

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 29 May 2025** commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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 or the Group Manager Corporate Services Risk and Assurance (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated.

- **Ordinary Council Meeting Minutes – 17 April 2025** (pages 7 - 24)
- **Extraordinary Council Meeting Minutes – 22 May 2025**
These will be circulated under separate cover.

MINUTES TO BE RECEIVED:

(pages 25 - 27)

- **Inaugural Council Controlled Organisation Oversight Committee Meeting - 29 January 2025**
- **Risk and Assurance Committee Meeting – 28 February 2025** (pages 28 - 32)

6. ACTION LIST

(pages 33 - 35)

7. NGĀ TĀPAETANGA PRESENTATIONS

- Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – April 2025** (pages 36 - 52)
L. Crichton, Group Manager Corporate Services and L. Truman, Finance Manager
- **Regional Infrastructure Fund - Hokitika Airport Upgrade** (pages 53 - 58)
E. Bencich, Group Manager District Assets
- **Council Headquarters** (pages 59 - 66)
B. Phillips, Chief Executive to speak to this item.
- **West Coast Regional Waste Minimisation and Management Plan – Update & Adoption** (pages 67 - 115)
E. Bencich, Group Manager District Assets
- **Readoption of Terms of Reference – Consenting and Compliance Committee** (pages 116 - 120)
B. Phillips, Chief Executive

9. ADMINISTRATIVE RESOLUTION

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

- Warrants of Appointment –

Enforcement Officer: Andrew Gilmore	I certify that I have appointed Andrew Gilmore as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts: 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
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	<ul style="list-style-type: none"> • 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.
Noise Control Officer: Ayush Yadav	<p>I certify that I have appointed Ayush Yadav as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:</p> <p>To act in the Westland District as:</p> <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
RMA Compliance Officer: Kathryn Ogilvie	<p>I certify that I have appointed Kathryn Ogilvie as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:</p> <p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to s 174 of the Local Government Act; AND • An Officer under the Westland District Council Bylaws; AND • Enforcement officer pursuant to s 38 of the Resource Management Act 1991, including the power of entry pursuant to s 332 and s 333 of the Resource Management Act 1991

9. 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 – 17 April 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.	Confidential Minutes – Risk and Assurance	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
	Committee – 28 February 2025		of information for which good reason for withholding exists. Section 48(1)(a)
3.	Road Legalisation, Kaniere Cycleway and Property Access – Unbudgeted Expenditure Approval	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.	Blue Spur Water Treatment Plant (Hokitika), Chlorine Gas Upgrade – Contractor Approval	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Remuneration Review	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, 5	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 4	Protect information where the making available of the information:	
	(i) (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	Avoid prejudice to measures protecting the health or safety of members of the public.	(S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public	(S.7(2)(e))
2, 5	Maintain the effective conduct of public affairs through:	(S. 7(2)(f))

	(iii) The protection of such members, officers, employees, and persons from improper pressure of harassment	
2, 5	Maintain legal professional privilege; or	(S. 7(2)(g))
2, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1, 2, 3, 4, 5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S.7(2)(i))
1, 2, 4	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 26 JUNE 2025 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 17 APRIL 2025 COMMENCING AT 1.02 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Cr Gillett

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the apology from Cr Gillett be received and accepted.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (Via Zoom).

Staff present for part of the meeting:

L. Truman, Finance Manager and O. Anderson, Planning Manager.

Also in Attendance for part of the meeting:

F. Anderson, Department of Conservation.

**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**

Moved Cr Burden, seconded Cr Neale and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of Council's adopted Standing Orders, the following item be added as an urgent item not on the Agenda for Council's consideration.

Administrative Resolution:

- **Warrant of Appointment – Jeremy Rice**

- 1. The reason the item is not on the agenda is:**

A new staff member commenced employment with the Council on 14 April 2025 after the Council Agenda was publicly released.

- 2. The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**

To enable the staff member to carry out their duties as an Authorised Officer with various functions, powers and duties and discretion pursuant to the relevant legislation.

- **Dashboard Hokitika Westland isite**

The Chief Executive circulated to the Mayor and Councillors a monthly dashboard reporting from the Hokitika Westland isite for March 2025.

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

The Minutes of the previous meeting were circulated.

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

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

The Chair approved that their digital signature be added to the confirmed Council Meeting Minutes of 27 March 2025.

Minutes to be received:

Nil

6. ACTION LIST

The Chief Executive spoke to the Action List and provided the following updates:

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
1	26.08.21	Council Headquarters, 36 Weld Street	Business case for the scope of work after structural analysis and report.	Acting Group Manager District Assets	District Assets are working with the finance staff. The rates affordability will be known once a draft LTP model is completed.	<i>This item will be tabled at the May Council Meeting.</i>
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 structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	Her Worship the Mayor to form a working group, including Iwi Representation to consider the purpose of the Hokitika Museum Trust Board. The draft Terms of Reference (or Trust Deed) to be brought back to the 24 July 2025 Council meeting for full Council consideration ahead of formally establishing a Trust.
3	26.09.24	Department of Conservation – Feral Cats	Investigate the Feral Cat programme	Chief Executive	There has been a feral cat programme in South Westland but not in the wider district. DOC will be invited to a future Council meeting to discuss this.	Department of Conservation representatives are presenting to this Council meeting. <i>This item can be removed from the list.</i>

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
4	28.11.24	Hokitika CBD Strategy		Acting Group Manager District Assets	<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. 	<p>This item was amended to read Hokitika CBD Strategy as requested at the March Council Meeting.</p> <p><i>An initial meeting was held. Her Worship the Mayor is working on a list of attendees for future meetings.</i></p>
5	30.01.25	Consenting and Compliance Committee Terms of Reference (ToR)	Refine the Terms of Reference of the Consenting and Compliance Committee.	Chief Executive	The Terms of Reference needs to be refined to ensure this committee can work to the best of its ability.	<i>The Terms of Reference will be tabled at the May Council Meeting.</i>
6	27.02.25	Waste Management and Minimisation Plan (WMMP)	Council requested information on variable bin sizes, points from Inger Perkins submission and a strategy on community information sharing	Acting Group Manager District Assets	At the February Council meeting, submissions were heard on the WMMP. Council requested a follow-up with the submitter who had requested to speak but couldn't attend, a request was also made to follow up on variable bin sizes and charges as suggested in the submission	<i>A report will be on the May Council Agenda along with the Waste Management and Minimisation Plan for adoption.</i>

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
					process. A strategy with a focus on community information sharing to be developed.	
7	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference to be tabled at a future Council meeting for adoption.	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting.	<i>A further meeting of the Working Group Number 2 has been scheduled to be held on the 30 April 2025.</i>
8	27.03.25	Scope of Works for Hokitika Airport	Definition of the scope of works for the Hokitika Airport required.	Acting Group Manager District Assets		Her Worship the Mayor instructed the Acting Group Manager District Assets provided the Chair of the CCO Oversight Committee with a definition of the scope of works funded for the Hokitika Airport. <i>This item has been completed and can be removed from the list.</i>
9	27.03.25	Council briefing on the Hokitika Airport	Briefing to be organised.	Mayor		Cr Gillett asked for a briefing at the April Council Meeting on who owns the Hokitika Airport, if it is a strategic asset and if it's a

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
						<p>strategic asset, should it be consulted in the LTP that this work is being undertaken, if there are cost overruns, where will the extra money come from?</p> <p><i>This item will be provided to the May Council Meeting and will be led by Her Worship the Mayor.</i></p>
10	27.03.25	Letters of Expectation for Westroads Limited and Destination Westland Limited	Circulate the letters to the Chairs of the CCOs.	Chief Executive		<p>Letters were circulated to the Chairs of both Destination Westland Limited and Westroads Limited on 28 March 2025.</p> <p><i>This item has been completed and can be removed from the list.</i></p>
11	27.03.25	Draft Infrastructure Strategy and Draft Activity Management Plans		Asset Strategy & Development Manager		<p>Council directed staff to undertake consultation with the community alongside the 2025–2034 Long Term Plan.</p> <p><i>This item has been completed and can be removed from the list.</i></p>
12	27.03.25	Draft Consultation		Chief Executive		Council directed staff to

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
		Document and Draft Long Term Plan 2025-2034				undertake consultation with the community on the Draft Consultation Document and Draft Long Term Plan 2025-2034. <i>This item can be removed from the list.</i>
13	17.04.25	Hokitika Racecourse Development		Chief Executive	Discussion on either a monthly or quarterly report being provided to the Council.	<i>A quarterly update is to be provided to the Council.</i>

Moved Cr Manera, seconded Cr Phelps and **Resolved** that the updated Action List from the Chief Executive be received and items noted as completed, numbers 3, 8, 10, 11 and 12 be removed from the list.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Department of Conservation – Feral Cats**

Fiona Anderson, Senior Ranger Biodiversity, Department of Conservation (DOC), attended the meeting. The Department had been asked to update Council on whether DOC are doing any cat control in Westland as had been mentioned previously in a staff report to Council.

Ms Anderson advised that the Department is not doing any official cat control in Westland. The Department do not target cats in Westland as there is not a big cat problem on the West Coast compared to the East Coast.

The only occasions where there is official trapping of cats, is if they turn up near the Kiwi Sanctuaries in South Westland and in that case, they use live cat traps, they scan the cat for a microchip, and if it is a feral cat, it would be euthanised.

DOC will lend members of the public traps if there is a problem.

There are other trials in New Zealand, such as Predator Free 2050, eradicating cats on the Auckland Islands, and Stewart Island, which is also overrun with cats.

There have been cat traps placed in the Waikūkūpa River area in South Westland, and Ms Anderson advised that she would find out more information and send it to Councillors.

Moved Cr Davidson, seconded Cr Neale and **Resolved** that the verbal update from Fiona Anderson, Senior Ranger Biodiversity, Department of Conservation be received.

**8. PŪRONGO KAIMAHI
STAFF REPORTS**

• **Financial Performance – March 2025**

The Finance Manager spoke to the Financial Performance Report for 31 March 2025 and advised that the purpose of the report is to provide an indication of the Council’s financial performance for the month to 31 March 2025.

Topics discussed:

- Fees and Charges – missing the last part of the sentence, which should read “.. over due to higher than expected tourism numbers and escalations”.
- Due to the short time frame with an earlier meeting, the report is not as comprehensive as would have been liked, and Finance are aiming for the April report to have a better indication of year-end estimates and predictions.
- \$147K demolition costs for Westland Racecourse were not budgeted for, and it was advised that this was related more to timing.
- A decrease in rate debtors was noted.

Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved** that the Financial Performance Report for 31 March 2025 be received.

• **Delegations Manual Amendment – Regulatory and Compliance Group and Planning Department**

The Planning Manager spoke to this report and advised that the purpose of the report was to request approval from Council for amendments to Part IV of the Delegations Manual adopted by the Council on 8 December 2024 (current Delegations Manual). The amendments are in relation to the Regulatory and Compliance Group and Planning Department delegations. Most of the amendments relate to the delegation of functions, powers, and duties under the Resource Management Act 1991 (RMA).

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

1. The report be received.
2. The proposed amended delegations attached to the agenda be approved, and replace the corresponding sections of the current Delegations Manual as follows:

Current Delegations Manual	Updated Delegations
26.3 Group Manager Regulatory and Compliance	26.3 Regulatory and Compliance Group
26.3.1 General Delegations	26.3.1 Group Manager Regulatory and Compliance General Delegations
26.3.2 Planning Manager	26.3.2 Planning Department
	26.3.2.1 Resource Management Act Delegations Table
	26.3.2.2 Other Statutory Delegations Table

26.3 Regulatory and Compliance Group

The tiers within the Regulatory and Compliance Group are as follows:

<u>Tier</u>		<u>Compliance</u>	<u>Building Control</u>	<u>Planning</u>
1	Chief Executive			
2	Group Manager Regulatory and Compliance			
3		Compliance Team Leader Regulatory	Building Control Manager	Planning Manager
4				Planning Team Leader
5				Senior Planner
6				Planner

“Officer” in tiers 4-6 include contractors that are engaged by the Council to carry out the same functions as the named roles in the table above and who are, at the relevant time, under the direction and control of the Chief Executive of the Council.

Any power delegated to a tier of officer can be exercised by officers in tiers above that person in their reporting line.

26.3.1 Group Manager Regulatory and Compliance General Delegations:

- Approve and issue and/or renew licenses for trading in public places.
- The functions, powers, duties and discretions of the Council pursuant to the Dog Control Act 1996.
- Issue permits for operations of an amusement device (Amusement Devices Regulations 1978, Regulation 11).
- Issue Cleansing Orders (Section 41 Health Act 1956) and carry out Disinfection of Premises (Section 81 Health Act 1956).
- Action under Section 183 Local Government Act 2002 in relation to removal of growth likely to constitute a fire hazard.
- Delegation of functions pursuant to Regulation 22 (1) Housing improvement Regulations 1947.
- Service of notices to occupiers of private land, to clear litter (Section 10, Litter Act 1979).
- Issue notices pursuant to Section 29 of the Health Act 1956.
- Issue of demolition requisitions and enforcement of demolition orders under Section 48 and Section 51 of the Health Act 1956
- Issue of certificate pursuant to Sections 42 and 48 of the Health Act.
- Issue of repair notices under Section 42 of the Health Act.
- Approve and issue and/or renew Certificates of Registration for all premises referred to in the Health (Registration of Premises) Regulations 1996.

- Issue Certificates of Exemption pursuant to Regulation 6 of the Food Hygiene Regulations 1974 and Regulation 14 of the Camping Ground Regulations 1985.
- Refund fees in respect of any withdrawn applications in proportion to the remainder less cost incurred by the time of withdrawal.
- Cancel a building line restriction pursuant to Section 327A of the Local Government Act, 1974 subject to all buildings being in conformity with the Operative District Plan.
- Approve of the creation of a right of way pursuant to Section 348 of the Local Government Act, 1974.
- Remedy contravention under the Forest and Rural Fires Act 1977 and to initiate proceedings to recover costs for such actions.
- File prosecutions for offences under the Forest and Rural Fires Act 1977.
- Issue fire restriction notices and burning permits pursuant to the Forest and Rural Fires Act 1977.
- The functions, powers and duties vested in Council pursuant to Council Bylaws, excluding those the making and amending of a bylaw and those powers that are given to warranted officers.
- All the functions, powers and duties delegated to the ~~Planning Manager~~, Building Control Manager, and Environmental Health Officer.

NOTE: The Group Manager Regulatory and Compliance may subdelegate any or all of the above.

- Remit fees and charges for volunteer or not-for-profit organisations. (Decisions to be reported back to the next meeting of Council.)
- Affix the Common Seal in accordance with Clause 32.1 of this manual.

26.3.2 Planning Department

Sub-delegation is prohibited under the Resource Management Act 1991, and so the powers under that Act are delegated by the Council directly to relevant officers, rather than to the Chief Executive, and then to officers via sub-delegation. These delegations are set out in the Resource Management Act Delegations Table at 26.3.2.1.

Regardless of the tier referred to in the Resource Management Act Delegations Table below, the Chief Executive, Group Manager Regulatory and Compliance, and Planning Manager all have the authority to exercise all of the powers, duties and functions listed. Where a power, duty or function is delegated to tier 5 or below, it can also be exercised by those who the delegate report to directly.

Where a delegation relates to litigation, it includes the ability to instruct counsel in relation to that power.

The tier referred to in the table relates to the minimum tier that holds the delegation, and it can be exercised by those in tiers above that officer within the planning department.

Delegations to Hearing Commissioners (HC) are held by those officers or elected members who have been approved as Commissioners.

26.3.2.1 Resource Management Act Delegations Table

All powers, functions and duties are to be exercised in accordance with the requirements of the empowering section.

The table below sets out the powers of the Council as regulator or territorial authority. The Council's power as landowner to participate in processes under Resource Management act, by way of submission or otherwise, is a matter for the department responsible for the affected asset.

The delegations set out in the table below do not preclude the Council from referring any matter to a committee (including a subcommittee) of the Council for a decision for any reason.

Any powers, functions or duties under the Resource Management Act 1991 not set out in the table below is delegated to the Chief Executive.

Resource Management Act section	Power	Teir
Regional Council Applications	In conjunction with the Group Manager: District Assets, make a submission on any Resource Consent notified by the West Coast Regional Council and give affected person approval on behalf of the Council.	3
Regional Council Plans	Make a submission for minor amendments and changes to any Plan or Policy Statement notified by the West Coast Regional Council <i>Any submission must be consistent with Council policy and any major change to a Plan or Policy Statement will be considered by the Council.</i>	3
Section 10(2)(b)	Grant an extension to the discontinuance period for an existing use right to be preserved.	3 HC
Section 34A	Power to appoint independent hearing commissioner to a hearing.	3
Section 36(5)	Remit fees and charges for volunteer or not-for-profit organisations. Decisions to be reported back to the next meeting of Council. Assess and require a person to pay any additional actual and reasonable charges.	3
Section 36AA	Calculate and apply any discount due in accordance with the Resource Management (Discount on Administrative Charges) Regulations 2010.	4
Section 36AA	Review the application of the Resource Management (Discount on Administrative Charges) Regulations 2010 following a request from the applicant	4
Section 36AAB	Approve the reimbursement of a fee where an application is withdrawn, and the processing costs are less than the fee. Adjust or write off any outstanding fees where it is determined that the fee requires adjustment, or it is unreasonable or not possible to try and collect it.	3
Sections 37 and 37A	Waive and extend time limits. Waive compliance with information requirement. Direct that the omission or inaccuracy in the information be rectified.	4
Section 38	Authorise an Officer/s to carry out all or any of the functions of an enforcement officer Power as an enforcement officer under the Resource Management Act.	1
Hearing Powers		
Section 39	Duty to ensure hearings are held in public and without unnecessary formality.	HC
Section 40(2)	Power, if it is considered that there is likely to be excessive repetition, to limit the circumstances in which parties having the same interest in a matter may speak or call evidence in support.	HC
Section 41(4)	Power to request and receive, from any person who makes a report under section 42A or who is heard by the authority or who is represented at the hearing, any information or advice that is relevant and reasonably necessary to determine the application.	HC
Section 41A	Power to regulate how the hearing is conducted.	HC

Resource Management Act section	Power	Teir
Section 41B	Power to make directions to provide evidence within time limits.	HC
Section 41C	Power to make directions or requests before or at hearing.	HC
Section 41C(5)	Duty to provide a copy of any further information requested and received before the hearing, to the applicant and every person who made a submission, as directed in the Act.	5
Section 42	Power to make sensitive information orders.	HC
Section 42A	Power to, at any reasonable time before a hearing or, if no hearing is to be held, before the decision is made, require an officer of a local authority or to commission a consultant or any other person employed for the purpose, to prepare a report on information provided on any matter by the applicant or any person who made submissions.	3
Resource Consents		
Section 87BA	Make determination on issuing permitted certificates for boundary activities.	3
Section 87BB	Give written notice that a marginal or temporary non-compliant activities is a permitted activity.	3
Section 87E	Determine requests for applications to be directly referred to the Environment Court.	2
Section 87F	Appoint a planner to prepare a report on the application for direct referral.	3
Section 88	Determine whether an application for a resource consent is incomplete and if so, return the application with written reasons for that determination.	6
Section 91	Determine not to proceed with the notification or hearing of an application pending application for additional consents.	6
Section 91C	Determine whether to return applications that have remained on hold for a total of more than 130 working days with written reasons.	6
Section 91F	Determine whether to return non-notified applications that have been suspended for a total of more than 20 working days with written reasons.	6
Section 92	Require further information to be provided, or to commission a report.	6
Section 92A	Set time limits within which further information requested must be provided.	6
Section 95A	Determine whether public notification of an application is required.	6
Section 95B	Determine whether to give limited notification where an application is not publicly notified.	6
Section 99	Initiate pre-hearing meetings. Act as chairperson at pre-hearings meetings.	3 HC
Section 99A	Refer applicants and persons who made submissions on the application to mediation. Appoint a delegated mediator.	3
Section 100	Determine that a hearing is necessary.	3
Section 100A	Select a commissioner when an applicant has requested one be appointed.	3
Section 101	Fix a date, time and place for a hearing.	4
Section 102	Make a decision to establish a joint hearing where applications in relation to the same proposal have been made to two or more consent authorities.	2
Section 103	Decide and arrange the holding of combined hearings where two or more applications are made to Council.	3
Section 104	Determine resource consent application.	4

Resource Management Act section	Power	Teir
Section 104A Section 104B Section 104C Section 104D Section 105 Section 106 Section 108 Section 108A Section 220		HC
Section 109	Decide whether any work subject of a bond or covenant is completed satisfactorily.	3
Section 110	Authorise the refund or return of a financial contribution in accordance with this section.	3
Section 114	Determine what other authorities and persons are considered appropriate to be notified of a decision on a resource consent application.	4
Section 116	Support or oppose any application made to the Environment Court pursuant to Section 116 for early commencement of a consent.	3
Section 124	Allow the holder of the consent to continue to operate pending determination of an application for a new consent for the same activity.	4
Section 125	Extend the period after which a resource consent lapses.	4
Section 126	Cancel a resource consent by written notice served on the consent holder. Revoke a notice to cancel a resource consent and state a period after which a new notice may be served.	3 HC
Section 127	Decide on an application for change to or cancellation of resource consent conditions.	4
Sections 128 to 132	Initiate review of a condition of a resource consent and decide following the review.	4
Section 133A	Correct minor mistakes or defects in resource consent within 20 working days of decision.	4
Section 138	Refuse to accept the surrender of part of a resource consent.	4
Section 139	Grant or refuse an application for a Certificate of Compliance.	4
Section 139A	Grant or refuse an application for an existing use certificate	4
Water conservation orders		
Section 201	Apply to the Minister for a Water Conservation Order	3
Section 205	Make a submission to a tribunal concerning an application made under section 204	3
Subdivision and reclamations		
Section 221	Issue, vary and cancel a consent notice.	4
Section 222	Issue a Completion Certificate.	4
Section 223	Approve and certify a survey plan.	5
Section 224	Certify all conditions of subdivision consent are met and that a survey plan under s 223 has been approved.	5
Section 226(1)(e)	Issue a certificate.	4
Section 232	Agree to an esplanade strip instrument.	4

Resource Management Act section	Power	Teir
Section 234	Grant or decline an application to vary or cancel an esplanade strip. Certify a varied or cancelled esplanade strip.	4
Section 237B	Agree to the creation, variation, or cancellation of access strip easements.	4
Section 237C	Close esplanade strip or access strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.	3
Section 237D	Give written agreement that an esplanade reserve or riverbed ceasing to be vested in the territorial authority and classified or included in an existing reserve.	2
Sections 237E, 237F and 237G	Pay compensation in relation to esplanade reserves or strips in the required circumstances.	2
Section 237H	Object to the level of compensation determined by a registered valuer	2
Section 240	Cancel a covenant in whole or in part, in accordance with 240(4).	2
Section 241	Cancel in whole or in part, an amalgamation condition.	4
Section 243	Give written consent to the revocation, variation or transfer of easements.	4
Environment Court proceedings and other litigation		
Delegations in this part include the power to instruct external legal counsel and experts for the purposes of proceedings and litigation.		
Sections 274 and 313	File a notice of wish to be heard.	2
Section 294	Apply to the Environment Court for a rehearing.	2
Section 299	Appeal to the High Court.	2
Section 301	Give notice of intention to appear and be heard on appeal to the High Court (when an appeal is brought by another party).	2
Section 311	Apply to the Environment Court for a declaration.	2
Sections 316 and 320	Apply for enforcement order or interim enforcement order.	3
Section 318	Notify the Registrar that the Council wishes to be heard in relation to orders sought against it.	3
Section 325A	Cancel or confirm an abatement notice. Approve a request for change or cancellation of an abatement notice, and to give written notice of this.	4
Section 329	Issue water shortage direction	3
Emergency Works		
Sections 330 and 330A	In the case of emergency work, take preventative or remedial action, or require such action to be taken, advise the consent authorities (including regional council) of action taken, and apply for consent if necessary.	2
Section 331	Require reimbursement of actual and reasonable costs where occupier does not act as required.	3
Seized Property		
Section 336	Consider an application to return seized property.	3
Section 336(6)	Dispose of seized property in certain circumstances.	3

Resource Management Act section	Power	Teir
Prosecutions and Infringement Offences		
Section 343B	Serve an infringement notice as provided for in section 343C for an infringement offence, following discussions with direct manager. <i>Note: section requires that infringement notice be issued by an enforcement officer</i>	5
Sections 338 and 343B	Where no infringement notice is to be served, refer a case to the CE, and recommend: — Prosecution for an offence under s 338; or — File a charging document under section 14 of the Criminal Procedure Act 2011 for an infringement offence following legal review of investigation materials, and discussions with team leader	5
Sections 338 and 343B	Decide whether initiate a prosecution. File charging document under section 14 of the Criminal Procedure Act 2011.	2
	Discontinue prosecutions or withdrawn infringement notices	3
Miscellaneous		
Section 355	Reclaim land by applying to the relevant Minister for any right, title, or interest in the land reclaimed, which is land of the Crown, to be vested in the Council.	2
Section 357(6), (7) and (8)	Object to the territorial authority, as requiring authority, in relation to notice of requirement.	2
Objections and Appeals		
Sections 357C and 357D	Grant an extension of time to lodge an objection. Consider, hear and determine any objections made under sections 357, 357A, or 357B.	3 HC
General	Determine whether to take Environment Court actions conditional on consultation with CE and legal and reporting any court action taken to the relevant committee.	3
General	Determine whether to initiate High Court, Court of Appeal or Supreme Court proceedings on points of law arising from a judgement of the Environment Court. Conditional on consultation with CE and legal and reporting any court action taken to the relevant committee.	3
General	Agree with a party believed to be liable to the Council, the terms for settlement of a matter that would otherwise be determined by the Environment Court, up to a value of \$10,000. Conditional on consultation with Group Manager and legal and reporting any settlements to the relevant committee.	3
Resource Management (Forms, Fees, and Procedure) Regulations 2003		
Sections 10, 10A, 12 and 12A	Serve persons affected. Require notice to be affixed to a conspicuous place.	3

26.3.2.2 Other Statutory Delegations Table

Local Government Act 1974		
Section 327A	Cancel a building line restriction.	3
Section 348	Approve of the creation of a right of way.	3
Local Government Act 2002		
Section 162	Make an application to the District Court seeking an injunction to restrain a person from committing a breach of a bylaw.	3
Section 179	Contract out administration of enforcement.	3
Fast Track Approvals Act 2024		
17(3)	Provide comments to the Minister regarding any competing applications that have been lodged, or any existing resource consents of the kind referred to in s 30(3)(a).	5
20	Respond to a request for further information from the Minister for Infrastructure.	5
30	Advise as to whether there are existing resource consents to which, or that there are no existing resource consents of that kind. Notify the authorised persons and holders of any existing consent as required by this section.	5
47(5)	Notify the Minister when a competing application has been determined and any rights of appeal that relate to that application have been exhausted.	5
53	Provide comments on substantive applications.	5
67	Provide further information or report in respect of a substantive application. Decline to provide the information or report and provide reasons for doing so.	5
70	Provide comments on draft conditions the Council will have statutory responsibility to enforce or monitor compliance with.	5
76	Respond to any ministerial request for further information. Provide advice in relation to request a decision is called in or transferred to a Minister.	5
90-91	Respond to a request for information that the EPA considers is held by the Council. The obligation to provide information under s 90 is subject to qualifications set out in s 91 where that information is sensitive to an iwi or a hapū.	5
104	Seek to recover actual and reasonable costs incurred in consulting. Provide assistance before an application is lodged, and in performing or exercising its functions, duties, or powers.	5
Schedule 3, clause 3	Nominate members for the expert panel.	3
Schedule 3, Clause 12	Assist the panel by providing advice if requested.	5

9. LATE AGENDA ITEM - ADMINISTRATIVE RESOLUTION

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

- **Warrant of Appointment – Jeremy Rice**
 - An Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

- 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.

10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Phelps, seconded Cr Neale 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 1.46 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 – 27 March 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.	Appointment of New Trustee – Whataroa Cemetery	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.	Local Waters Done Well Consultation Document	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, 3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S.7(2)(i))
1	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Neale, seconded Cr Phelps 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 3.05 pm.

INFORMATION RELEASED TO THE OPEN PART OF THE MEETING

Appointment of New Trustee – Whataroa Cemetery

The following information was released to the open part of the meeting:

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

1. The report be received.
2. The Council approve the addition of Stephen Denis James DENNEHY as a Trustee for the Whataroa Cemetery with immediate effect.
3. This resolution be released to the open part of the meeting.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 29 MAY 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.05 PM

Confirmed by the Council at their meeting held on 29 May 2025.

Mayor Helen Lash
Chair

Date: 22 May 2025



INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING MINUTES

MINUTES OF THE INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 29 JANUARY 2025 COMMENCING AT 1 PM

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

Chairperson:	Stephen Reindler
Members:	Her Worship the Mayor Deputy Mayor Cassin Cr Burden

1. INTRODUCTIONS:

1.1 Chairperson

The Chairperson provided a brief introduction for the Committee on his history and previous rolls.

1.2 Mayor and Committee Members

Her Worship the Mayor, Deputy Mayor Cassin, Councillor Burden, Chief Executive and Council staff in attendance then introduced themselves.

1.3 Board Chair of Destination Westland Limited and Westroads Limited

The following attendees introduced themselves as follows:

- Mark Rogers, Chair, Westroads Limited.
- Rob Caldwell, Director, Westroads Limited.
- Graeme Kelly, General Manager, Westroads Limited.
- Chris Gourley, Chair, Destination Westland Limited (via zoom).

2. NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai. Kw Madgwick

Moved Her Worship the Mayor, seconded Cr Burden and **Resolved** that the apologies from Kw Tumahai and Kw Madgwick be received and accepted.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

The following changes were noted to the Interest Register as follows:

Deputy Mayor Cassin advised of the following changes to the Interest Register as at 27 January 2024:

- Removal of the following interests:
 - Hokitika Touch Rugby
 - Kiwi Rugby Football Club
 - Community Organisation Grant Scheme

4. PŪRONGO KAIMAHI STAFF REPORTS

Council Controlled Organisation Oversight Committee – Terms of Reference

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this and advised the purpose of this report was to present the draft Council Controlled Organisation (CCO) Oversight Committee Terms of Reference (ToR) for adoption.

- The Terms of Reference had been adopted by Council on 28 November 2024.
- The ToR are for the Committee and not for the CCO Boards.
- An amendment to be made to the ToR as follows -
 - 2. Responsibilities - Review of Strategy Documents (point 2)
 - Making recommendations to Council regarding approval endorsement of strategic plans and business plans.

Moved Her Worship the Mayor, seconded Deputy Mayor Cassin and **Resolved** that:

1. The report be received.
2. The Committee adopt the amended Council Controlled Organisation Oversight Committee Terms of Reference as follows:
 - 2. Responsibilities - Review of Strategy Documents (point 2)
 - Making recommendations to Council regarding approval endorsement of strategic plans and business plans.

5. ESTABLISH THE MEETING SCHEDULE

- As per the ToR, the Committee will meet at least quarterly in each financial year.
- Considerations to be made on when these meetings should be taking place.
- Meetings to be coordinated around the preparation of documents to be endorsed by the Committee from Westroads Ltd and Destination Westland Ltd.
- A letter of expectation will be a key document for the boards to work under.
- At the conclusion of the meeting, the Chair and Chief Executive will create a draft meeting calendar for circulation to the Committee for their input and confirmation.

6. FUTURE AGENDA ITEMS

6.1 Committee Workplan

- A workplan is to be developed by the Chair of the Committee and Council's Chief Executive, around the key milestones and expectations of the Committee and CCO Boards.
- A letter of expectation will be the starting point for the Workplan, and this will be written and circulated to the Committee by the Chief Executive before being finalised.

**DATE OF NEXT COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING – TBC
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.21PM

Confirmed by the Council Controlled Organisation Oversight Committee at their meeting on ____.

Stephen Reindler
Chair

Date:

UNCONFIRMED



RISK AND ASSURANCE COMMITTEE MEETING MINUTES

MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON FRIDAY, 28 FEBRUARY 2025 COMMENCING AT 1 PM

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

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Rachael Dean
Members:	Her Worship the Mayor Cr Phelps

NGĀ WHAKAPAAHA APOLOGIES

Cr Baird.

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

ABSENT

Cr Neale. Kw Tumahai.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

Staff in attendance for a part meeting – L. Truman, Finance Manager; L. Buchanan, Health and Safety & Compliance Officer; Richard Morris, Information Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

The Chair advised that she has is doing internal audit work for the Manawatu District Council.

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

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

4. NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS

The Minutes of the previous meeting had been circulated.

- **Risk and Assurance Committee Meeting Minutes – 7 November 2024**

Moved Her Worship the Mayor, seconded Chair Rachael Dean and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on **7 November 2024** be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of **7 November 2024**.

5. ACTION LIST

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

Item	Action	Officer
Councillor Surveys	Deferred until May 2025.	Chair Rachael Dean
Staff Conflict of Interest Policy	Included on the agenda for today's meeting.	Group Manager Corporate Services and Risk Assurance Lesley Crichton
Councillors Conflict of Interest Policy	To be added to the action list and reviewed against the Staff Conflict of Interest Policy. Due to the Committee by August 2025.	Group Manager Corporate Services and Risk Assurance Lesley Crichton

Moved Cr Phelps, seconded Her Worship the Mayor and **Resolved** that the updated Action List be received with the amendment of the Conflict of Interest Policy for Councillors being added.

6. NGĀ TĀPAETANGA PRESENTATIONS

Nil

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Quarterly Report – Q2 – Financial**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to inform the Committee of Council's financial and service delivery performance for the three months ended 31 December 2024.

- The Chair had enquired as to changes made by the New Zealand Transport Association (NZTA) with respect to their funding provided to Councils.
- The increase in rates debtors is a general economic climate issue.
- Consenting invoices over 90 days – consents are not granted until they are paid for. It would be useful to have a breakdown on consents including when they were raised.

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

1. The report be received.
2. The Committee receive the Quarterly Report Q2, October – December 2024.

• **Staff Conflict of Interest Policy**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report was to review the updated Staff Conflict of Interest Policy.

- The policy has been updated to include the recommended edits from the Committee.
- Contractors and tenders have their own conflict that they register.

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

1. The report be received.
2. The updated Staff Conflict of Interest Policy be received.

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

(to consider and adopt confidential items)

Moved Chair Rachael Dean, seconded Cr Phelps and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.22 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 7 November 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Health and Safety Initiatives as at 31 January 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)
3.	Information Technology Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

			of information for which good reason for withholding exists. Section 48(1)(a)
4.	Quarterly Report on Whistleblower Services at 31 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)
5.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Westland District Library	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

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

1, 6	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S. 7(2)(i))
3	Prevent the disclosure or use of official information for improper gain or improper advantage	(S.7(2)(j))

Moved Chair Rachael Dean, seconded Cr Phelps and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 1.50 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 8 MAY 2025
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.51 PM

Confirmed by the Risk and Assurance Committee at their meeting on **8 MAY 2025**.

Rachael Dean
Chair

Date:

UNCONFIRMED

29.05.25 – Council Meeting Action List

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	Business case for the scope of work after structural analysis and report.	April 25	Acting Group Manager District Assets	DA are working with the finance staff. The rates affordability will be known once a draft LTP model is completed.	This item will be tabled at the April Council Meeting.
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 structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	<ol style="list-style-type: none"> 1. Her Worship the Mayor to form a working group, including Iwi Representation to consider the purpose of the Hokitika Museum Trust Board. 2. The draft Terms of Reference (or Trust Deed) be brought back to the 24 July Council meeting for full Council consideration ahead of formally establishing a Trust.
3	26.09.24	Department of Conservation – Feral Cats	Investigate the Feral Cat programme		Chief Executive	There has been a feral cat programme in South Westland but not in the wider district. DOC will be invited to a future Council meeting to discuss this.	Department of Conservation representatives are presenting to this Council meeting.
4	28.11.24	Hokitika CBD Strategy		May 25	Acting Group Manager District Assets	<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. 	<p>This item was amended to read Hokitika CBD Strategy as requested at the March Council Meeting.</p> <p>An initial meeting was held. Her Worship the Mayor is working on a list of attendees for future meetings.</p>
5	30.01.25	Consenting and Compliance Committee Terms of	Refine the Terms of Reference of the Consenting and	March 2025	Chief Executive	The Terms of Reference needs to be refined to ensure this committee can work to the best of its ability.	The Terms of Reference will be tabled at the May Council Meeting.

29.05.25 – Council Meeting Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
		Reference (ToR)	Compliance Committee.				
6	27.02.25	Waste Management and Minimisation Plan (WMMP)	Council requested information on variable bin sizes, points from Inger Perkins submission and a strategy on community information sharing	April 2025	Acting Group Manager District Assets	At the February Council meeting, submissions were heard on the WMMP. Council requested a follow-up with the submitter who had requested to speak but couldn't attend, a request was also made to follow up on variable bin sizes and charges as suggested in the submission process. A strategy with a focus on community information sharing to be developed.	A report is on the Council Agenda along with the Waste Management and Minimisation Plan for adoption.
7	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference to be tabled at a future Council meeting for adoption.	March 2025	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting.	A further meeting of the Working Group has been scheduled Wednesday 30 March at 3.00 pm.
8	27.03.25	Scope of Works for Hokitika Airport	Definition of the scope of works for the Hokitika Airport required.		Acting Group Manager District Assets		Her Worship the Mayor instructed the Acting Group Manager District Assets to provide the Chair of the CCO Oversight Committee with a definition of the scope of works funded for the Hokitika Airport.
9	27.03.25	Council briefing on the Hokitika Airport	Briefing to be organised.		Mayor		Cr Gillett asked for a briefing at the April Council Meeting on who owns the Hokitika Airport, if it is a strategic asset and if it's a strategic asset, should it be consulted in the LTP that this work is

29.05.25 – Council Meeting Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							being undertaken, if there are cost overruns, where will the extra money come from?
10	27.03.25	Letters of Expectation for Westroads Limited and Destination Westland Limited	Circulate the letters to the Chairs of the CCOs.		Chief Executive		Letters were circulated to the Chairs of both Destination Westland Limited and Westroads Limited on 28 March 2025.
11	27.03.25	Draft Infrastructure Strategy and Draft Activity Management Plans			Asset Strategy & Development Manager		Council directed staff to undertake consultation with the community alongside the 2025–2034 Long Term Plan.
12	27.03.25	Draft Consultation Document and Draft Long Term Plan 2025-2034			Chief Executive		Council directed staff to undertake consultation with the community on the Draft Consultation Document and Draft Long Term Plan 2025-2034.

Report to Council



DATE: 29 May 2025
TO: Mayor and Councillors
FROM: Finance Manager

FINANCIAL PERFORMANCE – April 2025

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council’s financial performance for the month to 30 April 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 30 April 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. With the inclusion of the sustainability report, it is not necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report. A number of these indicators make up part of the covenants required to be reported half-yearly to the Local Government Funding Agency.

- 3.3. The financial performance report to 30 April 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 Report

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 30 April 2025.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 30 April 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 Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 30 April 2025 be received.

Lynley Truman
Finance Manager

Appendix 1: Finance Performance Report for 30 April 2025

Appendix 1



Financial Performance

Year to 30 April 2025

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Capital Expenditure	13

Total revenue	Total expenditure	Total surplus/(deficit)
\$28.3M	\$31.40M	\$(3.11)M
Is 9.61% less than the total budget of \$31.3M	Is 9.61% more than the total budget of \$28.65M	Is 217.08% less than the total budget of \$2.65M

SUSTAINABILITY

Surplus/(Deficit) Key Variances

Budgeted surplus/(deficit)	\$2.65M	
Actual surplus/(deficit)	<u>\$(3.11)M</u>	
Variance:		\$(5.76)M

Key Variances:

Land Transport grant funding	\$(3.67)M	
Non-Cash Swaps	\$(0.99)M	
Emergency road maintenance	\$(0.46)M	
Audit costs for LTP	\$(0.19)M	
Demolition of racecourse stand costs	<u>\$(0.14)M</u>	
Total key variances:		\$(5.45)M

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

Rates to operating revenue	67.25%
Rates Revenue	\$19.03M
Operating Revenue	\$28.3M

67.25% 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	90.11%
Operating revenue	\$28.30M
Operating expenditure	\$31.40M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 90.11% of operating expenditure. Operating Revenue is less than Operating Expenditure for two main reasons: Grant timing, specifically Rooding grants, majority of which is expected in the 2nd half of the year and non-cash loss on swaps \$0.72M. Further explanation can be found in the Notes to Revenue and Expenditure.

Interest to rates revenue (LGFA Cov.) **2.80%**

Net interest and finance	\$0.53M
Rates Revenue	\$19.03M

2.8% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.8% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.88%**

Net Interest and finance	\$0.53M
Operating revenue	\$28.3M

1.88% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.88% indicates that interest revenue is less than interest expense.

Liquidity Risk (LGFA Cov.) **114.00%**

Gross debt	\$30.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$3.04M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 114%.

Essential services ratio **55.74%**

Capital expenditure	\$2.77M
Depreciation	\$4.97M

Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Rooding. Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 55.74% of depreciation. This is largely due to low spend in Rooding to date. This is due to a timing issue where the majority of invoices are usually received in the second half of the year, as well as a change to the Land Transport Programme where funding for capital projects has been reallocated. It is unlikely that this benchmark will be met this financial year.

Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	22,513	22,958	19,002	19,030	29	0.15%
Grants and subsidies	02	8,598	13,268	7,929	4,464	(3,465)	(43.71%)
Interest Revenue	03	947	1,121	934	862	(72)	(7.70%)
Fees and Charges	04	3,220	2,603	2,201	2,649	448	20.36%
Other Revenue	05	1,672	1,610	1,239	1,292	53	4.28%
Total Operating Revenue		36,950	41,560	31,304	28,297	(3,007)	(9.61%)
Expenditure							
Employee Benefit expenses	06	7,474	7,162	5,970	6,218	248	4.15%
Finance Costs	07	1,612	1,760	1,467	1,530	63	4.33%
Depreciation	08	8,985	9,074	7,562	7,493	(69)	(0.91%)
Other Expenses	09	19,988	19,618	13,584	16,163	2,579	18.98%
Total Operating Expenditure		38,060	37,614	28,582	31,404	2,821	9.87%
Operating Surplus/(Deficit)		(1,109)	3,946	2,722	(3,107)	(5,829)	(214%)

NOTE: Forecasts have been prepared in consultation with budget managers. As well as the known variances, the Finance team has relied on their advice to determine expected results for the year ending 30 June 2025. Potential changes at year end, such as non-cash Swap movements; and gains/losses on any asset disposal or potential Fair Value asset adjustments have not been factored into this forecast.

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 higher than forecast.

02 Grants and subsidies

- Transport grants to date total \$2,394k (this does not include the Gorge Bridge claim mentioned below). The original budget for Capital and Operational Grants for Transport was prepared before the actual funding allocation was finalised in August 2024. Therefore the Grant revenue budget will not be achievable in 2024-25.

Other Grants received:

- \$160k for Otira Conveniences, fully offset by carryover budget.
- \$150k 2nd claim for the Hokitika Gorge Bridge (\$50k of this project is funded by WDC, the rest is grant funded).
- \$142k funding for Franz Josef Water Treatment Plant Emergency works.
- \$120k final claim for the Hokitika Swimming Pool.

03 Interest Revenue

- \$272k of interest revenue relates to CCTO interest recovered (refer also note 7 offset).
- Swaps interest is under budget by \$195k (but refer to note 9)

04 Fees and charges

- Building and resource consent fees are over by \$72k and \$202k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged).
- The above increased revenue is offset by higher costs as per Note 09.
- Waste disposal levies are \$102k over, and refuse site fees for rubbish removal to Butlers Landfill are \$54k over, both due to higher than expected tourist numbers and escalations.

05 Other Revenue

- Key variance is the revenue recovery for staff dedicated to the Carnegie building capital project. Recording of the cost recovery ensures the expense is reflected in capital costs without affecting the net operational result.

06 Employee benefit expenses

- No specific material variances but refer to Note 5 for recovery offset.

07 Finance Costs

- Includes unbudgeted interest expense on loans held on behalf of our CCTO (refer also note 3 offset)

08 Depreciation

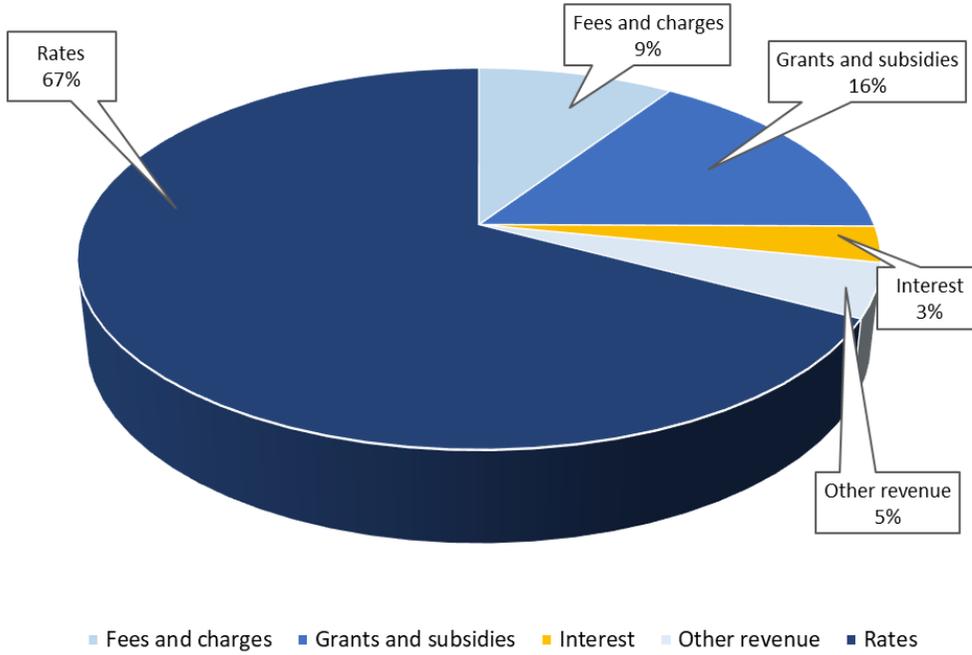
- **Depreciation is on track.**

09 Other expenses

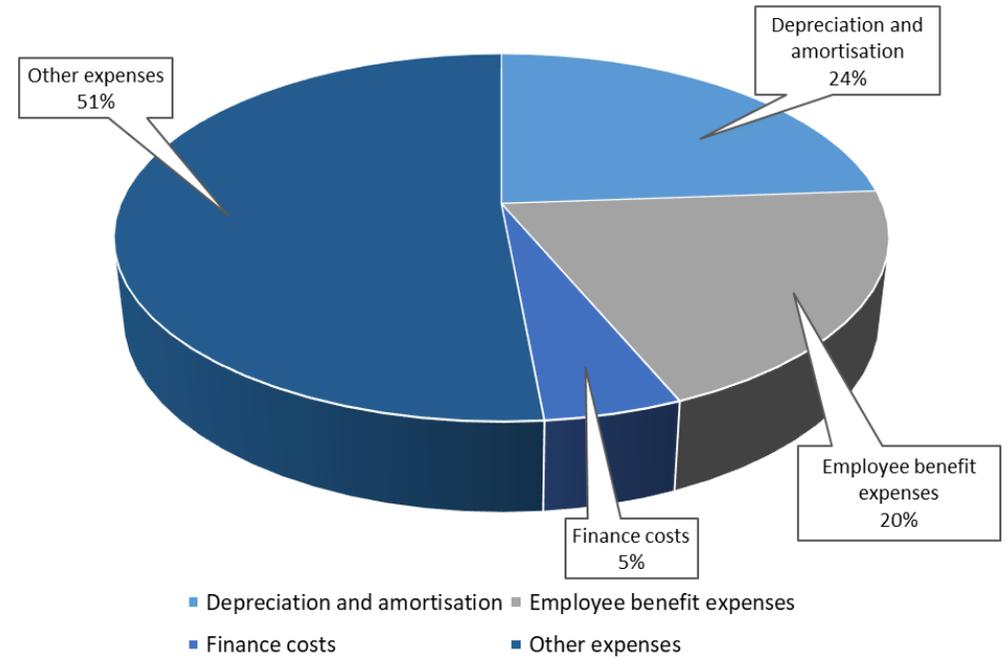
- Non-cash loss on swaps of \$992k recognized this year due to a significant drop in interest rates. Swaps are market driven and also move to par as they move to the maturity date.
- \$193k LTP audit costs were budgeted in the prior year so there is an approved carried forward budget.
- \$141k demolition costs for the Westland Racecourse were not budgeted for but are funded by reserves.
- Building & Resource consent processing costs are \$111k over (refer also to note 4 offset).
- Legal fees relating to Resource and Building consents are \$131k over (refer also to note 4).
- \$103k consultancy fees for the Local Water Done Well support package project - currently at planning stage. (Refer also to note 5 offset)
- Hokitika refuse collection costs are over by \$110k due to pricing escalations.
- Recoverable \$399k emergency road maintenance for slip removal following the weather event on 09 Nov.
- Recoverable \$61k emergency road maintenance for slip removal following the weather event on 23 Mar.

Revenue & Expenditure Graphs

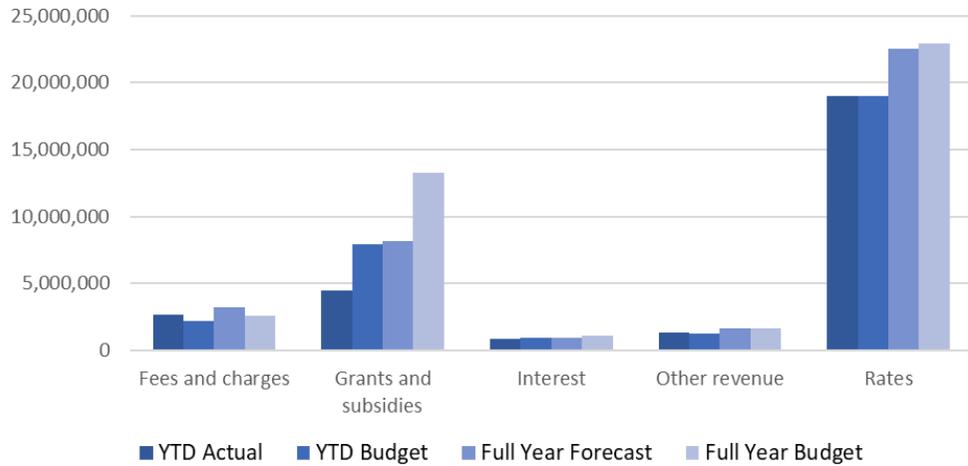
Operating Revenue Actual Year to April



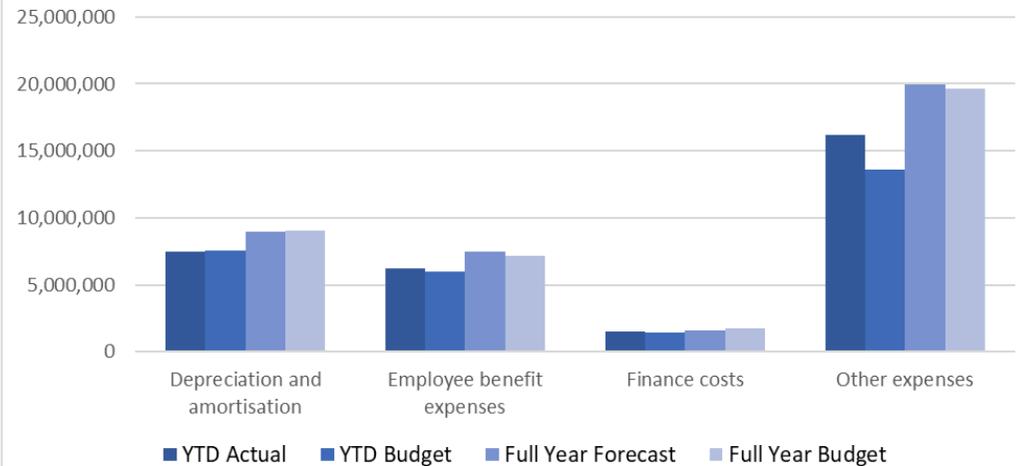
Operating Expenditure Actual Year to April



Operating Revenue



Operating Expenditure



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2024 Annual Plan \$000	2024 Annual Report \$000	2025 Annual Plan \$000	2025 Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	11,131	11,174	10,925	8,952
Targeted Rates	8,135	7,717	12,034	10,078
Subsidies and grants for operating purposes	2,638	3,508	4,242	2,665
Fees and charges	2,232	2,744	2,603	2,603
Interest and dividends from investments	518	1,482	1,371	1,124
Local authorities fuel tax, fines, infringement fees, and other receipts	985	1,413	1,360	1,065
Total Operating Funding (A)	25,639	28,038	32,534	26,487
Applications of Operating Funding				
Payments to staff and suppliers	21,916	25,210	24,306	22,374
Finance Costs	1,130	1,803	1,760	1,530
Total Applications of Operating Funding (B)	23,047	27,013	26,066	23,904
Surplus/(Deficit) of Operating Funding (A - B)	2,592	1,025	6,468	2,583
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	7,205	6,373	9,026	1,799
Increase (decrease) in debt	6,887	4,500	3,888	(3,500)
Gross proceeds from sale of assets	-	125	-	-
Total Sources of Capital Funding (C)	14,092	10,998	12,914	(1,701,197),
Application of Capital Funding				
Capital Expenditure:				
-to meet additional demand	252	177	818	352
-to improve the level of service	10,600	6,656	7,600	3,706
-to replace existing assets	9,770	4,598	12,602	2,372
Increase (decrease) in reserves	(3,938)	591	(1,638)	(5,547)
Increase (decrease) of investments	-	-	-	-
Total Applications of Capital Funding (D)	16,684	12,023	19,382	882
Surplus/(Deficit) of Capital Funding (C - D)	(2,592)	(1,025)	(6,468)	(2,583)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Statement of Financial Position

	At 30 April 2025 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
Assets			
Current assets			
Cash & cash equivalents	3,036	7,022	5,320
Debtors & other receivables	6,022	3,776	3,613
Inventory	233	-	208
Tax receivable	-	-	-
Derivative financial instruments	7	53	181
Other financial assets	4,400	128	8,271
Total Current Assets	13,698	10,978	17,594
Assets held for sale			
Land held for sale	446	-	446
Total Assets Held for Sale	446	-	446
Non-current assets			
Council Controlled Organisation	12,480	12,695	12,480
Deferred Tax	-	-	-
Intangible assets	117	74	141
Assets Under Construction	11,792	16,450	5,435
Derivative financial instruments	44	642	441
Other Financial Assets	1,702	776	1,703
Investment property	-	-	-
Property, Plant and Equipment	526,069	555,720	533,816
Term Inventory	-	-	-
Total Non-current assets	552,204	586,357	554,016
Total Assets	566,348	597,335	572,056
Liabilities			
Current liabilities			
Creditors & other payables	1,316	3,825	3,548
Employee benefit liabilities	606	545	589
Borrowings	4,418	6,000	8,218
Derivative financial instruments	-	-	-
Other	3,974	619	987
Total Current Liabilities	10,313	10,989	13,343
Non-current liabilities			
Deferred Tax	68	-	68
Employee benefit liabilities	43	32	36
Provisions	3,137	3,335	3,137
Borrowings	28,826	31,707	28,826
Derivative financial instruments	438	-	18
Total Non-Current Liabilities	32,512	35,073	32,084
Total Liabilities	42,825	46,062	45,427
Net Assets	523,523	551,273	526,630

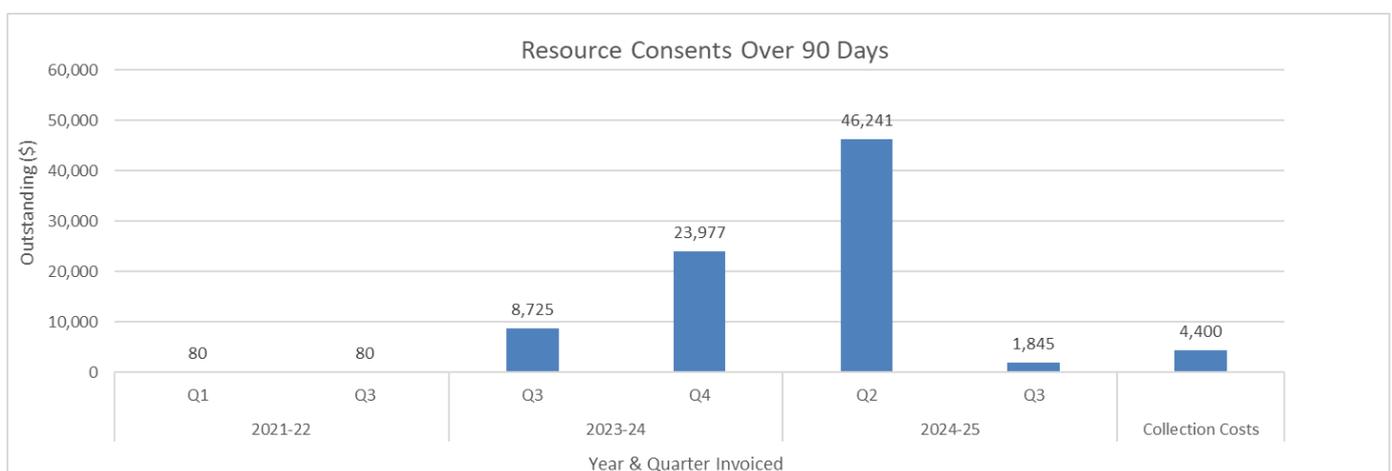
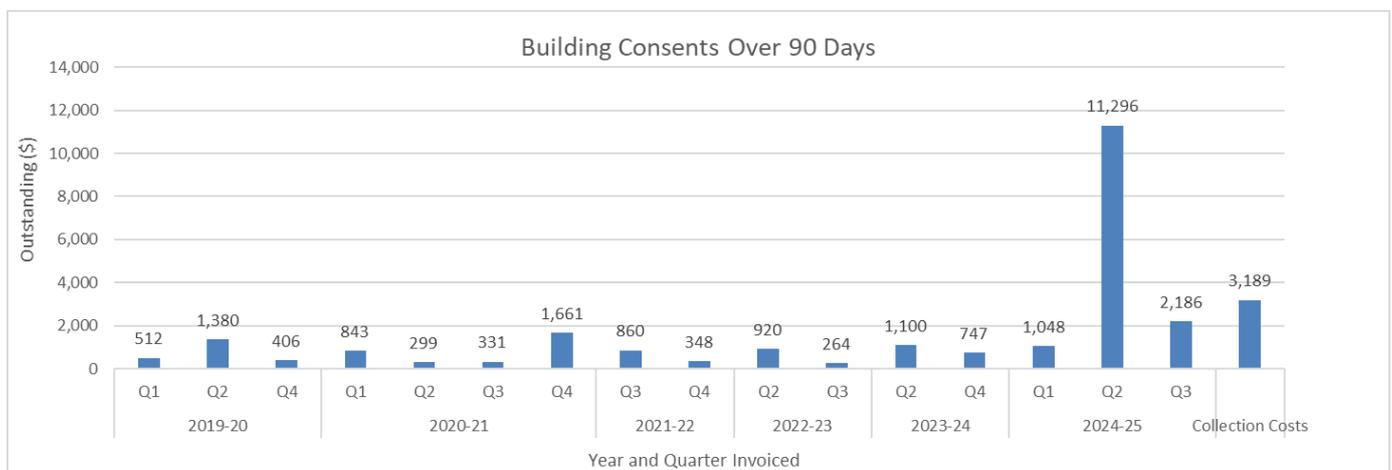
	At 30 April 2025 \$000	Annual Plan 2024/25 \$000	Actual 2023/2024 \$000
Equity			
Retained Earnings	161,640	178,124	164,747
Restricted Reserves	10,295	7,110	10,295
Revaluation reserves	351,458	365,878	351,458
Other comprehensive revenue and expense reserve	130	161	130
Total Equity	523,523	551,273	526,630

Debtors 30 April 2025

30/04/2025 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	27,389	9,244	5,194	2,355	44,182
Building Warrants	737	779	903	(914)	1,504
Resource Consents	85,348	4,710	21,225	10,729	122,012
Sundry Debtors	65,803	15,183	81,207	118,869	281,062
Grants Debtors	-	-	164,368	25,923	190,292
Grand Total	179,277	29,916	272,898	156,962	639,052

Grants outstanding as at 30/04/2025		
Date Invoiced	Project	Total (\$)
7/03/2025	Hokitika Swimming Pool - Final Claim	138,000
11/03/2025	Civil Defence - Better Off Funding	26,368
17/04/2025	Cycle Trail - Claim for November Weather Event	25,923
		190,292

30/04/2024 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	34,901	2,835	16,766	32,888	87,390
Building Warrants	1,707	-	1,156	798	3,662
Resource Consents	19,715	1,575	16,575	39,825	77,690
Sundry Debtors	41,796	5,311	227,465	113,261	387,834
Grant Debtors	372,116	198,373	-	35,042	605,531
Grand Total	470,235	208,094	261,963	221,815	1,162,106



Rates Debtors 30 April 2025

Rates Debtors at 31 March 2025		570,545
Instalment	5,764,883	
Less payments received	(803,724)	
Paid in advance change	(1,143,695)	
Previous years write off's	-	
Write off's	(691)	
Penalties	-	
Discounts	-	
Court Cost	-	
		3,816,773
Total Rates Debtors at 30 April 2025		4,387,318
Arrears included above at 30 April 2025	4,387,318	
Arrears at 30 April 2024	3,721,979	
Increase/(decrease) in arrears		665,340

Rates debtors increased over April by 669.0% as the 4th instalment of the year was invoiced in April. 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

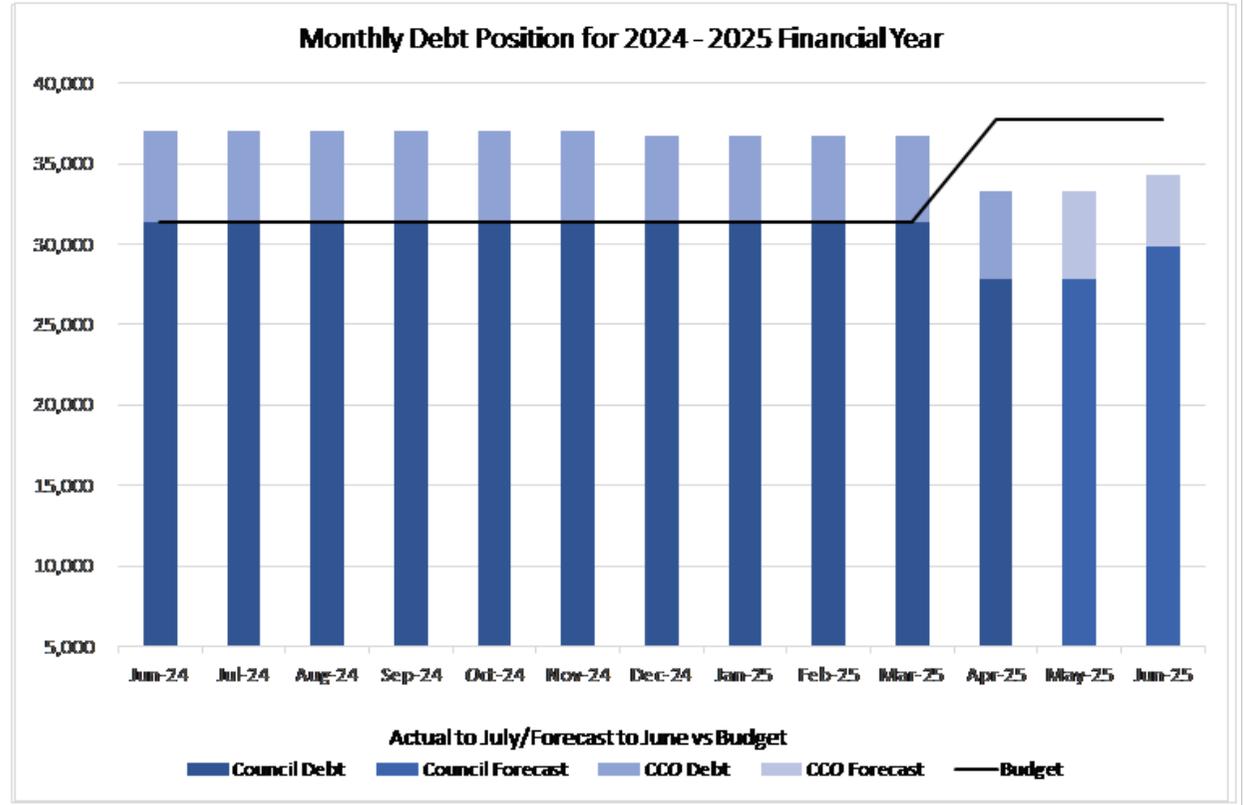
Debt Position 2024/2025 (\$000)

	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Actual Debt Position	37,044	37,044	37,044	37,044	37,044	37,044	36,744	36,744	36,744	36,744	33,244		
Budget	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	31,318	37,706	37,706	37,706
Forecast												33,244	34,344

Forecast Debt Position for 2024-2025 Financial Year

Forecast as at	Jun-24
Opening balance	37,044
Loan funded capex forecast	2,000
Forecast repayments	-4,700
Forecast balance June 2025	34,344

Figures include CCTO loans not originally budgeted for



Capital Expenditure

Capital Projects 2024/25			
As at 30/04/2025			
Project / Activity	YtD Expenses	Annual Plan	Forecast
Leadership	348,405	577,291	491,731
Planning & Regulatory Services	0	186,939	0
Library & Museum	51,432	113,126	67,634
Water Supply	699,486	2,516,011	1,129,180
Waste Water	592,033	4,555,618	671,685
Solid waste	81,850	767,891	692,840
Storm water	216,090	1,392,340	243,092
Cemeteries	19,324	98,129	98,129
Swimming pools	(3,533)	635,249	7,163
Facilities & leisure services - other	2,249,358	2,611,444	4,354,549
Parks & reserves	385,089	1,036,786	447,050
Land transportation	685,437	9,240,974	3,773,264
Better Off Funded Projects	290,691	622,586	290,691
Less Operational Better Off Funding	(110,077)	(392,804)	(110,077)
	180,614	229,782	180,614
Unbudgeted capital expenditure	324,037	0	399,178
Funded Projects	400,096	0	400,096
Total	6,339,796	24,354,384	13,066,283
Total Less Operational Better Off Funding	6,229,718	23,961,580	12,956,206

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

Report to Council



DATE: 29 May 2025
TO: Mayor and Councillors
FROM: Group Manager District Assets

Regional Infrastructure Fund Hokitika Airport Upgrade

1. Summary

- 1.1. The purpose of this report is to update Council on the fully funded \$16.4 million upgrade to Hokitika Airport. The project is being delivered through a \$9.8 million suspensory loan from the Regional Infrastructure Fund (RIF) and \$6.6 million from Development West Coast (DWC). This report seeks endorsement of the preferred upgrade option and confirms the Council's oversight role in ensuring delivery and alignment with agreed regional objectives.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council support the preferred option.

2. Background

- 2.1 The reason the report has come before the Council is to formally record and endorse the upgrade to Hokitika Airport, which has been approved for funding under the Government's Regional Infrastructure Fund (RIF). The project was identified as a priority through the Te Tai o Poutini West Coast regional investment governance process, which involved the Mayors and Council Chair of the four West Coast councils, iwi leadership, and DWC.
- 2.2 The Hokitika Airport upgrade was selected due to its strategic importance to the region's connectivity, safety, and emergency response capability. The airport supports regular passenger transport services, emergency medical flights, civil defence, and freight movements, functions that are essential to the West Coast's resilience and economic wellbeing.
- 2.3 In the second half of 2024, a business case was prepared and submitted to the RIF. The Government approved the project for RIF funding in March 2025. The funding package includes a \$9.8 million suspensory loan from RIF and a \$6.6 million suspensory loan from DWC, with no cost to Council or ratepayers.
- 2.4 A suspensory loan is a financial arrangement where repayment is suspended, and in many cases fully forgiven, provided certain agreed conditions are met—such as project completion and compliance with funding terms. This means the loan functions similarly to a grant if all obligations are fulfilled, ensuring minimal long-term financial risk for the Council and ratepayers.

2.5 The approved scope includes resurfacing the main runway with asphalt, upgrading runway lighting to energy efficient systems, establishing emergency backup power, and extending the starter extensions to improve operational safety and flexibility. These improvements will enhance reliability for air operators and support long-term regional resilience.

3. Current Situation

3.1. The current situation is Hokitika Airport is the West Coast’s primary aviation gateway and a critical part of the region’s transport infrastructure. It facilitates scheduled commercial passenger services, supports emergency medical evacuations, enables civil defence response capability, and accommodates a range of general aviation and charter operators.

3.2. The airport’s main runway and lighting infrastructure are due for replacement, having reached the end of their serviceable life. The existing chipseal surface presents increasing risks in wet conditions and is subject to degradation that affects safety, maintenance costs, and reliability for airline operators. Similarly, the runway lighting system, currently based on older halogen technology, is outdated impacting night and low-visibility operations.

3.3. The airport upgrade has been approved for funding and is now in the pre-implementation phase. A dedicated governance group—comprising representatives from Council, and Destination Westland has been established to oversee delivery. A Principal Representative has been appointed to act on Council’s behalf, ensuring the project is delivered in line with funding agreements, technical requirements, and community expectations.

3.4. Preliminary site investigations have been commenced, with detailed design and procurement now underway. Construction is scheduled to begin in last quarter of 2025, with works staged to minimise disruption to airport users and maintain emergency service access throughout the delivery period.

3.5. This project presents a significant opportunity to futureproof the airport for decades to come, ensuring continuity of service and supporting regional economic and social resilience.

4. Options

4.1. A range of options were considered during the development of the business case, with a focus on compliance, safety, affordability, and long-term value for the region. The following outlines the key options:

4.2. Option 1: Status Quo

Do nothing and retain the existing chipseal runway and halogen lighting.

Advantages:

No immediate capital expenditure.

Disadvantages:

Increased risk of safety incidents and operational disruption.

Poor reliability and increasing maintenance costs.

Jeopardises the continuation of commercial air services.

Assessment: Not viable. This option poses unacceptable safety and reputational risks and fails to meet the region’s resilience and connectivity needs.

4.3. Option 2: Do Minimum

Resurface the runway with asphalt but retain existing lighting and make no additional improvements.

Advantages:

Improves immediate surface condition and safety.

Reduces short-term maintenance demands.

Disadvantages:

Lighting remains unreliable.

No enhancement of operational flexibility or emergency resilience.

Missed opportunity to futureproof the airport.

Assessment: Partially addresses issues but lacks the strategic value required to secure regional or national funding. Not recommended.

4.4. Option 3: Preferred and Approved Option

Resurface the runway with asphalt, install new compliant runway lighting, establish emergency backup power, and construct extensions to the starter extensions.

Advantages:

Full alignment with Civil Aviation Authority (CAA) standards.

Improves safety, operational performance, and climate resilience.

Enables uninterrupted emergency access and supports scheduled services.

Fully funded through external investment – no cost to ratepayers.

Disadvantages:

Higher capital cost.

Requires robust project governance and stakeholder coordination.

Assessment: This is the regionally endorsed and Government-funded solution. It delivers the best long-term value and resilience and has broad support from key stakeholders. Strongly recommended.

5. Risk Analysis

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

5.2. Delivery Risk

Risk: Delays or cost overruns due to weather, contractor availability, or supply chain disruption.

Impact: Potential reputational impact and misalignment with funding milestones.

Mitigation:

- Early contractor engagement and staged procurement planning.
- Appointment of a Principal Representative to monitor timelines and deliverables.
- Robust governance and reporting frameworks established through the project steering group.

5.3. Operational Risk

Risk: Disruption to scheduled flights or emergency services during construction.

Impact: Impact on community connectivity, health service delivery, and business continuity.

Mitigation:

- Construction to be staged with input from airlines and emergency services.
- Contingency planning to maintain essential access during works.

5.4. Compliance and Regulatory Risk

Risk: Failure to meet CAA certification requirements or project scope drift.

Impact: Project delays, non-compliance, or inability to operate the upgraded infrastructure.

Mitigation:

- Technical specifications aligned with CAA requirements.
- Ongoing regulatory liaison built into project design and oversight.

5.5. Reputational Risk

Risk: Public or stakeholder criticism if project scope, cost, or delivery is not well communicated or if disruption is poorly managed.

Impact: Erosion of community confidence and stakeholder support.

Mitigation:

- Proactive communications and stakeholder engagement plan.
- Regular updates to Council, iwi partners, and affected stakeholders.

5.6. Funding and Governance Risk

Risk: Non-compliance with RIF or DWC funding conditions, including reporting obligations.

Impact: Risk of funding clawback or loss of regional credibility.

Mitigation:

- Clear governance structure with representation from Council and funders.
- Dedicated project reporting and monitoring framework in place.

6. Health and Safety

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

6.2. Airside Construction in a Live Operational Environment

Risk: Construction activity occurring within an operational airport environment poses significant safety hazards to workers, contractors, and aircraft.

Mitigation:

- A detailed Construction Safety Management Plan will be developed in coordination with the airport operator and Civil Aviation Authority (CAA).
- Works will be staged and scheduled to avoid peak flight and emergency access windows.
- Controlled airside access protocols will be implemented, and contractor inductions will be mandatory.

6.3. Emergency Services Continuity

Risk: Disruption to emergency medical or civil defence aviation operations.

Mitigation:

- Emergency access will be prioritised and maintained throughout all construction phases.
- The construction plan will include provisions for rapid stand-down or suspension of works in response to emergency flight activity.
- Ongoing coordination with emergency service providers will form part of the operational planning process.

6.4. Contractor and Staff Safety

Risk: Physical hazards including working around heavy machinery, hot mix asphalt, electrical installations, and weather exposure.

Mitigation:

- Contractors will be required to adhere to comprehensive site-specific health and safety plans.
- A Principal Contractor will be appointed with responsibility for health and safety leadership, regular audits, and hazard management.
- Daily toolbox meetings, hazard registers, and incident reporting protocols will be enforced.

6.5. Public and Stakeholder Interface

Risk: Risk to members of the public accessing adjacent facilities or interacting with construction areas.

Mitigation:

- Clear signage, barriers, and restricted access zones will be established.
- Communications to airport users and stakeholders will include health and safety messaging and advance notice of disruption.

7. Significance and Engagement

7.1. The level of significance has been assessed as being moderate in accordance with Council's Significance and Engagement Policy.

While the project represents a substantial capital investment, it is fully funded through external suspensory loans from the RIF and DWC. There is no direct financial impact on ratepayers, and Council is not required to contribute funding or take on debt.

The upgrade is aligned with existing strategic objectives for regional resilience, connectivity, and economic development and does not represent a significant change in service levels or core Council functions.

7.1.1.No public consultation is considered necessary.

However, ongoing stakeholder engagement is considered essential to project success. This includes:

- Regular communication with airport users, airlines, and emergency services to manage construction impacts;
- Engagement with iwi, neighbouring residents, and the wider community through project updates;
- Transparent reporting to funders and governance partners throughout the delivery period.

7.2. Council's endorsement of this report supports transparent decision-making and confirms its oversight role within the broader regional infrastructure investment framework.

8. Preferred Option(s) and Reasons

8.1. The preferred option is Option 3

8.2. The reason that Option 3 has been identified as the preferred option is that this option involves resurfacing the main runway with asphalt, installing compliant runway lighting, establishing emergency backup power, and constructing extensions to the existing starter extensions to improve operational flexibility and safety. This is the option that has been regionally endorsed and approved for funding through both the RIF (\$9.8 million) and DWC (\$6.6 million).

This option is preferred for the following reasons:

- **Regulatory Compliance:** Improves the airport up to current Civil Aviation Authority (CAA) standards for surface and lighting, reducing the risk of operational restrictions.
- **Safety and Reliability:** Ensures a safe, resilient surface for commercial and emergency operations, reducing the risk of closures or diversions due to weather or surface degradation.
- **Emergency Preparedness:** Enhances the region's emergency response capabilities, including aeromedical evacuations and civil defence readiness, by ensuring uninterrupted access.
- **Economic Value:** Supports sustained air connectivity for residents, visitors, and businesses, underpinning tourism, freight, and essential service delivery.
- **No Cost to Ratepayers:** Fully funded by external partners with no requirement for Council borrowing or rates contributions.
- **Strategic Alignment:** Aligns with the West Coast's regional infrastructure investment priorities and the Government's objective of strengthening rural resilience and connectivity.

8.3. The preferred option represents the best long-term value for the district and the region. It leverages one-off external funding to address critical infrastructure needs, supports economic development, and reinforces Westland's position as a key gateway to the West Coast.

9. Recommendation(s)

9.1. That the report be received.

9.2. Endorses the preferred option to resurfacing the main runway with asphalt, upgrading runway lighting to energy efficient systems, establishing emergency backup power, and extending the starter extensions to improve operational safety and flexibility.

9.3. Notes that the project is fully funded through a \$9.8 million suspensory loan from the RIF and a \$6.6 million suspensory loan from DWC, with no cost to Council or ratepayers.

- 9.4. Confirms the governance and delivery arrangements, including Council's oversight role through the project governance group and the appointment of a Principal Representative to manage delivery on Council's behalf.
- 9.5. Requests that regular updates be provided to Council throughout the delivery phase to ensure visibility of progress, risks, and outcomes.

Erle Bencich
Group Manager District Assets

Report to Council



DATE: 29th May 2025
TO: Mayor and Councillors
FROM: Chief Executive

COUNCIL HEADQUARTERS

1. Summary

- 1.1. The purpose of this report is to provide background information on the Council HQ Project.
- 1.2. This issue arises from the building being classified as earthquake-prone, with a deadline for strengthening by 11 June 2032.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the report.

2. Background

- 2.1 The reason the report has come before the Council is because the Council HQ building is classified as being earthquake-prone and under the government legislation it needs to be remediated by 11 June 2032 or Council Staff must relocate to another building.
- 2.2 The previous deadline for remediation was 11 June 2027. The Government brought forward a planned review of the earthquake-prone building system from 2027 to 2024. The review focused on how well the current system is managing seismic risk in existing buildings, and it looked to identify barriers to remediation of earthquake-prone buildings and examined the approach taken by other overseas jurisdictions in regions of high seismic risk. On 26 November 2024 The Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Act has come into effect. The Amendment Act includes an extension of remediation deadlines for earthquake-prone buildings, strengthening of the building warrant of fitness scheme and other minor technical changes.
- 2.3 The key issues with this project have been identified. These are:
 - Council owns a limited number of buildings within the CBD;
 - The larger buildings within the CBD tend to be earthquake prone;
 - We do not own the building where the library is currently located and will need to provide a new library space in the future as this building is not fit for requirements;
 - The i-site is currently located on the ground floor of the Pakiwaitara building, and we will need to provide space for it;
 - Councillors are reluctant to spend money on a new Council HQ building due to the cost to ratepayers and the associated reputational risk; and

- There has been inconsistency in Council decision making with regards to what buildings we own and would like to retain.

2.4 Numerous reports have been to Council over the past five years. Council staff have summarised the information and provided it below for Councillors. Please note the estimated project costs included in this section are no longer current.

2.5 **Building: Council Headquarters**

Address: 36 Weld Street

Occupant: Westland District Council Offices

Square Meterage: 2,027

Notes: Earthquake prone. NBS rating not determined and assumed as 0

History: In October 2023 strengthening and refurbishment layout plans were completed by Dalman Architects. This included the removal of i-Site and the library being relocated to the ground floor. This excluded some of the strengthening upgrade as it was an unknown at that time. The estimated costs including strengthening based on the previous SIMCO strengthening design, compliance and office refurbishment was \$8,765,675.90.

In November 2024 an update of the estimate costs for the HQ strengthening and compliance upgrade was completed. No allowance was made for the refurbishment or fitout of the building. Structural engineering including Geotech testing has been completed to concept design stage. Services and accessibility studies have been completed to concept stage. Fire report completed in 2013 indicates that the building is non-compliant (some work identified within the report was carried out but not all) and that the public should not be accessing the Council meeting facilities on the top floor.

Strengthening and compliance upgrade of the current HQ building is the most cost effective and straightforward option for the Council. The cost estimate is \$4,532,827.59. This includes the temporary relocation of staff and services to Pakiwaitara of \$219,180.11 and a 10% contingency.

Documentation Available: Detailed Seismic assessment, Geotechnical Report, Seismic Strengthening Concept Design, Seismic Strengthening Desktop Summary Report

Valuation as at May 2025: \$1,754,000 or \$4,661,000 if strengthened

2.6 **Building: Pakiwaitara Building**

Address: 41 Weld Street

Occupant: Multiple small leases: Clocktower Café, Stonewood Homes, Massey University, isite, MTFJ, Hokitika Healers and Te Hono o Nga Waka.

Square Meterage: 1,567

Notes: Earthquake prone, NBS Rating 20-34%

History: In October 2023 strengthening and refurbishment plans were completed by Dalman Architects to house Council HQ. Alternative plans were also drafted by Dalman Architects to house a library and community hub. Both options worked well, and the plans demonstrated the building could be modified to suit either. Both options had similar estimated costs.

The cost estimate was \$5,213,586.90 and it was suggested by Council that it was not the right building for the future Council HQ.

In May 2024, Council decided to sell the Pakiwaitara building as part of the next Long Term Plan.

Documentation Available: Detailed Seismic assessment, Review of Detailed Seismic Assessment Geotechnical Report, Seismic Strengthening Concept Design (for Council HQ), Seismic Strengthening Concept Design (for Library, Café and i-site), Seismic Strengthening Desktop Summary Report

Valuation as at May 2025: \$1,178,000 or \$4,006,000 if strengthened

2.7 **Description: Government House**

Address: 14 Sewell Street

Owner: Heritage New Zealand Pouhere Taonga

Occupant: Vacant

Square Meterage: 1,045

Notes: This is a Category 2 listed heritage building. Earthquake strengthening of the building currently underway.

History: In May 2023, plans were completed by ArchitectureWorks to see if Council staff could be situated into this building. The net lettable space was 1,054.1m². After the plans were completed, they showed that the actual usable space was considerably less. It was 391m² short of fitting all staff.

Therefore, a vacant building on Sewell Street (next door) was also looked at. The cost estimate for Government House was \$11,200,000.00 including a \$10,000,000.00 contribution to assist with the structural upgrade of the building.

Documentation Available: Seddon and Sewell Building Options

2.8 **Description: Vacant building**

Address: 10 Sewell Street

Owner: Laurence O'Neill

Occupant: Department of Conservation (single story building only)

Square Meterage site: 6,547

(Single story building = 315 meters squared) (Two story building 840 meters squared)

Notes: Vacant single-story building has an NBS rating of 70%, Vacant two-story building has an NBS rating of 50%

History: In July 2023, plans were completed by ArchitectureWorks to see if this building could accommodate the overflow staff from Government House (see above regarding an option for Government House) for 667m². This building is assessed at above 34%NBS so not Earthquake prone, but the building would need a complete refurbishment and an upgrade to meet compliance standards.

This was estimated at \$4,289,820.00 and needed to be combined with Government House option above. This option provides more space than required. And an expensive fitout of the building is required as all services need to be upgraded since it had been vacant for 12 years.

Documentation: Seddon and Sewell Building Options

2.9 Option of New Build

Council has the opportunity to build a new building for Council Headquarters. This could be in three locations: current Council HQ site, Pakiwaitara site or at the Airport. This will provide us with a purpose built facility.

A new building at the airport would be the most cost effective as there is no cost to demolish an existing building. The design for this has been drawn up by Dalman Architects with an estimated cost of \$10,703,698.08.

A new building at the Pakiwaitara site was priced up by RDB Consultants.

There have been no costs priced up for re-building on the current Council HQ site however these are expected to be to similar costs to a build on the Pakiwaitara site.

Documentation Available: New WDC Building at Airport Drive Concept Design, RDB Consultants Estimated Costs

3. Current Situation

3.1. All options have been re-evaluated by Council Staff this year. The current available options are:

- Option 1: Strengthen the current Council Headquarters
- Option 2: Strengthen Pakiwaitara and relocate Council Headquarters
- Option 3: Demolish Pakiwaitara and build a new Council Headquarters
- Option 4: Relocate Council Headquarters to Government House

3.2. To provide Council with a way to make an informed strategic decision a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for each of the options was completed. This analysis is detailed below:

Option 1: Strengthen the current Council Headquarters

<p>Strengths</p> <ul style="list-style-type: none"> • Current HQ building • Most affordable option • Central CBD location • Council owns the building currently • Increase value of asst by at least \$3.325m 	<p>Opportunities</p> <ul style="list-style-type: none"> • Possible staged approach • Options for foundation strengthening
<p>Weaknesses</p> <ul style="list-style-type: none"> • Poor layout • Dated building • Existing tenant (Chorus) • Building issues (windows, airflow, fire compliance) • Lack in sustainable energy • Staff relocation • Can house EOC. However, building will not be strengthened to IL4. Instead, it will be IL2. Therefore, non-compliant. • Staff morale regarding building 	<p>Threats</p> <ul style="list-style-type: none"> • Public perception of spending money on building • Construction industry costs - volatile environment • 2032 deadline for strengthening

<ul style="list-style-type: none"> • Lack amenities (Toilets, showers etc) 	
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Option 2: Strengthen Pakiwaitara and relocate Council Headquarters

<p>Strengths</p> <ul style="list-style-type: none"> • Central CBD location • Better layout • Less intrusive structural strengthening required. • Can repair building while council staff in existing building • Increase value of asset • Small distance for relocation. Minimal work disruption • Building not as old as HQ. • Potentially better staff moral due to new environment, e.g. café. • Lower rates 	<p>Opportunities</p> <ul style="list-style-type: none"> • If council moved to Pakiwaitara we can sell council HQ. • More opportunities for layout design
<p>Weaknesses</p> <ul style="list-style-type: none"> • Constrained by existing layout/site. • Poor Maintenance in past means a lot of minor issues to fix • Premediated opinions from community/elected members • Currently in LTP for sale • Less parking • No lift • Can house EOC. However, building will not be strengthened to IL4. Instead, it will be IL2. Therefor non-compliant. 	<p>Threats</p> <ul style="list-style-type: none"> • Council HQ may not be sold for the value council would like due to works required. • Could result in large empty building in CBD. • 2035 deadline for strengthening • Public perception of spending money on Pakiwaitara building

Option 3: Demolish Pakiwaitara and build a new Council Headquarters

<p>Strengths</p> <ul style="list-style-type: none"> • Central CBD location • Best layout • Modern amenities such as HVAC, Fire security etc • More sustainable building • Increase useful life 	<p>Opportunities</p> <ul style="list-style-type: none"> • If council moved to Pakiwaitara we can sell current council HQ • Option to incorporate tenantable spaces • Opportunity to build a new architecturally designed building at entrance to town/CBD • Option to house Council HQ, Library and isite.
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<ul style="list-style-type: none"> • Better staff moral • Easier construction process. No pre-existing layout etc • Ability to design from scratch • Larger land area 	
<p>Weaknesses</p> <ul style="list-style-type: none"> • River running underneath the building, resulting in expensive foundation design • Losing small amount of tenant income • Premeditated opinions from community/elected members • Currently in LTP for sale • Less parking • Must have built by 2032 otherwise council staff will have to relocate somewhere else or work remote • Potential increase in rates 	<p>Threats</p> <ul style="list-style-type: none"> • Council HQ may not be sold for the value council would like due to works required. • Could result in large empty building in CBD • Perception of community in regard to spending money on Pakiwaitara/that site.

Option 4: Relocate Council Headquarters to government house

<p>Strengths</p> <ul style="list-style-type: none"> • Central CBD location • Already structurally strengthened by owner • Staff moral could improve due to new building environment 	<p>Opportunities</p> <ul style="list-style-type: none"> • Work in a historic building
<p>Weaknesses</p> <ul style="list-style-type: none"> • Council do not own this building/land • Constrained by the layout and floor area • Limited on-site parking • Council required to contribute \$10million towards the project for an asset we wouldn't own 	<p>Threats</p> <ul style="list-style-type: none"> • Council HQ may not be sold for the value council would like due to works required. • Could result in large empty building in CBD • Pakiwaitara building could also remain empty at the entrance to town/CBD • Change in government could mean change in appetite to fund project • Government run out of money during construction • Public perception of spending money on a building we wouldn't own

3.3. The current considerations for a Council Headquarters Building are:

- For staffing requirements, our current staff numbers are 66 although we normally budget for 70 to allow for a small increase.

- The Building Standards state we need to provide a minimum of 10m² per staff member although they suggest that 14 – 17 m² per person is more appropriate.
- A minimum of 150m² for the Council chambers and meeting rooms.
- A minimum of 150m² for printing, server rooms and archives.
- A staff room; our current one is 56m².
- Toilets and breakout spaces.
- Parking requirements are likely to be similar to what we have currently.
- The minimum NBS rating for any building we occupy is 67%.
- If we use the building as an Emergency Operations Centre it needs to be IL4, otherwise it can be IL2.
- A library and i-site could be included.

3.4. If Council delay remediation or a new build for more than two years some compliance items will need to be completed to the Council Headquarters. A fire report was done in 2013, which highlighted these. Some of this work was completed in 2014 but there are two main remaining items. These are:

- The council chambers has not been assessed for a public risk group, but instead the assessment was based on a meeting room. The difference between the two risk groups is how familiar the occupants are with escape routes, which corresponds with the time it takes to escape. Having public in the council chambers could very likely be considered a change of use of part of the building. A new report would thus have to be done, which will detail the changes that needs to be made.
- Weld Street stairwell is constructed as a vertical safe path, a path that is fully separated from the building with fire and smoke separations. To comply with this a -/60/60sm fire rated curtain at the public counter, fire rated windows, fire separations to form the safe path and other minor works is required.

4. Options

4.1. Option 1: That Council receives the report.

4.2. Option 2: That Council does not receive the report.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low. The report is administrative in nature.

- No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That the report be received. This report outlines the history of the Council Headquarters Project and the current options available to Council. There are no financial implications for this option.

8.2. Option 2 – That Council does not receive the report. There is no reason for Council not to receive the report. There are no financial implication for this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that it allows Council to acknowledge the information contained in the report.

10. Recommendation(s)

10.1. That the report be received.

Barbara Phillips
Chief Executive

Report to Council



DATE: 29 May 2025

TO: Mayor and Councillors

FROM: Group Manager: District Assets

West Coast Regional Waste Minimisation and Management Plan – Update & Adoption

1. Summary

- 1.1. The purpose of this report is to advise of items that were amended after public submissions and in person presentations undertaken on the 27th of February 2025 Council meeting. Additionally, to provide knowledge to Council on the current and future waste and recycling services. If satisfied, Council to adopt the Regional Waste Minimisation and Management Plan (WMMP).
- 1.2. This issue arises from the requirements of s83 of the Local Government Act 2002 (LGA) as required by s44 of the Waste Minimisation Act 2008 (WMA).
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council review the amended West Coast Regional Waste Minimisation and Management Plan (WMMP) and if approved, proceed to adoption.

2. Background

- 2.1. Council undertook public consultation on the draft West Coast Regional Waste Minimisation and Management Plan from the 18th November 2024 to the 20th December 2024 as per regulations s83 LGA.
- 2.2. The consultation document proposed a series of targets and an action plan to address the challenges and opportunities identified in the 2024 Regional Waste Assessment, to be addressed through the WMMP. The public feedback was supplied and presenters provided personal hearing submissions on 27th February 2025.
- 2.3. Following these submissions staff were instructed to undertake a review of the proposals and review the plan with specific individuals who were unavailable at the time of the hearings. This action was undertaken, and the findings form part of this paper.

3. Current Situation and Future Delivery

3.1. The two other council participants in the Regional WMMP have now adopted the plan following the amendments made as per the table below. This shows feedback from submitters and adjustments where possible.

Summary of changes in WMMP:

Relevant sections of the WMMP	Change
2.1 – Strategic Context	Reference to Te rautaki para Waste Strategy (previous national waste strategy released in May 2023) has been updated, with new context added regarding the Waste and Resource Efficiency Strategy (released in December 2024).
2.1 – Strategic Context Waste and Resource Efficiency Strategy	Overview of the Waste and Resource Efficiency Strategy released in December 2024 (including new figure 2.2).
2.1 – Strategic Context Waste Hierarchy	Text in this section has been updated along with a simplified image of the waste hierarchy (figure 2.4).
3.3 Targets and measurements 6.2 – Evaluation and review of the plan	Table 3.1 and Table 6.1 have been updated with the following changes noted: <ul style="list-style-type: none"> - Target 4 – removed the text stating the target excluded green and food waste (this was a requirement previously in Te rautaki para Waste Strategy, therefore no longer relevant). - Target 4 – We have assessed the feasibility of 50% diversion by July 2030. This is feasible when including green and food waste. - Target 5 – as discussed in previous meetings 15% has been set for the contamination target. - Target 7 – We have calculated current biogenic methane emissions (using the default emissions factor) and applied this as the 2022/23 baseline. - Target 7 – A value for 30% reduction has been detailed.
Appendix A – District and regional performance against targets	A new appendix has been added to provide a district view of progress against 2018 WMMP targets.

3.2. It must be noted that the WMMP is a document that provides guidelines and a framework to manage and report on waste and recycling services. Although it provides this guidance, operational activities in different locations and the viability of expanding services across the region are dependent on budget availability and cost of services. Government support through the Waste Levy fund and other subsidising mechanisms are key requirements to expand existing waste and recycling services or to undertake new initiatives.

3.3. It is clear from discussions with submitters that communication around Westland District Council’s current recycling services is not effective. This does need to improve. There are services in the northern part of the district that, at this stage, are not viable to be implemented across the whole region. Kerbside waste and recycling services are currently two of these.

There are, however, opportunities to expand some recycling activities such as E-Waste and Tyrewise to more of the ratepayer base. These and other opportunities will continue to be investigated over the next 12 months. During this period a new Southern waste and recycling contract will be implemented, and council staff will work with contractors to provide a wider range of services where possible.

3.4. Waste management staff will work closely with the communications team to provide better knowledge and understanding of current and possible future services to the community. Due to the increase in waste levy charges there could be additional possibilities for improvements and expansion in services across the region. Staff undertake to focus on these opportunities and seek further direction from council as these situations arise.

3.5. Feedback on utilising Butler’s landfill as part of a greater regional depository was negative. Staff also reject this as an option going forward due to the limited size of the current development. This proposal would not be implemented without a clear directive from Council.

3.6. Implementation of 80 litre waste bins. Unfortunately, this proposal is not viable. Smaller receptacles cost the same operationally to collect as 120 litre bins. Waste disposal is funded from general rates;

collections are paid for by each serviced household. There would be no saving to the recipient by reducing the size of a bin.

4. Options

- 4.1. Option 1: Accept the report and adopt the Draft West Coast Regional Waste Minimisation and Management Plan.
- 4.2. Option 2: Reject the Draft West Coast Regional Waste Minimisation and Management Plan. Instruct staff to develop a stand-alone Westland District Plan. A legislative impact assessment would need to be undertaken to ensure that this doesn't contravene the requirements of s83 of the Local Government Act 2002 (LGA) as required by s44 of the Waste Minimisation Act 2008 (WMA).

5. Risk Analysis

- 5.1. Risk has been considered, and no risks have been identified by adopting the current Draft WMMP.

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 medium under Council's Significance and Engagement Policy.
- 7.2. Public consultation was undertaken under requirements of s83 LGA, as required by s44 WMA from 18 November – 20 December 2024. This was advertised in the West Coast Messenger, the Council's website, the Westland Matters newsletter and the Council's Facebook page. The feedback and presentations were considered and form part of this report.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1: Review the report accept the findings and adopt the draft WMMP. Financial impact will be minimal depending on future Government initiatives or any alteration or expansion of services across the region. These items would be brought to Council's attention prior to implementation.
- 8.2. Option 2: Do not adopt the draft WMMP as presented. Instruct staff to produce a standalone Westland District WMMP. This would cause delay and additional financial burden as it would require the engagement of specialist services and may contravene the requirements s44 of the WMA.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 2.
 - 9.1.1. Adopt the draft amended WMMP.

The document is viewed as fit for purpose and can be utilised to ensure compliance with the requirements of s83 LGA, as required by s44 WMA.

10. Recommendation(s)

- 10.1. That Council receive the report.
- 10.2. That Council adopt the amended Draft Waste Minimisation and Management Plan (DWMMP).

10.3. Council instruct staff to review current waste and recycling information available. Undertake to improve knowledge to the community. This would include publicising the difference in service provision between the various communities and why. Work with incumbent and new waste management contractors to align services where possible across the whole district in a cost-effective manner. Work with central government agencies to improve service provision and maximise financial support.

Erle Bencich

Group Manager: District Assets

Appendix 1: The amended Regional Waste Minimisation and Management Plan.

Available on request: The West Coast Regional Waste Assessment.

West Coast Regional Waste Management and Minimisation Plan

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

Prepared by: Tonkin + Taylor



Document Control

Title: Project Name					
Date	Version	Description	Prepared by:	Reviewed by:	Authorised by:
27 August 2024	1	Drafting WMMP	Adrienne Kozlowski	Hannah Kelly and Chris Purchas	
4 September 2024	2	Final WMMP for Councillor review	Adrienne Kozlowski	Hannah Kelly and Chris Purchas	Chris Purchas
10 April 2025	3	Final WMMP for issue	Adrienne Kozlowski	Hannah Kelly and Chris Purchas	Chris Purchas

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

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WMMP on a page

Current situation

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

Key legislation and policy

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

What is working well?

- Enviroschools campaign
- Kerbside collections
- Access to services

Where do we want to be?

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

Goal 1

The building blocks are in place to enable change.

Goal 2

More activity is circular, and we produce less waste.

Goal 3

Emissions and other environmental indicators are improving.

What improvement is required?

Consistent data collection

Regional diversion from landfill

Alignment in services across the region

Understanding of waste from tourism sector

Organic material recovery

Options assessment

How do we get there?

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

1 Introduction

1.1 Purpose

The Waste Management and Minimisation Plan (the Plan) outlines how the West Coast will progress efficient and effective waste management and minimisation within the region. It explores the implications of the Government’s Waste and Resource Efficiency Strategy (2025), for the West Coast councils and proposes the district’s approach to delivering waste management and minimisation services.

The Plan has been designed to meet each Council’s obligations to evaluate and plan for waste minimisation and management in their district under the Waste Minimisation Act 2008 (WMA).

1.2 Scope

The Plan covers the whole of the West Coast and reflects a regional approach to minimising waste through regional collaboration.

All solid waste whether it is landfilled or diverted material is considered in this Plan, which includes items being reused, recycled, or composted. Liquid and gas wastes are managed through other policies are not in the scope of this Plan.

1.3 The life of this plan

This is the draft of a new plan developed to replace the region’s 2018 Waste Management and Minimisation Plan. This Plan will go out for public consultation and the Council will seek feedback on the Plan.

The Plan will be reviewed six years from the approval date unless it is reviewed in the interim.



2 Context

2.1 Strategic context

The role of territorial authorities is shaped by policies, plans and regulations. This ensures progress is made towards agreed pathways and priorities at a regional and/or national level.

There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the West Coast Region. These are summarised in Figure 2.1 and further detail is provided in the West Coast Regional Waste Assessment (2024) in Appendix C.

Waste Minimisation Act 2008	Waste and Resource Efficiency Strategy	Climate Change Response Act 2002
Resource Management Act 1991 (under review)	Emissions Reduction Plan 2022	Health Act 1956
Local Government Act 2002	Waste Disposal Levy Expansion	National Plastics Action Plan
	West Coast WMMP 2018	West Coast District Councils Long Term Plans

Figure 2.1: Key statutory documents and policy.

Waste and Resource Efficiency Strategy

The Government’s Waste and Resource Efficiency Strategy details the future direction of waste management and minimisation in Aotearoa New Zealand. The strategy defines outcomes to address waste disposal, reuse/recycling, and emissions, litter, environmental and contaminated land impacts resulting from waste management (Figure 2.2).



1. Including, where relevant, consideration of impacts not just associated with disposal.

Figure 2.2: The Government’s waste and resource efficiency strategy outcomes (MfE, 2025).

The strategy provides a summary of activities that will enable these outcomes to be achieved. These activities are:

- Fit-for-purpose legislation that supports:
 - An efficient market for waste management and recycling;
 - Optimal investment decisions; and
 - Appropriate responsibilities across the supply chain.
- Cost-effective, outcomes-focused investment of the waste disposal levy in infrastructure, innovation and local projects.

- Working with the sector, business, iwi/Māori, local government and communities to develop and implement practical cost-effective solutions.
- Where necessary, targeted policy and regulatory measures.
- Using the waste hierarchy to guide decision-making, enabling us to keep resources in the economy at their highest value where possible.

The strategy does not mandate or propose targets and does not explicitly reference a Circular Economy Approach. However, Council has decided to broadly align with the targets in the previous strategy (Te rautaki para | Waste Strategy) and a wider circular economy approach. This is given their alignment towards council’s own outcomes including those of the West Coast region.

These targets were:

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

Circular Economy

A circular economy as described by the Ministry for the Environment (MfE) is:

“an alternative to the traditional linear economy in which we keep resources in use for as long as possible, extract the maximum value from

them whilst in use, then recover and regenerate products and materials at the end of each service life.”¹

There are three core principles of a circular economy:

- 1 Design out waste and pollution.
- 2 Keep products and materials in use.
- 3 Regenerate natural systems.

Figure 2.3 illustrates the relationship between a circular economy (the central circle) and the role of policy (national and local), infrastructure and education.

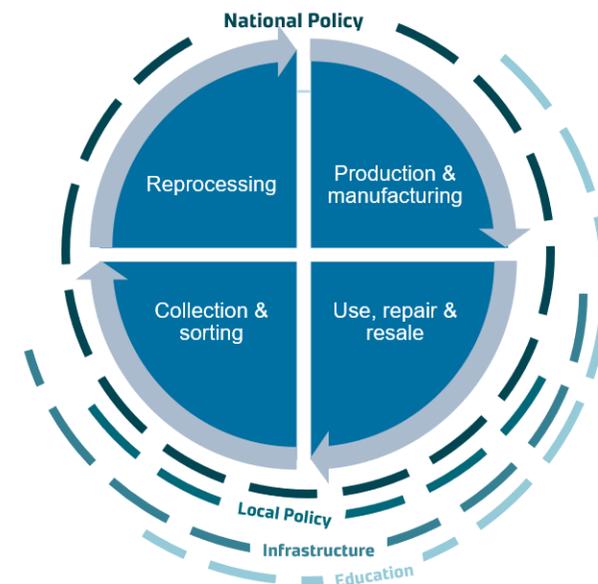


Figure 2.3: Circular economy.

¹ <https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/ohanga-amiomio-circular-economy/>

Waste hierarchy

The Circular Economy emphasises the designing out of waste and pollution. In line with this thinking, the waste hierarchy (Figure 2.4) is a useful framework to prioritise waste avoidance and actions that support a Circular Economy. Where value cannot be recovered from the materials, or there is no current market for the material the focus is on safe treatment and disposal.

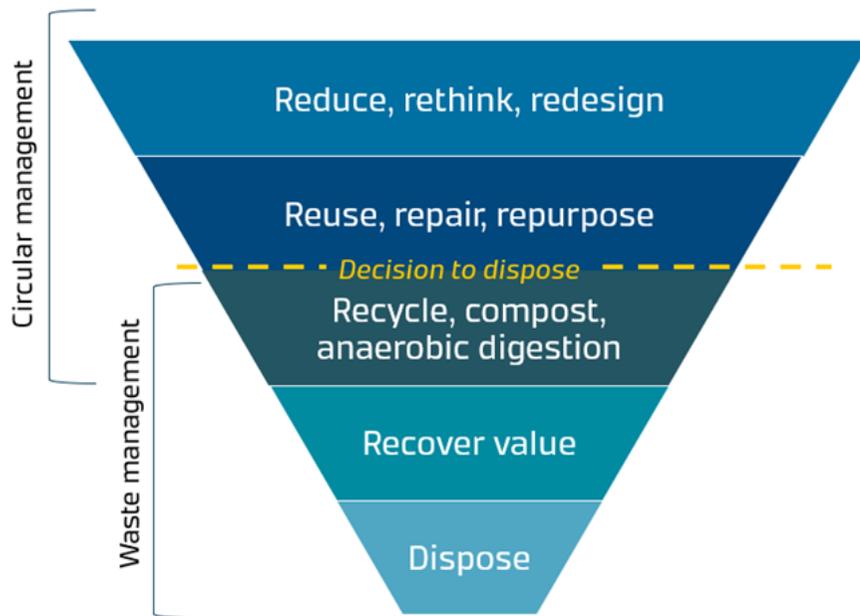


Figure 2.4: The Waste Hierarchy.

Regional characteristics

The West Coast's most notable characteristics which influence the waste management and minimisation system include:

- **Relatively sparsely populated area** – 32,700 (2023) across approximately 23,245 km².
- **High numbers of tourists, expected to increase.** In 2023, there was an average of 160,000 visitors to the region each month, which is greater than four times the number of residents passing through the region monthly.
- **Key industries** include electricity, gas, water, and waste services (14% of GDP, 2023), agriculture, forestry, and fishing (13.8% of GDP, 2023), and mining (8.4% of GDP, 2023).
- Strong history of **regional collaboration** across the councils.

2.2 The waste situation

This section considers the current situation and how we have progressed on the goals and targets established in our last WMMP (2018) including:

- Key achievements.
- Where our waste comes from and what we do with it.
- How much waste we generate as a region.
- How much waste we are recovering and recycling.

It also considers how waste services may change for our region in the next six years.

What have we achieved?

A high-level summary of what has been achieved over the last WMMP period is shown in Figure 2.5.

Key highlights include:

- There are 20 EnviroSchools within the West Coast Region, including five Eco early childhood education centres and 15 schools.
- Multiple diversion partnerships established, including TechCollect for e-waste diversion, small appliance recycling with EnviroNZ, Mitre 10 drop off points for polystyrene and plant pots, and household battery diversion.
- Investigations taking place for two resource recovery projects:
 - Regional construction and demolition (C&D) material reprocessing.
 - Feasibility of regional organic processing solutions.



Figure 2.5: Summary of what has been achieved.

Infrastructure and services

Waste in the region is generally collected via kerbside collection (residential) or dropped off by domestic and commercial customers at transfer stations, recycling centres, resource centres and directly to landfill.

A range of services and infrastructure is provided across the region, as outlined in Table 2.1.

Table 2.1: Summary of waste infrastructure and services in region

Waste hierarchy	Infrastructure/service	Buller	Grey	Westland
Reduce, rethink, redesign	Education	Enviro schools, council website, and sharing information	Enviro schools, council website and sharing information	Enviro schools, council website and sharing information
Reuse, repair, repurpose	Second hand trading	Op shops	Op shops including McLean’s Pit Reuse and recovery shop	Magpies Nest re-use shop (Hokitika Transfer Station)
Recycle, compost, anaerobic digestion	Collection	Kerbside collection in all the urban areas of the District	Kerbside collection in certain parts of the district	Kerbside collection in certain parts of the district
	Transfer stations and reuse centre	Westport and Reefton Transfer Stations Maruia Recycling Centre Karamea Resource Centre	Blackball, Moana, and Nelson Creek Resource Centres McLean’s Pit and Preston Road Recycling Centre	Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier and Haast transfer stations.
	Organic waste collection/drop off	Some transfer stations/resource centres accept green waste drop off	Some transfer stations/resource centres accept green waste drop off	Some transfer stations/resource centres accept green waste drop off
Recovery	Agrichemical drop off	Agrecovery drop off sites at Reefton transfer stations and Westport Farmlands.	Agrecovery drop off sites at Greymouth Farmlands.	Agrecovery drop off sites at Hokitika Transfer Station.
	Alternative drop off	E-waste collection available at transfer stations across all three districts. Diversion partnership with TechCollect. Mitre 10 diversion for polystyrene and plant pots at Mitre10 stores. Household battery diversion available at transfer stations across all three districts Small appliance recycling at Hokitika transfer station with EnviroNZ		
Treat	Hazardous waste	Household quantities of hazardous waste are accepted	Household quantities of hazardous waste are accepted	Household quantities of hazardous waste are accepted
Dispose	Collection	Kerbside collection in all the urban areas of the District	Kerbside collection in certain parts of the district	Kerbside collection in certain parts of the district
	Public place bins	39 urban bins, 36 bins in parks and reserves	170 litter bins – currently under review	39 town landfill waste and recycling bins

Waste hierarchy	Infrastructure/service	Buller	Grey	Westland
	Transfer stations	Westport and Reefton Transfer Stations Maruia Recycling Centre Karamea Resource Centre	Blackball, Moana, and Nelson Creek Resource Centres McLean's Pit and Preston Road Recycling Centre	Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier and Haast transfer stations
	Landfill	Maruia and Karamea Landfills All landfill waste collected at Westport, Reefton and through kerbside collection is taken to York Landfill in Nelson.	McLean's Pit Landfill	Butlers Landfill

Waste composition and flows

Waste generation in the West Coast accounts for all materials which are thrown away in landfill waste bins (red bins) and recycling/glass bins (yellow bins and blue glass crates). This waste comes through two main sources:

- 1 Kerbside collection (landfill waste and recycling that is collected from your household).
- 2 Public/commercial waste drop-off facilities.

In 2022/23 the West Coast generated 16,241 tonnes of waste, including landfill waste, recycling, and material that can be diverted from landfill. Figure 2.6 depicts the sources of waste showing 10,867 tonnes (67%) is from drop-off to waste facilities in the region with 5,375 tonnes (33%) from kerbside collection services.

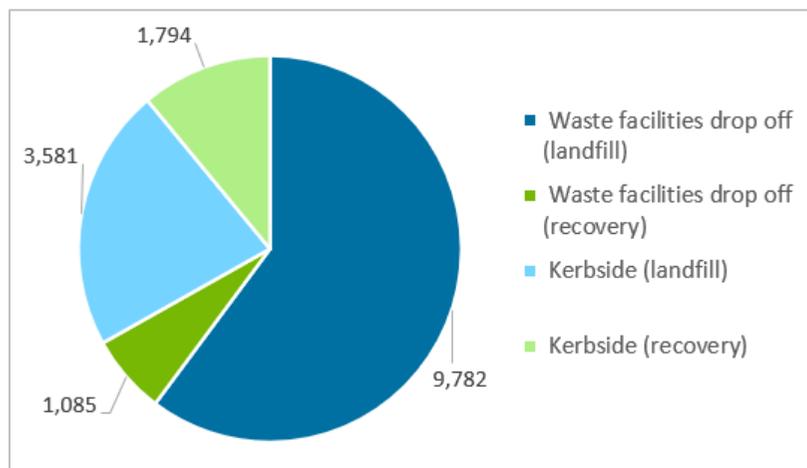


Figure 2.6: West Coast waste generation 2022/23 by source.

Kerbside waste

Kerbside waste services across the West Coast include landfill, co-mingled recycling, and glass collection². Figure 2.7 shows how the 5,375 tonnes of kerbside waste are spread across these services.

Currently 33% of the total waste collected at kerbside is diverted through co-mingled bins and glass crates. This is just under the >35% target for 2023 which was set in the 2018 WMMP, demonstrating the region is on track to achieving this target.

With Westland District Council introducing a glass kerbside collection service in 2025, and reduction of kerbside contamination remaining a priority for the councils, the region is well placed to align their next target with the national target for 2030. Figure 2.8 shows actual progress towards 2024 targets.



Figure 2.7: Total waste collected at kerbside.

² Westland District Council will be implementing a glass collection in 2025.

Currently, waste to landfill from kerbside services is 3,581 tonnes per year, equating to 402 kg per person per year. The target set in the previous Waste Strategy for 2030 is to achieve a 10% reduction in waste generation per person and 30% in the amount of waste which requires final disposal (landfill).

As such the West Coast need to focus on reducing the generation of waste and focus on recovering material where possible. Data suggests that 1,118 tonnes of recoverable material is disposed of through the kerbside landfill waste bin annually. Through continued education with the community, the recoverable material has potential to be diverted from the landfill waste bin which could increase kerbside diversion from 33% to 54%. Further work is required to reduce the overall generation of waste.



Figure 2.8: Kerbside diversion tracking against targets.

Transfer stations and resource centres

There are currently 15 waste and material recovery facilities in the region. Volumes of waste and diverted material across the recovery facilities in the region varies significantly. The current diversion rate across these

facilities is 18% which is significantly under the target set in the 2018 WMMP of >50% diversion (Figure 2.9).

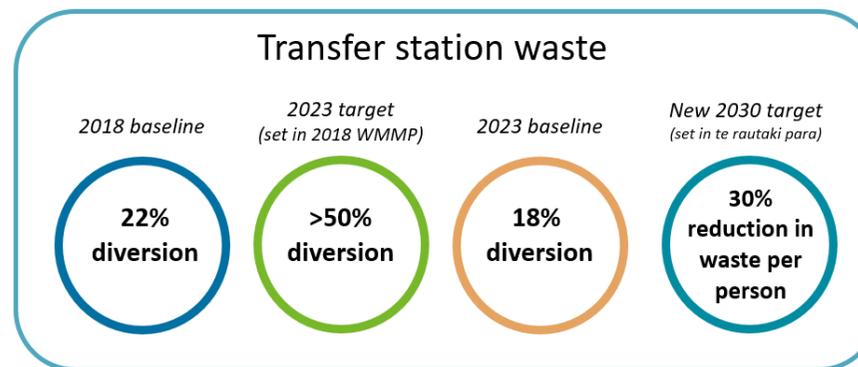


Figure 2.9: Transfer station diversion tracking against targets.

As with kerbside collections, there are significant opportunities to increase the diversion of materials at these recovery facilities particularly as materials directly dropped off represent 66% of the total waste.

Total waste to landfill

The total waste to landfill from across the region is detailed in Figure 2.10. Overall waste is increasing year on year since 2018/19, noting a significant peak in 2020/21 due to the relocation of waste from Fox Glacier Landfill.

It is expected that increasing costs of waste disposal to landfill resulting from the waste levy expansion and emissions trading scheme will drive a reduction in waste to landfill. The region will need to support this through offering recovery options for commonly disposed of waste materials

including a kerbside food waste collection, construction materials and other recoverable materials.

The total waste disposed (including recovery and landfill waste) per capita is described in two scenarios below:

- 1 400 kg per person – excluding the estimated impact of tourism in the region.
- 2 540 kg per person – including the impact of tourism in the region (i.e., using actual waste figures with no exclusions).

The second scenario, using actual waste data, has been relatively consistent for the last three years, and shows an increase of 102 kg per person since the 2018/19 baseline figure. Further information on how tourism impacts total waste quantities in the West Coast is provided in Section 5.3 of the Waste Assessment.

Viewing waste generation per person in line with the previous waste strategy (Te rautaki para) targets, the West Coast needs to work collaboratively to bring total waste generation down 10% per person and total waste to landfill down 30% per person over the next six years.

Future waste projections

Forecasting the potential waste generated in the region allows us to consider how expected population and household growth, changes to service, or planned construction and demolition activities may influence council’s role in managing waste. The forecast excluding visitor waste estimates are detailed in Figure 2.11.

Figure 2.11 presents waste generation (landfill waste in blue and recoverable waste in green) from 2019 to 2023. The projections shown from 2023 to 2048 are in the lightly shaded section of the graph which is based on current population projections from Stats NZ and assumes no changes to the waste services offered in the region. This data stresses the

importance of reducing total waste generation and waste disposal (waste to landfill).

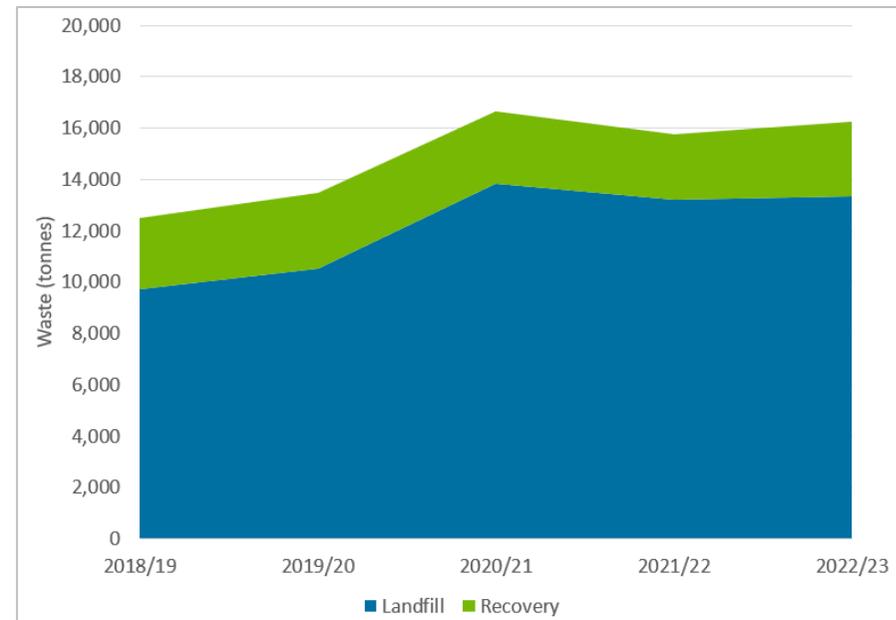


Figure 2.10: Total waste disposed to landfill (excluding the relocation of waste from Fox Glacier Landfill).

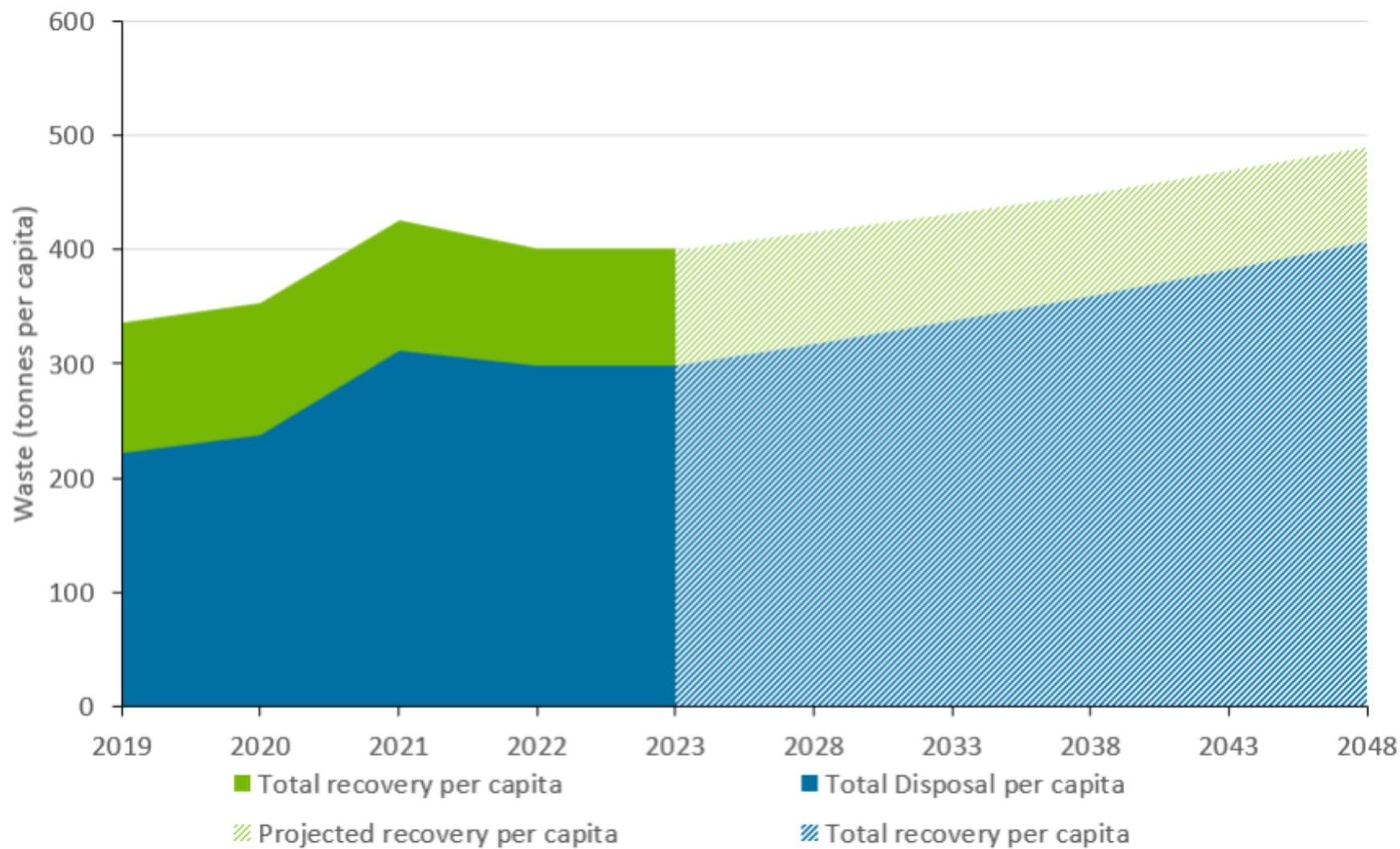


Figure 2.11: Future forecast waste generation per capita based on population forecast (visitor waste estimations excluded).

Challenges and opportunities

Analysis conducted in the Waste Assessment, attached as Appendix C, identified issues and opportunities which should remain a priority when planning waste management and minimisation in the region. These are summarised below.

- Continued, or enhanced, regional collaboration creates an opportunity to boost economies of scale and support a lot of the following opportunities/challenges.
- Affordability of meeting the future national targets is an increasing challenge for the West Coast councils, partly due to low population density.
- Streamlining data collection across all Council services.
- There is considerable opportunity to increase the capture of materials (specifically paper, plastic, metals, and organic materials) for diversion.
- Streamlining kerbside collections with all Councils offering the same service, and planning for new services as required, in line with the national kerbside standardisation. We recognise that work is currently underway to increase recovery from kerbside through the combined procurement work with Grey and Westland.
- Increasing the availability of information regarding waste diversion, infrastructure, and current performance to rate payers and members of the public online and in other methods to increase buy-in.
- Focus on sectors likely to generate more waste in the future including:
 - Agricultural waste – ensuring farmers make informed decisions on waste management and appropriate services for their sector.
 - Mining waste – considering the increases in waste volumes and types from the industry.
- Reporting of emissions associated with waste services and management does not currently take place. As part of the National Strategy tracking of this data will need to start taking place.
- Education and behaviour change are important to reduce the generation of materials, enhance the use of existing infrastructure, improve the capture of materials for recycling and recovery, address contamination in recycling and illegal dumping.
- There is currently limited information available on contamination in kerbside recycling which makes it difficult to track progress. Work is required to record this data and understand underlying barriers to recycling well, alongside leveraging national policy change such as alignment with national standardisation of what is collected for recycling.
- Waste from tourism is expected to increase therefore work to support the procurement of goods and consumables from tourism providers and careful planning around communication and infrastructure available to tourists to encourage diversion of waste is essential to successful recovery in the region, in particular Westland.
- There is no disposal facility (landfill) in the Buller District - landfill waste is transported out of region to Nelson. There is also a lack of hardfill and hazardous waste facilities in Buller District.

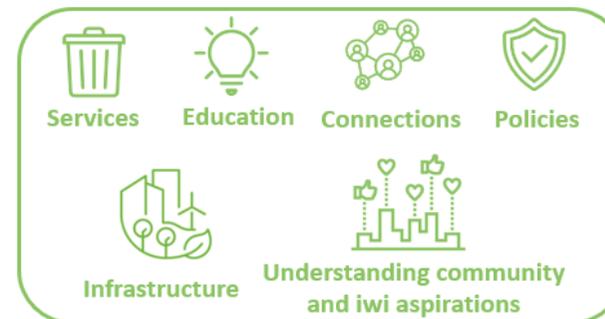


Figure 2.12: Opportunities for the West Coast.

3 Where do we want to be?

3.1 Where do we want to focus now?

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

3.2 Strategic framework

The relationship between Vision, Goals, and Objectives is illustrated in Figure 3.1.



Figure 3.1: Vision, goals, objectives, and targets.

The West Coast Councils have aligned, in the context of their region, to the vision, goals, and objectives with that of the national Waste Strategy. This ensures the WMMP will be future proofed, and the region will be well positioned to adapt to national direction.

Vision

The region’s vision statement is reflective of consultation with the community, and the framework outlined in the previous waste strategy (Te rautaki para, the Waste Strategy).

Our vision statement is:

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

Goals

To deliver on the West Coast vision for waste management and minimisation, the Councils have aligned to the three goals set out in the previous waste strategy (Te rautaki para). These are described in Figure 3.2.



Figure 3.2: Goals for waste management and minimisation.

Objectives

The objectives set out for the region reflect the targets outlined by Central Government in the Waste and Resource Efficiency Strategy, and other policy documents. These have been adapted to reflect the regional context.

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

3.3 Targets and measurement

The targets set out for the region reflect the targets outlined by Central Government in the Waste and Resource Efficiency Strategy, and other policy documents, and have been adapted to reflect the regional context. Where Councils had undertaken action on the target, regardless of whether this had been partially or fully met, the target was amended to take the next intuitive step.

The Strategy has the following national targets that the West Coast, alongside the rest of the country, must aim to achieving by 2030:

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

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

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

In addition, targets should also align with Councils' Long Term Plan performance measures and Asset Management Plan key performance indicators. The targets in Table 3.1 align with these, and the expected performance of proposed priority actions outlined in Section 9.6 of the Waste Assessment.

It is important to recognise the challenges that the region will face in meeting the national targets, primarily due to the significant levels of transient visitors that travel through the region annually (look to Waste Assessment Section 5.3 for more information).

Table 3.1 compares the:

- targets set in 2018 (for 2022/23),
- actual data for 2022/23 (progress against 2018 targets), and
- new targets set in this WMMP to be achieved by 2030.

The table clearly displays the targets that have been carried forward from the 2018 WMMP and the next intuitive step to improve waste performance in the region. Targets that are, at the time of writing, required by central government are also clearly indicated.

It is useful to note that the targets 1, 2, and 3 are based on the forecasted waste figures using population estimates. If the population estimates prove to be incorrect, the target may change accordingly.

For further detail on district specific performance against 2018 targets reference Table Appendix A.1 in Appendix A.

Table 3.1: WMMP targets

	Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 baseline	2030 Regional Target
			<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>	<i>What would we like to achieve?</i>
Waste generation					
1	Reduce the amount of material entering the waste management system by 10% per person by 2030	kg per capita per annum	<300	494	445
Waste to landfill					
2	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030*	kg per capita per annum	-	402	282
3	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030	kg per capita per annum	-	573	401
Diversion of waste					
4	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only)	% diversion from landfill	>35%	33%	50% by July 2030
5	Reduce contamination of Council provided kerbside recycling.	% contamination	-	31%	15%
Waste emissions					
6	Increase organics (food, garden, timber waste) capture at transfer station and kerbside (%) *	% diversion from landfill	-	4%	30%
7	Reduce the biogenic methane emissions from waste by 2030 (CO ₂ e) *	% reduction of biogenic methane	-	13,670 tCO ₂ e	30% reduction (9,569 tCO ₂ e)
Customer satisfaction					
8	Percentage of community satisfied with the solid waste service.	% satisfaction	>85%	72 – 82%	>85% satisfaction
9	Total number of complaints received about the Council’s solid waste service	No. of complaints annually	-	N/A	<50 complaints annually

	Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 baseline	2030 Regional Target
			<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>	<i>What would we like to achieve?</i>
	Environmental health and safety				
10	Maintain 100 per cent compliance with resource consent conditions for Council-operated solid waste district facilities.	% compliance	-	100%	100% compliance

Note: targets marked with an (*) asterisk are requirements are set out in the Emissions Reduction Plan by Central Government.

Note: the figure for Target 7 marked with an (1) is based on the current default emissions factor for Class 1 landfill without LFG collection.

3.4 Council’s role

To meet the targets detailed in Table 3.1 and to develop pathways for circularity and effective change, the three district councils in the West Coast Region can take action through the various roles it holds.

Council’s intended role in waste management and minimisation services is to ensure the system is well set up to meet forecast demand, the needs of the region. This is delivered through a number of different roles, depending on the level of influence Council has in each of the actions. We have defined these roles in Figure 3.3: Roles of Council in delivering the WMMP..



Figure 3.3: Roles of Council in delivering the WMMP.

The various roles are described as follows:

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

When developing the Action Plan, presented in Section 5, these roles were considered, to assess their practicality and feasibility.

4 Funding the plan

4.1 Plan implementation

The funding of the implementation of this WMMP will come from a range of sources including targeted rates, general rates, waste levy, external revenue streams, and other funding. Many funding sources have restrictions in what they can be utilised for. These are explored in the following table.

Table 4.1: Funding sources for waste action plan

Funding source	Description	Applied to waste activities, such as...
Targeted rates	Eligible properties pay rates to be provided specific services that benefit the people in these eligible properties, but which also contribute to wider public benefits.	Kerbside collection service. Operational cost of landfills.
Waste levy	Councils review an allocation of national waste levy funds, allocated by the Ministry for the Environment, which can be spent in accordance with section 23 of the Waste Minimisation Act 2008.	<ul style="list-style-type: none"> • Education • Product stewardship programmes (e.g., e-waste, polystyrene, and battery diversion) • Enviro-schools • Karamea and Maruia recycling processing and freight • Support waste infrastructure and assets projects • Feasibility studies

Funding source	Description	Applied to waste activities, such as...
External revenue streams	Revenue generated from waste management and minimisation activities, such as <ul style="list-style-type: none"> • Gate fees at Waste and Resource Recovery Facilities 	<ul style="list-style-type: none"> • Operating Waste and resource recovery transfer station(s)
General rates	All properties pay a charge which contributes to the council's wider waste management activities and provides public good benefits. Where it is difficult to identify who/what may benefit from an activity, or who/what may cause a problem for which a council activity is required, the costs are funded from the general rate.	<ul style="list-style-type: none"> • Maintenance of waste facilities • Contractors and internal charges
Other funding	External funding such as <ul style="list-style-type: none"> • Central government funding (e.g., Climate Emergency Response Fund) • Contestable funds (Waste Minimisation Fund) • Regional Infrastructure Fund • Private sector co-financing 	Capital intensive project, such as upgrades to Material Recovery Facility and waste infrastructure and assets. Currently priorities of the WMF are for organics processing and resource recovery.

4.2 Waste disposal levies

The waste disposal levy sets a rate to disposal of waste, and has been progressively increasing since 2020, reaching \$60 per tonne as of July 2024. The levy will continue to increase by smaller increments between 2024 to 2027.

The Waste Minimisation (Waste Disposal Levy) Amendment Act (2024) allocates 50 per cent of the waste disposal levy to Council to focus funding on “local projects to minimise waste in line with their Waste Management and Minimisation Plans.”³

The scope of the waste disposal levy has been broadened to include a wider, more comprehensive set of government priorities. Waste levy funding received by councils must be put towards:⁴

- the promotion and achievement of waste minimisation
- activities that reduce environmental harm or increase environmental benefits.
- local authorities to:
 - manage emergency waste.
 - to repair or replace waste management and minimisation infrastructure damaged by an emergency.
- the Ministry’s waste management and minimisation and hazardous substances responsibilities for example:
 - policy development and implementation.
 - collecting and using waste data and evidence.
 - work related to international agreements on chemicals and waste.

³ <https://environment.govt.nz/acts-and-regulations/acts/waste-minimisation-act-waste-disposal-levy-amendment-act-2024/>.

- projects that remediate contaminated sites.

4.3 Provisions for waiving waste disposal charges

In exceptional circumstances, the waste disposal levy may be waived by the Secretary for the Environment.

Section 29 of the WMA provides that the Secretary for the Environment has discretion to waive a levy payment for the disposal facility operator if satisfied that ‘exceptional circumstances’ justify the waiver. Waivers, granted by Secretary, are waste- and disposal-site specific and do not have conditions.

⁴ <https://environment.govt.nz/acts-and-regulations/acts/waste-minimisation-act-waste-disposal-levy-amendment-act-2024/>.

5 Action plan

This action plan sets out a programme for the region to work towards the vision and targets outlined in this Waste Management and Minimisation Plan. Significant changes to levels of service will be incorporated into the Long-Term Plan process and subsequent public consultation.

The Action Plan has been designed to meet the requirements of the Waste Minimisation Act 2008 and the Local Government Act 2002, by including all options that are practical for the Region to achieve their waste management and minimisation objectives.

These options have been assessed in terms of their:

-  Cost to council (is it economically viable?)
-  Accessibility and affordability
-  Impact on the wider environment
-  Social and cultural outcomes
-  Partnership and collaboration potential
-  Recovery and markets
-  Whether it relates to responsible consumption
-  Whether they are appropriate for the West Coast or through a regional lens
-  Technical risk

Six focus areas emerged from the options assessment process and will help the West Coast to work towards their vision.

- 1 Creating Partnerships.
- 2 Communicate and share circular economy initiatives.
- 3 Policy development.
- 4 Product stewardship.
- 5 Making diversion easy.
- 6 Resilience.

Improving data collection is also an important priority area for councils to continue to focus on. The other shortlisted options from the Waste Assessment are detailed in Appendix B.

The Action Plan outlines the following points for each focus area:

- Specific actions to address the issue.
- Whether the action is district-specific or a regional action.
- How the action aligns with the strategic framework.
- Council's intended role.
- Position on the waste hierarchy.
- Funding source.
- Implementation period.

5.1 Focus area 1: Creating partnerships



Table 5.1: Creating partnerships

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed <i>(Table 3.1)</i>	Waste hierarchy	Funding source	Implementation period
1.1	Industry waste	Advocate and facilitate sector groups (e.g. C&D, Agricultural waste groups) to discuss problems and explore solutions. Utilise resources outside of the region and connect with other regional sector groups (e.g. Tradie Breakfast).	OB1, OB3	Advocate/promote Enable Advisor	2	Rethink/redesign	Waste Levy Disposal, General rates	2024 - 2030
1.2	Contamination in kerbside	Collaborate with central government, local government, and non-government organisations to assess solutions to reduce contamination and explore opportunities for the West Coast to improve waste management. This could include joining nationwide forums e.g. WasteMINZ TAO Forum or connecting with the Sustainable Business Network.	OB1, OB3, OB5	Advocate/promote Enable Advisor	2, 3, 4, 5	Rethink/redesign	General rates or Waste levy Disposal Fund	2024 - 2030

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed <i>(Table 3.1)</i>	Waste hierarchy	Funding source	Implementation period
1.3	Industry waste	Investigate and facilitate collaboration opportunities across the region with iwi, industry, businesses, community groups, utilising activities that are already established e.g., virtual/in person networking events, Council gardens etc.	OB1, OB3, OB5	Collaborator/connector Enabler	2	Rethink/redesign	General rates or Waste levy Disposal Fund	2024 - 2030

5.2 Focus area 2: Communicate and share circular economy initiatives



Table 5.2: Communicate and share circular economy initiatives

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
2.1	Reduce generation	Utilise council websites to link to existing resources to help plan and manage material management e.g. BRANZ and REBRI for the construction sector.	OB3, OB6	Service provider Advisor	2	Rethink/redesign	General rates	2024 - 2030
2.2	Contamination in kerbside	Develop an educational programme of work focusing on behaviour change and information sharing to the community.	OB1, OB3, OB6	Service provider Advisor	1, 2, 3, 4	Reduce, reuse/repurpose, recycle, recover	Waste Disposal Levy, general rates	2025 - 2030
2.3	Contamination in kerbside	Utilise and/or build on national waste and behaviour change campaigns and/or collateral to promote waste diversion.	OB3, OB6	Service provider Advisor	2, 3, 4, 5	Recycle, recover	Waste Disposal Levy, general rates	2025 - 2030

5.3 Focus area 3: Policy development



Table 5.3: Policy development

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
3.1	Contamination in kerbside	Develop solid waste bylaw to strengthen enforcement.	OB1, OB3, OB4, OB6, OB7	Regulator	1, 2, 3, 4, 5	Recycle, recover	General rates	2024 - 2026
3.2	Information and education	Investigate whether a grant for waste and resource recovery activities in the region can be developed between Councils.	OB3, OB4	Regulator	2, 6	Recovery	Waste Disposal Levy, general rates, contestable funding	2025/2026
3.3	Reduce generation	Tourism Levy implemented for those staying in the region to cover the costs of infrastructure including waste assets and management.	OB5, OB6	Advocate Regulator Advisor	8, 9	Rethink/redesign	Waste Disposal Levy, External revenue streams, general rates, contestable funding	2026/2027

5.4 Focus area 4: Product stewardship



Table 5.4: Product stewardship

#	Theme / category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
4.1	Information and education	Advocate for action and research promoting the top of the waste hierarchy (e.g. Product Stewardship Schemes, Right to Repair legislation, and research into recovery options for difficult to manage waste streams).	OB2, OB3, OB6	Advocate/promote Enable Collaborator /connector	1, 2, 3, 4, 5, 6, 8	Rethink/redesign, reduce, reuse/repurpose	Waste Disposal Levy, general rates	2024 - 2030
4.2	Industry waste	Investigate whether Council want to facilitate Product Stewardship Schemes at their transfer stations e.g. Tyrewise collection point when the programme opens, promoting the programmes to encourage uptake.	OB2, OB3, OB6	Enable Advisor	1, 2, 3	Reuse/repurpose, recycle, recover	Waste Disposal Levy, general rates	2024 - 2030
4.3	Reduce generation	Continue to support and promote product stewardship schemes through existing transfer stations where appropriate.	OB2, OB3, OB6	Advocate/promote Enable Collaborator /connector	1, 2, 3	Reduce	Waste Disposal Levy, general rates	2024 - 2030

5.5 Focus area 5: Making diversion easy



Table 5.5: Making diversion easy.

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
5.1	Streamline data collection	Align services available at transfer stations across the region.	OB2, OB5	Service provider Enabler	8, 9	Recover	Waste Disposal Levy, general rates	2024/2025
5.2	Reduce generation	Investigate alternative options to manage waste streams/materials which take up most volume in the regions landfills and transfer stations.	OB1, OB2, OB5	Advisor	2, 3, 6, 7	Rethink/redesign	Targeted rates, Waste Disposal Levy, general rates, contestable funding	2025/2026
5.3	Reduce generation	Review the results from C&D feasibility study to assess the best options for C&D recovery in the region (subject to feasibility study).	OB2, OB3, OB4, OB6, OB7	Enable Advisor	2, 6, 7	Reuse/repurpose	Targeted rates, Waste Disposal Levy, general rates, contestable funding	2024/2025
5.4	Reduce generation	Review the results from organics feasibility study to assess the best options for organic recovery in the region in line with central governments indicated direction.	OB2, OB3, OB4, OB6, OB7	Enable Advisor	2, 3	Recycle/recover	Targeted rates, Waste Disposal Levy, general rates, contestable funding	2025/2026

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed <i>(Table 3.1)</i>	Waste hierarchy	Funding source	Implementation period
5.5	Reduce generation	Investigate the volumes and impacts of waste from tourism, which can feed into a feasibility study for how to manage waste from tourism in the region.	OB1, OB2, OB3, OB5	Enable Advisor	1	Rethink/redesign	External revenue streams, general rates, contestable funding, Central Government funding	2026/2027

5.6 Focus area 6: Resilience



Table 5.6: Resilience

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed <i>(Table 3.1)</i>	Waste hierarchy	Funding source	Implementation period
6.1	Environmental impacts	Develop resilience plans for current waste infrastructure and services. This could include collaborating with Civil Defence and other organisations to develop a regional Disaster Waste Management Plan. This will ensure processes in place for managing waste associated with natural disasters, and waste from earthquake prone buildings.	OB1, OB3, OB5, OB8	Enable Advisor Collaborator/Connector	10	Recover/treat and dispose	External revenue streams, general rates, central government funding, contestable funding.	2026/2027
6.2	Environmental impacts	Investigate the feasibility of a regional Disposal Facility/Landfill that could service the entire region.	OB3, OB5, OB8	Service provider. Enabler	10	Treat and dispose	External revenue streams, general rates.	2026/2027

5.7 Focus areas summary

With the actions detailed in Table 5.1, Table 5.2, Table 5.3, Table 5.4, Table 5.5, and Table 5.6 the region should see waste generation start to decrease and diversion of recoverable materials increasing.

We recognise that many actions presented in this plan are for the councils to act as an advocator, advisor, and enabler by working with the community, iwi, and industry groups to educate, upskill and change behaviours and attitudes towards waste and material. The plan also includes a few tangible options which will actively promote waste diversion and recovery, these are detailed in Figure 5.1.

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

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

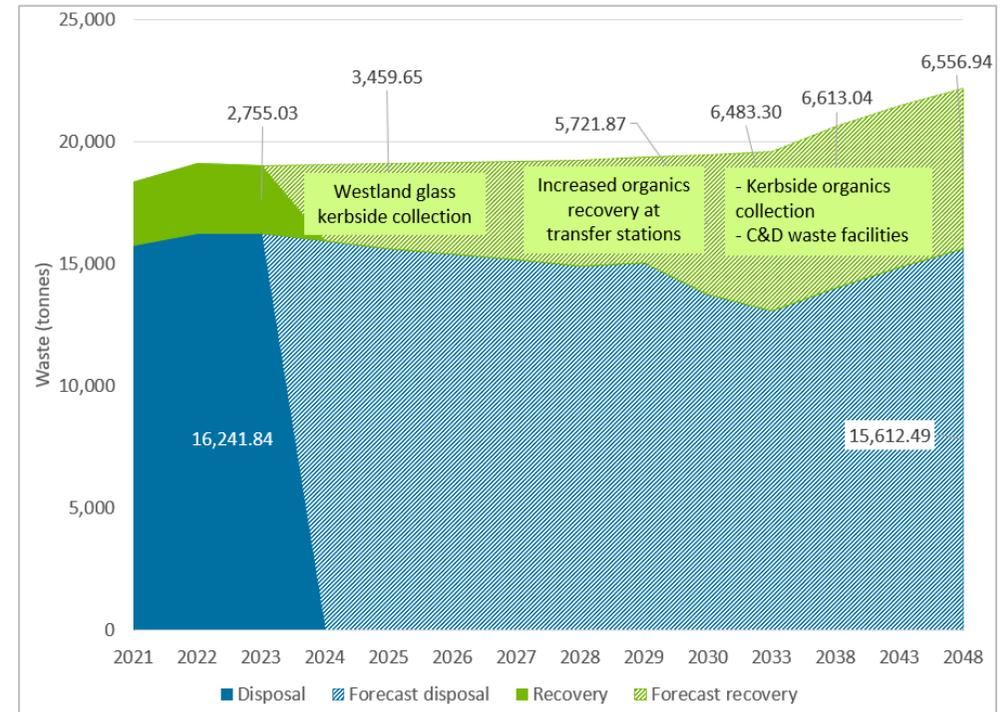


Figure 5.1: Diversion forecast with actions implemented.

6 Monitoring, evaluating, and reporting progress

6.1 Monitoring and reporting

The councils will monitor and report against the targets set out in Table 3.1 of this plan, to determine the effectiveness of the action plan. This will, at minimum, include:

- Type, quantity and composition of waste and captured materials.
- Origin of the waste/source of materials received.
- Contamination tonnages for waste services managed by each council.
- Monitoring of specific waste streams, such as illegal dumping.
- Progress in capturing more reuse data [if relevant].
- Effectiveness of actions in the plan and progress towards the targets set in Table 3.1.
- Compliance with legislative requirements.
- Better capture and reporting of circular economy activities and emissions generated from waste.

It is expected that the councils will track progress against the targets annually to review performance. Table 6.1 details the targets and how the annual review may take place.

6.2 Evaluation and review of the plan

Council will conduct a full review of the Plan at intervals of not more than six years after adopting the Plan or the last review. Any review of the Plan will be preceded by a Waste Assessment under section 51 of the Act.

Table 6.1: Targets and tracking performance

	Target	Unit	2022/23 baseline	2030 Regional Target	What might tracking targets annually look like?
			<i>What have we achieved?</i>	<i>What would we like to achieve?</i>	
Waste generation					
1	Reduce the amount of material entering the waste management system by 10% per person by 2030	kg per capita per annum	494	445	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
Waste to landfill					
2	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030	kg per capita per annum	402	282	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
3	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030	kg per capita per annum	573	401	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
Diversion of waste					
4	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only)	% diversion from landfill	33%	50% by July 2030	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
5	Reduce contamination of Council provided kerbside recycling	% contamination	31%	15%	Conduct, and track results of, kerbside recycling audits.
Waste emissions					
6	Increase organics (food, garden, timber waste) capture at transfer station and kerbside (%) *	% diversion from landfill	4%	30%	Consistent data collection across the region will allow this to be measured

	Target	Unit	2022/23 baseline	2030 Regional Target	What might tracking targets annually look like?
			<i>What have we achieved?</i>	<i>What would we like to achieve?</i>	
					and compared. This could be documented in Annual Reports.
7	Reduce the biogenic methane emissions from waste by 2030 (CO ₂ e) *	% reduction of biogenic methane	13,670 tCo ₂ e	30% reduction (9,569 tCO ₂ e)	Determine the most appropriate way to estimate biogenic methane emissions and continue to track data.
Customer satisfaction					
8	Percentage of community satisfied with the solid waste service	% satisfaction	72 – 82%	>85% satisfaction	Consistent measurement of community satisfaction (e.g., align survey questions). This could be documented in Annual Reports.
9	Total number of complaints received about the Council’s solid waste service	Number of complaints annually	-	<50 complaints annually	Follow a consistent internal tracking system and ensure it is used operationally. This might be documented in Annual Reports.
Environmental health and safety					
10	Maintain 100 per cent compliance with resource consent conditions for Council-operated solid waste district facilities	% compliance	100%	100% compliance	Continue monitoring performance as per current process.

Appendix A District & regional performance against targets

Table Appendix A.1 : District & regional performance against targets

Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 performance (baseline)				2030 Regional Target	
			Buller District Council	Grey District Council	Westland District Council	Region		
		<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>				<i>What would we like to achieve?</i>	
Waste generation								
1	Reduce the amount of material entering the waste management system by 10% per person by 2030*	kg per capita per annum	<300	372	605	450	494	445
Waste to landfill								
2	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030*	kg per capita per annum	-	295	522	344	402	282
3	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030*	kg per capita per annum	-	394	821	455	573	401
Diversion of waste								
4	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only,	% diversion from landfill	>35%	40%	36%	19%	33%	50% by July 2030

Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 performance (baseline)				2030 Regional Target	
			Buller District Council	Grey District Council	Westland District Council	Region		
			What have we achieved?					What would we like to achieve?
	excludes green waste and food waste) *							
5	Reduce contamination of Council provided kerbside recycling.	% contamination	-	-	-	31%	TBC	
Waste emissions								
6	Increase organics (food, garden, timber waste) capture at transfer station and kerbside (%) *	% diversion from landfill	-	5%	6%	0% ⁽²⁾	4%	30%
7	Reduce the biogenic methane emissions from waste by 2030 (CO ₂ e) *	% reduction of biogenic methane	-	2,921 tCO ₂ e	7,604 tCO ₂ e	3,145 tCO ₂ e	13,670 tCO ₂ e ⁽¹⁾	30% reduction (9,569 tCO ₂ e)
Customer satisfaction								
8	Percentage of community satisfied with the solid waste service.	% satisfaction	>85%	-	-	-	72 – 82%	>85% satisfaction
9	Total number of complaints received about the Council's solid waste service	No. of complaints annually	-	-	-	-	N/A	<50 complaints annually
Environmental health and safety								
10	Maintain 100 per cent compliance with resource consent conditions for	% compliance	-	100%	100%	100%	100%	100% compliance

Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 performance (baseline)				2030 Regional Target
			Buller District Council	Grey District Council	Westland District Council	Region	
		<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>				<i>What would we like to achieve?</i>
Council-operated solid waste district facilities.							

Note: targets marked with an (*) asterisk are requirements are set out in the Emissions Reduction Plan by Central Government.

Note (1) the figures for Target 7 are based on the current default emissions factor for Class 1 landfill without LFG collection. The default emission factor used is 1.023.

Note (2) green waste material at WDC facilities is stockpiled but not quantified.

Appendix B Other shortlisted options

Table Appendix B.1: Making diversion easy – other shortlisted options for Focus Area 5

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (Table 3.1)	Waste hierarchy	Implementation period
5.6	Contamination in kerbside	Investigate options to prevent contamination of glass colours (Westland).	WDC	OB3, OB5	Enable Advisor	2, 5	Recycle	2024/2025
5.7	Contamination in kerbside	Investigate solutions for high contamination in kerbside comingled recycling in Grey District Council.	GDC	OB3, OB5, OB6	Enable Advisor	2, 5	Recycle	2024 - 2030
5.8	Contamination in kerbside	Collaborate with local industry/organisations to establish hubs for collection of difficult materials/common contaminators of recycling e.g. Supermarkets.	R	OB3, OB5, OB6	Enable Advisor	2, 4, 5	Recycle, recover	2024 - 2030
5.9	Illegal dumping	Investigate developing a financial assistance programme and penalty system to manage illegal dumping. This could include rebates/discounts for current resource recovery infrastructure or tracking in illegal dumping hotspots for penalties.	R	OB1, OB2	Enable Advisor	2, 8	Recycle, recover, treat and dispose	2024 - 2030

Table Appendix B.2: Creating partnerships – other shortlisted options for Focus Area 1

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed <i>(Table 3.1)</i>	Waste hierarchy	Implementation period
1.4	Illegal dumping	Collaborate within Council (internally), across Councils (regionally), and with organisations/industry (externally) to actively track illegal dumping and record data through existing processes, such as Request for Service system.	R	OB2, OB5, OB6	Collaborator/Connector	2, 8	Recycle, recover, treat and dispose	2024 - 2030

Table Appendix B.3: Communicate and share circular economy initiatives – other shortlisted options for Focus Area 2

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (Table 3.1)	Waste hierarchy	Implementation period
2.4	Reduce generation	Map out existing resource recovery work that is happening in the region including community-led initiatives and share and promote publicly.	R	OB3, OB5, OB6	Service provider Advisor	1, 2, 3, 4, 5	Reuse/repurpose, recycle, recover	2024/2025
2.5	Information and education	Align information available on council websites regarding waste services, education, and policy where possible. For example, share good news stories in a consistent and regular manner, share activities from EnviroSchools through Annual Reports, ensure the information on waste services available is consistent, up to date and easy to find online.	R	OB3, OB5, OB6	Service provider Advisor	1, 2, 3, 4, 5	Reuse/repurpose, recycle, recover	2024/2025
2.6	Information and education	Collaborate with industry and community to create West Coast A-Z recycling and recovery directory to highlight circular services in the region.	R	OB3, OB5, OB6	Service provider Advisor	1, 2, 3, 4, 5	Reuse/repurpose, recycle, recover	2024 - 2030

Table Appendix B.4: Improving data collection – shortlisted options for Focus Area 7

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (<i>Table 3.1</i>)	Waste hierarchy	Implementation period
7.1	Streamline data collection	Establish a template for reporting consistency from each District Council and Regional Council (waste data, emissions data) including waste streams reported on, total tonnage, diversion, contamination - align to new national requirements 1 July 2024 onwards.	R	OB1, OB7	Enabler	1, 2, 4	Recycle, recover, treat, and dispose	2024/2025
7.2	Streamline data collection	Investigate/support data collection on waste diversion through other sources e.g., reuse shops, foodbanks, etc.	R	OB1, OB7	Enabler Advisor	1, 2, 3, 4, 5	Reuse/repurpose	2024 - 2030

Appendix C West Coast Regional Waste Assessment

Report to Council



DATE: 29 May 2025
TO: Mayor and Councillors
FROM: Chief Executive

READOPTION OF TERMS OF REFERENCE – CONSENTING AND COMPLIANCE COMMITTEE

1. Summary

- 1.1. The purpose of this report is for Council to consider readopting the amended Terms of Reference for the Consenting and Compliance Committee, a Standing Committee of Council.
- 1.2. This issue arises from a request by Council to amend the Terms of Reference for the Consenting and Compliance Committee.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4 This report concludes by recommending that the Council readopt the amended Terms of Reference for the Consenting and Compliance Committee.

2. Background

- 2.1. The reason the report has come before the Council is that the Council adopted the Terms of Reference for the Consenting and Compliance Committee at their meeting on 27 June 2024 with amendments.
- 2.2. The Terms of Reference are attached in Appendix 1, and the requested amendments are incorporated accordingly.

3. Current Situation

- 3.1. To give effect to this Committee, it is necessary for the Council to agree on the amendments to the Terms of Reference for the Consenting and Compliance Committee.

4. Options

- 4.1. Option 1: Readopt the Terms of Reference for the Consenting and Compliance Committee.
- 4.2. Option 2: Request further changes to the Terms of Reference for the Consenting and Compliance Committee.
- 4.3. Option 3: Do not adopt the Terms of Reference.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low. The establishment of a Standing Committee is for the purpose of creating an efficient governance structure. The Local Government Act 2002 prescribes which matters are of such importance that they must be addressed by the full Council, such as the adoption of Bylaws.

8. Assessment of Options (including Financial Considerations)

8.1. There are no financial implications to Options 1 or 2 as the position of Chairperson will be held by the Mayor.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the Council have requested a Terms of Reference to stand up a Consenting and Compliance Committee of Council.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the Council adopt the amended Terms of Reference for the Consenting and Compliance Committee.

Barb Phillips
Chief Executive

Appendix 1: Terms of Reference – Consenting and Compliance Committee

TERMS OF REFERENCE

Consenting and Compliance Committee

	Authorising Body	Mayor / Council
	Status	Standing Committee
	Title	Consenting and Compliance Committee
	Approval Date	27 June 2024
	Administrative Support	Chief Executive Office

Purpose

The Consenting and Compliance Committee's purpose is to:

1. Provide governance oversight of Council's regulatory and compliance, services, and activities, including bylaw and policy development and implementation, as requested or delegated by Council from time to time.
2. Recommend to the Council or relevant Council Committee any matters that it considers necessary to enable the effective management of the Council's regulatory and compliance functions.
3. Conduct fair and effective hearings and make determinations on the Council's regulatory functions under the Dog Control Act 1996, Impounding Act 1955, Gambling Act 2003, Health Act 1956, and Litter Act 1979.
4. Include the provision for applicants, who are going through the consenting process, to seek clarification and raise matters of concern with the committee.

Responsibility

Governance oversight within this committee's responsibilities include (but are not limited to) functions/activities within Council legislatively required under the following Plans, Acts, and associated Regulations, Codes and National Standards:

- Westland District Council District Plan
- Te Tai O Poutini Plan
- Resource Management Act 1991
- Reserves Act 1977
- Building Act 2004 and applicable Building Regulations, and the New Zealand Building Code
- Dog Control Act 1996
- Impounding Act 1955
- Food Act 2014
- Sale and Supply of Alcohol Act 2012
- Health Act 1956
- Freedom Camping Act 2011
- Bylaws
- Policies

Other consenting and compliance matters including:

- Responsibility for all matters related to the District's environment, including the environment of neighbouring districts and water bodies
- Animal Control
- Dangerous goods and hazardous substances

- Fencing of swimming pools
- Earthquake prone buildings
- Litter
- Noise abatement
- Public health and safety
- Gambling
- Natural Hazards
- Freedom camping
- Other consenting and compliance matters not otherwise defined.

DELEGATIONS TO THE COMMITTEE:

The Consenting and Compliance Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

- Authority to exercise all of Council powers, functions and authorities, except where delegation is prohibited by law (e.g. clause 32, Schedule 7. LGA) or the matter is delegated to another committee of Council, in relation to all consenting and compliance matters.
- Responsibility to develop policies, and provide financial oversight, to provide assurance that funds are managed efficiently, effectively, and with due regard to risk.
- Responsibility to monitor Long Term Plan/Annual Plan implementation for the activities set out above.
- Authority to review bylaws and to recommend to the Council that new or amended bylaws be made.
- Except where otherwise provided by law, authority to fix fees and charges in relation to all consenting and compliance activities.
- Authority to make submissions on behalf of the Council in respect of any proposals by another authority under any legislation, or any proposed statute which might affect the District's environment or the wellbeing of residents including such matters as adjacent local authorities, district plans, regional plans, any regional or national policy statement and national environmental standards.
- Authority to hear and determine objections under the Dog Control Act 1996

Membership

The Consenting and Compliance Committee will comprise the following, one of which will be the chairperson:

- Mayor Lash (Chair),
- Deputy Mayor Cassin,
- Cr Burden,
- Cr Phelps
- Kw Madgwick,
- Kw Tumahai.

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Committee;
- Setting the agenda for Committee meetings in conjunction with the Chief Executive Officer; and
- Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Committee and Council staff.

Quorum

The quorum at any meeting of the Committee shall be (3) Members.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.

Contacts with Media and Outside Agencies

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Chief Executive in conjunction with the Chairperson will manage the formal communications between the Committee and its constituents and for the Committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Committee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Committee shall record minutes of all its proceedings.

**The Terms of Reference were adopted by Council on the
27 June 2024 and amended 29 May 2025**