Entertainment

2.9.1 Refer to the sensitive expenditure policy.

3. Policy Process

3.1 The expenses and allowances payable, and supplies, consumables or services administered under this Policy are provided:

3.1.1 at no cost to elected members, but only while they are holding office (e.g. not on a leave of absence or absent without leave); and

3.1.2 for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.

3.2 All claims for reimbursement of expenses must be submitted on the councillor expense claim form to Finance. Claims must be signed by the elected member, and all expenses claimed must be supported by a tax invoice.

3.3 All expenses must be approved by the Mayor, Deputy Mayor or Chair Risk and Assurance Committee.

3.4 A summary of elected members expense claims and reimbursement paid under this Policy will be published on the Council's website on a monthly basis.

Elected Members' Allowances Policy

4. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Remuneration Authority Determination
- Code of Conduct
- Sensitive Expenditure Policy
- Office of the Auditor General guidelines

The following Legislation relates to this policy:

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

- Local Government Act 2002
- Local Government Members Determination

5. Policy Review

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

Created:	September 2025	Date for review:	Annually
Author:	CFO	Authorised by:	Council
Consulted on:		Version	4

Appendix 1

Local Government Members Determination Allowances 2025/26

Table of Allowances for the Determination period 1 September 2025 to 30 June 2026

Mileage:	Rate	
Petrol Vehicle	\$1.17c/km	14,000 km
Petrol Vehicle	\$0.37c/km	> 14,000 km
Diesel Vehicle	\$1.26c/km	14,000 km
Diesel Vehicle	\$0.35c/km	> 14,000 km
Petrol hybrid Vehicle	\$0.86c/km	14,000 km
Petrol hybrid Vehicle	\$0.21c/km	> 14,000 km
Electric vehicle	\$1.08c/km	14,000 km
Electric vehicle	\$0.19c/km	> 14,000 km
Travel time:		
Eligible travel	\$41.30	> 1 hour each day
ICT allowances:		
PC, laptop, tablet	\$400.00	Annual
Printer/ multi-functional device	\$50.00	Annual
Mobile phone	\$200.00	Annual
ICT consumables	up to \$200.00	Annual
Internet service:	up to \$800.00	Annual
Mobile telephone service provider*	up to \$500.00	Annual
* or actual on production of receipts and telephone records		
Childcare Allowance*	up to \$7,500.00	Annual

Pro-rating calculation*

$(a \div b) \times c$

* a = number of days member held office

*b = number of days in determination term

*c = relevant amount specified in determination

Elected Members' Allowances Policy

Mayoral vehicle (Council approval)

Maximum vehicle price - Petrol/Diesel \$60,000.00

Maximum vehicle price - electric/hybrid \$70,500.00

Restricted private use No deduction

Partial private use* $v \times 41\% \times 10\%$

Full private use* $v \times 41\% \times 20\%$

* v = purchase price of vehicle

Report to Council



DATE: 29 January 2026
TO: Mayor and Councillors
FROM: Chief Executive

-+-

LOCAL GOVERNANCE STATEMENT

1. Summary

- 1.1 The purpose of this report is to seek Council approval for updates to the Local Governance Statement since it was last updated on 27 June 2023.
- 1.2 This issue arises from Council's requirement to provide an updated Local Governance Statement in accordance with [Section 40 of the Local Government Act 2002 \(LGA\)](#).
- 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 recommends that Council adopt the amended Local Governance Statement attached as **Appendix 1**.

2. Background

- 2.1. The reason the report has come before the Council is because under s40 LGA, a local authority must prepare and make publicly available, following a triennial general election of members, a local governance statement that must include specific information. This must be adopted by Council within 6 months after each triennial general election of members of the local authority. The Council's Triennial Council meeting was held on Thursday 23 October 2025.
 - (1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—
 - (a) the functions, responsibilities, and activities of the local authority; and
 - (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under [section 158](#) or [159](#); and
 - (c) the electoral system and the opportunity to change it; and
 - (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
 - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - (f) governance structures and processes, membership, and delegations; and

- (g) meeting processes (with specific reference to the applicable provisions of the [Local Government Official Information and Meetings Act 1987](#) and standing orders); and
 - (h) consultation policies; and
 - (i) policies for liaising with, and memoranda or agreements with, Māori; and
 - (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
 - (k) equal employment opportunities policy; and
 - (l) key approved planning and policy documents and the process for their development and review; and
 - (m) systems for public access to it and its elected members; and
 - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.

3. Current Situation

- 3.1. Council currently has a Local Governance Statement adopted on 8 December 2022. Since that time, minor amendments have been made to reflect position titles, changes to Committee structures, and revised Elected Member listings.
- 3.2. A copy of the updated version of the Local Governance Statement is attached as **Appendix 1**.

4. Options

- 4.1. Option 1: Adopt the amended Local Governance Statement.
- 4.2. Option 2: Do not adopt the amended Local Governance Statement.

5. Risk Analysis

- 5.1 Risk has been assessed, and failure to adopt a Local Governance Statement within 6 months of the triennial election may result in Council being in breach of the Local Government Act 2002.

6. Health and Safety

- 6.1. Health and Safety considerations have been reviewed, and no issues have been identified.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as medium, as Council is required by legislation to maintain and update a Local Governance Statement.
- 7.1.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Adopt the amended Local Governance Statement.
- 8.1.1. There are no financial implications associated with this option.
- 8.2. Option 2 – Do not adopt the Local Governance Statement.

8.2.1 There are no financial implications associated with this option; however it does pose legislative compliance risk (refer to Section 5).

9. Preferred Options and Reasons

9.1. The preferred option is Option 1: Adopt the amended Local Governance Statement.

9.2. Option 1 is preferred because Council must comply with the statutory requirements of the Local Governance Act 2002.

10. Recommendations

10.1. That the report be received.

10.2. That Council adopts the amended Local Governance Statement and publishes it on Council's website www.westlanddc.govt.nz.

Barbara Phillips
Chief Executive

Appendix 1: Amended Local Governance Statement



LOCAL GOVERNANCE STATEMENT

Amended by Council – 28.11.19

Updated – [22 January 2026](#)

Deleted: [02.12.22](#)

Version [2026.01](#)

Deleted: [2022.03](#)

Record of Amendments

Date	Amendment	Clause	Page Reference
14.10.10	Update the Councillors Contact Details	2	6
19.11.10	Update the list of Committees as per Council Meeting of 18.11.10	7.1 & 7.2	17-18
18.07.12	Include the Council Vision		2
18.09.12	Update the Management Team Listing	2.2	3
18.07.12	Update the Representation Review	4.1-4.4	8-11
18.09.12	Include a clause regarding updating		
18.09.12	Add Conduct Review Committee (Council Resolution– 23.08.12)	7.2	20
26.09.12	Amend reference from Chief Executive Officer to “Chief Executive”		Various Pages
27.02.14	Various amendments to reflect legislative changes and new Council committee and management structure, to insert list of bylaws, and to include the Consultation Policy and Elected Members Code of Conduct (for Council Resolution – 27.02.14)		Various Pages
	Addition of Westroads Greymouth Ltd (as per Council Meeting – 27.02.14)	7.1	18
	Addition of Waste Management to Groups (as per Council Meeting – 27.02.14)	7.3	21
23.05.19	Various amendments to reflect legislative changes and new Council committee and management structure, to insert list of bylaws, and to include the Significance and Engagement Policy and Partnership Agreement with Papatipu Rūnanga, and Statement on consideration of the Four Wellbeings.		Various Pages

28.11.19	Amendments reflecting the amendments after the Triennial Meeting held on the 24 October 2019 as follows: Page 31 – Item 6.6 Code of Conduct Remove “...may only be amended by <u>a</u> 75%...” Page 34 – Item 7.2 Council Committees Addition of Cr Davidson to the Capital Projects and Tenders Committee.		31 and 34
18.05.22	Update the Executive Team Listing - Planning Manager Vacancy	22	9
18.05.22	Update the Committee Listing - Include Southern Ward Vacancy	22	10
19.07.22	Change of title: Group Manager: Regulatory and Community Services to Group Manager: Regulatory, Planning and Community Services	2.2	9
19.07.22	Remove Role from Executive Team: Planning Manager	2.2	9
23.01.26	Various changes to reflect Committee Structure, representatives, Senior Leadership Team and update to Activities	various	various

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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.

Council by-line in promoting Westland:

"Westland, the last best place"

Deleted: We work with the people of Westland to grow and protect our communities, our economic and our unique natural environment.¶



1. Introducing the Local Governance Statement

1.1 What is the purpose of the Local Governance Statement?

A Local Governance Statement is a collection of information prepared under [Section 40 of the Local Government Act 2022](#) that includes information about the ways in which a local authority engages with its community and makes decisions, and the ways in which individuals can influence processes.

Consideration is given to the social, environmental, economic, and cultural community wellbeing as part of this document.

1.2 What Information does the Local Governance Statement contain?

To meet the purpose, this Local Governance Statement includes information on:

- (a) the functions, responsibilities, and activities of the local authority; and
- (b) any local legislation that confers powers on the local authority; and
- (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under [section 158](#) or [159](#); and
- (c) the electoral system and the opportunity to change it; and
- (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
- (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- (f) governance structures and processes, membership, and delegations; and
- (g) meeting processes (with specific reference to the applicable provisions of the [Local Government Official Information and Meetings Act 1987](#) and standing orders); and
- (h) consultation policies; and
- (i) policies for liaising with, and memoranda or agreements with, Māori; and
- (j) the management structure and the relationship between management and elected members; and
- (ja) the remuneration and employment policy, if adopted; and
- (k) equal employment opportunities policy; and
- (l) key approved planning and policy documents and the process for their development and review; and
- (m) systems for public access to it and its elected members; and

(n) processes for requests for official information.

(2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.

(3) A local authority must update its governance statement as it considers appropriate.

1.3 The Legal Requirement for Council to have a Local Governance Statement

[Section 40 of the Local Government Act 2022](#) (LGA 2002) requires Council to have a Local Governance Statement.

1.4 Amendments to this document

This document shall be maintained by the [Quality Assurance Team](#) who shall amend it in accordance with:

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

2. How to Contact Us

2.1 Initial Contact

In the first instance members of the public should contact Council staff if they have an information or service request. Any member of the Council's staff can be contacted by phoning 03 756 9010 or freephone 0800 474 834. Council staff may be emailed either via a website enquiry through the Council Website at www.westlanddc.govt.nz, at council@westlanddc.govt.nz; or directly to the staff member.

Staff members email addresses follow this format:

firstname.surname@westlanddc.govt.nz

2.2 Council Office

Council offices: 36 Weld Street, Hokitika 7810

Postal address: Private Bag 704, Hokitika 7842

Customer Service hours: Monday to Fridays 8.30 am – 4.30 pm

Phone: 03 756 9010

Freephone: 0800 474 834

Email: council@westlanddc.govt.nz

Any initial contact regarding Council services should be made to the Council Office. Any complaints about advice given by Council staff should be directed to the Chief Executive.

SENIOR LEADERSHIP TEAM

Deleted: EXECUTIVE TEAM

<u>Name</u>	<u>Title</u>	<u>Email</u>
Barbara Phillips	Chief Executive	barbara.phillips@westlanddc.govt.nz
Stephen Lewis	Chief Financial Officer	Stephen.lewis@westlanddc.govt.nz
Erle Bencich	General Manager District Assets	Erle.bencich@westlanddc.govt.nz
Lee Webster	General Manager Regulatory and Compliance	Lee.webster@westlanddc.govt.nz
Megan Tahapeehi	General Manager Business Enablement	Megan.tahapeehi@westlanddc.govt.nz
Jo Birnie	Strategy and Transformation Manager	Jo.birnie@westlanddc.govt.nz
Jo Warren	Senior HR Advisor	Jo.warren@westlanddc.govt.nz
Diane Maitland	Quality Assurance Manager	Diane.maitland@westlanddc.govt.nz

MAYOR, COUNCILLORS AND RUNANGA KAITAKI

The Council is made up of eight councillors, representing three wards, the Mayor (who is elected at large), and a representative from Rūnanga o Ngāti Waewae and Rūnanga o Makaawhio.

MEMBER	EMAIL ADDRESS
<u>Mayor – Elected at large across the District</u>	
<u>Mayor Helen Lash</u>	Mayor.Lash@westlanddc.govt.nz
<u>Northern Ward – 3 Elected Representatives</u>	
<u>Deputy Mayor Burden</u>	cr.burden@westlanddc.govt.nz
<u>Cr Mackenzie</u>	cr.mackenzie@westlanddc.govt.nz
<u>Cr Maitland</u>	cr.maitland@westlanddc.govt.nz
<u>Hokitika Ward – 3 Elected Representatives</u>	
<u>Cr Gillett</u>	cr.gillett@westlanddc.govt.nz
<u>Cr Martin</u>	cr.martin@westlanddc.govt.nz
<u>Cr Walker</u>	cr.walker@westlanddc.govt.nz
<u>Southern Ward – 2 Elected Representatives</u>	
<u>Cr Manera</u>	cr.manera@westlanddc.govt.nz
<u>Cr Munns</u>	cr.munns@westlanddc.govt.nz
<u>Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio Kaitiaki</u>	
<u>Te Rūnanga o Ngāti Waewae Kaitiaki</u>	cr.tumahai@westlanddc.govt.nz
<u>Kw Francois Tumahai</u>	

Te Rūnanga o Makaawhio Kaitiaki		cr.madgwick@westlanddc.govt.nz
Kw Paul Madgwick		

[The Council is made up of eight councillors, representing three wards, the Mayor \(who is elected at large\), and a representative from Rūnanga o Ngati Waewae and Rūnanga o Maakawhio.](#)

3. Functions, Responsibilities and Activities of the Council

3.1 Functions

Under the Local Government Act 2002 (LGA),

(1) The purpose of local government 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.

The LGA states that the role of a local authority is to -

- (a) give effect, in relation to its district or region, to the purpose of local government stated in [section 10](#); and
- (b) perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.

3.2 Responsibilities

The Westland District Council has interpreted these obligations to mean that it has the overall responsibility and accountability for the proper direction and control of the District's activities. This responsibility and accountability includes:

- Providing a leadership focus for the District.
- Formulating the District's strategic direction.
- Managing the principal risks facing Westland.
- Administering various regulations and upholding the law.
- Safeguarding the public interest.
- Ensuring the integrity of management control systems.
- Ensuring the effective succession of elected members.
- Promoting economic and social development of the District and acting as an advocate on behalf of community interests.

- Planning for a sound and sustainable physical and human environment and enforcing relevant regulations.
- Providing and maintaining infrastructural, physical, and utilities services.
- Providing and maintaining recreational facilities and facilitating the provision of social and community services.
- Reporting to ratepayers on the above.

3.3 General and Local Legislation

Westland District Council also has legislative responsibilities and obligations under a number of Acts of Parliament, including:

- Building Act 2004
- Civil Defence and Emergency Management Act 2002
- Dog Control Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Land Transport Act 1998
- Land Transport Management Act 2003
- Local Electoral Act 2001
- Local Government Act 2002
- Local Government Rating Act 2002
- Local Government, Official Information and Meetings Act 1987
- Public Bodies Leases Act 1969
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

And such further legislation and amendments that Central Government from time to time may impose on local authorities.

There is no local legislation applicable in Westland.

3.4 Activities

The Council groups the work it does under Activity Groups.

These groups are:

- **Leadership**

Democracy, Council Controlled Organisation, [Human Resources](#).

- **Regulatory and Compliance**

Animal Control, Building Control, [Planning \(District Plan\)](#), Emergency Management, Environmental Health, Inspections and Compliance, Resource Management, [Alcohol Licensing](#), [and the Hokitika Swimming Pool](#).

Deleted: Corporate Services,

Deleted: Planning & Regulatory Services

Deleted: **Customer Service**,

Deleted: Liquor

- **Transportation**

Bridges, Emergency Repairs, Footpaths, Transportation, Road Legalisation, Road Maintenance, Capital Developments, Capital Replacements.

- **Water Supplies**

Kumara, Arahura, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier, and Haast Township Supplies.

- **Wastewater**

Hokitika, Kaniere, Franz Josef, Fox Glacier and Haast reticulated wastewater systems.

- **Stormwater**

Reticulated stormwater for Hokitika township and roadside drainage to the remaining district townships.

- **Solid Waste Management**

- Transfer stations, Open landfills, Closed landfills, Urban Refuse Collection, Waste Minimisation and Recycling.

- **Community**

Community Development and Assistance, Community Halls, Townships.

- **Services and Facilities**

Cemeteries, Elderly Housing, Westland District Library, Parks and Reserves, Hokitika iSite, Hokitika Wildfoods Festival and Events, Hokitika Museum, Swimming Pools, West Coast Wilderness Trail.

Commercial Buildings, Land and Buildings, Jackson Bay Wharf, Street Furniture, Monuments, Public Toilets.

Deleted: Services

Deleted: Leisure

4. Electoral Systems and Representation Arrangements

4.1 Electoral System

Westland District Council currently operates its elections under the first past the post-electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). Further information on STV can be obtained from [Electionnz Website electionnz.com](http://electionnz.com) - voting made easy

Deleted: This system is used in district health board elections. ...

Deleted: Council's Electoral Officer.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 per cent of electors signing

a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e., we cannot change our electoral system for one election and then change back for the next election.

[Council resolved on 24 August 2023 to maintain the First Past the Post \(FPP\) voting system for the 2025 and 2028 election.](#)

[Public consultation was undertaken from 22 April 2024 to 24 May 2024. Five submissions were received. No submitters requested to speak.](#)

4.2 Wards and Constituencies

The Council will comprise 8 members elected from three wards, with the Mayor being elected at large.

The three wards reflect the following identified communities of interest:

Northern Ward	All that part of Westland District north of the Mikonui River but excluding Hokitika Ward.
Hokitika Ward	All that part of Westland including the town of Hokitika, the area north to Three Mile and including the areas to the east known as Blue Spur and Brickfield as far as Pine Tree Road.
Southern Ward	All that area of Westland south of the Mikonui River.

[The Representation Review undertaken in 2024 used Stats NZ representation tables, all wards comply with s 19V of the Act, where the variation to the population as a whole is within the +/- 10% rule.](#)

Ward	Population	Members	Cr/Population	Variation
Northern Ward	3340	3	1113	101%
Hokitika Ward	3300	3	1100	99%
Southern Ward	2170	2	1085	98%
Total	8810	8	1101	100%

4.3 Representation Options

4.3.1 Māori Wards

The [Local Electoral Act 2001](#) states that any territorial authority may resolve that the district be divided into 1 or more Māori wards for electoral purposes.

[Council resolved at their meeting on 26 October 2023 not to establish Māori Wards for the 2025 and 2028 elections.](#)

Deleted: On 23 August 2018, the Westland District Council gave public notice of its final proposal for representation arrangements to apply for the Council for the elections held on the...12 October 2019. Notification of the right to appeal...

Deleted: 12 October 2019. Notification of the right to appeal or object was also given. No appeals or objections were received in respect of the resolution, therefore the representation arrangements for the Westland District Council's 2019 local elections were the same as in the final proposal....

4.3.2 Community Boards

Westland District Council does not have any Community Boards.

Deleted: Currently, the Council has not resolved to create Māori Wards and there has not been any demand for a poll to do so.¶

4.4 Changing Representative Arrangements

The Council is required to review its representation arrangements at least once every six years. [The period of review was for the 2025 and 2028 election.](#)

Deleted: The Council conducted a review in 2018. It is not legally required to begin to review representation again until 2024....

[A](#) review must include the following:

- Whether members should be elected from the whole district, wards, or from a mixture of both on an 'at large' basis.
- The areas of wards and constituencies and their boundaries.
- The number of members to be elected from each ward and constituency.
- Whether there should be [community boards](#) in a district.
- If there are to be community boards, the number of members of the board, the boundaries of the community and whether the area is to be divided for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to the Council, and the right to be heard if they wish.

Electors also have the right to appeal any decisions to the Local Government Commission, which will make a binding decision on the appeal.

[On 27 June 2024, Council heard and deliberated on the submissions to the representation review and resolved to remain with the status quo:](#)

- [Three wards being the Hokitika, Northern and Southern Wards.](#)
- [No change to the number of councillors.](#)
- [Councillors are elected by the electors of 2 or more wards.](#)
- [Community boards are not be established.](#)

5. Reorganisation Processes

5.1 Changing the District's Boundaries or Functions

Local government reorganisation, as set out by the [LGA 2002 s. 24](#), may provide for one or more of the following matters:

Scope of local government reorganisation

- (1) Local government reorganisation may provide for 1 or more of the following matters:
- (a) the union of districts or regions:
 - (b) the constitution of a new district or region, including the constitution of a new local authority for that district or region:

- (c) the abolition of a district or region, including the dissolution or abolition of the local authority for that district or region:
- (d) the alteration of the boundaries of any district or region:
- (e) the transfer from one local authority to another of -
 - (i) a responsibility, duty, or power conferred by an enactment; or
 - (ii) a discretionary function:
- (f) the assumption by a territorial authority of the responsibilities, duties, and powers of a regional council as a unitary authority:
- (g) the performance and exercise by a local authority of both—
 - (i) the responsibilities, duties, and powers of a regional council in respect of a region; and
 - (ii) the responsibilities, duties, and powers of a territorial authority in respect of a district that constitutes a part only of that region:
- (h) the establishment of 1 or more joint committees and the delegation of responsibilities, duties, and powers to those committees:
- (i) the establishment of a local board area, including the establishment of a local board for that area:
- (j) in relation to a local board, other than a local board established under the Local [Government \(Auckland Council\) Act 2009](#), —
 - (i) the means by which the chairperson is elected; and
 - (ii) whether the local board may include appointed members:
 - (k) the abolition of a local board area:
 - (l) the alteration of the boundaries of a local board area:
 - (m) the union of 2 or more local board areas.

The purpose of the local government reorganisation provisions of this Act is to improve the effectiveness and efficiency of local government by—

- (a) providing communities with the opportunity to initiate, and participate in considering, alternative local government arrangements for their area; and
- (b) requiring the Commission, in consultation with communities, to identify, develop, and implement in a timely manner the option that best promotes good local government.

Who may make a reorganisation application?

- (1) A reorganisation application may be made to the Commission by any person, body, or group, including (but not limited to)—
 - (a) 1 or more affected local authorities; or
 - (b) the Minister.
- (2) A reorganisation application must be made to the chief executive officer of the Commission.

6. Roles and Conduct

6.1 Mayor and Councillors' Role

The Mayor and the Councillors of the Westland District Council have the following roles:

- Setting the policy direction of Council
- Monitoring the performance of Council
- Representing the interests of the district. On election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the whole of the Westland District
- Employing the Chief Executive. Under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf.

6.2 Role and Powers of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

41A Role and powers of mayors

(1) The role of a mayor is to provide leadership to—

- (a) the other members of the territorial authority; and
- (b) the people in the district of the territorial authority.

(2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.

(3) For the purposes of subsections (1) and (2), a mayor has the following powers:

- (a) to appoint the deputy mayor;
- (b) to establish committees of the territorial authority;
- (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.

(4) However, nothing in subsection (3) limits or prevents a territorial authority from—

- (a) removing, in accordance with [clause 18](#) of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or
- (b) discharging or reconstituting, in accordance with [clause 30](#) of Schedule 7, a committee established by the mayor under subsection (3)(b); or

(c) appointing, in accordance with [clause 30](#) of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or

(d) discharging, in accordance with [clause 31](#) of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).

(5) A mayor is a member of each committee of a territorial authority.

(6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).

(7) To avoid doubt, —

(a) [clause 17\(1\)](#) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a):

(b) [clauses 25](#) and [26\(3\)](#) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.

6.3 Deputy Mayor's Role

The Deputy Mayor may be appointed by the Mayor or elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

6.4 Committee Chairperson's Role

The Council has created [three](#) Standing Committees and [two](#) Subcommittees. A committee chairperson is responsible for:

- Presiding over meetings of the committee.
- Ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual.
- A committee chairperson may be removed from office by resolution of Council.

6.5 Chief Executive's Role

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002.

The chief executive is responsible to their local authority for—

(a) implementing the decisions of the local authority; and

(b) providing advice to members of the local authority and to its community boards, if any; and

Deleted: two

Deleted: three

(c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised; and

(d) ensuring the effective and efficient management of the activities of the local authority; and

(da) facilitating and fostering representative and substantial elector participation in elections and polls held under the [Local Electoral Act 2001](#); and

(e) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and

(f) providing leadership for the staff of the local authority; and

(g) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy); and

(h) negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Chief Executive is the only employee of the Council, and the only person who may lawfully give instructions to other staff. Any complaint about individual staff members should therefore be directed to the Chief Executive and not elected members or departmental managers. Any complaints about the CE should be directed in the first instance to the Mayor or Deputy Mayor and this can be done through any elected member.

The Chief Executive has an annual performance review, which all Councillors contribute to in a public excluded meeting. The Council will only monitor performance against criteria that have been identified and agreed with the Chief Executive in advance and are focused on organisational operation and delivery of the core services.

6.6 Elected Members Code of Conduct

All elected members are required to adhere to Council's Elected Members Code of Conduct. Once adopted the Code of Conduct may only be amended by 75% of the members present.

The code of conduct sets out—

Understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including:

- a. behaviour towards one another, staff, and the public; and
- b. disclosure of information, including (but not limited to) the provision of any document, to elected members that –
 - i. is received by, or is in possession of, an elected member in his or her capacity as an elected member; and
 - ii. relates to the ability of the local authority to give effect to any provision of this Act; and

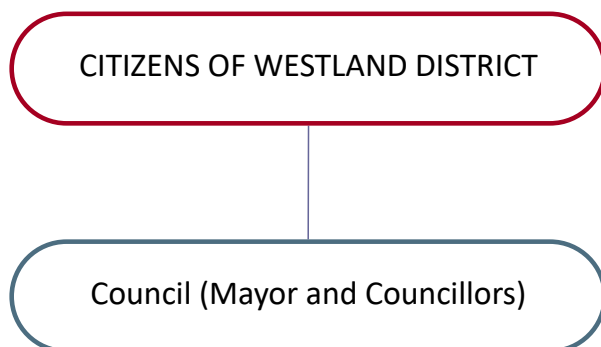
- c. a general explanation of –
 - i. the Local Government Official Information and Meetings Act 1987; and
 - ii. any other enactment or rule of law applicable to members.
- 2. A local authority may amend or replace its code of conduct but may not revoke it without replacement.
- 3. A member of a local authority must comply with the code of conduct of that local authority.
- 4. A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.
- 5. After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.
- 6. To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.

The Code of Conduct is available on the Council's Website.

7. Governance and Management Structure

7.1 Governance Structure

The Westland District Council Governance Structure



Council Controlled Organisations





A key to the efficient running of local government is that there is a clear division between the role of Council and that of management. The Westland District Council elected members concentrate on setting policy, strategy, and determining the level of financial resources. The Council then reviews progress. Management is tasked with implementing Council policy and strategy.

Council Controlled Trading Organisations (CCTOs)

Westroads Ltd

Westroads Limited main activity is that of a general contractor based in Hokitika and Greymouth (Westroads Greymouth Ltd) as well as depots and staff throughout South Westland. It also operates a crushed metal plant in Greymouth. In 2014 it purchased Christchurch based Trenching Dynamix Ltd; a specialist buried horizontal infrastructure installation company.

Destination Westland Ltd

Council's former CCO's Hokitika Airport Limited and Westland District Property Limited were merged on 30 June 2018. The merged CCTO is known as Destination Westland Ltd and has a commercial focus, continuing to manage the portfolios that were previously held under Hokitika Airport Limited and Westland District Property Limited.

Destination Westland Ltd operates the Hokitika Airport which is the principal airport on the West Coast.

In addition, Destination Westland Ltd manages some of the Council's property portfolio, previously overseen by Westland District Property Limited. This includes the sale and leasing of property; managing the leasing and occupation of mining rights; management of Pensioner Housing, Hokitika Swimming Pool, Jacksons Bay Wharf. From 3 July 2018, Destination Westland started managing the Hokitika i-SITE and the West Coast Wilderness Trail, and Council's events portfolio including the Hokitika Wildfoods Festival. The management of the Hokitika Museum was transferred back to Council on 28 September 2020. [The staff of the Hokitika Swimming Pool and the Hokitika-Westland site became staff on 8 July 2025, following the Council's CCO review and decisions made through the 2024/2025 Enhanced Annual Plan.](#)

7.2 Council Committees

The Council reviewed its committee structure at the Triennial Council meeting on the [23 October 2025](#).

There are [three](#) Standing Committees and [two](#) Subcommittees which are listed below:

Deleted: 27 October 2022.

Deleted: [two](#)

Deleted: [three](#)

Standing Committees

- [Chief Executive's Review Committee](#)
- [Council Controlled Organisation Oversight Committee](#)
- [Risk and Assurance Committee](#)

Deleted: [CE's Review Committee](#)

Deleted: [Risk and Assurance Committee](#)

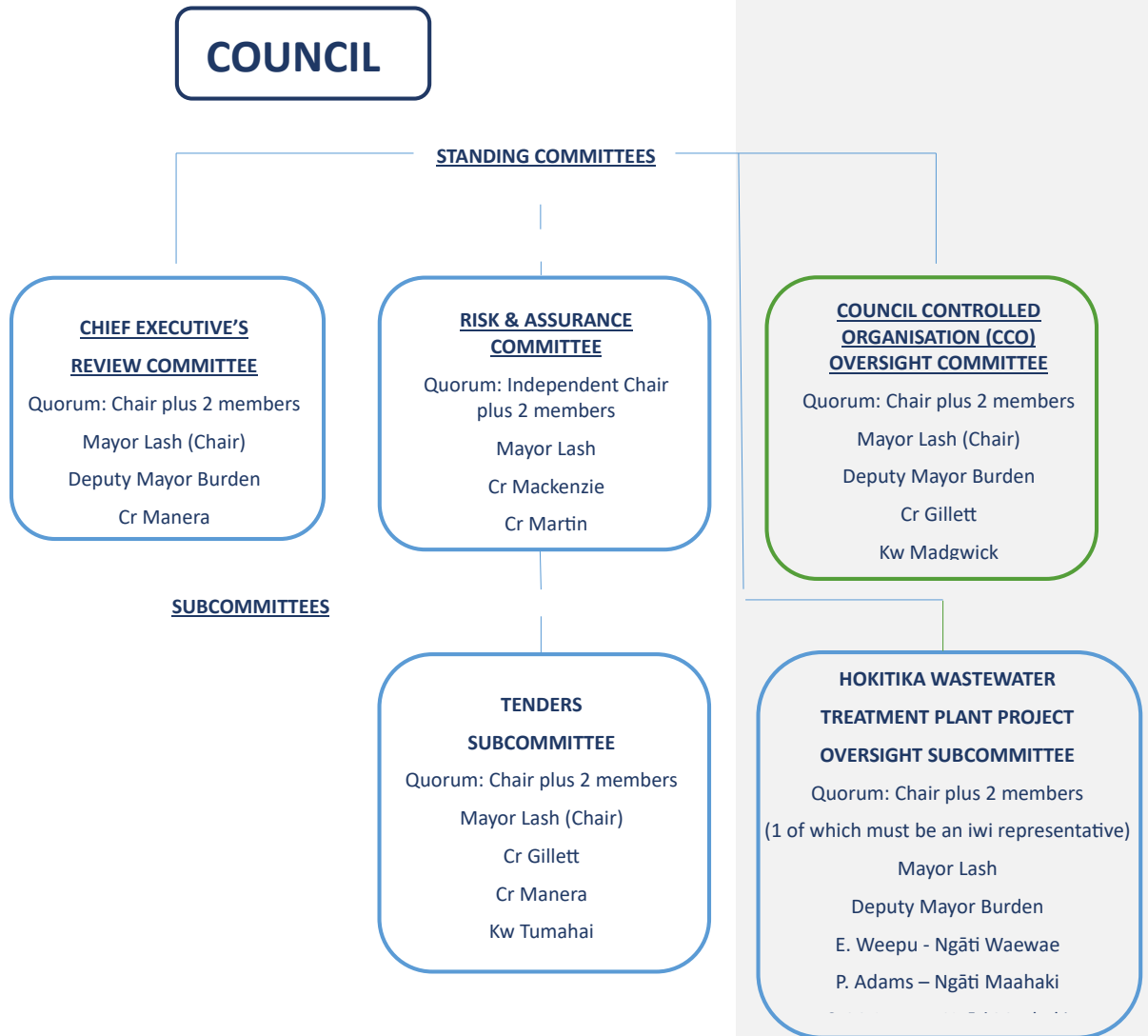
Subcommittees

- [Hokitika Wastewater Treatment Plant Project Oversight Committee](#)
- [Tenders Subcommittee \(a Subcommittee of the Risk and Assurance Committee\)](#)

Deleted: [Cycling and Walking Subcommittee](#)

Deleted: [Hokitika Wastewater Treatment Plant Project Oversight Subcommittee](#)

Committee Structure



7.3 Management Structure

Chief Executive

- Receives good policy advice.
- Delivers all services to the desired standard.
- Delivers the Annual and Long-Term Plan.
- Complies with the law.
- Employment of staff, including:
 - Recruitment
 - Talent development
- - Pay and benefits
 - Employment Relations
 - Health and Safety

District Assets

- Operating, maintaining, and improving Council's infrastructural assets:
 - roading
 - water services
 - recreational assets
 - cemeteries
 - buildings
 - solid waste disposal
 - Transportation planning
 - Asset Management.

Business Enablement

- Frontline Customer Service
- IT/GIS support
- Oversight of the Library, Museum, Hokitika-Westland isite, Information Technology and Information Management.

Deleted: Information Management

Finance

- Financial Stewardship and Strategic Fiscal Management
- Preparation of the Annual Report, Annual Plan, and Long-Term Plan, ensuring the Council Controlled Organisations meet their reporting requirements.
- Provide effective financial management within the policies adopted by Council.

Deleted: Financial inputs

Quality Assurance

- Risk coordination
- Policy Compliance
- Communications and public responsiveness
- Governance Support

Human Resources

- Human Resources function
- Health and Safety

Strategy and Transformation

- Strategic planning
- Transformation coordination

- [External funding readiness](#)
- [Mayors Taskforce for Jobs](#)

Regulatory and [Compliance](#)

The management and delivery of regulatory functions of Council. This includes:

- [Alcohol Licensing](#)
- [Animal Control](#)
- [Building Control](#)
- [Bylaws](#)
- [Compliance and monitoring](#)
- [Emergency Management](#)
- [Environmental Health](#)
- [Hokitika Swimming Pool](#)
- [Planning](#)

Executive Assistant

Provides the Mayor and Councillors and the Chief Executive with a comprehensive and efficient administrative and secretarial service and facilitates and maintains a professional link between the Mayor, Councillors, Chief Executive [and Senior Leadership](#) Team.

7.4 Delegations

Council is assigned powers to act by a wide range of legislation, trust deeds and documents. In order to allow its Committees and the Chief Executive to carry out their functions, Council has to delegate some these powers to act. The Chief Executive has to further delegate a number of these powers to allow Council staff to carry out their functions.

All delegations of power are contained in the Council's Delegations Manual which is available on the Council Website.

8. Meeting Processes

8.1 The Rules for Meetings and Standing Orders.

The legal requirements for Council meetings are in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and Committee meetings are open to the public unless there is reason to consider some items with the public excluded.

The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety, and order.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

Deleted: Community

Deleted: Services

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings). The Council adopted a set of Standing Orders for the conduct of meetings of Council and its Committees at the Inaugural Council Meeting on [23 October 2025](#).

Deleted: the 27 October 2022.

Minutes of meetings are kept and made publicly available, subject to the provisions of the LGOIMA.

Public notification of meetings is in accordance with NZS 9202:2003.

During meetings of the Council or Committees, all Council participants (the Mayor, Chair or Councillors or Members) must follow Standing Orders unless Standing Orders are suspended by a vote of 75% (or more) of the members present.

In addition, the Elected Members Code of Conduct sets out the expectations of the behaviour, which elected members expect of each other at meetings. Council adopted a revised Code of Conduct at its meeting on [23 October 2025](#).

Deleted: the 27 October 2022.

9. Consultation Policies

9.1 Consultation and Engagement Policy

The Council has a [Consultation and Engagement Policy](#) available on the Council Website.

9.2 Special Consultation Procedure under Local Government Act 2002

The Local Government Act sets out certain consultation principles and a procedure that is followed when making certain decisions. This procedure, the special consultative procedure, is outlined in sections 83, 86 and 87 of the LGA 2002.

Principles of Consultation must be undertaken in accordance with best practice consultation principles given in section [82 of the LGA 2002](#).

Under section 76AA of the LGA 2002, Council is required to have a Significance and Engagement Policy.

The purpose of the Westland District Council's Significance and Engagement Policy (SEP) is —

- To enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
- To provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters.
- To articulate the relationship between the significance of a matter and the corresponding level of engagement of parties that is required.

The Council believes in the importance of having a SEP as it provides a useful and accountable decision-making framework for both the Council and the community

The [Significance and Engagement Policy](#), which includes details of statutory consultation requirements, can be found on the Council's website.

The Council can and does consult outside of the special consultative procedure. When it is adopting its Long-Term Plan, Annual Plan or District Plan it will hold formal meetings with community groups and other interested parties. At these meetings the Council will seek views on the matters the Council considers to be important and identify issues of concern to the community.

The special consultative procedure consists of the following steps:

(a) prepare and adopt—

(i) a statement of proposal; and

(ii) if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with [section 83AA](#)); and

(b) ensure that the following is publicly available:

(i) the statement of proposal; and

(ii) a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with [section 82\(1\)\(d\)](#); and

(iii) a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and

(c) make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and

(d) provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and

(e) ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)—

(i) is given a reasonable opportunity to do so; and

(ii) is informed about how and when he or she may take up that opportunity.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

9.3 Liaising with Māori – Te Tangata Whenua O Te Tai Poutini

The Council at their meeting on [18 December 2025](#) resolved to extend an invitation to the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the business of Council, in acknowledgement of, and to further strengthen, Council's partnership with Mana Whenua of Westland.

Deleted: the 26 July 2018

Before the end of the last Triennium, Council included the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio as full members of the Risk Committee and they are able to participate in Council Meetings. Terms of Reference for the Risk and Assurance Committee will be adopted by that Committee on [12 February 2025](#).

Deleted: Finance, Audit and

Deleted: the 9 February 2023.

A Memorandum of Understanding (MoU) establishes the protocol between the Westland District Council, Te Rūnanga O Ngāti Waewae and Te Rūnanga O Makaawhio.

The MoU:

- provides a framework for the parties to work together towards improving Westland;
- provides mechanisms and resources that assist the Rūnanga to participate in Council policy, planning, and other decision-making processes
- facilitates the sharing of information to build a better understanding that enhances collaboration and strategic thinking about Westland's future
- identifies strategic opportunities to work closely together for the betterment of Westland district; and
- builds iwi capacity and capability to partner with local government.

The Council is therefore committed to acknowledging the unique perspectives of Papatipu Rūnanga and is further committed to strengthening our relationship with Papatipu Rūnanga as a result of the Partnership Agreement, which was signed on [18 December 2025](#).

Deleted: the 22 November 2018.

10. Equal Employment Opportunity Policy

10.1 Equal Employment Opportunity Policy

The Council is committed to the principles of Equal Employment Opportunity for all its employees and accordingly will act in accordance with the following policy:

- People with the best skills and qualifications to do particular jobs are employed regardless of their gender, race, marital status, physical impairment, or sexual preference.
- All employees will have a fair and equitable chance to compete for appointment or promotion and to pursue their careers.
- The recruitment and promotion of employees is based on merit.
- All employees have equitable access to training and skills development.

11. Key Planning and Policy Documents

11.1 Long Term Plan (LTP)

In accordance with section 93 of the LGA 2002, the Council adopted its [7th](#) Long Term Plan (LTP). The LTP was adopted following the special consultative procedure set out in section 93A of the LGA 2002.

Deleted: fifth

Deleted: in June 2018.

The purpose of the LTP is to:

- Describe the activities of Council.
- Describe community outcomes.
- Provide integrated decision making and co-ordination of resources.
- Provide a long-term focus for decisions and activities of council.
- Provide a basis for accountability to the community.

The LTP is the central focus for the Council's future over the next 10 years. The plan will be reviewed by 30 June [2027](#) and will be reviewed every three years thereafter. It is important to note that Council cannot significantly deviate from the LTP without re-engaging the community through the special consultative procedure. In other words, once the plan is adopted it determines the Council's direction for the next three years. The LTP is subject to audit.

Deleted: 2021

The LTP is the Council's key document and contains information on:

- Groups of Activities: The LTP shows the level of service Council will provide for each activity, the assets employed and the total costs (both capital and operating) to Council for providing those services.
- Financial Strategy: to underpin prudent financial management, with an analysis of the key factors likely to impact on the Council (population change, investment in infrastructure etc.)
- Infrastructure: to make explicit how Council envisages it will manage its roads, water, wastewater, and stormwater facilities over the next 30 years.
- Variations between the LTP and earlier assessments of water services, sanitary services, and waste management within the District.
- Forecast financial statements: Detailed forecasts for three years and summary forecasts for the seven years after the first three.
- Details of any Council-controlled organisations, its objectives, scope of activities and targets.
- Funding Impact Statement: How the rates are going to be allocated/charged to ratepayers.
- A Revenue and Financing policy: who pays for services provided, why and how

- Significant Forecasting assumptions and associated risks to the financial estimates.
- A summary of the Council's Significance and Engagement Policy.
- Development of Māori Capacity to Participate in Council Decision-making.
- How Council will develop Māori capacity to contribute to the decision-making process.
- Describe community outcomes; good access to health services, a safe and caring community, lifelong educational opportunities, a treasured natural environment, a buoyant district economy and enjoying life in Westland.
- As a consequence of the LGA 2002 Amendment Act 2014, the LTP is now required to also include:
 - the infrastructure strategy, and,
 - the projected number of rating units within the District.

11.2 The Annual Plan

The year in which a Long-Term Plan is adopted this document becomes the Annual Budget for that year. For the two years between reviews of the LTP Council will adopt an Annual Plan through the special consultative procedure set out in sections 83 & 85 of the Local Government Act 2002.

The Annual Plan focuses on the budgets for the current financial year and the setting of rates. Any significant or material changes proposed must be consulted on with the community. This document will not be able to significantly deviate from the LTP, unless a special consultative procedure and audit are undertaken.

11.3 Policies

All external policies adopted by the Westland District Council are available on the [Council Website](#).

11.4 The Westland District Plan

The Westland District Plan was adopted on 16 May 2002. This Plan sets out the framework of objectives, policies, and methods to be used to achieve integrated management of the effects of the use, development, and protection of the natural and physical resources of Westland District. Some of the methods to be used include rules controlling the effects of land use and land subdivision.

The Plan has been prepared to fulfil the requirement of Part V of the Resource Management Act 1991 that there be, at all times, one district plan for each territorial authority district. Implementation of the Plan's policies and methods is intended to assist the Council to carry out its functions under the Act. The Plan is one of a number of initiatives to be used by the Council to achieve the (sustainable management) purpose of the Act.

The District Plan is available on the Council's Website at www.westlanddc.govt.nz and at Council's Office, 36 Weld Street, Hokitika.

The Local Government Commission required all West Coast District Councils to prepare a combined West Coast District Plan under the Resource Management Act 1991. The reorganisation scheme completes the proposal for the transfer of council district plan-making responsibilities to the West Coast Regional Council and delegation to a joint committee comprising representatives of the four councils and local iwi responsible for approving a new combined West Coast district plan. This is referred to as the Tai Poutini One District Plan (TTPP).

11.5 Bylaws

Council reviewed most of its bylaws in 2018 and made changes following submissions and hearings. New bylaws are generally required to be reviewed within 5 years, and revised bylaws within 10 years of the most recent revision.

Airport

Airport Charges Bylaw 1998 (PDF 145.35KB)	revised 2 July 2018	next review by July 2028
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Compliance & Environmental Health

Alcohol Control Bylaw 2018 (PDF 6.72MB)	approved 2 July 2018	review by July 2023
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Dog Control Bylaw 1997 (PDF 3.38MB)	revised 2 July 2018	next review by July 2028
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Freedom Camping Bylaw	adopted Nov 2018	review by November 2023 under review November 2024
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Trading in Public Places Bylaw 2008 (PDF 132.74KB)	revised 2 July 2018	next review by July 2028
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Deleted: [Airport Charges Bylaw 1998](#) – revised 2 July 2018 – next review by July 2028¶
[Dog Control Bylaw 1997](#) – revised 2 July 2018 – next review by July 2028¶
 next review by July 2028¶
 adopted Nov 2018
 - [Appendix A. Maps of Prohibited Freedom Camping Sites](#)
 - [Appendix B. Maps of Responsible Camping Sites](#)¶
[Alcohol Control Bylaw 2018](#) – approved 2 July 2018 – review by July 2023¶
 July 2018 – next review by July 2028¶
[Speed Limits Bylaw 2006](#) – revised 2 July 2018 – next review by July 2028¶
[Trading in Public Places Bylaw 2008](#) – revised 2 July 2018 – next review by July 2028¶
[Traffic and Parking Bylaw 2013](#) – revised 2 July 2018 – next review by July 2028¶
[Waste Water Bylaw 2018](#) – approved 2 July 2018 – next review by July 2023¶
 2016 – review by June 2021¶
[Bylaw 2003 incorporating the Wildfoods and Other Events Amendment Bylaw 2006](#) – revised 2 July 2018 – next review by July 2028¶
[Jackson Bay Wharf Bylaw 2001](#) – Revoked 27 March 2014¶

Wildfoods and Other Events Bylaw 2003 incorporating the Wildfoods and Other Events Amendment Bylaw 2006 (PDF 386.77KB)	revised 2 July 2018	next review by July 2028
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[Roads and Traffic](#)

Speed Limits Bylaw 2006 (PDF 122.05KB)	revised 2 July 2018	next review by July 2028
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[Speed Limits Bylaw 2006 Attached Schedule \(PDF 1.07MB\)](#)

Traffic and Parking Bylaw 2013 (PDF 567.33KB)	revised 2 July 2018	next review by July 2028
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Fencing Bylaw 1991 (PDF 62.19KB)	revised 2 July 2018	next review by July 2028
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[Water & Waste](#)

Refuse and Recycling Bylaw 1992 (PDF 130.16KB)	revised 2 July 2018	next review by July 2028
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Waste Water Bylaw 2018 (PDF 163.89KB)	approved 2 July 2018	next review by July 2023
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Water Supply Bylaw 2016 (PDF 553.16KB)	23 June 2016	review by June 2021
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12. Local Government Official Information and Meetings Act 1987 (LGOIMA)

12.1 Requests for LGOIMA

The LGOIMA allows people to request official information held by Council. It contains rules for how such requests should be handled and provides a right to complain to the

Ombudsman in certain situations. The LGOIMA also has provisions governing the conduct of meetings.

In responding to LGOIMA's, Council will consider the principle of availability

The principle of availability underpins the whole of the LGOIMA. The Act explicitly states that:

The question whether any official information is to be made available ... shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that the information shall be made available unless there is good reason for withholding it.

Official information means any information held by Council.

It is not limited to documentary material, and includes material held in any format such as:

- written documents, reports, memoranda, letters, notes, emails, and draft documents;
- non-written documentary information, such as material stored on or generated by computers, including databases, video, or tape recordings;
- information, which is known to Council, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of Council in their official capacity);
- documents and manuals which set out the policies, principles, rules, or guidelines for decision making by an agency;
- the reasons for any decisions that have been made about a person.

Information held by elected members and employees

Information held by elected members (i.e., mayor and councillors) and officers and employees of an agency in their official capacity is deemed to be held by Council.

Any requests for information will be provided in accordance with the LGOIMA.

A charge shall be made to recover all reasonable costs incurred by Council in providing the information. Council has adopted a set of fees and charges for requests under LGOIMA. These are on the Council website under fees and charges. An estimation of cost prior to providing the information can be made available.

Requests for official information should be addressed to the Chief Executive and emailed to LGOIMA@westlanddc.govt.nz

Report to Council



DATE: 29 January 2026

TO: Mayor and Councillors

FROM: General Manager Regulatory and Compliance

EASTER SUNDAY SHOP TRADING POLICY 2026

1 SUMMARY

- 1.1. The purpose of this report is for Council to consider the proposed Easter Sunday Trading Policy 2026 for public consultation.
- 1.2. This proposal arises as the previous Easter Sunday Trading Policy 2018 was not reviewed within the legislative time frame, resulting in the policy being revoked in March 2024 in accordance with the Shop Trading Hours Act 1990.
- 1.3. The proposed policy would enable trading for all businesses throughout the district, that would otherwise not be permitted to.

2 BACKGROUND

- 1.4. Most shops in New Zealand cannot open on restricted days i.e. Anzac Day morning, Good Friday, Easter Sunday, and Christmas Day. Some tourist areas have exemptions from previous, now repealed legislation, to open on these days e.g. Queenstown and Taupo, however there are no exemptions for Westland.
- 1.5. The Shop Trading Hours Act 1990, following an amendment, enables a Council to develop a policy that allows shops to open on Easter Sunday only. Councils must consult their communities on a draft policy using the special consultative procedure which allows for submissions and a hearing.
- 1.6. Council has previously recognised the importance of tourism-related trade and other trade to the Westland economy on Easter Sunday, and had adopted an Easter Sunday Shop Trading Policy.
- 1.7. A policy can allow shops to trade on Easter Sunday in:
 - (a) the whole of the district; or
 - (b) any part of parts of the district.
- 1.8. A policy cannot:

- (a) permit shops to open only for some purposes; or
 - (b) permit only some types of shops to open; or
 - (c) specify times at which shops may or may not open; or
 - (d) include any other conditions as to the circumstances in which shops in the area may open.
- 1.9. The policy cannot apply to Anzac Day morning, Good Friday or Christmas Day according to the Act. However, dairies, service stations, take-away bars, restaurants, cafes, garden centres and duty-free stores can already open on the restricted trading days.
- 1.10. The policy does not apply to the sale or supply of alcohol, which continues to be regulated on Easter Sunday by the Sale and Supply of Alcohol Act 2012.
- 1.11. A shop employee is legally able to refuse to work on Easter Sunday without any repercussions on their employment relationship. The government allowed this provision as it recognises that Easter Sunday continues to be a day of significance across New Zealand and that some people would rather not work on this day.
- 1.12. The submission period will be from 30 January to 3 March 2026. This will be publicised on the Council's website, Westland Matters newsletter and in the local newspapers.

3 OPTIONS

- 3.1. Option One - to approve the proposed Easter Sunday Trading Policy 2026 for public consultation to enable Easter Sunday Trading.
- 3.2. Option Two - do not approve the proposed Easter Sunday Trading Policy 2026 which would not enable Easter Sunday Trading for a number of businesses.

4 SIGNIFICANCE AND ENGAGEMENT

- 4.1 This matter is of moderate significance. Hokitika and greater Westland are areas where tourism forms a significant part of the economy.
- 4.2 The policy does not affect any of Council's strategic assets, its levels of service, its debt or rates, and it is a reversible decision.
- 4.3 The policy would enable shopping on one additional day of the year, however it may create concern among some groups or individuals who may be opposed to commercial activities on Easter Sunday.

5 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 5.1 Option One - Council approves the proposed Easter Sunday Trading Policy to allow Easter Sunday trading).
- 5.2 This would enable trading, which will enable economic benefits from the increased retail activity. Easter is a busy time in Westland and consumers will have increased choice over when and where to shop.
- 5.3 Option One may include financial or peer pressure on some employees to work on Easter Sunday even if they are not legally required to do so.

5.4 Option Two - not approving the proposed Easter Sunday Trading Policy maintains this day as sacrosanct for some groups and individuals within our community

5.5 There is potential that some potential customers may go elsewhere out of Westland District to shop on Easter Sunday.

5.6 Neither of the options have any financial implications for Council.

6 Preferred Option and Reasons

6.1 The preferred option is Option One, as it allows for increased financial and economic benefits in the district.

7 Recommendations:

- A) That this report be received; and
- B) That Council approves the draft Easter Sunday Shop Trading Policy 2026 as proposed (attached as Appendix 1) for consultation; and
- C) That Council considers any submissions received following the public consultation period.

Lee Webster

General Manager Regulatory and Compliance

Appendix 1: Proposed Easter Sunday Shop Trading Policy 2026

Appendix 2: Statement of Proposal for the Proposed Easter Sunday Shop Trading Policy 2026

Easter Sunday Shop Trading Policy 2026

Commencement: XXXX

Date of review: XXXX

This policy is adopted pursuant to the Shop Trading Hours Act 1990, by resolution of the Westland District Council on XXXX.

1 Introduction

- 1.1 This policy is made under Part 2, Subpart 1 of the Shop Trading Hours Act 1990.
- 1.2 The Westland District Council permits shop trading throughout the district on Easter Sunday.

2 Objectives

- 2.1 To enable shops to open for trading on Easter Sunday throughout Westland District.
- 2.2 To meet the demand for goods and services from visitors and residents during Easter.

3 Background

- 3.1 The Westland district is a popular destination and demand for goods and services from residents and visitors during peak holiday periods is high.
- 3.2 The Easter weekend is one of these peak periods, which the Easter Sunday Shop Trading Policy will enable shops to open to meet this demand.

4 Definitions

- | | |
|-----------------|---|
| Act | for the purposes of this policy means the Shop Trading Hours Act 1990 |
| District | means the area of jurisdiction of the Westland District Council (Map 1) |
| Shop | <p>means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—</p> <p>(a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or</p> <p>(b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or</p> |

(c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again

5. Shop employees' right to refuse to work

5.1 Easter Sunday continues to be a day of significance across New Zealand and some people would rather not work on this day.

5.2 There are 'right to refuse' provisions in the Act allow employers and employees to negotiate freely and means that all shop employees will have the ability to refuse to work on Easter Sunday without any repercussions for their employment relationship.

6. Related Matters

6.1 This policy does not:

- a. apply to any day other than Easter Sunday
- b. control the types of shops that may open, or their opening hours
- c. apply to the sale and supply of alcohol on Easter Sunday from licensed premises, which is regulated by the Sale and Supply of Alcohol Act 2012.

6.2 Council is not responsible for the enforcement of this Policy. Enforcement will be undertaken by the central government department that is responsible for the administration of the Act.

6.3 All shop employees can refuse to work on Easter Sunday, pursuant to the provisions in the Act.

6.4 This policy does not cover the other restricted trading days: Good Friday, Christmas Day or ANZAC Day until 1pm.

7 Review

7.1 The policy must be reviewed within 5 years of adoption.

Westland District Council is able to review the policy, or any subsequent local Easter Sunday Shop Trading Policy, at any time.

Map 1 - The extent of the Westland District



Statement of Proposal

Proposed Easter Sunday Shop Trading Policy 2026

Council proposes that shops be permitted to trade on Easter Sundays

This proposal is now open for public consultation (30 January 2026 to 3 March 2026)

Submit online at www.westlanddc.govt.nz

Background

Most shops in New Zealand can't open on Anzac Day morning, Good Friday, Easter Sunday, or Christmas Day, as these are recognised as restricted days under the Shop Trading Hours Act 1990.

Council has previously had a district wide policy that enabled all shops to open on Easter Sunday. This policy was introduced in 2018 and was statutorily revoked in March 2024 after not being reviewed in the required period.

The new policy is proposed to enable shops to trade on Easter Sunday throughout Westland.

A policy cannot apply to Anzac Day morning, Good Friday or Christmas Day, as the Act does not permit that. However, dairies, service stations, take away bars, restaurants, cafes, garden centres and duty free stores can open on these restricted trading days, along with Easter Sunday.

Some tourist areas also have exemptions to open on these restricted days, as a result of previous legislation, but Westland does not have an exemption and the current legislation does not enable further exemptions.

Council recognises the importance of tourism-related trade and other trade to the Westland economy on Easter Sunday, and is proposing to enable trading on Easter Sundays.

Scope of the Policy

Council can establish a policy that allows shops to trade on Easter Sunday in—

- (a) the whole of the district; or
- (b) any part of parts of the district.

A policy cannot—

- (a) permit shops to open only for some purposes; or
- (b) permit only some types of shops to open; or
- (c) specify times at which shops may or may not open; or
- (d) include any other conditions as to the circumstances in which shops in the area may open.

The Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of Alcohol Act 2012.

A **shop** is a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—

- (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
- (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or
- (c) a building or place where the only business carried on is that of selling goods to people who are dealers and buy the goods to sell them again.

Other Options Considered by Council

Status quo: the status quo means not having a policy, and Easter Sunday trading would not be permitted for a number of businesses, while others are already allowed by legislation to trade on Easter Sunday e.g. service stations, restaurants, cafes, takeaways, dairies, etc.

Council does not support this option and has proposed a policy that permits trading on Easter Sunday.

How to make a submission

Any interested person or body is welcome to make a submission on the proposed policy and the other options that have been considered for shop trading on Easter Sundays and on any aspect of, or omission from, the attached proposed policy.

Council will take account of all submissions made when making decisions on the proposed policy. There will be a Council meeting in March 2026 for those submitters who indicate they wish to speak in support of their submission.

Please submit your feedback to Council by:

- (1) Delivery to the Customer Service Centre, 36 Weld Street, Hokitika
- (2) Post to, Compliance Team Leader: Regulatory, Private Bag 704, Hokitika
- (3) Email to consult@westlanddc.govt.nz
- (4) You can also complete submissions at www.westlanddc.govt.nz

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

All enquiries (not submissions) should be directed to Vern Morris, Team Leader: Regulatory at 03 756 9010 or Vern.Morris@westlanddc.govt.nz

Proposed Timetable

29th January 2026 Council meeting

30th January 2026 submissions open, public consultation

3rd March 2026 (5pm): submissions close

26th March 2026 Council meeting: hearing of submissions (if necessary)

26th March 2026: Council meeting to decide on Policy

5th April 2026: Easter Sunday

Don't forget, to have your submission in to Council by 5:00pm on 3 March 2026

Report to Council



DATE: 29 January 2026

TO: Mayor and Councillors

FROM: Contract Manager Recreation and Disposals

INFORMATION REPORT: CASS SQUARE BASKETBALL HALF-COURT

1. Summary

- 1.1. The purpose of this report is to provide the Mayor and Councillors with the history on the Cass Square Basketball Half-Court project and an update on the project going forward.
- 1.2. This issue arises due to the Cass Square Basketball Half-Court fundraising now being complete with the project set to begin in February 2026.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long-Term Plan 2025 – 2034.
- 1.4 This report concludes by recommending that Council approve the installation of a basketball half-court in the Southeast corner of Cass Square Park in Hokitika.

2. Background

- 2.1 The reason this report has come before the council is due to Westland District Council in partnership with the Westland Basketball Club reaching their fundraising goal of \$88,000 to build a basketball half-court at Cass Square.

3. Setting the Scene

- 3.1. Hokitika currently offers limited recreational opportunities for our teenagers. Council in partnership with the Westland Basketball Club are excited to introduce a new outdoor basketball half-court that will provide a safe and vibrant space for young people to gather and engage in positive recreational activities.

Situated next to the newly developed Cass Square playground, this court will create an inviting environment for older youth from throughout Westland to play and connect. This initiative aims not only to enhance community well-being but also to promote physical activity and strengthen bonds among residents of all ages.

Open to everyone, from Westland locals to visiting players and spectators, this space could be a hub of activity and enjoyment. We envision the elderly community, who regularly use the park for fitness and fresh air, delighting in the lively atmosphere as they watch this dynamic space come alive with entertainment and camaraderie. Together, we can cultivate a thriving environment that enriches the lives of all community members.

3.2. Westland Basketball Club

The Westland Basketball Club is a club dedicated to inspiring a love for basketball in youth of all ages. The Club values teamwork, resilience, and community and they are committed to making basketball accessible to all, regardless of background.

The Club has experienced remarkable growth over the past two years. They currently have 40 youth taking part in miniball and 120 youth across 17 teams playing in the junior basketball competition.

The Westland Basketball Club has strong aspirations for the future, including a core focus on creating accessible spaces for our youth to learn and develop. The Club has been the lead driver for building a community basketball half-court at Cass Square for many years.

The Westland Basketball Club believe this court will become a key hub for our youth of all backgrounds and abilities to come together, play, and develop basketball and social skills. Additionally, they are looking to enhance opportunities for youth by creating activities that keep them engaged and active. Keeping youth busy with structured sports and activities helps ensure they grow into productive, positive members of society. Currently, there is nowhere in Hokitika for youth to play half-court basketball outside of the gym, which costs \$40 an hour to hire.

3.3. Basketball in New Zealand

Basketball is undergoing an explosive phase of growth in New Zealand, establishing itself as the country's fastest-growing sport, especially among our young people, and is projected to become the number one secondary school sport by 2026. This significant expansion, which has seen a 61% increase in participation since 2000, is largely credited to the energy of the 3x3 scene and the influence of high-profile NBA stars like Steven Adams. However, this massive and sustained demand is now straining existing resources, leading to a critical shortage where the supply of courts and facilities nationwide can no longer meet the burgeoning need.

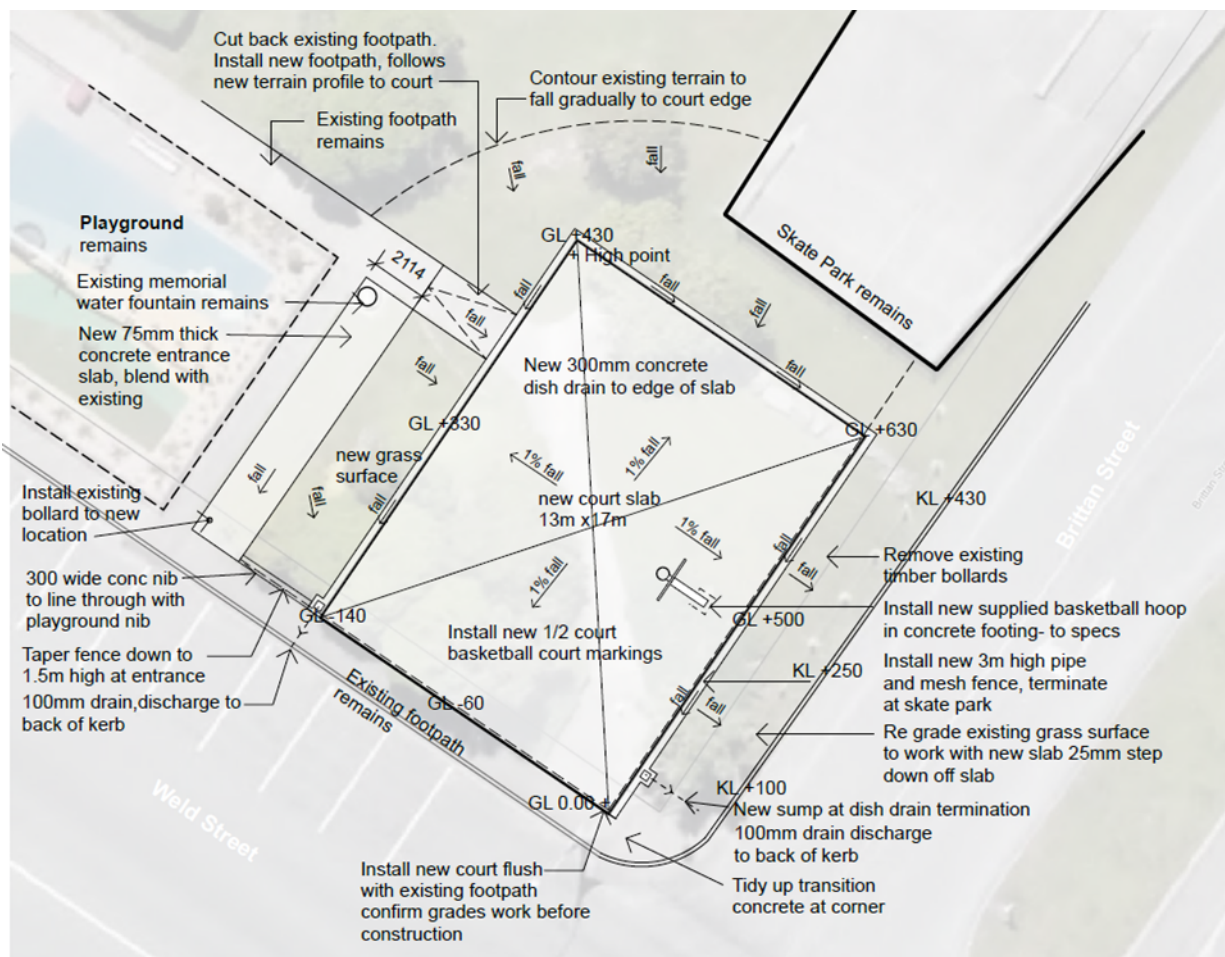
4. Proposed Project

- 4.1. The project involves installing a basketball half-court in the Southeast corner of Cass Square Park. The build would entail removing the current trees/shrubs and existing corner entrance and replacing this with a levelled coloured concrete surface that would have fencing on the Weld and Hampden Street faces. A new path would be built to enable entering the park between the basketball half-court and playground. New trees and plants would also be planted to replace existing.

We estimate the build to take 6-8 weeks, allowing the concrete slab to cure for at least 21 days.

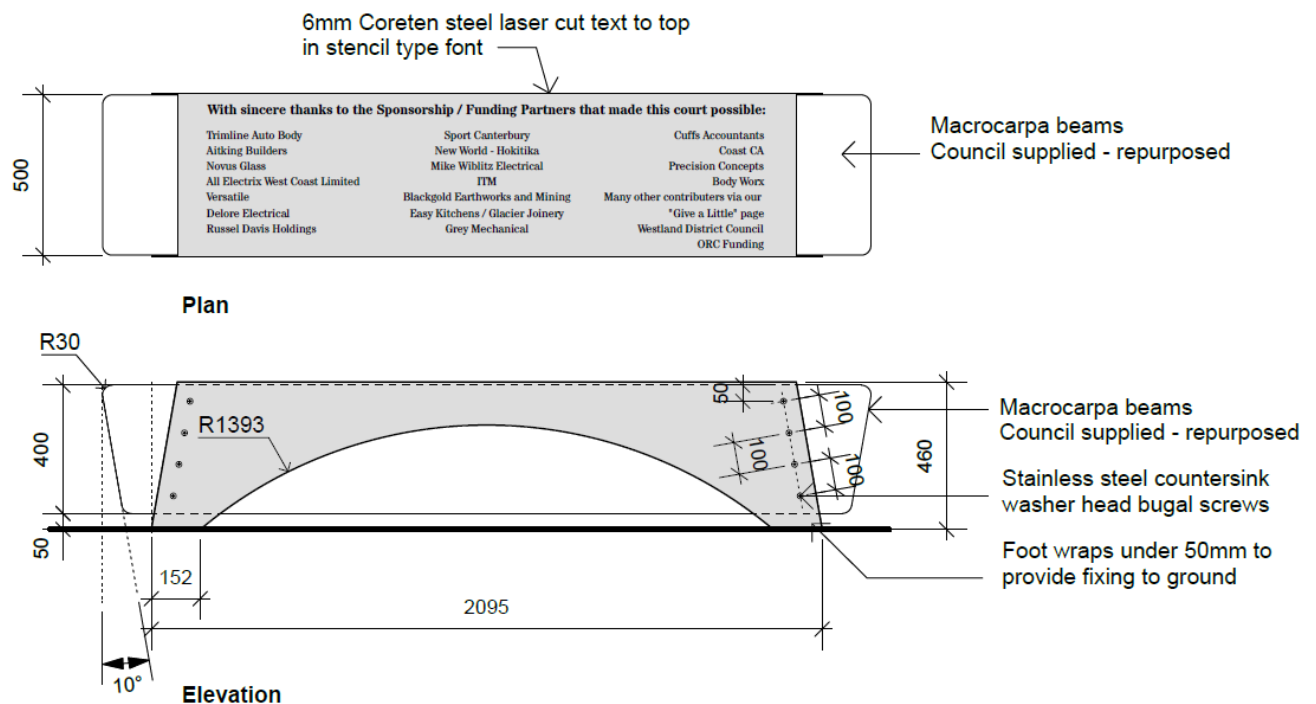
A formal opening will be held with the community once the build has been completed. We estimate this to be around the middle of April.

The proposed court design is shown below.



4.2. A sponsorship/funding partners bench seat will be installed next to the basketball court to thank all the local businesses/families that supported the Cass Square Basketball Half-Court.

The proposed sponsorship bench seat design is shown below.



5. Financial Summary

- 5.1. A breakdown of the sponsorship received is shown in table 1 below. The table highlights the significant fundraising undertaken by the Westland Basketball Club in order to deliver this project in partnership with the Council.

Table 1 Sponsorship/Fundraising breakdown

Local Businesses		\$43,000.00
Trimline Auto Body	ITM	
Aitking Builders	Blackgold Earthworks & Mining	
Novus Glass Hokitika	Easy Kitchens/Glacier Joinery	
All Electrix West Coast Ltd	Grey Mechanical	
Versatile	Cuffs Limited	
Delore Electrical	Coast CA	
Russel Davis Holdings	Precision Concepts	
Sport Canterbury	Mike Weiblitze Electrical	
Hokitika New World	Bodyworx Fitness Centre	
Westland Basketball Club/Community Donations		\$5,662.00
ROCC Funding		\$20,000.00
Westland District Council		\$20,000.00
		\$88,662.00

- 5.2 Also highlighted in the table is Councils contribution towards this project. Council allocated \$50,000 towards the Cass Square New Development project in 2024/2025. \$20,000 of this budget was allocated to the Cass Square Basketball Half-Court project. A project that is included in the Cass Square Concept Plan 2025-2035. After the Basketball Half-Court project was unable to be delivered in 2024/2025 Council adopted to carry over the remaining Cass Square New Development's funds from 2024/2025 into 2025/2026 in order to complete the basketball half-court project.

- 5.3 ROCC funding - ROCC also known as the "Resilience to Organised Crime in Communities" is a fund designed to reduce the risk of youth getting into crime. After discussion with the funders, they have agreed to support the project to the sum of \$20,000.

- 5.4 Basketball New Zealand's mission is to get a "hoop in the heart of every neighbourhood". The Westland Basketball Association was successful in receiving a hoop through the Basketball New Zealand, Schick "Hoops in Parks Initiative". This resulted in a cost saving of \$9,350.

6. Options

- 6.1. Option 1: That Council approves to install a basketball half-court in the Southeast corner of Cass Square Park in Hokitika
- 6.2. Option 2: That Council do not approve to install a basketball half-court in the Southeast corner of Cass Square Park in Hokitika

7. Risk Analysis

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

8. Health and Safety

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

9. Significance and Engagement

- 9.1. The level of significance has been assessed as being low.
9.1.1. Public consultation isn't considered necessary.

10. Assessment of Options (including Financial Considerations)

- 10.1 Option 1 – That Council approves the installation of a basketball half-court in the Southeast corner of Cass Square Park in Hokitika.

- 10.1.1. The following financial implications have been identified:

Westland District Council would contribute \$20,000 towards the basketball half-court this is part of the Cass Square redevelopment fund budgeted for within the LTP).
Community fundraising and ROCC funding fund the remaining project cost of \$68,000.

- 10.2. Option 2 – That Council do not approve to install a basketball half-court in the Southeast corner of Cass Square Park in Hokitika.

- 10.2.1. There are no financial implications to this option.

11. Preferred Option(s) and Reasons

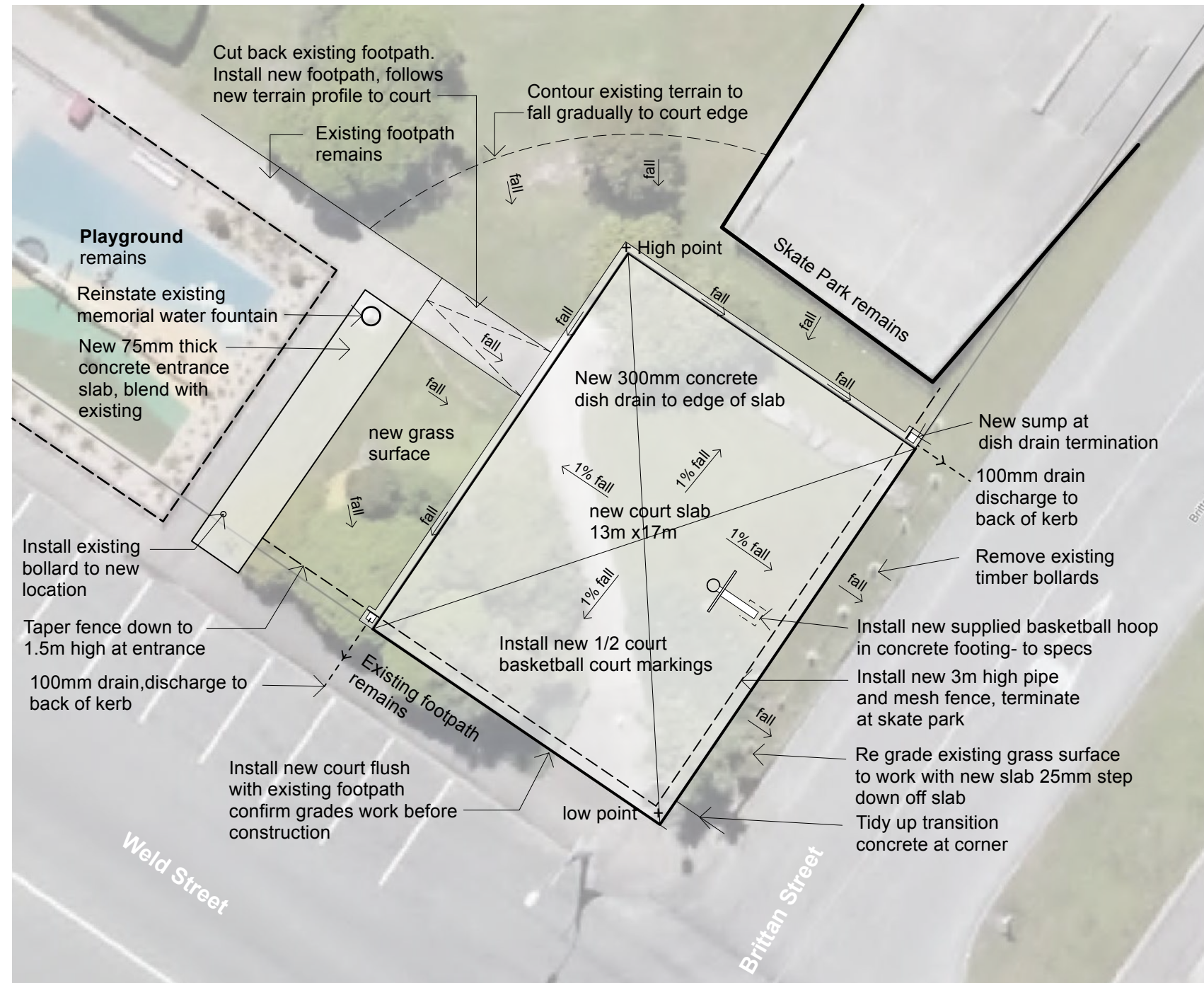
- 11.1. The preferred option is Option 1.
- 11.2. The reason that Option 1 has been identified as the preferred option is that the basketball half-court was committed to in 2024 and the funding has been transferred as part of the Cass Square redevelopment programme. The funding has been budgeted within the LTP. The project has strong community support and has largely funded by the community.

12. Recommendations)

- 12.1. That the report be received.

David Louw
Contract Manager Recreation and Disposals

Appendix 1: Cass Square Basketball Court Site Drawing
Appendix 2: Cass Square Basketball Court Sponsorship Bench Design



Need to figure out if new court butts to existing footpath or allow 600mm for planting (nicer edge)

2

Site Plan

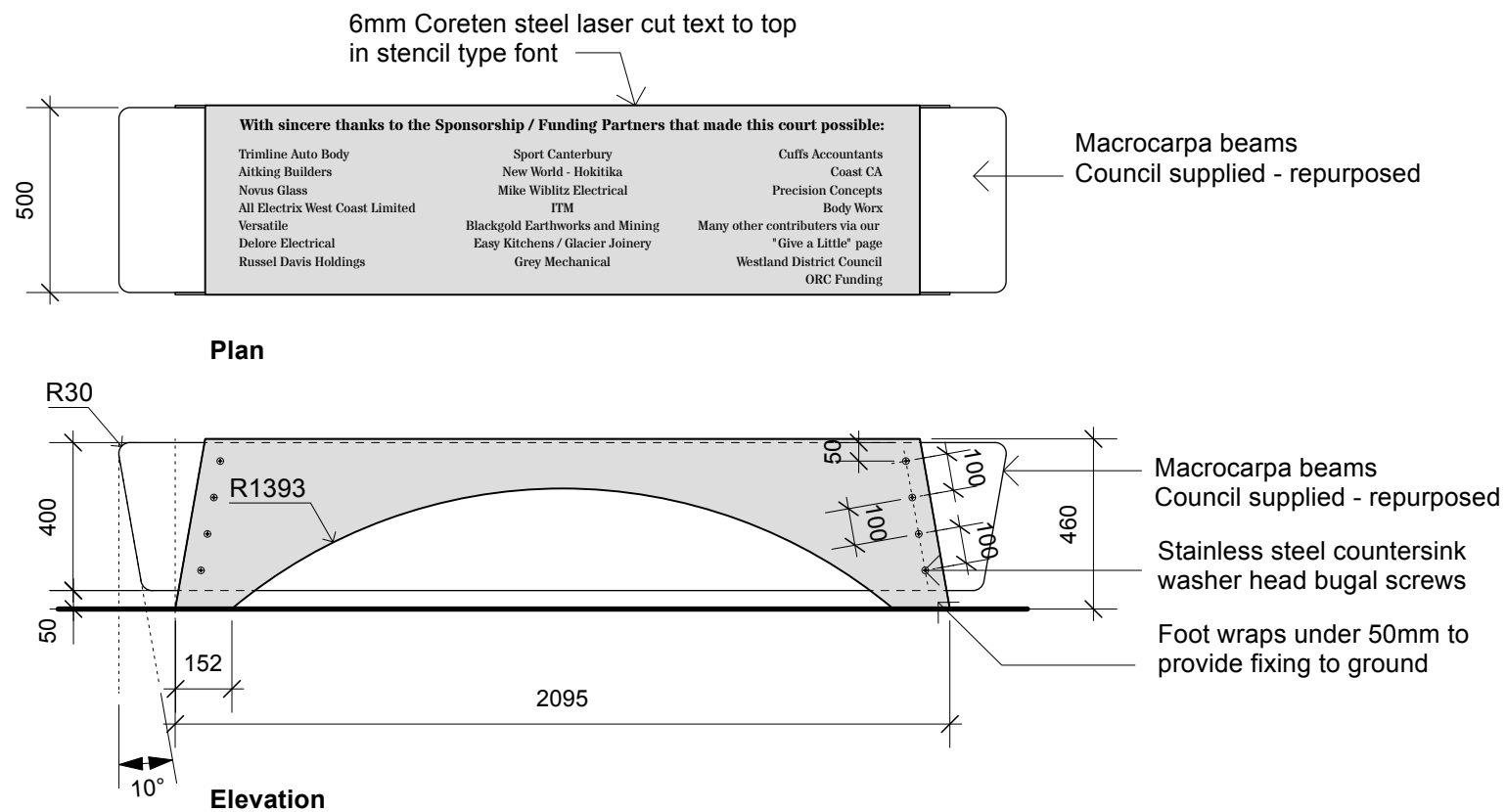
Scale: 1:200

REVISION	DATE	NOTE	PROJECT #
PROJECT		New Basketball Court	000
CLIENT		WDC / WBA	DATE # 17/11/2025 DWG #
DWG		Site Plan	SCALE @ A3 As Shown SE Sht-1
			DRAWN SE REVISION
			CHKD

Pages -



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REVISION	DATE	NOTE	PROJECT #
PROJECT	New Basketball Court		000
CLIENT	WDC / WBA		DWG #
DWG	Courtside Seat		SE
CHKD	18/11/2025	SCALE @ A3 As Shown	REVISION
			Pages