

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 26 February 2026**, commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Cr Munns.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. PUBLIC FORUM

- No Public submissions for this meeting.

6. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated.

- Council Meeting Minutes – 29 January 2026 (Pages 6-14)
- Extraordinary Council Meeting Minutes – 18 February 2026 (Pages 15-16)

COMMITTEE MINUTES TO BE RECEIVED:

- Nil

7. ACTION LIST (Pages 17-19)

8. NGĀ TĀPAETANGA PRESENTATIONS

- Nil

9. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Report** (Pages 20-36)
Chief Financial Officer to speak to the report.
- **Delegations Manual** (Pages 37-83)
Chief Financial Officer to speak to the report.
- **West Coast Triennial Agreement** (Pages 84-94)
Chief Executive to speak to the report.
- **Funding of Water Service CCO Setup Cost** (Pages 95-106)
Chief Executive to speak to the report.
- **Alcohol Restriction Bylaw** (Pages 107-122)
General Manager Regulatory and Compliance to speak to the report.
- **Consenting and Compliance Committee** (Pages 123-126)
General Manager Regulatory and Compliance to speak to the report.
- **Waste Management** (Pages 127-131)
Contract Manager Recreation and Disposals to speak to the report.

10. ADMINISTRATIVE RESOLUTIONS

The Chief Executive seeks council approval that the resolutions of the following items, spoken to in last month's publicly excluded section of the council meeting, be released to public:

- Future Governance and Delivery of the Wildfoods Festival
- Hokitika Wastewater Treatment Plant

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

(to consider and adopt confidential items)

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 18 December 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Council Controlled Organisation Directors' Remuneration	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Appointment of District Licensing Committee Members	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.	Land Disposal	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Hokitika Racecourse	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.

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
			Section 48(1)(a)
6.	Director Appointment	Good reason to withhold exist under Section 7	

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

Item No.	Interest	Section
1, 2, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 3, 5	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, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1, 4, 5	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

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



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 29 JANUARY 2026 COMMENCING AT 1:00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Kw Tumahai.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Her Worship the Mayor.

Moved Cr Manera, seconded Cr Martin and **Resolved** that the apology from Her Worship the Mayor be received and accepted.

STAFF PRESENT

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

Staff present for part of the meeting:

L. Webster, General Manager Regulatory and Compliance.
D. Maitland, Quality Assurance Manager.
D. Louw, Contract Manager Recreation and Disposals

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

There were no changes made to the Interest Register.

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

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

5. **PUBLIC FORUM**

• **P. ELWELL-SUTTON – VIA PHONE**

Application for the discontinuation of chlorination to the Haast water supply due to concerns around health effects. Petition presented and receipt acknowledged.

Councillors discussed and agreed to look further into the matter. Council to produce report on benefits and consequences before meeting with the community.

• **M. O'BRIEN**

Presented proposal to continue the widening of Waitaha Road.

The General Manager of District Assets agreed to investigate the scope of work involved. Cr Munns and Cr Manera offered their support to the investigation.

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

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

Moved Cr Maitland, seconded Cr Manera and **Resolved** that the Minutes of the Ordinary Council Meeting held on 18 December 2025 be confirmed as a true and correct record of the meeting.

Deputy Mayor approved that his digital signature be added to the confirmed Ordinary Council Meeting Minutes of 18 December 2025.

7. ACTION LIST

The Chief Executive spoke to the 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 / Pakiwaitara Building, 41 Weld Street, Hokitika	<p>Business case for the scope of work after structural analysis and report.</p> <p>Options to be reported back to Council at the 26 June Ordinary Council meeting.</p>	April 25	General Manager District Assets	<p>Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely:</p> <ul style="list-style-type: none"> i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building. 	<p>The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025.</p> <p>The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on earthquake strengthening and would report back in February 2026.</p> <p>Kw Madgwick requested an update be provided on the status of assessing earthquake-prone public and private buildings in the district, particularly St Mary's Catholic Church. The Chief Executive would provide an update at the December Council meeting.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to	A report was being prepared by the new General Manager,

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

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
		Mary's Catholic Church.				<p>on the buildings with a EPB notice. The proposals are potentially to be legislated in 2027 and are subject to change.</p> <p>Details of these proposals will be included in the Council HQ paper.</p> <p>The Council paper will not include privately owned buildings as this is not Council's responsibility.</p>	2026 in conjunction with item 1.
8.	18.12.25	Tim Cadogan	Presentation on the water treatment regulations		Chief Executive	Presentation on the Council Agenda for 18 December 2025.	
9.	18.12.25	Consenting and Compliance Committee	Paper for Council to provide a discussion/and or decision on the future of a Consenting and Compliance Committee		Chief Executive/Mayor	The Councillors discussed the appropriateness of the dis-establishment of the Consenting and Compliance Committee being a Council decision.	A paper to be provided to the new Council for consideration of a NEW Committee in February 2026

Moved Cr Munns, seconded Cr Manera and **Resolved** that the updated Action List be received.

8. **NGĀ TĀPAETANGA
PRESENTATIONS**

Nil.

9. **PŪRONGO KAIMAHI
STAFF REPORTS**

- **Chief Executive's Quarterly Report**

The Chief Executive spoke to the report and invited councillors to ask questions. Councillors requested that a breakdown of staff numbers be added to future reports, the Chief Executive agreed to include this from the next report.

Moved Cr Manera, seconded Cr Martin and **Resolved** that the Chief Executive's Quarterly Report dated 12 December 2025 be received.

- **Financial Report**

The Chief Financial Officer spoke to the report and advised that the purpose of the report was to provide an indication of Council's financial performance for the month to 31 December 2025. The Chief Financial Officer provided clarification around the grants and funding section as some funding was received after the time of report submission. He also noted that there has been an increase to the electricity cost at the Hokitika Water Treatment Plant.

Moved Cr Mackenzie, seconded Cr Munns and **Resolved** that the Financial Performance Report for 31 December 2025 be received.

- **Councillors Allowances**

The Chief Financial Officer spoke to the report and advised that the report is for administrative purposes and that councillors allowances are set by the Remuneration Authority not council. It was noted that the policy had lapsed in June 2025 but confirmed that all allowances paid to councillors were correct as this had already been accounted for by council.

Moved Cr Manera, seconded Cr Munn and **Resolved** that the report had been received and council will adopt the Elected Members Allowances Policy.

- **Local Governance Statement**

The Chief Executive spoke to the report and advised that it is part of our new triennium requirements and now reflects the current structure in the council. Councillors raised concerns over lack of information on the delivery goals of the council however it was advised that this would be covered in the Long-Term Plan and upcoming Annual Plan and the Local Governance Statement's purpose is administrative.

Moved Cr Manera, seconded Cr Walker and **Resolved** that the report had been received and that council adopts the amended Local Governance Statement to be published on the Council's website.

Cr Mackenzie voted against this motion.

- **Easter Sunday Trading Policy**

The General Manager Regulatory and Compliance spoke to this report and advised that under the act there are 3.5 days that businesses cannot legally trade and that this is enforced by MBIE not the council. This act has been amended to enable councillors to allow trading on Easter Sunday only.

Moved Cr Walker, seconded Cr Munns and **Resolved** that this report has been received and the council approves the draft 'Easter Sunday Shop Trading Policy 2026' as proposed in Appendix 1 for consultation and that council will consider all submissions received during the public consultation period.

- **Cass Square Half-Court Basketball Court**

The Contract Manager Recreation and Disposals spoke to the report. The Chief Executive advised that this is a noting paper acknowledging that works are beginning on the basketball court previously approved in the Long-Term Plan.

Moved Cr Walker, seconded Cr Maitland and **Resolved** that the report has been received.

10. ADMINISTRATIVE RESOLUTIONS

NIL.

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

Moved Cr Munns, seconded Cr Martin and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2:30pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 18 December 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Future Governance and Delivery of the Wildfoods Festival	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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
3.	Hokitika Wastewater Treatment Plant	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1, 2, 3,	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 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))
2, 3	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or the protection of such members, officers, employees, and persons from improper pressure or harassment.	(S.7(2)(f))
1, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1, 2	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Walker, seconded Cr Maitland 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 3.17 pm.

MEETING CLOSED AT 3.17 PM

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

Confirmed by:

**Deputy Mayor Cr Burden
Chair**

Date: 26 February 2026

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 18 FEBRUARY 2026 COMMENCING AT 12.30 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Kw Tumahai.

Moved Cr Burden, seconded Cr Manera and **Resolved** that the apology from Kw Tumahai be received and accepted.

ABSENT:

Kw Madgwick.

STAFF PRESENT

B. Phillips, Chief Executive; J. Birnie, Strategy and Transformation Manager; S. Hewett, Governance Administrator; T. Suchanek, Senior Administrator.

Staff present for part of the meeting:

Nil

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**

Nil

**5. NGĀ TĀPAETANGA
PRESENTATIONS**

Nil

**9. PŪRONGO KAIMAHI
STAFF REPORTS**

- **Simplifying Local Government**

The Chief Executive introduced the report, stating that the finalised report that the Council submits to Government will be made available on the Council website. The Strategy and Transformation Manager then spoke to the report.

Councillors expressed concern around the lack of detail provided by the Government on how the Combined Territories Board (CTB) would function in practice and where the financial burden would sit within them and agreed that the draft report largely reflected their viewpoints but requested that further emphasis on affordability be added in the closing statement.

Moved Cr Maitland, Seconded Cr Munns and Resolved that:

1.1 The Simplifying Local Government Report be received.

1.2 The Council approve the submission on the Government's Simplifying Local Government proposal on the condition that:

1.2.1 The closing comment include the addition of "in an affordable manner."

The motion was carried unanimously.

MEETING CLOSED AT 12.58 PM

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

Confirmed by:

**Her Worship the Mayor
Chair**

Date: 26 February 2026

Council Meeting Action List – 26 February 2026

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	<p>Business case for the scope of work after structural analysis and report.</p> <p>Options to be reported back to Council at the 26 June Ordinary Council meeting.</p>	April 25	General Manager District Assets	<p>Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely:</p> <ul style="list-style-type: none"> i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building. 	<p>The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025.</p> <p>The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on earthquake strengthening and would report back in March 2026.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	<p>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.</p>	<p>A report was being prepared by the new General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council.</p> <p>A paper to be provided to the new Council for consideration in March 2026.</p>
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	Mayor	This process is currently underway.	The Working Group has now been established and meetings have been

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						<ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	scheduled for this calendar year.
4.	17.04.25	Hokitika Racecourse Development			Chief Executive		Final update report to be presented to council in March 2026.
5.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	GM District Assets has requested information from DOC & WCRC, pending receipt of that information a round table with local residents and the complainant will be held. We are currently in correspondence with local resident groups to arrange a time for this.
6.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper to be provided to the new Council for consideration in March 2026.
7.	18.12.25	Status of assessing earthquake prone public and private buildings, including St Mary's Catholic Church.			Chief Executive	Council discussed the effect of the recent earthquake prone building (EPB) changes on the buildings with a EPB notice. The proposals are potentially to be legislated in 2027 and are subject to change.	A paper to be provided to the Council for consideration in March 2026 in conjunction with item 1.

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

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

FINANCIAL PERFORMANCE – January 2026

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council’s financial performance for the month to 31 January 2026.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 January 2026.

2. Background

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

3. Current Situation

- 3.1. The information in the report is of a summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.
- 3.2. This is the first financial report of the new financial year, and the first report under the nine-year Long Term Plan 2025–2034. As such, it sets the baseline for monitoring progress against the new budget and strategic priorities.

- 3.3. The financial performance report to 31 January 2026 is attached as **Appendix 1** and contains the following elements;
- 3.3.1. Financial Dashboard
 - 3.3.2. Statement of Comprehensive Revenue and Expense
 - 3.3.3. Notes to the Statement of Comprehensive Revenue and Expense
 - 3.3.4. Revenue and Expenditure Graphs
 - 3.3.5. Funding Impact Statement
 - 3.3.6. Statement of Financial Position
 - 3.3.7. Debtors
 - 3.3.8. Debt position
 - 3.3.9. Capital Expenditure

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 January 2026.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 January 2026.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being low as the report is for information purposes only.
- 7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.
- 8.2. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.
- 8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 31 January 2026 be received.

Stephen Lewis
Chief Financial Officer

Appendix 1: Finance Performance Report for 31 January 2026

Appendix 1

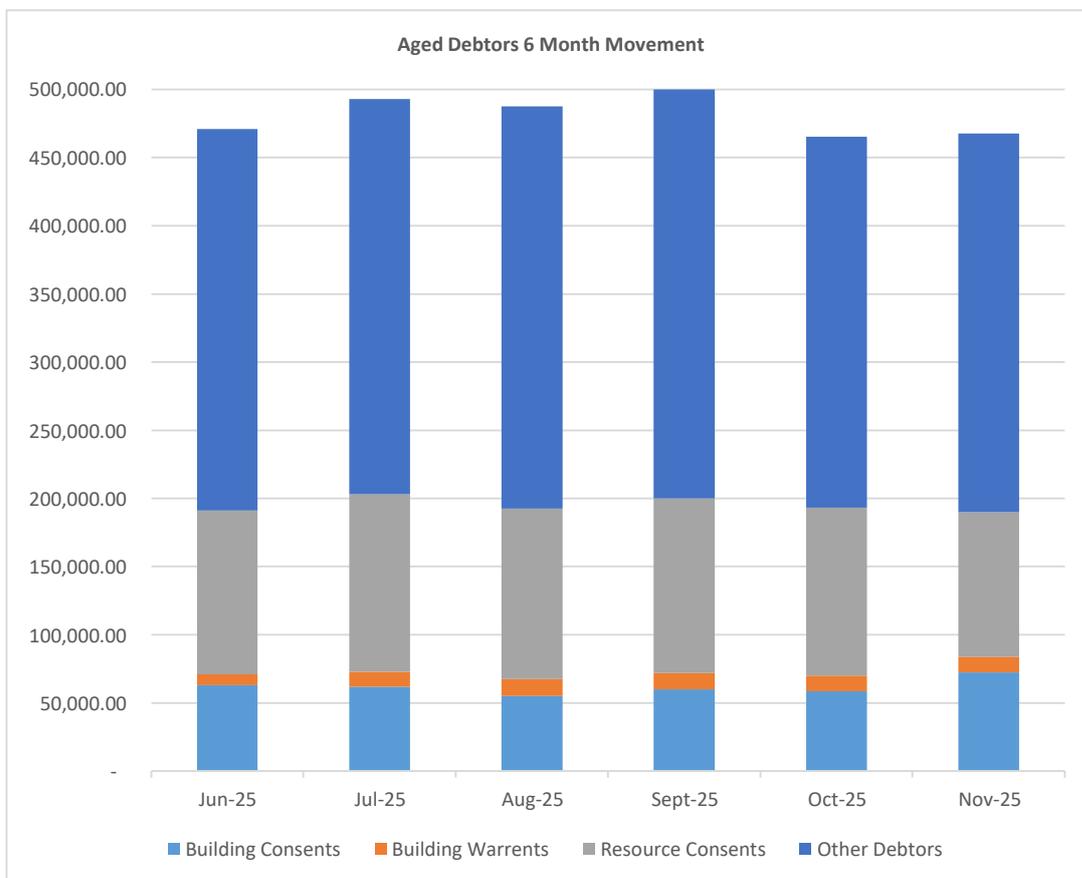
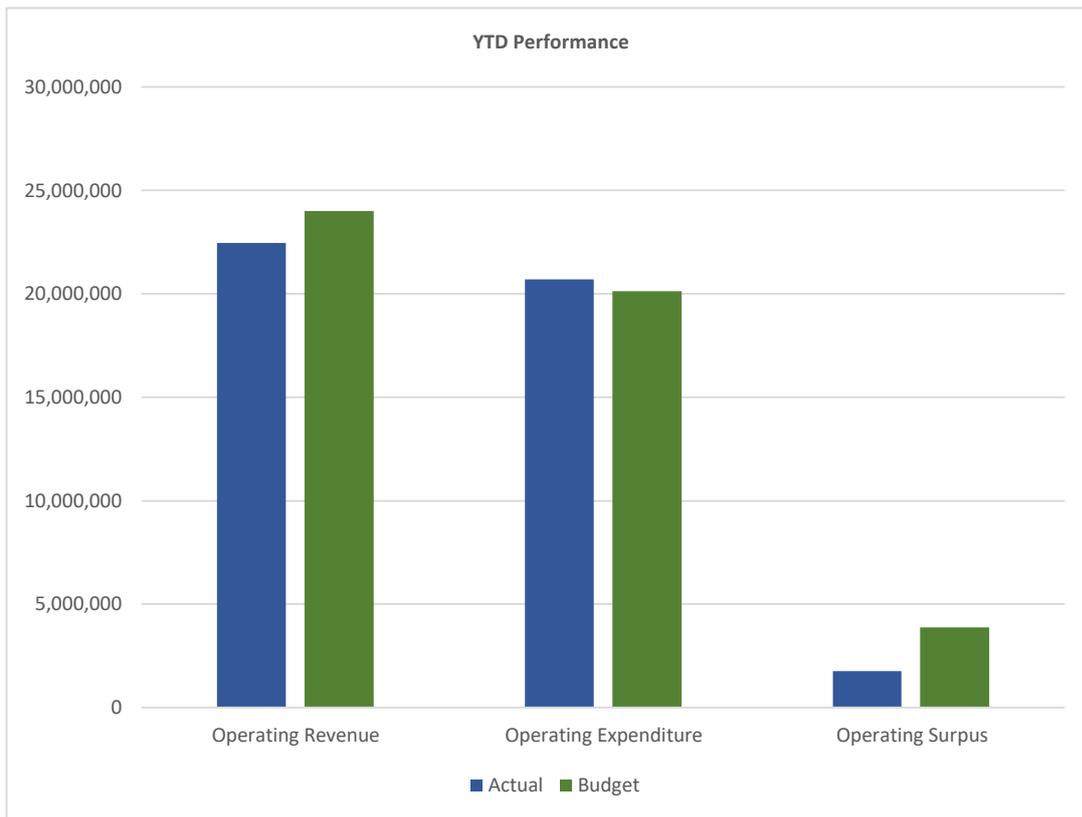


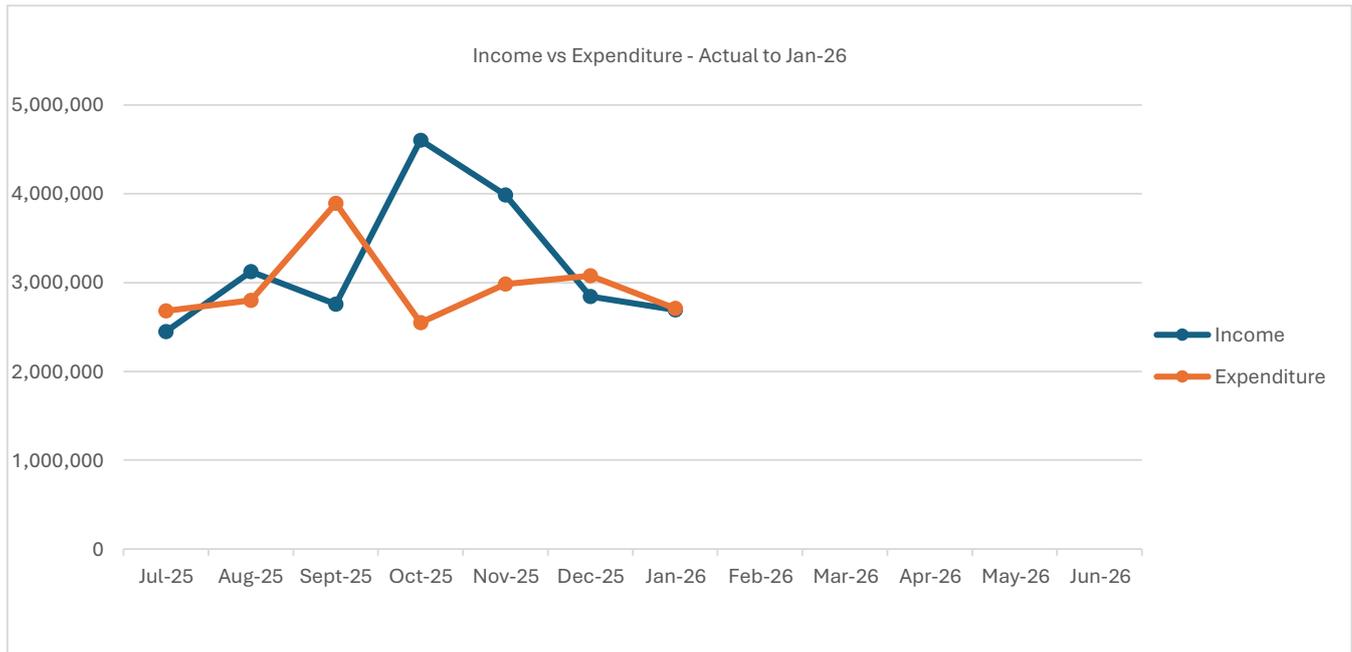
Financial Performance Year to 31 January 2026

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Financial Dashboard





Operating Performance	Actual YTD	Budget/Target	Status
Revenue	\$22,459,280	\$23,992,386	●
Expenses	\$20,703,127	\$20,121,223	●
Operating Surplus / (Deficit)	\$1,756,153	\$3,871,163	●
Balanced Budget Ratio	108.5%	≥100.0%	●
Rates to Operating Revenue	66.7%	62.6%	●
Liquidity & Reserves			
Current Ratio	139.3%	≥100.0%	●
Net Working Capital	\$6,089,933	≥\$0	●
Cash & Equivalents	\$11,481,937	Movement	●
Deposits	\$3,800,000	Movement	●
Debt & Borrowing			
Total Gross Debt	\$38,743,993	\$38,700,000	●
Net Debt	\$23,462,056	\$34,900,000	●
Liquidity Risk - LGFA	144.2%	≥110.0%	●
Interest to Operating Revenue	2.3%	≤10.0%	●
Interest to Rates Revenue - LGFA	3.6%	≤25.0%	●
Interest Cover Ratio	2.0	≥2	●
Capital Investment & Infrastructure			
Capital Expenditure (CAPEX)	\$2,634,639	\$3,500,970	●
Essential Services Ratio	75.3%	≥100.0%	●

Statement of Comprehensive Revenue and Expenditure

	Notes	Actual YTD (\$000)	YTD Budget (\$000)	Variance YTD (\$000)	Var/Bud %	Full Year Budget (\$000)	Full Year Forecast (\$000)
Revenue							
Rates	01	14,988	15,028	(40)	(0.27%)	25,984	25,984
Grants and subsidies	02	4,018	5,968	(1,951)	(32.68%)	25,465	11,025
Interest Revenue	03	377	341	36	10.55%	585	647
Fees and Charges	04	2,011	1,655	356	21.50%	2,774	2,774
Other Revenue	05	1,066	1,000	65	6.55%	1,789	1,789
Total Operating Revenue		22,459	23,992	(1,533)	(6.39%)	56,597	42,218
Expenditure							
Employee Benefit expenses	06	4,668	4,971	(303)	(6.09%)	8,508	8,003
Finance Costs	07	892	936	(44)	(4.69%)	1,605	1,529
Depreciation	08	5,466	4,786	680	14.21%	8,204	9,370
Other Expenses	09	9,677	9,428	249	2.64%	34,579	18,141
Total Operating Expenditure		20,703	20,121	582	2.89%	52,896	37,042
Operating Surplus/(Deficit)		1,756	3,871	(2,115)	(55%)	3,701	5,176

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

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

02 Grants and subsidies revenue

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

03 Interest revenue

- Interest Revenue is on track

04 Fees and charges revenue

- Resource consent fees are higher than budget by \$174k due to higher consent volumes and increased complexity (leading to more hours charged).
- Waste disposal levies were \$86k higher than budget due to higher-than-expected tourist numbers and cost escalations.
- Rubbish removal fees to the Hokitika transfer stations were \$39k and \$41k higher than budget respectively, driven by the same factors impacting disposal levies.

05 Other revenue

- Non-cash gain on swaps of \$76k recognized this year due favourable movements in interest rates since prior year. Swaps are market driven and move to par as they move to the maturity date.

06 Employee benefit expenses

- Variance reflects vacant positions.

07 Finance costs

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

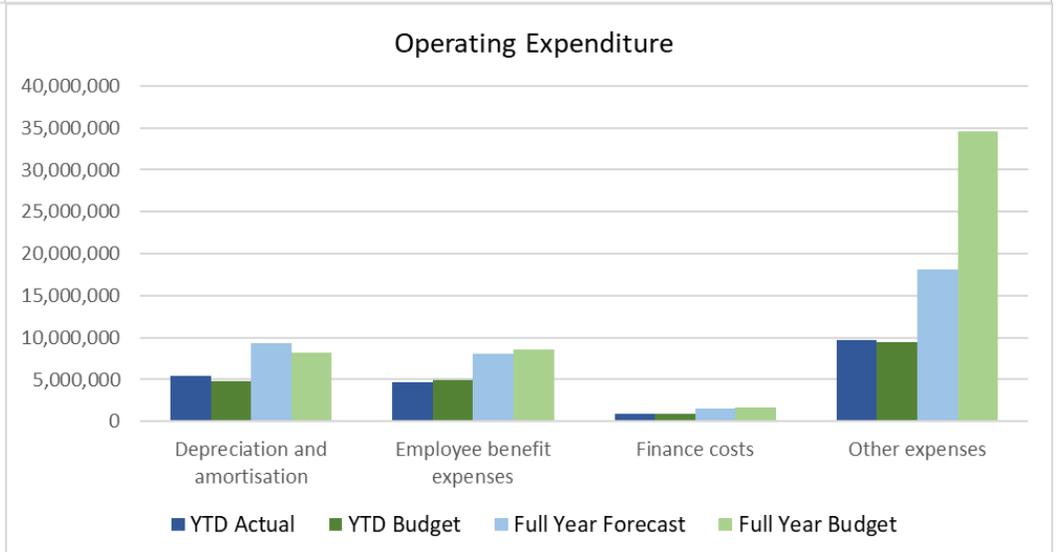
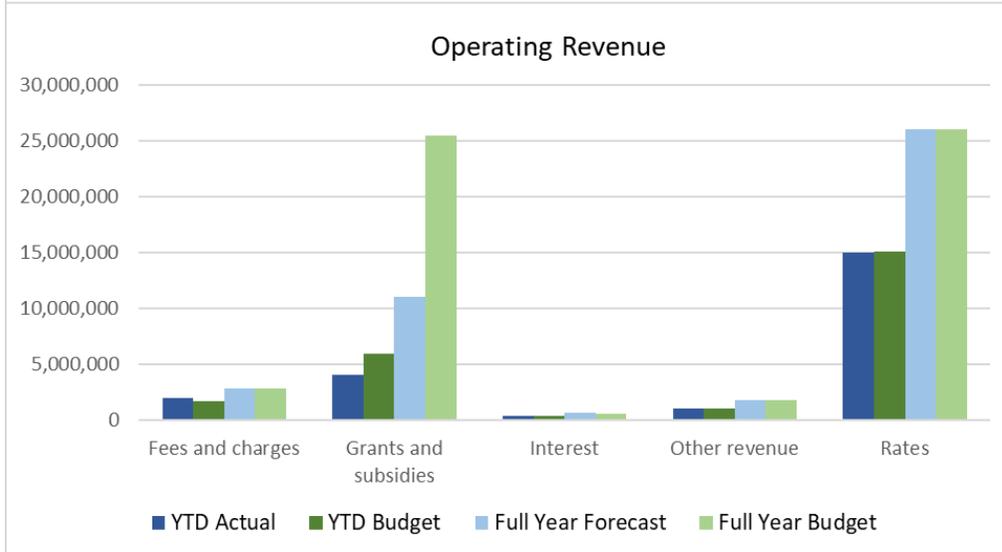
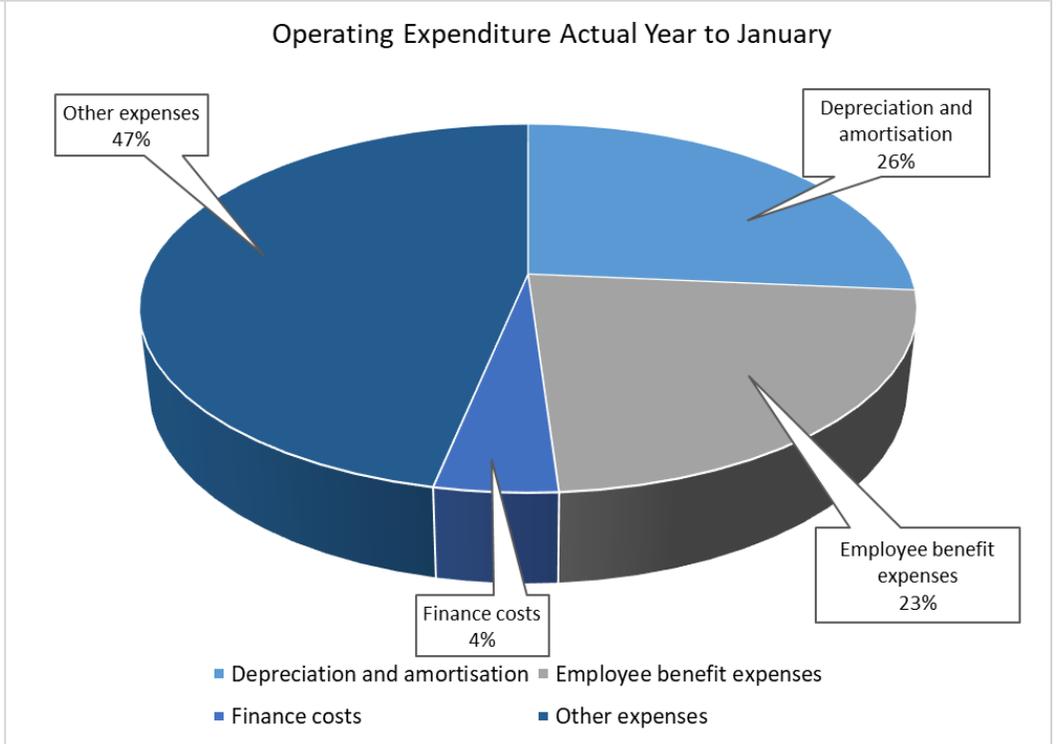
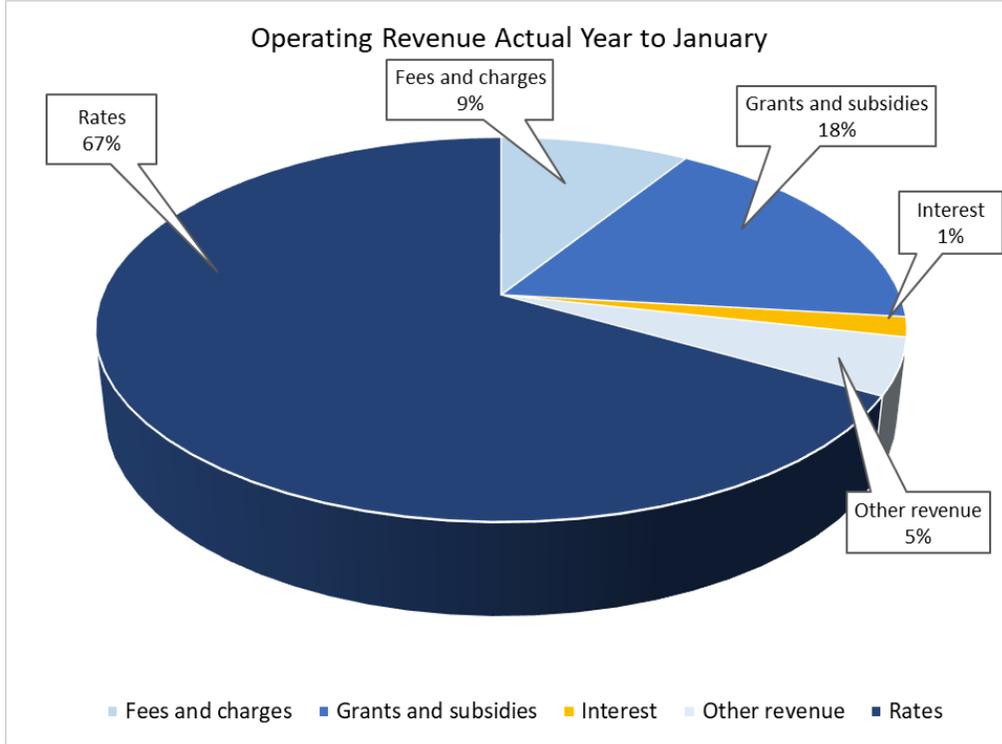
08 Depreciation expense

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

09 Other expenses

- Electoral Officer Costs are higher than budget \$59k. Invoices have been sent in January to share most of these costs and offset the variance.
- Resource consent processing costs are \$52k higher than budget (refer to note 4 for offset)
- Electricity costs for Hokitika Water Treatment Plant are higher than budget by \$60k due to increased usage.

Revenue & Expenditure Graphs



Funding Impact Statement (Whole of Council)

	YTD Jan 2026 Actual \$000	YTD Jan 2026 Annual Plan \$000	FY 2025/26 Annual Plan \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING			
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	7,643	7,707	13,365
Targeted Rates	7,346	7,321	12,619
Subsidies and grants for operating purposes	1,249	1,630	3,408
Fees and charges	2,029	1,679	2,816
Interest and dividends from investments	707	591	835
Local authorities fuel tax, fines, infringement fees, and other receipts	718	726	1,497
Total Operating Funding (A)	19,690	19,655	34,540
Applications of Operating Funding			
Payments to staff and suppliers	14,345	14,400	43,087
Finance Costs	892	936	1,605
Total Applications of Operating Funding (B)	15,237	15,336	44,692
Surplus/(Deficit) of Operating Funding (A - B)	4,453	4,319	(10,152)
(SURPLUS) / DEFICIT OF CAPITAL FUNDING			
Sources of Capital Funding			
Subsidies and grants for capital expenditure	2,769	4,338	22,057
Increase (decrease) in debt	-	-	2,843
Gross proceeds from sale of assets	-	-	1,256
Total Sources of Capital Funding (C)	2,769	4,338	26,156
Application of Capital Funding			
Capital Expenditure:			
- to meet additional demand	131	33	56
- to improve the level of service	2,373	4,265	7,312
- to replace existing assets	1,606	6,869	11,775
Increase (decrease) in reserves	3,111	(2,510)	(3,139)
Increase (decrease) of investments	-	-	-
Total Applications of Capital Funding (D)	7,222	8,657	16,004
Surplus/(Deficit) of Capital Funding (C - D)	(4,453)	(4,319)	10,152
Funding Balance ((A - B) + (C - D))	-	-	-

Statement of Financial Position

	YTD Jan 2026 Actual \$000	FY 2025/26 Annual Plan \$000
Assets		
Current assets		
Cash & cash equivalents	7,682	6,257
Debtors & other receivables	7,184	3,171
Inventory	228	-
Tax refundable	-	-
Work in progress	-	-
Derivative financial instruments	-	-
Other financial assets	3,953	5,137
Total Current Assets	19,047	14,566
Assets held for sale		
Land held for sale	446	446
Total Assets Held for Sale	446	446
Non-current assets		
Council Controlled Organisations	12,480	12,480
Deferred Tax	-	-
Intangible assets	144	94
Assets Under Construction	12,512	17,916
Derivative financial instruments	46	53
Other Financial Assets	5,879	705
Investment property	-	-
Loans to CCO's	-	-
Property, Plant and Equipment	524,474	535,559
Total non-current assets	555,535	566,807
Total Assets	575,029	581,819

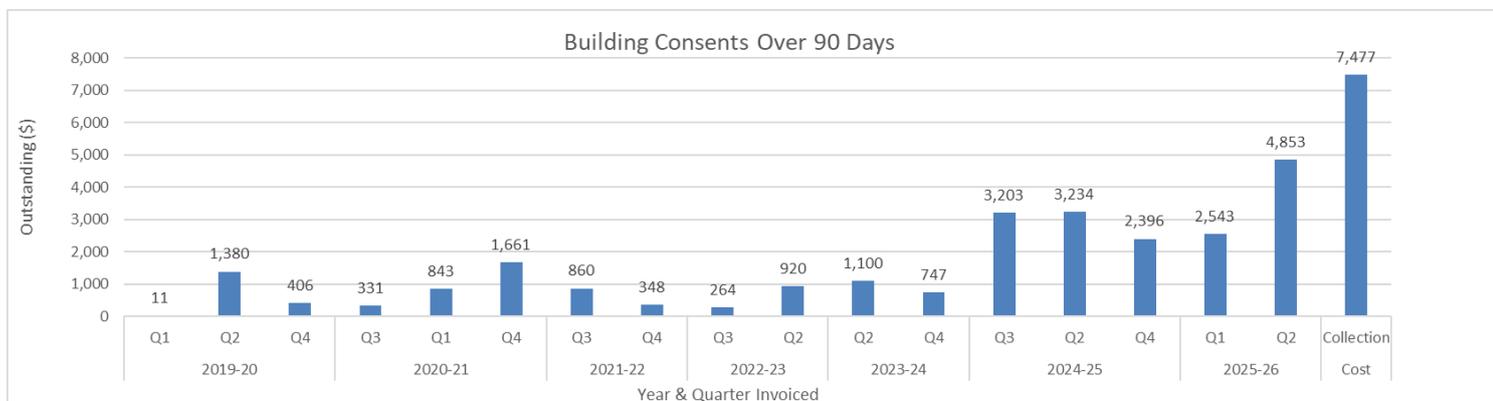
	YTD Jan 2026 Actual \$000	FY 2025/26 Annual Plan \$000
Liabilities		
Current liabilities		
Creditors & other payables	822	3,539
Employee benefit liabilities	704	618
Tax payable	-	-
Borrowings	6,018	9,944
Derivative financial instruments	-	-
Other	5,413	1,033
Total Current Liabilities	12,957	15,134
Non-current liabilities		
Deferred Tax	21	41
Employee benefit liabilities	44	38
Provisions	3,112	3,137
Borrowings	32,726	30,643
Derivative financial instruments	262	180
Total Non-Current Liabilities	36,164	34,039
Total Liabilities	49,121	49,174
Net Assets	525,908	532,646
Equity		
Retained Earnings	161,603	175,422
Restricted Reserves	12,698	5,524
Revaluation reserves	351,477	351,573
Other comprehensive revenue and expense reserve	130	128
Total Equity	525,908	532,647

Debtors at 31 January 2026

31/01/2026 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	32,577	9,304	11,361	(3,701)	49,542
Building Warrants	1,766	918	900	478	4,062
Resource Consents	87,720	-	7,102	39,944	134,767
Sundry Debtors	53,345	21,310	7,576	187,381	269,612
Grand Total	175,408	31,533	26,939	224,102	457,982

31/01/2025 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	65,608	10,039	13,730	28,806	118,183
Building Warrants	1,557	960	2,325	(1,843)	2,998
Resource Consents	38,032	12,286	41,122	11,598	103,038
Sundry Debtors	80,640	7,499	9,942	127,080	225,161
Grand Total	185,837	30,783	67,118	165,641	449,379

Grants outstanding as at 31/01/2026		
Date Invoiced	Project	Total (\$)
7/03/2025	Hokitika Swimming Pool - Final Claim	138,000
14/10/2025	Hokitika Airport Project - Milestone 2	500,000
		638,000

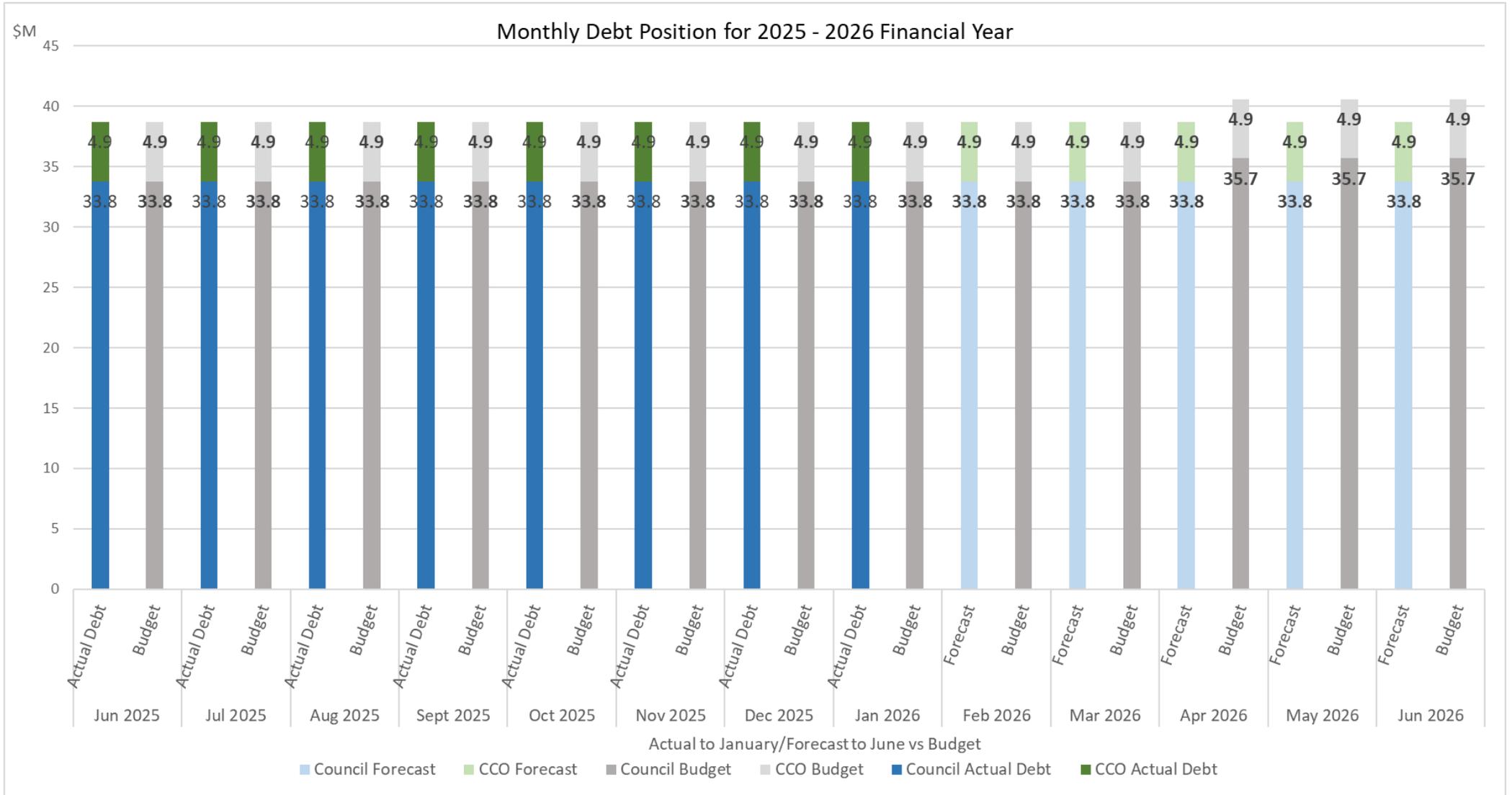


Rates Debtors at 31 January 2026

Rates Debtors at 31 December 2025		782,813
Instalment	6,647,997	
Less payments received	(970,221)	
Paid in advance change	(1,264,357)	
Previous years write off's	-	
Write off's	(595)	
Penalties	-	
Discounts	-	
Court Cost	-	
Legal Fees	6,983	
		4,419,807
Total Rates Debtors at 31 January 2026		5,202,620
Receivables included above at 31 January 2026	5,202,620	
Receivables at 31 January 2025	4,440,600	
Increase/(decrease) in arrears		762,020

Rates debtors increased substantially in January as the 3rd instalment of the year was invoiced in January. Rates are invoiced quarterly and the majority of payments are due on the 20th month following the invoice date, however we are continuing to arrange more payment plans which spread the rates cost over the year.

Debt Position



Capital Expenditure

Capital Projects 2025/26		
As at 31/01/2026		
Project / Activity	YtD Expenses	Annual Plan
Leadership	96,606	1,646,021
Planning & Regulatory Services	28,481	152,770
Water Supply	976,074	1,680,793
Waste Water	380,214	3,284,131
Solid waste	91,547	955,164
Storm water	123,980	2,015,529
Cemeteries	9,570	98,206
Swimming pools	66,332	1,000,000
Facilities & Leisure Services - other	1,437,226	1,465,314
Parks & reserves	144,360	1,855,452
Land transportation	243,034	5,931,823
Unbudgeted capital expenditure	90,247	0
CCO Funded Project	422,745	16,380,004
Total	4,110,415	36,465,207

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

DELEGATIONS MANUAL

1. Summary

- 1.1. The purpose of this report is to seek Council approval for updates to the Delegations Manual since it was last adopted by Council on 8 December 2022.
- 1.2. These updates are required as a result of Council's decisions on the Committee and Subcommittee structure following the Triennial Council meeting on 23 October 2025, and the Terms of Reference for the Committees and Subcommittees as adopted on 18 December 2025.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025-2034.
- 1.4 This report recommends that Council adopt the amended Delegations Manual, attached as **Appendix 1**.

2. Background

- 2.1. The reason the report has come before the Council is due to changes to the Committees and Subcommittees structure following the Triennial Local Body Election.
- 2.2 The Delegations Manual defines the methods and means of Council operations, including managerial and administrative relationships. It is related to other key documents such as Council Bylaws and formal policy statements.
- 2.3 The Delegations Manual outlines which powers are delegated to Committees and Council staff. The current manual, last adopted on 8 December 2022, includes a Record of Amendments dating back to May 2006. Since its adoption, several minor internal administrative changes have occurred, which are reflected in the Record of Amendments.

3. Current Situation

- 3.1 The Mayor has established the committee structure of the Council and appointed the respective chairs of the committees and subcommittees under [s.41A](#) of the Local Government Act 2002.
- 3.2 The proposed changes do not alter or transfer powers between Councillors and staff. Their primary purpose is to reflect the updated Council committee and subcommittee structure.

3.3 Staffing changes since the last adoption have resulted in updated job titles. These adjustments have been incorporated and logged in the Record of Amendments.

3.4 The financial delegations provided to staff have been reviewed and have been updated accordingly.

4. Options

4.1. Option 1: Adopt the amended Delegations Manual.

4.2. Option 2: Do not adopt the amended Delegations Manual.

5. Risk Analysis

5.1. Risk has been considered, and potential financial risks exist if financial delegations are incorrect or outdated, as staff hold specific financial approval limits. Ensuring accuracy reduces organisational risk.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as low, as the matter is administrative in nature.

7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Adopt the amended Delegations Manual.

8.1.1. Adopting a Delegations Manual ensures clear financial delegations to staff, strong financial controls, good procurement practices, consistent approvals, accountability and the ability to demonstrate sound financial stewardship to auditors and/or funders.

8.2 Option 2 – Do not adopt the amended Delegations Manual.

8.2.1 Not adopting a Delegations Manual could create a lack of clear financial delegations, increase financial risk, including unauthorised spending or overspending on budgets, potential for fraud and misappropriation opportunities due to weak internal controls, poor procurement practices, inconsistent approvals, lack of accountability, and difficulty demonstrating sound financial stewardship to auditors and/or funders.

9. Preferred Options and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that it is necessary to reflect the current Committee and Subcommittees structure. The Manual is a key governance tool that supports effective Council decision-making and establishes the legal basis for delegations.

9.3. It is timely that a full review of financial delegations to staff be reviewed.

10. Recommendations

10.1. That the report be received.

10.2. That Council adopt the amended Delegations Manual as per tracked changes in Appendix 1 and publish it on the Council's website www.westlanddc.govt.nz.

Stephen Lewis
Chief Financial Officer

Appendix 1: Amended Delegations Manual



Delegations Manual

Amended 12 February 2026

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1. **Introduction**

1.1 **Glossary**

- a) **Senior Leadership Team:** The Chief Executive and the Senior Managers comprising of the General Manager District Assets, General Manager Business Enablement, General Manager Regulatory and Compliance, Chief Financial Officer, Senior HR Advisor, Strategy and Transformation Manager, Quality Assurance Manager.
- b) **Manager:** A member of the Senior Leadership Team other than the Chief Executive.
- c) **Activity:** The particular branch of the Council's functions (e.g., water, sewerage, library) as opposed to the particular accounts which comprise that activity.
- d) **Cost Centre Controllers:** Officers nominated by the Senior Leadership Team to assume responsibility for particular activities within the Council's functions so as to ensure agreed works are completed and the budget is not overspent.

1.2 **The Place of the Delegations Manual**

This Delegations Manual has been adopted by the Westland District Council to define methods, means of operations, managerial and administrative relationships. The manual is related to other key documents including Council's Bylaws and other formal expressions of policy.

2. **The Philosophy of the Council**

- 2.1 The Westland District Council believes that it is essential, in the interests of good management and effective administration, to encourage a delegation of decision making to the lowest competent level. This will achieve best use of the abilities of elected representatives and officers, minimise the cost of material, technical and financial resources, promote the development of effective managers and minimise bureaucratic interference in the daily affairs of the District's residents.
- 2.2 Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise use. Delegations will not however remove from the Council and top management ultimate accountability for the affairs of this Council.
- 2.3 Delegates should willingly accept authority and responsibility for decision making in the certain knowledge that their decisions, if made in a full, fair, and objective manner, will not be reviewed lightly.
- 2.4 It is the statutory function of this Council to lead and guide the good management of the District by determining primary goals and objectives, by setting strategies and policies for their achievement and to encourage their achievement through the considered use of committees and the appointment of a Chief Executive.
- 2.5 Officers in turn implement and administer those policies, contribute substantially to their formulation, and provide and manage the infrastructures on which the District is based. Delegation focuses and sharpens this relationship and assists in the better achievement of the respective functions of elected representatives and officers.

- 2.6** A necessary consequence of delegation is the need for clear reporting. The Westland District Council adheres to the concept of exception reporting. This means that when the Council makes a decision; it expects the decision to be implemented without further reporting. Only if the target is not met, i.e., an exception occurs, should further reporting be necessary.
- 2.7** Finally, the level of delegation is symptomatic of the health and well-being of the Council. Without it, the mutual trust and respect which should exist between members of the Council and its officers, and the effectiveness and efficiency of the organisation must be at risk.

3. General and Specific Delegations

- 3.1** In this manual, a general delegation implies the granting of authority to determine a range of matters of a similar kind as and when they arise over a period of time without further reference to the delegator.
- 3.2** From time to time, the Council may delegate authority to determine a specific issue and this authority will exist only so long as that matter is unresolved and will then lapse. This is a specific delegation.
- 3.3** This manual will be revised for general delegations as they are granted, but not those of a specific nature, which will be largely historical by the time they are recorded.

4. The Meaning of Delegation

- 4.1** Delegation in the manual means the assignment of a duty or power of action to another together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.
- 4.2** A power merely to hear evidence or consider a proposal is not delegation and is not therefore generally included in this manual. It is assumed that all committees, subcommittees, and officers have authority to hear any matter within their jurisdiction and submit a report or recommendation to a higher authority unless that is prohibited by law.

5. What May Be Delegated

- 5.1** In almost all situations the Council itself is a delegatee, in that its functions, powers and duties derive from Parliament through empowering legislation under which legislative, judicial, and administrative authority is granted to the Council for specific purposes.
- 5.2** The limits under which functions, power and duties may be further delegated are strictly interpreted in accordance with the empowering legislation concerned, although rules in these matters are generally well settled.
- 5.3** Parliament has shown awareness that, in the interests of the effective and efficient management of a district, delegation (of other than legislative powers) is permitted subject only to specific exceptions. Special additional common law rules apply also, particularly to the delegation of legislative powers.
- 5.4** In this environment, the Council has a wide discretion to arrange its own administration in a way which provides efficiency, flexibility, and responsiveness to local needs. In doing so it must, however, comply with the special requirements imposed by law in given circumstances.

6. The Characteristics of Delegation

It is important to understand the following characteristics of delegation:

- 6.1** The delegator does not lose the function, power or duty by delegation and may exercise this concurrently with the delegatee;
- 6.2** It is implicit that a delegation may be revoked at any time without notice;
- 6.3** The delegatee is acting in their own name on behalf of the Council when exercising delegated authority;
- 6.4** If a delegatee's decision is invalid it cannot be ratified by the delegator. The correct action is generally for the matter to be considered in full again by the delegator, assuming it is within the delegator's power to determine the matter at issue;
- 6.5** The laws relating to Local Government generally recognise that the decisions of a delegatee may be reviewed or appealed to the delegator who may confirm, vary, override, or substitute a decision, although there are some exceptions. In such cases the grounds for the review should be clearly stated and a decision varied only when compelling circumstances arise.

A local authority may not rescind or amend a decision made by the committee pursuant to a delegation authorising the making of the decision (Schedule 7, Section 30 (6) of the Local Government Act 2002).

7. Care in Defining Authority

- 7.1** The law recognises, in certain circumstances, the right of individuals acting in good faith in reliance on the apparent authority of a delegatee to enforce a decision of a delegatee, whether or not the delegatee in fact had the authority claimed.
- 7.2** Accuracy and precision should always be a feature when defining the scope and limitations of any delegated authority in order to protect the interests of the Council, the delegatee and any interested third party.

8. Statutory Authority

- 8.1** The delegations contained in this manual are made in accordance with the Local Government Act 2002 and any other statutory authority permitting delegation.
- 8.2** In accordance with Section 42(3)(a) of the Local Government Act 2002, the Council shall maintain a clear separation between regulatory and service delivery functions. The management structure shall also reflect this separation. The delegations to both committees and staff have been drafted to coincide with this separation.

9. Delegations to be in Writing

Every delegation under this manual shall be in writing and shall define with reasonable precision the nature, purpose and bounds of a given delegation.

10. Extent of Delegation

Subject to any specified limitation, term or condition applied by the delegator or by law a delegatee may exercise the power or authority delegated in the same manner and to the same effect as could the delegator.

11. Sub-delegation

11.1 Every committee, the Chief Executive and each manager may further delegate any power granted to them in this manual or otherwise by the Council either generally or specifically and may impose any term or condition upon that sub-delegation.

11.2 Subcommittees and officers below the level stated may not subdelegate a power of decision but may instruct an officer or person to carry out investigations and make recommendations.

11.3 Within 1 month of the manual being adopted by the Council each manager shall determine the delegations which they wish to make under this clause and shall supply a statement of these to the Chief Executive for inclusion as a schedule in the manual. Additional delegations may be made at this time in which case a statement of that delegation or delegations shall be supplied to the Chief Executive within 1 month of them being made.

12. Reporting Decisions

A delegatee need not generally report decisions to the delegator except:

12.1 All contracts accepted under delegated authority are to be reported by the delegatee (in this case either a manager, the Senior Leadership Team, or a standing committee) to the next higher level of authority (the Senior Leadership Team, standing committee or Council) at the earliest opportunity.

12.2 Other decisions are to be reported on as specifically provided for.

13. Term of Delegation

Unless any delegation is expressed to be for a definable term it shall continue until revoked by the delegator or the Council or withdrawn in any way by operation of law.

14. Variation of Decision

- 14.1** The Council and any delegator may review, reserve, or vary any decision of a delegatee at any time except to the extent that the decision has already become binding on the delegator by operations of law and cannot be reversed.
- 14.2** A reversal or variation of a decision is not of itself a revocation of a delegation under this manual.
- 14.3** A decision of a delegatee shall only be reserved or varied where:
- a) it is manifestly wrong; or
 - b) it is contrary to a decision of the delegator of which the delegatee was unaware; or
 - c) it contains serious implications for the Council of which the delegatee was unaware; or
 - d) there is other good cause to reserve or vary that decision.

15. Concurrent Jurisdiction

Nothing in this manual shall limit the power of the Council or a delegator to exercise a function, duty, or power concurrently with or in substitution for a delegatee.

16. Policy and Delegated Decision Making

- 16.1** In reaching a decision under delegated authority full regard must be had to both:
- a) any Council policy applying to an issue; and
 - b) all relevant facts applying to the case.
- 16.2** Should any delegatee, having considered all the facts of the case, be unable to make a decision which complies with Council policy on any matter, the correct action is then to refer the matter to the Council if a decision cannot be made in compliance with any policy applying to the decision to be made.

17. Delegation to Office

- 17.1** Unless a contrary intention is indicated, every delegation shall be to a stated office or position and not to an individual or the membership of a group in their personal capacities. In every case of this type, the delegation shall survive any change in the occupiers of any such office.
- 17.2** Delegation to the Senior Leadership Team shall be exercised by a majority vote. Dissenting votes are to be recorded and all exercises of this delegated power shall be recorded in the proceedings of the Senior Leadership Team. The acceptance of tenders by the Senior Leadership Team shall be subject to the approval of the manager of the department concerned. If the department manager does not approve, the matter will be referred to the appropriate standing committee.

18. Appeals

18.1 Any person affected by any decision of a delegatee may appeal that decision:

- a) in the case of a decision by an officer, to the Chief Executive in consultation with the appropriate department manager, as the case may be; and
- b) in the case of a decision made by the Chief Executive, a committee or subcommittee, to the Council; and
- c) in the case of a decision made pursuant to the Resource Management Act 1991, in accordance with Section 357.

18.2 In reviewing any decision on appeal under this clause the Chief Executive or the Council shall have regard to:

- a) any reason given by the delegatee in making a decision; and
- b) any Council policy applying to the matter at issue; and
- c) the facts of the case; and
- d) the grounds for review of a decision contained in clause 14 of this manual; and
- e) any other relevant matter.

19. Amendments to this Manual

This manual shall be maintained by the Quality Assurance Team who shall amend it in accordance with:

- a) any instructions to that effect given by the Council and any delegatee authorised to amend this manual;
or
- b) any need for typographical, grammatical, or other minor amendment where the intention of the Council in the matter of a delegation is not altered.

20. Standing Committees/Other Committees

i) Chief Executive’s Review Committee

Delegations of the Committee:

- Approving the employment agreement between the local authority and the chief executive and setting key performance indicators in a performance agreement.
- Working with the chief executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the performance agreement.
- Making decisions about the remuneration of the chief executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Act.
- Deciding any other issues that may arise in the relation to the employment or performance of the chief executive.
- Fulfilling the local authority’s contractual obligations to the chief executive.
- Approving any legal representation on performance-related issues or defamation proceedings.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the chief executive.

ii) Council Controlled Organisation Oversight Committee

The purpose of the Council Controlled Organisation Oversight Committee is to have a general overview of the strategy, direction and priorities of the Council Controlled Organisations, and monitor the performance and delivery on strategic outcomes of Council Controlled Organisations by:

- Review of CCO strategy documents
- Review of Statement of Intents
- Recommending to Council on the content of annual letters of expectations
- Monitor the performance of each of the organisations
- Promoting a culture of openness and continuous improvement.

iii) Risk and Assurance Committee

Delegations to the Committee

- The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors, or external auditors, and where appropriate, recommend action (s) to Council.
- Subject to any expenditure having been approved in the Long-Term Plan or Annual Plan the Risk and Assurance Committee has delegated authority to approve:
 - Risk management and internal audit programmes.
 - The appointment of the internal auditor, risk management and internal audit programmes, audit engagement letters and letters of undertaking for audit functions, and additional services provided by the external auditor.
 - The proposal and scope of the internal audit.

iv) Hokitika Wastewater Treatment Plant Project Oversight Committee

Delegations to the Subcommittee

The Hokitika WWTP Project Oversight Subcommittee will have the following delegated powers and be accountable to the Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards, or guidelines that have been established and approved by Council;
- The overall priorities of the Council;
- The needs of Iwi and the local communities; and
- The approved budgets for the activity.

The Hokitika WWTP Project Oversight Subcommittee will have delegated authority to:

- Define the overall objectives and values of the Hokitika WWTP project.
- Power to co-opt technical advice as appropriate.
- All powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself.
 - Where the Subcommittee's responsibility is limited to making a recommendation only.
 - Deciding significant matters for which there is high public interest, and which are controversial.
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

v) Tenders Subcommittee

Delegations to the Subcommittee

The Tenders Subcommittee will have the following delegated powers and will be a Subcommittee of the Risk and Assurance Committee.

- In accordance with the Council's Adopted Delegations Manual, the Chief Executive has delegated authority to sign off tenders less than \$100,000.
- Tenders from \$100,000 to \$499,999 must be approved by the Tenders Committee.
- Tenders from \$500,000 and greater must be approved by the full Council.

21. Items that cannot be delegated

21.1 Councils have broad powers of delegation however there are some decisions that can only be exercised by the full governing body and cannot be delegated, these include:

- a) the power to make a rate
- b) the power to make a bylaw (although local boards have the right to recommend these for their local areas)
- c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan
- d) the power to adopt a long-term plan, annual plan, or annual report
- e) the power to appoint a chief executive (cl. 32 of Schedule 7 of the LGA 2002)
- f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- g) The power to adopt a remuneration and employment policy.

21.2 No officer may exercise the powers listed in clauses 22.1 (a) – (g) above.

22. Subcommittees

22.1 A subcommittee shall exercise only such delegated authority as is granted to it from time to time by the Council or the relevant head committee.

22.2 The primary purposes of subcommittees are:

- a) to dispose of matters which have been delegated to it; and
- b) to investigate and report, with recommendations if appropriate, on matters referred from the head committee; and
- c) to act as a forum for communication between elected representatives, officers, and interested parties.

23. District Licensing Committee

23.1 The following is delegated to the District Licensing Committee

- a) To hear all matters relating to the functions, duties and responsibilities of a District Licensing Committee as provided for in the Sale and Supply of Alcohol Act 2012.

Guideline: The Sale and Supply of Alcohol Act 2012 allows the Committee Chairperson/Commission to decide certain matters (such as unopposed applications) without a hearing.

Guideline: The Council appoints the District Licensing Committee(s) for a five-year period, and members need not be Councillors.

24. Elected Members' Expenses

Elected members' expenses are approved in accordance with Council Policy.

PART IV – DELEGATION TO STAFF

25. **Staff: Contractual Authority and Financial Management of Activities**

- 25.1 The contractual authorities for staff are set down in the charts following. Where staff are not included in the charts they have no authority to enter into contract/commitments on behalf of the Council. The amounts stated are all maximums.
- 25.2 Members of the Senior Leadership Team have the right (within the terms of their contractual authority) to enter into contracts for the expenditure of funds within activities for which their subordinates also have authority and will be held accountable for the activities which they control.
- 25.3 Managers should always consult with the designated cost centre controller prior to expending funds in accounts other than those for which they themselves are directly responsible.
- 25.4 Where a cost centre controller is aware that an activity is about to be or has been overspent, they should report that fact to the person to whom they are responsible as soon as practicable.
- 25.5 The criterion to be used in assessing managerial financial performance will be whether or not the total budget for the department is adhered to. Variations on activity budgets within departments may therefore emerge but must be reported to the appropriate committee.
- 25.6 No oral contract shall be made for a sum exceeding \$1,000 (see Section 3 Public Bodies Contracts Act).
- 25.7 All commitments entered into under the contractual authorities set out in the following charts shall be re*ported to the next highest level of authority at the earliest opportunity.

25.7 Delegations to Staff – Contractual Authority and Activity Management

Staff Member	Item	Amount
<p>OFFICE OF THE CE Chief Executive</p>	<p>Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority in excess of \$100,000 where it has been pre-approved by Council Resolution through a Long Term Plan or Annual Plan. Contractual Authority for expenditure provided for in the budgets, Contractual Authority for emergency expenditure not provided for in estimates. Contractual Authority for expenditure provided for in the budgets, Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.</p>	<p>\$100,000 per item As determined. \$100,000 per item \$100,000 per item \$100,000 per item All activities Elected Representatives and CE’s Department</p>

Delegations to Staff – Contractual Authority and Activity Management cont

Staff Member	Item	Amount
General Manager: District Assets	<p>Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for expenditure provided for in budgets Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.</p>	<p>Nil \$100,000 per item Assets and Operations Assets and Operations</p>
Chief Financial Officer	<p>Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for expenditure provided for in budgets Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.</p>	<p>Nil \$100,000 per item All activities Financial Services</p>
General Manager Regulatory and Compliance	<p>Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies.</p> <p>Activities for which the officer is the Budget Manager.</p> <p>The return of any bond taken for the performance of a condition of consent</p>	<p>Nil \$100,000 per item Regulatory and Compliance, including Resource Management, Building, Environmental Health, Alcohol Licensing, Animal Control, Hokitika Swimming Pool, Emergency Management</p> <p>Regulatory and Compliance, including Resource Management, Building , Environmental Health, Alcohol Licensing, Animal Control, Hokitika Swimming Pool, Emergency Management Full amount</p>
Quality Assurance Manager	<p>Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies.</p> <p>Activities for which the officer is the Budget Manager.</p>	<p>Nil \$10,000 per item Governance, Chief Executive’s Office , Quality Assurance, Communications Governance, Chief Executive’s Office , Quality Assurance, Communications</p>

Staff Member	Item	Amount
Senior Human Resources Advisor	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Human Resources Human Resources
General Manager Business Enablement	Contractual Authority for emergency expenditure not provided for in the budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. .	Nil \$100,000 per item Community Services, Information Technology, Information Services, Civic Facilities (Library, Museum, isite, Customer Service) Community Services, Information Technology, Information Services, Civic Facilities (Library, Museum, isite, Customer Service)
Strategy and Transformation Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 Economic Development, Strategic Planning and Mayors Taskforce Economic Development, Strategic Planning and Mayors Taskforce
Mayors Taskforce for Jobs Employment Navigator	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$5,000 per item Mayors Taskforce Mayors Taskforce
BUSINESS ENABLEMENT		
Community Development Advisor	Contractual Authority for emergency expenditure not provided for in estimates. Contractual Authority for expenditure provided for in estimates. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$5,000 per item Community Development Community Development
	All other delegations as provided to the Budget Manager.	N/A

Staff Member	Item	Amount
Museum Director	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Hokitika Museum Hokitika Museum
Library Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager	Nil \$10,000 per item District Library District Library
Hokitika Westland isite Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Hokitika Westland isite Hokitika Westland isite
Information Technology Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Information Technology Information Technology
Information Manager	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Information Services Information Services
FINANCE		
Senior Management Accountant	Contractual Authority for emergency expenditure not provided for in budgets. Contractual Authority for expenditure provided for in budgets. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. All other delegations as provided to the Budget Manager.	Nil \$50,000 per item Accounting and Administrative Functions Accounting and Administrative Functions N/A
Strategy and Communications Advisor	Contractual Authority for emergency expenditure not provided for in estimates. Contractual Authority for expenditure provided for in estimates. Activities to which contractual authority applies.	Nil \$2,000 per item Corporate Planning

Staff Member	Item	Amount
	Activities for which the officer is the Budget Manager. All other delegations as provided to the Budget Manager.	Corporate Planning N/A
DISTRICT ASSETS		
Transportation Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Professional Services Business Unit Professional Services Business Unit
Contract Manager – Recreation and Disposals	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Professional Services Business Unit Professional Services Business Unit
Asset Strategy and Development Manager	Contractual Authority for emergency expenditure not provided for in the estimates. Contractual Authority for expenditure provided for in the estimates. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Professional Services Business Unit Professional Services Business Unit
Facilities and Property Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Professional Services Business Unit Professional Services Business Unit
Water Delivery Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$50,000 per item Professional Services Business Unit – Water Delivery Professional Services Business Unit – Water Delivery
REGULATORY AND COMPLIANCE		
Building Control Manager	Contractual Authority for emergency expenditure *not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. The return of any bond taken for the performance of a condition of a consent.	Nil \$20,000 per item Building Services Building Services The full amount

Staff Member	Item	Amount
Planning Manager	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager. The return of any bond taken for the performance of a condition of a consent.	Nil \$10,000 per item Resource Management Resource Management The full amount
Compliance Team Leader	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Compliance Compliance
Pool Supervisor	Contractual Authority for emergency expenditure not provided for in the budget. Contractual Authority for expenditure provided for in the budget. Activities to which contractual authority applies. Activities for which the officer is the Budget Manager.	Nil \$10,000 per item Hokitika Swimming Pool Hokitika Swimming Pool

26. Staff Delegations

26.1 Chief Executive

- Interpretations of the delegated authority of all officers.
- Appointed as Principal Administrative Officer for the purpose of the Local Government Act 2002 and other relevant legislation.
- As Principal Administrative Officer, authority to exercise all those powers and duties specified in Council's standing orders with respect to the Common Seal.
- Internet Banking Authority in conjunction with any one of the following:
 - Senior Management Accountant
 - Financial Accountant
 - Chief Financial Officer
- Authority to operate Council's bank accounts in conjunction with any one of the following:
 - Senior Management Accountant
 - Financial Accountant
 - Chief Financial Officer
- Authority to operate the following Business Visa Cards:
 - A credit limit of \$5,000 on the Chief Executive's card
Card to be in the name of the Chief Executive.
Statements are to be approved by the Chief Executive and Mayor.
 - A credit limit of \$10,000 on the Chief Financial Officer's card
Card to be in the name of the Chief Financial Officer.
Statements are to be approved by the Chief Executive.
- Authority to issue press releases provided however that any such press releases shall not do anything whereby the goodwill and reputation of the Council may be prejudicially affected.
- Approval where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy.
- To assess and approve discounts or alternative payments owed to Council, where a case of financial hardship has been proven.
- The authority to issue warrants of appointment pursuant to Section 174 Local Government Act 2002,
 - appoint enforcement officers pursuant to Section 177 Local Government Act 2002,
 - appoint authorised officers pursuant to Section 222 of the Building Act 2004,
 - appoint enforcement officers pursuant to Section 371B of the Building Act 2004,
 - appoint officers under the Westland District Council bylaws,
 - appoint enforcement officers pursuant to Section 38 of the Resource Management Act 1991,

- appoint licensing inspectors pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012,
 - appoint litter officers pursuant to Section 5 of the Litter Act 1979, and
 - appoint enforcement officers pursuant to Section 32 of the Freedom Camping Act 2011.
- The Principal Administrative Officer shall hold the Common Seal of the local authority and be responsible for the use of the same.
 - The Chief Executive or other officers authorised by them may affix the seal to any document and shall report to the Council at its next ordinary meeting as to the documents thus sealed.
 - Authority to appoint a Risk Coordinator.
 - The authority to sign any form of information, evidence or consent relating to matters of litigation.

26.2 General Delegations to Senior Managers

- Approval to authorize the carry forward of annual leave for direct reports, of up to an accumulation of 10 days.
- Authority to direct officers to take leave if they have not reduced their excess annual leave.
- Authority to grant, at their discretion, up to 10 days leave without pay in any one year to members of their staff. (Periods of leave in excess of 10 working days are to be referred to the Chief Executive).
- Authority to approve letters of offer and individual employment agreements provided the “Request to Recruit Form” has been completed and signed by the Chief Executive.
- Authority to approve merit promotions, accelerated increments, and double increments to members of their staff; provided however that such increased salaries are no more than the approved maximum for that position.
- Require bonds for any use of Council property under departmental manager’s control.

Where such is permitted by law and is not inconsistent with Council policy every manager may, in regard to matters within their jurisdiction, set, vary or waive fees or charges.

- Authority to issue such public notices as may be required from time to time by the Westland District Council, provided however that such public notices are issued under the name of the Chief Executive.
- Authority to issue press releases on activities for which the officer is the manager, provided however that any such press releases shall not do anything whereby the goodwill and reputation of the Council may be prejudicially affected.
- Authority to appoint staff within established limits, up to but excluding those reporting directly to managers.

- Authority to make any decision on applications for the erection of extensions of ancillary buildings that are licensed to occupy legal road, subject to applicants having a right of appeal to Council.
- The authority to sign any form of information, evidence or consent relating to matters of litigation.

26.3 **Regulatory and Compliance Group**

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

Tier		Compliance	Building Control	Planning
1	Chief Executive			
2	General Manager Regulatory and Compliance			
3	Hokitika Swimming Pool Supervisor	Compliance Team Leader Regulatory	Building Control Manager	Planning Manager
4	Senior Lifeguard		Building Team Leader – Inspections Building Team Leader – Processing	Planning Team Leader
5	Lifeguard		Senior Building Control Officer	Senior Planner
6			Building Control Officer	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 **General 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 1966.
- Issue Certificates of Exemption pursuant to 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 and Te Tai o Poutini Plan (TTPP).
- 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
- 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 General 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, General 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	Tier
Regional Council Applications	In conjunction with the General 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	HC

Resource Management Act section	Power	Tier
	matter may speak or call evidence in support.	
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
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

Resource Management Act section	Power	Tier
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 Section 104A Section 104B Section 104C Section 104D Section 105 Section 106 Section 108 Section 108A Section 220	Determine resource consent application.	4 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

Resource Management Act section	Power	Tier
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
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		
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

Resource Management Act section	Power	Tier
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	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

26.3.3 Sale and Supply of Alcohol Act 2012 Delegations:

To act as Secretary of the District Licensing Committee.

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

26.3.4 Building Act Delegations:

All of the functions, powers, duties and discretions of the Council pursuant to the Building Act 1991 and the Building Act 2004 and Building Codes issued pursuant to them.

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

26.4 Chief Financial Officer

- Authority to institute legal proceedings for recovery of debts owed to Council.
- Authority to remit penalty on rates in respect to any particular ratepayer and ratepayers in the circumstances when the officer considers it would be just and equitable to do so. In all instances the amounts shall not exceed delegation. All penalties written off to be reported back to Council once a year.
- Authority to deposit surplus general funds with any bank and to invest special funds in any manner authorised by the Trustees Act and within the Audit Office and Council policy.
- Authority to negotiate loan interest rates and terms with brokers and/or lending institutes for loans raised by Council.
- The writing off of bad debts considered to be bad or uncollectable up to the value of delegated authority. All debts to be written off to be reported back to Council once a year.
- Arrange overdraft facilities up to statutory limit.
- Make or take any oath or declaration in regard to Council's financial affairs.
- Enter into any arrangements for payment of a debt owed to Council over a period.
- In consultation with the General Manager District Assets, discontinue any service for non-payment and authorise resumption of service where appropriate.
- Amend any entries in the valuation roll or the Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.
- Authority to apply to the Valuer General for valuation equalization certificates for rating purposes.

NOTE: The Chief Financial Officer may subdelegate any or all of the above to the Senior Management Accountant.

- Internet Banking Authority in conjunction with any one of the following:
 - Chief Executive
 - Senior Management Accountant

- Financial Accountant
- Authority to operate a Council Business Visa Card as approved by the Chief Executive.
- Authority to operate Council's bank accounts in conjunction with any one of the following:
 - Chief Executive
 - Senior Management Accountant
 - Financial Accountant

26.5 General Manager District Assets

- The powers conferred on the Council by clause 11 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads.)
- Authority to remove motor vehicles which may be abandoned (Section 356 Local Government Act 1974).
- The closing of sports grounds as circumstances shall require from time to time.
- The granting of drainage easements over parks and reserves.
- Variation of the allocation of sports grounds, winter, and summer.
- Temporary use of any park or reserve for any recreation or entertainment and to impose any terms and conditions applicable.
- Approval of applications to take up collections on reserves and beaches and Council owned public open spaces.
- Approval of the erection of commercial signs and sponsorship signs on sports parks, subject to other necessary approvals (i.e., CAA or Building Consents)
- Approval of temporary helicopter landing and take-off sites on parks and reserves, subject to other necessary approvals.
- Authority to issue notices to property owners and residents in area where works are to be carried out subject to any other statutory provisions.
- Authorise the planting or removal of trees from any reserve, street, or other Council land.
- Approval of erection of directional signs.
- Authority to set fees and charges for inspections and repair of service authority trenches (i.e., utility providers), in conjunction with the Chief Executive.
- Fixing of charges within the limits imposed by the Reserves Act 1977, for the use of Council reserves in conjunction with the Chief Executive.
- All the functions, powers and duties vested in Council by virtue of the Jackson Bay Wharf Bylaw.
- The powers conferred on the Council by the Transport (Vehicular Traffic Road Closure) Regulations 1965.

- Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.
- Authority to carry out or authorise any relevant actions or procedures regarding parades or processions, public entertainment and playing of Christmas Carols on streets and public places.
- Remission of burial charges pursuant to Section 49 of the Burial and Cremation Act 1964.

NOTE: The General Manager District Assets may subdelegate any or all of the above.

26.6 Privacy Officers

The following staff member has been appointed as a Privacy Officer by the Senior Leadership Team:

- Compliance Team Leader Regulatory

27. Warrants of Appointments

Introduction

The purpose of granting of a warrant by Council is to facilitate the conduct of the regulatory functions of Council. Warranted Officers are expected to apply good judgement at all times in the exercise of their duties under warrant. Officers must carry their warrants at all times when undertaking duties for which they are warranted and must display their warrant when requested to do so.

Delegations

All warrants of appointments will come back to Council for approval.

Warranted Officers

Council and Contractor staff members have been granted warrants for the Council for the specific Acts, Regulations and Bylaws detailed for each Officer. Staff of contractors may be appointed as Officers of the Council. Warrants are granted to Officers only for the period of time the Warranted Officer holds the position of responsibility necessitating the warrant. In the event a Warranted Officer changes their position or resigns as an Officer of Council their warrant is forfeit at the time the change or resignation becomes effective. Officers to whom warrants have been issued are required to surrender their warrant to the Council at that time.

Contractors are responsible for keeping and maintaining current at all times a register of all their staff who are Warranted Officers of Council. When any staff member resigns or leaves the employment of the contractor, they are to ensure that the warrant issued to that staff member is withdrawn and any warrant documents are returned.

Warrants Schedule

Refer to the Warrant Register for details (separate document).

Record of Previous Amendments to the Manual

Date Amended	Amendment	Clause	Page Reference
17 May 2006	Add Swimming Pool Manager	30.7	21
17 May 2006	Add Engineering Officer	30.7	21
2 April 2007	Add Consents and Planning Officer	30.7	23
2 April 2007	Amend "Land and Resources Officer" to "Waste Management and Resources Officer"	30.7	21
15 October 2008	Update Standing Committees	20	10
15 October 2008	Amend Planning and Regulatory General Delegations, Resource Management Act Delegations, Sale of Liquor Act Delegations and Building Act Delegations.	31.3	27-36
1 May 2009	Amend Community Services Officer Delegations	31.4	37
1 May 2009	Amend "General Manager" to "Chief Executive Officer"	Various	Various
1 May 2009	Update Standing Committees	20	10
1 May 2009	Update Committees (add Councillor Butzbach to Assets and Planning and Development Committees)	20	10
1 May 2009	Update Other Committees (Solid Waste Committee, add Hearings and Licensing Commissioners)	20.1	11
1 May 2009	Amend Jurisdiction of the Planning and Development Committee (Planning Meeting 7/08/08)	23	13
1 May 2009	Amend Jurisdiction of the Recreation and Community Services Committee (Recreation Meeting 28/10/08)	24	13
1 May 2009	Amend Jurisdiction of the Assets Committee (adding Civil Defence Emergency Management and Rural Fire) (Assets Meeting 20/11/08)	25	14
1 May 2009	Add Jurisdiction of the Solid Waste Management Committee	27	15
1 May 2009	Added Guidelines to Jurisdiction of the Commissioners	28	16
1 May 2009	Add Delegation to Manager Audit and Compliance	30.7	19
1 May 2009	Amend Audit and Finance Delegations (Staff Delegations) (Audit Meeting 9-04-09)	31	Various
6 August 2009	Amend "Managers' Personal Assistant" to "Executive Assistant" in line with CEO's changed title	19 & 30.7	9, 22
18 August 2009	Amend delegations to Manager Planning and Regulatory	30.7	19
18 August 2009	Remove Delegations to Events Coordinator and Assistant Events Coordinator due to WBU Structure	30.7	23, 24
18 August 2009	Amend Standing Orders	33	42
19 August 2009	Amend Staff Delegations Resource Management Act Delegations	32.7 33.2.1	19, 22, 23, 28-37
8 September 2009	Remove Delegations to Manager Audit & Compliance	30	19
14 September 2009	Add "All functions, powers and duties pursuant to the Resource Management Act 1991 <u>and not otherwise delegated,</u>		13
16 October 2009	Amend Part 29.1 by removing the phrase "Deputy Mayor Councillor Bryce Thomson" and replacing it with Councillor Allen Hurley – Council Meeting 15 October 2009	29.1	15

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
3 December 2009	Add new Clause d) and e) relating to Commissioners and appointment of a mediator – Planning and Development Committee Meeting – 3 December 2009	29.1	16
19 January 2010	Amend Resource Management delegations as per recent amendments to the Resource Management Act.	33.3.2	27-34
26 March 2010	Added “Information Technology” to Information Technology Officer’s delegations	32.7	21
6 April 2011	Update “Standing Committees”	20	11
6 April 2011	Update Listing of “Other Committees”	21	12
6 April 2011	Amend “Operations Manager” to “Group Manager – Assets & Operations” (Operations Department Restructure)	Various	Various
7 April 2011	Amend Swimming Pool Manager to Supervisor Pools (Operations Department Restructure)	29.7	26
7 April 2011	Amend Waste Management and Resources Officer to Development Control Officer (Operations Department Restructure)	29.7	26
7 April 2011	Amend Information Technology Officer to Supervisor IT Services (Operations Department Restructure)	29.7	26
7 April 2011	Amend Consents and Planning Officer to Consents Officer (Operations Department Restructure)	29.7	28
7 April 2011	Amend Community Liaison Officer to Community Development Officer (Operations Department Restructure)	29.7	28
2 May 2011	Increase delegations to Management Team and the Group Manager – Assets & Operations – Council Meeting 28 April 2011	32.7	22
2 May 2011	Amend Tender Procedures – Part V Miscellaneous – Council Meeting 28 April 2011	34	45-46
28 March 2012	Amend “four” Senior Managers to “three” Senior Managers	1.1	4
28 March 2012	Remove reference to Manager Audit and Compliance (Council Restructure)	1.1	
28 March 2012	Update Performance Management Committee Members	20	11
28 March 2012	Amend reference to “LTCCP” to “LTP”	25.3, 25.5	16
28 March 2012	Amend delegation of Development Control Officer to Planning Engineer – (Operations Department staffing)	29.7	25
28 March 2012	Amend reference from “Consents Officer” to “Planner” – (Planning and Regulatory staffing)	29.7	27
28 March 2012	Update delegations to the Chief Executive Officer - instructions from Council Meeting – 22.03.12	30.1	28
28 March 2012	Update delegations to the Chief Executive Officer – Authority to update Warrants of Appointments	30.1	29
28 March 2012	Update reference from “Planning and Development Committee” to “Strategy Committee”	30.3.2	31, 36
24 July 2012	Include delegations to “Community Services Team” due to restructure process.	29.7	30-31

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
24 July 2012	Update the Executive Team listing	1.1 a)	5
16 August 2012	Include a delegation for the Conduct Review Committee	20	12, 27
16 August 2012	Include the Terms of Reference for the Committees	24-27	16-26
16 August 2012	Update Delegations to Staff	29.7-30.6	28-54
16 August 2012	Remove Tender Procedures	31	55
16 August 2012	Remove Standing Orders	32	56
23 August 2012	Add reference to Council Bylaws	30.3.1	43
18 December 2012	Amend reference from Chief Executive Officer to “Chief Executive” – Risk Committee Meeting 20.11.12	Various	Various
18 December 2012	Amend reference from CEO to “CE” (Risk Committee Meeting - 20.11.12)	Various	Various
18 December 2012	Amend reference to Credit Card (internal policy change)	31.1 31.5	41 54-55
18 December 2012	Remove reference to “him”	31.1	42
18 December 2012	Add paragraph to Chief Executive and Departmental Managers regarding litigation	31.1	42
18 December 2012	Remove reference to property rentals	31.2	42
18 December 2012	Amend right of way clause (Risk Committee Meeting – 20.11.12)	31.3.2	45
7 February 2013	Part IV - Resource Management Act Delegations - Add reference to the Manager Planning and Regulatory’s delegation to exercise the discretion to support or oppose any application made to the Environment Court (Council Meeting 24.01.13)	Part IV 31.3.2	47
7 February 2013	Part III - Elected Members Expenses – Add reference to the Elected Members Expenses for the Mayor, Chairperson of the Performance Management Committee and the Deputy Mayor (Council Meeting 24.01.13)	Part III Clause 30	29
7 February 2013	Part IV – Delegation to Staff – Remove reference to “non-capital” from staff delegations. (Council Meeting 24.01.13)	Part IV Clause 30.7	31-39
7 February 2013	Part IV – Delegation to Staff – Add a reference to the credit card for the iSite Manager’s Delegation (Council Meeting 24.01.13)	Part IV Clause 30.7	34
7 February 2013	Part IV – Delegation to Staff - Add “Authority to operate two Business Visa Cards”(Council Meeting 24.01.13)	Part IV Clause 31.1	40
7 February 2013	Part IV – Delegation to Staff - Amend reference to the Finance Manager’s Delegation to operate a Business Visa Card (Council Meeting 24.01.13)	Part IV Clause 31.5	54
28 February 2013	Part IV – Delegation to Staff – Add reference to Acting Group Manager – Corporate Services’ Delegations (Council Meeting 28.02.13)	Part IV Clause 31.7	32
12 July 2013	Part 1 – Glossary – Amend reference to Executive Team (CE’s Staff Review 12.07.13)	Part 1	5

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
12 July 2013	Amend Reference from “Chief Financial Officer” to Finance Manager (CE’s Staff Review 12.07.13)	Various	Various
12 July 2013	Part IV – Delegations to Staff – Remove “Finance Manager” from “Executive Team” Listing to the Table on Page 33 (CE’s Staff Review 12.07.13)	Part IV Clause 31.7	31
12 July 2013	Amend reference from “Group Manager – Assets and Operations” to “Group Manager: District Assets” (CE’s Staff Review 12.07.13)	Various	Various
03.02.14	General Amendment - Amend reference from “Manager: Planning and Regulatory) to “Group Manager: Planning, Community and Environment) CE’s Staff Review.	1, 31.7, 32.1, 32.3.2, 32.3.3, 32.3.4, 32.4	6, 43, 51, 60, 63, 64
03.02.14	Delegations to Committees - Remove reference to Performance Management Committee, Strategy Committee, Operations Committee, Risk Management Committee and Conduct Review Committee (Council Meeting 28.11.13)	20, 22	13-14-15
03.02.14	Delegations to Committee - Add reference to “Executive Committee” (Council Meeting 28.11.13)	20, 22	13-14-15
03.02.14	Hearings Commissioners - Amend reference from “Hearings and Licensing Commissioners” to “Resource Management Hearings Commissioners” (Council Meeting 28.11.13)	21	15-16
03.02.14	Delegations to Standing Committees - Update reference from Long Term Council Community Plan to Long Term Plan (grammatical)	22	15
03.02.14	Delegations to Standing Committees - Remove Terms of Reference for Performance Management Committee, Strategy Committee, Operations Committee, Risk Management Committee (Council Meeting 28.11.13)	24, 25, 26, 27	16-28
03.02.14	Delegations to Other Committees - Remove reference to “Conduct Review Committee” – ceases to exist	28	29
03.02.14	Executive Committee - Add Terms of Reference to the Executive Committee	24	30-35
03.02.14	Elected Members Expenses - Remove reference to Chairperson of Performance Management Committee and remove paragraph relating to Deputy Mayor (Council Meeting 28.11.13)	30	37
03.02.14	Delegations to Staff – Executive Team meeting noted that Executive Team Delegations had not been carried through the Manual due to an administrative error.	31.7	39
03.02.14	Delegations to Staff - Amend reference from Acting Group Manager Corporate Services to Group Manager: Corporate Services (permanent appointment made to position)	31.7	43
03.02.14	Delegations to Staff - Remove reference to Community Development Officer (restructure of Community Development/Community Services)	31.7	45

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
03.02.14	Delegations to Staff - Amend reference from Community Services Officer to Community Development Officer (restructure of Community Development/Community Services 18.10.13)	31.7	46

Date Amended	Amendment	Clause	Page Reference
03.02.14	Delegations to Staff - Amend reference from Team Leader – Operations to Operations Manager, Field Inspections Officer (previously Contracts Supervisor), Property and Projects Supervisor (previously Engineering Officer), Engineer Water Services (previously Supervisor 3 Waters), Solid Waste Engineer (previously Development Control Officer) - (District Assets Reorganisation 05.12.13),	31.7 & 28.7	47 26-27
03.02.14	Delegations to Staff - Amend reference of Planning Engineer (incumbent resigned) to Development Control Engineer 21.11.13)	31.7	48
18.02.14	Delegations to Staff (Group Manager: Planning, Community and Environment) – clarify resource management powers	32.3.2	?
03.02.14	Business Visa Cards – Amend reference to iSite Manager’s Visa Card only increased to \$10,000. No increase to Finance Manager’s delegation (Council Meeting 28.11.13)	32.1	51
03.02.14	Sale of Liquor Act Delegations – Amend reference to Sale of Liquor Act Delegations (Council Meeting 28.11.13) and replace with references to Sale and Supply of Alcohol Act 2012 along with relevant provisions (Council Meeting 27.02.14)	32.3.3	63
18.02.14	Resource Management Hearing Commissioners – Amend to reflect situation where no Councillors are accredited hearing commissioners; also reference to District Licensing Committee as per Sale and Supply of Alcohol Act 2012 (Council Meeting 27.02.14)	21, 29, 30	15-16
20.08.14	Delegations to Staff – Update references to Job Titles of Staff Members –Events Coordinator (previously Events Manager), Assistant Events Coordinator (previously Wildfoods Festival Assistant), Museum Director (previously Museum Manager).	28.7	25-26
21.08.14	Delegations to Staff – Change amount of Delegation of Wildfoods Festival Coordinator – reduced from \$15K to \$10K by CE when Fixed Term Position was developed.	28.7	24
20.11.14	Delegations to Staff – Add a delegation to the Corporate Planner via email from Jim Ebenhoh, effective 20 November 2014.	28.7	32
16.02.15	Delegations to Staff – Add a delegation to the Emergency Management Officer via email from Tanya Winter, effective 16 February 2015.	28.7	26
26.03.15	Update Terms of Reference for the Executive Committee as per Amendments and Readoption at the Council Meeting on 26 March 2015.	20 & 24	15-21

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
29.06.15	Delegation to Ashley Cassin, Project Manager, West Coast Wilderness Trail via email from Tanya Winter and Peter Anderson, effective 29 June 2015 to 30 October 2015.	28.7	26
10.08.15	Delegations to Staff – Add a delegation to the Acting District Building Inspector via email from Jim Ebenhoh, effective 10 August 2015 to the 20 November 2015.	28.7	31
10.08.15	Delegations to Staff – Add a delegation to the Asset Management Planner via email from Vivek Goel, effective 25 August 2014.	28.7	29
10.08.15	Delegations to Staff – Add a delegation to the Environmental Health/Regulatory Officer via email from Jim Ebenhoh, effective 26 January 2015.	28.7	31
10.08.15	Delegations to Staff – Increase a delegation to the Operations Manager via email from Vivek Goel, effective from new staff appointment 1 October 2015.	28.7	28
10.08.15	Change to Title of Solid Waste Engineer to Solid Waste and Development Control Officer – effective from staff appointment 16 November 2015.	28.7	29
01.10.15	Increase in delegation for Transportation Officer from \$20,000 to \$50,000	30.7	25
07.04.16	Delegations to Staff – Change of Titles as follows: “iSite Manager” to “Customer Service Manager” Corporate Planner from the Planning, Community & Environment Group to the Corporate Services Group “District Librarian” to “Library Manager” “District Building Inspector” to “Building Control Manager” Acting District Building Inspector – removed as no longer applicable “Compliance Officers” to “Building Control Officers” & “Building Control and Quality Officer”	28.7 28.7 28.7 28.7 28.7 28.7	27 27 30 30 31 31
07.04.16	Staff Delegations - Change of Titles as follows: “Assistant Accountant” to “Accountant”. “iSite Manager” to “Customer Service Manager”	29.1 & 29.4 29.1	33, 36 & 44 33
11.07.16	Amend reference from “Supervisor IT Services” to “Information Services Manager”.	28.7	27
09.08.16	Increase delegation of Museum Director and Library Manager from \$2,000 to \$5,000	28.7	30
15.10.16	Delegations to Staff – Add a delegation to the HR Advisor as per signed Position Description in IEA	28.7	25
31.10.16	Amend reference from “Operations Manager” to “Transportation Manager”	28.7	27
31.10.16	Amend reference from “Field Inspections Officer” to “Transportation Officer”	28.7	27

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
24.11.16	Update to Terms of Reference – Standing Committee of Council – Finance, Audit and Risk Committee. Council Resolution of the 24.11.16	24	17
24.11.16	Financial Delegations to the Chief Executive Council put in place a \$5,000 cap on consultant spend and legal fees in the organisation, trialled on a 6 months basis, with any spend in excess of \$5,000 to be referred to the Mayor and Chair and of the Finance, Audit and Risk Committee. Council Resolution of the 24.11.16		
19.04.17	Increase delegation of Information Services Manager from \$5,000 to \$10,000	28.7	26
27.04.17	Financial Delegations to the Chief Executive The Council Resolution of the 24 November 2016 was revoked and the Consultant Spend and Legal Fees cap of \$5,000 was removed.		
23.05.17	Amend reference from “District Planner” to “Planning Manager”	28.7	31, 41
09.06.17	Add a subdelegation clause as per Pages 42 and 43 noting that the Group Manager: Planning, Community and Environment may subdelegate.	29.3	35
12.06.17	Credit Card Policy Amend reference from “Finance Manager” to “Group Manager: Corporate Services” as per email from Group Manager: Corporate Services	29	32
27.06.17	Amend reference from “Wildfoods Festival Coordinator” to Event Manager: Hokitika Wildfoods Festival	28.7	30
03.07.17	Amend reference from “Corporate Planner” to “Strategy and Communications Advisor” once new staff member commences employment in role.	28.7	26
18.12.17	Include Terms of Reference for the Dog Control Hearing Committee as adopted by Council 28.09.17	25	20
18.12.17	Add Delegation from Chief Executive to Group Managers to approve Letters of Offer and Individual Employment Agreements – Exec Team outcome.	30.2	34
18.12.17	Increase credit limit of Group Manager: Corporate Services’ card to \$10,000 to reflect actual spending limit	30.1	33
18.12.17	Amend reference from “Customer Service Manager” to “iSite Manager” to reflect split of Customer Service from the Hokitika iSite.	29.7 30.1	27 33
27.04.18	Terms of Reference – Tenders Committee – Council Resolution 26.04.18	26	22
21.05.18	Amend reference licence “Activities for which the officer is the Financial Manager” for Planning Manager, Building Control Manager and Environmental Health/Regulatory Officer – Refer email from Jim Ebenhoh 06.04.18	30.7	35
21.05.18	Amended reference from “Building Inspection Services” to “Building Control”, “Pensioner Flat Maintenance & Building Inspection Services” to “Building Control” – Refer email from Jim Ebenhoh 06.04.18	30.7	34
21.05.18	Added “Alcohol Licensing” to the list for Environmental Health/Regulatory Officer – Refer email from Jim Ebenhoh 06.04.18	30.7	34

Record of Previous Amendments to the Manual cont.

Date Amended	Amendment	Clause	Page Reference
21.05.18	Remove “Civil Defence” and “Rural Fires” from Transportation Officer – Refer email from Jim Ebenhoh 06.04.18	30.7	31
22.05.18	Add “Operations Manager” with delegated authority of \$50,000. Authorised by the Chief Executive via email 22.05.18.	30.7	31
21.08.18	Terms of Reference: Finance, Audit and Risk Committee – Updated at the Council Meeting 26.07.18	24	23
28.11.19	Amendments to the Manual after the Triennial Elections, including: <ul style="list-style-type: none"> • Council Committees and Sub-Committees • Hearings Commissioners • RMA Hearings Advisors • Commissioner Accreditation • Delegations to Staff in line with new positions and changes to existing positions in the organisation (addition of delegation to Capital Projects Manager) • RMA Delegations 	20 21 27 27 30.7 31.3.3	17 17 18 18 21-28 34
17.02.20	Increase in delegation to Building Control Manager from \$5,000 to \$10,000 as per request from Simon Bastion dated 16.02.20.	27.7	26
27.02.20	Include Terms of Reference for Standing and Subcommittees to Part III of the Delegations Manual – “Delegations to Standing Committees”	20	9
04.09.20	Appointment of Privacy Officers: <ul style="list-style-type: none"> - People and Capability Manager - Strategy and Communications Advisor - Business Analyst 	28.6	43
14.10.20	New delegation level for the role of Engineering Assistant.	27.7	25
21.10.20	Decrease in delegation for the People and Capability Manager from \$50,000 to \$10,000.	27.7	23

Record of Amendments 2021

Date Amended	Amendment	Clause	Page Reference
29.01.21	Executive Team – role titles changed for the Group Manager: Regulatory and Community Services and Planning Manager	1.1 28.3 28.3.3	3 40 42
29.01.21	Delegations to Staff – role titles changed for the Group Manager: Regulatory and Community Services and Planning Manager.	27.7	32
29.01.21	Delegations to Staff – Community Development Advisor – role moved to Regulatory and Community Services.	27.7	37
29.01.21	Delegations to Staff – Emergency Management Officer – (shared role with West Coast Regional Council) role moved to near Regulatory and Community Services.	27.7	37
29.01.21	Delegations to Staff – Engineer – Water Services renamed to Engineer 3 Waters.	27.7	34
29.01.21	Delegations to Staff – Asset Management Planner (Vacant) and Capital Projects Manager roles were removed from the manual.	27.7	36
29.01.21	Delegations to Staff – new role of Project Manager added.	27.7	35
29.01.21	Delegations to Staff – new role of Asset Manager added.	27.7	35
29.01.21	Delegations to Staff – tidy up of wording for Senior Building Control, Building Control Officers, Quality Officer roles.	27.7	36
29.01.21	Delegations to Staff – Museum Director – new role.	27.7	37
16.04.21	Delegations to Staff – Updates to delegations to Budget Managers as a result of the Change Management Process Outcomes	27.7	31
16.04.21	Change in position title from “Business Analyst” to “Information Manager”.	28.6	49
16.04.21	Update reference from “cheque authority” to “Internet Banking Authority”.	28 28.5	36 47
16.04.21	Include a delegation to the Group Manager: Corporate Services (similar to the Finance Manager delegation).	28.4	49
01.11.21	Delegations to Staff – Update to delegations for the Facilities, Property and Compliance Manager as follows: Compliance - \$5,000 Facilities - \$5,000	27.7	34
05.11.21	Update the Terms of Reference for the Committees as adopted by the Committees and Council.	20	9-26

Record of Amendments – 2022

Date of Amendment	Amendment	Clause	Page No.
05.05.22	Planning Committee: Remove Cr Kennedy and replace with Southern Ward Councillor.	20.3	15
05.05.22	Community Development Committee: Remove Cr Kennedy and replace with Southern Ward Councillor.	20.4	17
05.05.22	CE's Review Committee Add Cr Keogan to the Committee	20.5	19
05.05.22	Hokitika Wastewater Treatment Plant (WWTP) Project Oversight Subcommittee Resolved that remuneration be included for workshops and the Mayor or Chair of the Subcommittee are able to sign off Iwi representative payments.	20.7	25
05.05.22	Delegations to Staff: Group Manager: Regulatory and Community Services Increase delegation from \$50,000 to \$100,000	27.7	31
05.05.22	Delegations to Staff: Asset Manager – remove delegation Asset Strategy and Development Manager – add delegation of \$50,000	27.7	33
13.07.22	General Delegations to Senior Managers: Change reference from “appointments details form” to “Request to Recruit Form”.	28.2	37
13.07.22	Delegations to Staff: Building Control Manager Increase delegation from \$10,000 to \$20,000	27.7	34
13.07.22	Change of title: Group Manager: Regulatory and Community Services to Group Manager Regulatory and Compliance	27.7	31
13.07.22	Remove Role from Executive Team: Planning Manager	1.1 27.7	3 31
21.09.22	Delegations to Staff: Executive Assistant Increase delegation from \$5,000 to \$10,000	27.7	31
02.12.22	Update to Part III – Delegation to Standing Committees/Subcommittees as per the October 2022 Triennial Local Body Elections	20	9
02.12.22	Amend reference from People & Capability Manager to Human Resources Advisor	25.7	27
02.12.22	Remove Hearings Commissioners	26	26
02.12.22	Privacy Officers – Amend title to read Human Resources Advisor	26.7	45
02.12.22	Add a reference to Planning Team Leader	28	35
02.12.22	Warrants of Appointment (new delegation)	29	45

Record of Amendments – 2023

13.04.23	Delegations to Staff: Planning Manager Added delegation	25.7	29
13.04.23	Remove reference to Planning Team Leader	26.3.1 26.3.2	34,35
13.04.23	Delegations to Staff: Museum Director Increase delegation from \$5,000 to \$10,000	25.7	30
19.06.23	Update to GM Corporate Services title (approved by CE)	1.1 25.7 26 26.4	3 26 31 42, 43, 44
19.06.23	CE's Review Committee - update to membership (approved by Council)	20.1	9
19.06.23	Risk and Assurance Committee – update to membership (approved by Council). Included Cr Phelps as Northern Ward Councillor (result of by-election)	20.2	13
19.06.23	Cycling and Walking Subcommittee – update to membership	20.3	15
19.06.23	Hokitika Wastewater Treatment Plant Project Oversight Subcommittee – update to membership (approved by Council)	20.4	18
19.06.23	Tenders Subcommittee – update to membership (approved by Council)	20.5	21
19.06.23	Facilities, Property & Compliance Manager Increase delegation from \$5,000 to \$50,000. Approved by CE	25.7	26

Record of Amendments 2024-2025

Date Amended	Amendment	Clause	Page/s
08.07.24	Compliance Team Leader New delegation. Approved by Acting CE	25.7	35
08.07.24	isite Manager New delegation. Approved by Acting CE.	25.7	33
08.07.24	Acting Group Manager District Assets Increase delegation from \$50,000 to \$100,000. Approved by Acting CE.	25.7	31
08.07.24	Add Consenting and Compliance Committee Adopted by Council on the 27 June 2024	20.3	13-15
08.07.24	Add Council Controlled Organisation Oversight Committee Adopted by Council on the 27 June 2024	20.4	15-17
25.07.24	Community Services Manager New delegation of \$50,000. Approved by Acting CE	25.7	30-35
25.07.24	Library Manager Increase delegation from \$5,000 to \$10,000. Approved by Acting CE	25.7	30-35
25.07.24	Change in Title Group Manager Regulatory, Planning & Community Service to Group Manager Regulatory and Compliance	Various	Various
29.11.24	Quorums for Consenting and Compliance Committee and Council Controlled Organisation Oversight Committee	20.	9
29.11.24	Delete Kw Madgwick from Risk and Assurance Committee	20.2	11
29.11.24	Consenting and Compliance Committee ToR updated – June 2024 and representatives updated	20.3	13 & 15
29.11.24	Council Controlled Organisation Oversight Committee – Updated Membership as per Council Meeting	20.4	17
29.11.24	Cycling and Walking Subcommittee – Committee was disbanded on 11 November 2024.	20.5	17
29.11.24	Hokitika Wastewater Treatment Plant Project Oversight Subcommittee	20.6	19
14.05.25	Remove Delegation to Executive Team and revised delegation for Chief Executive	25.7	26
14.05.25	Add a Delegation for the Mayors Taskforce for Jobs Employment Navigator (new staff member)	25.7	28
25.06.25	Update the Regulatory and Compliance Group and Planning Department Delegations as per Council Resolution 17.04.25	26.3	Various
26.06.25	Add a delegation for a credit card for the Chief Executive as per Council Resolution 26.06.25	26.1	32
24.10.25	Amend the Senior Leadership Team name	Various	Various
24.10.25	Reference to Standing Committee has been removed due to the new Triennium and Committee Structure being development.	20	
24.10.25	Delegations to Staff – Update due to CE’s Setting Up for Success Programme of work and change in position titles and delegated authority.	25.7	Various

Record of Amendments 2026

12.02.26	Update to Privacy Officers	26.7	33
12.02.26	Addition of Committee Structure and Delegations	20	Various
12.02.26	Decrease in Credit Card limit for the Chief Executive	26.1	
12.02.26	Removal of Senior Management Accountant Delegations	26.5	
12.02.26	Rationalisation of Delegations to Staff	25.7	Various

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: Chief Executive

2025-2028 WEST COAST TRIENNIAL AGREEMENT (Mayors, Chair and Iwi)

1. Summary

- 1.1. The purpose of this report is to seek Council adoption of the 2025-2028 West Coast Triennial Agreement (**appendix 1**) and agree to the Terms of Reference (**appendix 2**).
- 1.2 [Section 15 of the Local Government Act 2002](#) (LGA 2002) requires that, no later than 1 March following each triennial general election of members, all local authorities within a region must enter into a triennial agreement covering the period until the next election.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034.
- 1.4 This report recommends that Council adopt the 2025-2028 West Coast Triennial Agreement.

2. Background

- 2.1 The triennial agreement has been prepared in accordance with, and to satisfy, the requirements of sections [14](#), [15](#) and [16](#) of the Local Government Act 2002. A copy of Section 15 of the Local Government Act 2002 is attached as **Appendix 3**.
- 2.2 The agreement is founded on the principle that the four West Coast Councils - Buller District Council, Grey District Council, West Coast Regional Council and the Westland District Council – commit to working together for the good governance of their towns, districts and the region, by acting collaboratively and ensuring that issues in common are determined, in a manner that is inclusive and avoids unnecessary duplication.
- 2.3 The agreement ensures appropriate levels of consultation and coordination are maintained between West Coast local authorities.
- 2.4 Through the Mayors, Chairs and Iwi Forum, the parties agree to work collaboratively to:
 - Identify, deliver and fund facilities or services that benefit more than one district;
 - Develop and implement joint governance arrangements and associated terms of reference;
 - Maintain this commitment, and in the event of one of the parties making a decision that is inconsistent with this commitment, the party will advise the other parties of the inconsistent decision and the reasons for it.

2.5 The agreement was endorsed unanimously at the Mayors, Chairs and Iwi Forum on 19 February 2026 with Kw Madgwick, Kw Tumahai, and Development West Coast Chair Sam MacDonald present.

3. Current Situation

3.1 Each Mayor and Chair of the West Coast Regional Council are now seeking endorsement of the agreement from their respective Councils. Once adopted, the Mayors and Chair will sign the agreement.

4. Options

4.1. Option 1: Adopt the Triennial Agreement (Recommended).
Adopt the 2025-2028 West Coast Triennial Agreement.

4.2. Option 2: Do not adopt the Triennial Agreement.
Decline to adopt the agreement.

5. Risk Analysis

5.1. Adoption by 1 March 2026 ensures compliance with statutory requirements, mitigating the risk of Council failing to meet its legislative obligations.

5.2. The meeting will act as a collective, and no member will have the delegation to act on behalf of the group unless specifically mandated to do so by the meeting on a case-by-case basis.

6. Health and Safety

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

7. Significance and Engagement

7.1. This matter has been assessed as low significance under the Council's Significance and Engagement Policy.
7.1.1. As this is a matter of legislative compliance, no public consultation is required.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1 – Adopt the Agreement and Terms of Reference**

8.1.1 Adoption enables the four local authorities, Iwi, and Development West Coast to work collaboratively and ensures Council meets the 1 March 2026 statutory timeframe.

8.1.2 There are no financial implications associated with this option.

8.2. **Option 3 – Do Not Adopt the Agreement**

8.2.1. Failure to adopt the agreement by 1 March 2026 would result in Council not meeting its statutory obligations.

8.2.2. There are no financial implications associated with this option.

9 Preferred Options and Reasons

9.1 The preferred option is Option 1.

9.2 Adoption ensures compliance with legislative requirements and positions Council to continue active participation in regional collaboration and decision-making.

10 Recommendations

10.1 That the report be received.

10.2 That Council adopts the 2025-2028 West Coast Triennial Agreement.

10.3 That the Council agrees to the Terms of Reference.

10.4 That Council endorses the Mayor signing the agreement on behalf of Westland District Council.

Barbara Phillips
Chief Executive

Appendix 1: 2025-2028 West Coast Triennial Agreement

DRAFT

2025 – 2028 West Coast Triennial Agreement

Our purpose

This triennial agreement has been prepared in accordance with, and to satisfy, the requirements of sections 14, 15 and 16 of the Local Government Act 2002.

The parties to this agreement commit to working together for the good governance of their towns, districts and the region, by acting collaboratively and ensuring that issues in common are determined in a manner that is inclusive and avoids unnecessary duplication.

This agreement will ensure appropriate levels of consultation and coordination are maintained between the local authorities of the West Coast, and between individual local authorities as might be notified.

The Agreement

The parties:

- Buller District Council;
- Grey District Council;
- Westland District Council;
- West Coast Regional Council;
- Te Rūnanga o Ngāti Waewae;
- Te Rūnanga o Makaawhio;
- Development West Coast

agree to work in good faith together for the good governance of their localities and the region, noting that Te Rūnanga o Ngāti Waewae, Te Rūnanga o Makaawhio, and Development West Coast do not fall under the Local Government Act 2002..

As signatories to this agreement, each party will ensure:

- Early notification to affected parties, through the distribution of draft documentation, of major policy discussions which may have implications beyond the boundaries of the decision making authority;
- The application of a 'no surprises' policy whereby early notice will be given over disagreements between parties concerning policy or programmes before key public announcements are made;
- They refrain from expressing criticism of each other publicly, through the media or any other form. While it is accepted that disagreements will occur from time to time, it is preferable to deal with the issues by open discussion between the parties rather than via the media;
- They support opportunities for involvement by affected parties in the development of policies or plans that have inter-jurisdictional or cross boundary implications, including the identification of outcomes and priorities;
- That where practicable, processes for engaging with communities and agencies in order to identify community outcomes, and prioritise these outcomes, are undertaken jointly or in a collaborative manner which avoids unnecessary duplication; and
- They support opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.

A commitment to working together collaboratively

The parties agree to work together collaboratively and cooperatively, through the Mayors, Chairs and Iwi forum, as a means to improve effectiveness and efficiency, and to, in particular:

- Identify, deliver and fund facilities or services that benefit more than one district;

- Develop and implement joint governance arrangements and associated terms of reference;
- Maintain this commitment, and in the event of one of the parties making a decision that is inconsistent with this commitment, the party will advise the other parties of the inconsistent decision and the reasons for it.

This commitment to working together collaboratively reflects section 15 of the Local Government Act and all parties will, through the Mayors, Chairs and Iwi forum, annually review their compliance with these provisions.

The Mayors, Chairs and Iwi forum will be guided by the Terms of Reference attached. Meetings between staff will occur as necessary to achieve communication and coordination on issues identified in the agreement.

Scope and Issues

The parties agree that, in addition to the general obligations under this agreement to consult, they will develop common approaches on the following issues identified as priorities for the region:

- Regional Deals
- Opportunities to attract investment in the West Coast
- Implementing the Te Tai Poutini Plan
- Legislation reform, including but not limited to:
 - o Three Waters, including local water done well
 - o RMA Reform
 - o Local Government Reform
- Civil Defence & Emergency Management
- Te Whanaketanga 2050 Strategy – in collaboration with DWC

Existing joint governance arrangements include:

- Flood Protection Joint Committees – Westport, Greymouth, Hokitika, Franz Josef
- West Coast Emergency Management Group
- Te Tai Poutini Plan
- Regional Transport Committee

Significant new activities proposed by the West Coast Regional Council

The parties agree that should the West Coast Regional Council, or its Council Controlled Organisations, wish to undertake a significant new activity, or undertake an activity currently undertaken or proposed to be undertaken by one or more of the other parties, the West Coast Regional Council will consult with the other parties as required by section 16 of the Local Government Act.

Servicing

The parties agree that responsibility for servicing this agreement will be undertaken by the West Coast Regional Council. This includes providing those secretarial services as required, including but not limited to:

- Coordination of meeting dates, agendas and meeting papers;
- Drafting of communications material including media releases; and,
- Development of strategic documentation.

Delegations

The meeting will act as a collective and no member will have the delegation to act on behalf of the Group unless specifically mandated to do so by the meeting on a case-by-case basis.

Submissions, or other correspondence, will be on the letterhead displaying the logos of the four Councils, and where appropriate, those of Development West Coast, Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio. They are to be signed by the Mayors and Chairs.

Agreement to review

The parties agree to review the term of this agreement within four (4) weeks of a request by one of the parties made in writing to the local authority delegated responsibility to service this Agreement.

Resolving disagreement

In the event of a disagreement over the terms of this agreement, the parties agree to refer the issue to a mediator appointment by the President of Local Government New Zealand.

Authority

This agreement is signed on this 27th day of February 2026, by the following on behalf of their respective authorities.

Party

Signature

Buller District Council

.....

Mayor Chris Russell

Grey District Council

.....

Mayor Tania Gibson

Westland District Council

.....

Mayor Helen Lash

West Coast Regional Council

.....

Chair Colin Smith

Te Rūnanga o Ngāti Waewae

.....

Chair Francois Tumahai

Te Rūnanga o Makaawhio

.....

Chair Paul Madgwick

Development West Coast

.....

Chair Sam MacDonald

West Coast Mayors, Chairs and Iwi Forum

Terms of reference

1. Objectives

- a. To enact the 2025-2028 West Coast Triennial Agreement
- b. To provide a forum to enable West Coast leaders to work more collaboratively with each other, central government and other key sectors to:
 - i. enhance the social, cultural and environmental wellbeing of the region; and
 - ii. increase the economic prosperity of the region;
- c. To identify and prioritise issues of mutual concern and promote co-operation, co-ordination and collaboration to address these issues (including where appropriate joint work plans).
- d. To formulate policies and strategies on matters where all member organisations may act collaboratively in determining plans for the co-ordination of regional growth.
- e. To increase the efficiency and effectiveness of local government through various opportunities, including but not limited to identification and implementation of shared service initiatives, to meet the needs of West Coast communities.
- f. To act as an advocate to central government, or their agencies or other bodies, on issues of concern to members.

2. Principles

- a. In pursuit of these objectives the West Coast Mayors, Chairs and Iwi Forum will observe the following principles:
 - i. Forum members are to work both collaboratively and collegially on agreed initiatives and projects. In any situation whereby a member cannot agree to participate in this manner, that member will acknowledge this conflict noting that their involvement in the Forum will be limited to the specific initiatives and projects they can support until matters are resolved to the satisfaction of other Forum members.
 - ii. Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
 - iii. Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
 - iv. Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.
 - v. Exercise its functions with due regard to cultural diversity of the West Coast community.
 - vi. Keep the local community informed about its activities by proactively releasing information about key projects in a timely manner, as agreed by the member organisations.
 - vii. Encourage member organisations to promote and apply cross-boundary structures and systems.
 - viii. Establish a provision for reporting back to its respective member organisations.

3. Powers

The West Coast Mayors, Chairs and Iwi Forum does not have the power to legally bind any council, or member organisation, to any act or decision unless that act or decision has been agreed to by decision of that council or member organisation.

4. Membership

- a. Membership of the West Coast Mayors, Chair and Iwi Forum shall be open to the following organisations and Mana Whenua:
Buller District Council
Development West Coast
Grey District Council
Te Rūnanga o Ngāti Waewae
Te Rūnanga o Makaawhio
West Coast Regional Council
Westland District Council
- b. Each member council shall be represented by its Mayor (or Chair in the case of Development West Coast, the West Coast Regional Council and Mana Whenua) and supported by its Chief Executive.
- c. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Deputy Chair. On occasions where the Chair of Development West Coast or respective Runanga cannot attend, they may be represented by their respective Deputy Chair or another delegate of their choosing.
- d. The West Coast Mayors, Chairs and Iwi Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis.

5. Meetings

- a. Meetings will be held on a quarterly basis over the calendar year.
- b. Special meetings may be called at the request of at least two members.
- c. The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.
- d. Agendas for meetings will be issued and action points noted. No minutes will be taken.
- e. The Chair of each meeting will be determined by the location of the meeting, i.e. the District the meeting is being held. If the meeting is being held in the West Coast Regional Council offices, the presiding chair will be the chair of the West Coast Regional Council.
- f. A summary of each meeting, suitable to be tabled at the public section of a Council meeting, will be drafted by the Secretariat. The release of the summary will only be distributed with the agreement of all Forum members. This includes distribution to Forum member's respective organisations.

6. Decision making

- a. The practice of the Forum will be to determine issues before it by consensus.
- b. If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor or Chair or their nominated representative.

7. Public release of information

The release of public information, such as a media release, from the meeting will only occur with the agreement of all Forum members.

8. Administration and Secretariat Support

- a. The West Coast Regional Council will act as Secretariat for the Forum with the following roles and responsibilities:
 - i. Schedule quarterly meetings for the coming year in the December prior, including the venue;
 - ii. Coordinate the compilation of the Agenda, including guest presenters
 - iii. Prepare an update following the forum in a form that is suitable for release at public meetings of the Forum members.

9. Hosting Responsibilities

- a. The meeting host is responsible for the following:
 - i. Room bookings and technological support
 - ii. Catering
 - iii. Coordination of, and assistance to, guest presenters.

Subpart 3—Co-ordination of responsibilities of local authorities

15 Triennial agreements

(1)

Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement under this section covering the period until the next triennial general election of members.

(2)

An agreement under this section must include—

(a)

protocols for communication and co-ordination among the local authorities; and

(b)

a statement of the process by which the local authorities will comply with [section 16](#) in respect of proposals for new regional council activities; and

(c)

processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than 1 district.

(3)

An agreement under this section may also include—

(a)

commitments by local authorities within the region to establish or continue 1 or more joint committees or other joint governance arrangements to give better effect to 1 or more of the matters referred to in subsection (2); and

(b)

the matters to be included in the terms of reference for any such committees or arrangements, including any delegations.

(4)

An agreement under this section may be varied by agreement between all the local authorities within the region.

(5)

An agreement under this section remains in force until it is replaced by another agreement.

(6)

If a decision of a local authority is significantly inconsistent with, or is expected to have consequences that will be significantly inconsistent with, the agreement under this section that is currently in force within the region, the local authority must, when making the decision, clearly identify—

(a)

the inconsistency; and

(b)

the reasons for the inconsistency; and

(c)

any intention of the local authority to seek an amendment to the agreement under subsection (4).

(7)

As soon as practicable after making any decision to which subsection (6) applies, the local authority must give to each of the other local authorities within the region notice of the decision and of the matters specified in that subsection.

Section 15: replaced, on 8 August 2014, by [section 9](#) of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: Chief Executive

FUNDING OF WATER SERVICE CCO SETUP COSTS

1. Summary

- 1.1 The purpose of this report is to seek Council's endorsement of the proposed setup and establishment approach, including budgetary, of the Water Services Council Controlled Organisation (WSCCO), put forward by Buller District Council as the administrative council.
- 1.2 The WSCCO will be equal parts funded by Buller, Grey, and Westland District Councils with Buller District Council holding the administrative burden, including debt funding, however financial decisions remain joint between each participating council.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034.
- 1.4 This report recommends that Council endorse the setup budget of \$5 million for the WSCCO as proposed in **Appendix 1**, provided by Buller District Council.

2. Background

- 2.1. The report has come before Council because the Buller, Grey and Westland District Councils have agreed to jointly establish a CCO to deliver future water services for the West Coast. The Water Services Delivery Plan (WSDP) including the proposed budget of \$5m for this arrangement was approved by the Secretary of Local Government on 18 November 2025.

3. Current Situation

- 3.1. The CCO setup and establishment phase for the CCO has commenced, with the intention that the organisation will be operational by 1 July 2027. The estimated cost of the setup activities is \$5 million.
- 3.2. A copy of the report from Buller District Council is attached as **Appendix 1**.

4. Options

4.1. Option 1:

Endorse the setup and establishment funding approach and budget of \$5 million for the WSCCO and agree to fund Council's one-third share of the associated debt. This option acknowledges that the setup costs

will initially be debt-funded by Buller District Council, with that debt transferring to the CCO upon incorporation (anticipated to occur on 1 July 2027).

4.2. Option 2: Do not approve setup funding and establishment costs.

5. Risk Analysis

5.1 Risk has been assessed, and budgets are always subject to risk of being overspent, but the following should be noted about the setup estimate of \$5 million that will limit the risk of an overspend:

- The estimate has been prepared at the higher end for this type of work.
- A contingency allowance of 10% is included.
- Loan funding will only be raised as required with the maximum lending value not reached until June 2027.
- An allowance for the management team and their overhead costs from August.
- An allowance for licences for new IT systems, although a more likely approach initially will be to continue to use existing Council systems due to their proven track record and known costs. The New Zealand Water Services Industry, over the coming years, will develop new IT systems, and the CCO will be able to make decisions on future systems based on the success or failure of other water service entities that have greater budget and scope to be earlier developers/funders of new systems.
- Once the management team is appointed, it is expected that they will be able to take over the work programme from consultants and contractors engaged for the initial setup phase.
- Strengthened the governance, reporting and management framework of the WSCCO.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as low.

7.1.1. No external engagement has been undertaken, as the decision forms part of implementing the approved Water Services Delivery Plan.

7.1.2. Internal engagement has taken place with the three Chief Executives of the respective Councils and the relevant staff involved in preparation of the WSDP.

8. Assessment of Options (including Financial Considerations)

8.1 Option 1 – Approve the setup funding and establishment costs.

8.1.1 An allowance and explanatory narrative will be included in the three Councils' Draft 2026/2027 Annual Plans, acknowledging their commitment to the setup funding. The CCO will assume responsibility for the funded setup costs upon incorporation on 1 July 2027.

8.2 Option 2 – Do not approve setup funding and establishment costs.

8.2.1 There is a short-term financial benefit in not approving the funding, as no expenditure would be incurred.

8.2.2 However, the three District Councils would be in breach of the approved Water Services Delivery Plan (WSDP) if they do not proceed with the setup and establishment of the Water Services Council-Controlled Organisation (WSCCO).

8.2.3 Failure to implement the WSDP would also result in statutory compliance issues for the Councils.

9 Preferred Options and Reasons

9.1 The preferred option is Option 1: Approve the funding approach for setup and establishment.

9.2 Option 1 is preferred because it enables the WSCCO setup to progress as planned and ensures alignment with the approved WSDP.

10 Recommendations

10.1 That the report be received.

10.2 That Council endorses the setup approach and budget of \$5 million for the Water Services CCO.

10.3 That Council agrees to fund its one-third share of the debt required for setup costs.

10.4 That Council acknowledges the setup costs will initially be debt-funded by Buller District Council, with this debt transferring to the CCO upon incorporation, anticipated to occur on 1 July 2027.

Barbara Phillips
Chief Executive

Appendix 1: Funding of Water Service CCO Setup Costs

BULLER DISTRICT COUNCIL

DATE

AGENDA ITEM: XX

Prepared by - Douglas Marshall
Finance Lead for West Coast Water Services Council Controlled Organisation establishment

Reviewed by - Simon Pickford
Chief Executive Officer

Attachments - No

TITLE OF REPORT – FUNDING OF WATER SERVICES COUNCIL CONTROLLED ORGANISATION (WSCCO) SETUP COSTS

EXECUTIVE SUMMARY

- The setup of the water services Council Controlled Organisation (COO) is proceeding
- The estimated setup cost is \$5 million, which was included in the Water Services Delivery Plan
- Funding of this cost ultimately will be the responsibility of the CCO, but that responsibility cannot be transferred until the CCO is incorporated and operational from 1 July 2027
- The councils don't have surplus cash to provide for the 18-month period from January 2026 to 30 June 2027 to fund the setup costs unless they raise debt
- The Local Government Funding Agency (LGFA) have agreed to lend to one of the West Coast Council's for the set-up costs noting that this debt will transfer to the CCO
- Buller as the admin council for the transition period have offered to raise the debt as part of their admin role. They will be funded for all setup costs incurred and interest cost incurred with the debt raising.

DRAFT RECOMMENDATION

That Council...

- (1) *Endorses the setup budget of \$5 million for the water services council controlled organisation*

(2) Approves:

- (a) *Its 1/3 share of the debt funding for the setup costs as per the heads of agreement adopted when the Water Services Delivery Plan was approved in August 2025.*
- (b) *that the CCO setup costs will initially be debt funded by Buller District Council with the debt transferring to the water services council-controlled organisation from date of operational activity which is expected to be 1 July 2027.*
- (c) *that Buller District Council is the council identified in the heads of agreement as responsible for the administrative matters which will include the raising of debt funding.*

BACKGROUND

Introduction

Buller, Grey and Westland District Councils have agreed to form a CCO for future water service delivery on the West Coast. Their Water Services Delivery Plan (WSDP) was approved by the Secretary of Local Government on 18 November 2025.

The CCO setup and establishment phase has commenced which will have the CCO operational by 1 July 2027. The activities to be completed have an estimated cost of \$5 million and are documented further in this report.

Consultants and contractors will undertake the setup work over the coming months as most of the activities can't be undertaken by council staff who are fully committed in their day-to-day work or the work has a specific expertise that staff don't have.

Once the Board of Directors and the CCO management are in place, they will start to take over the setup work.

The Department of Internal Affairs (DIA) provided (July 2025) financial assistance to the value of \$250,000 for the Water Services Delivery Plan (WSDP) preparation and initial CCO setup & establishment. The balance of the estimated setup cost of \$4,750,000 needs to be funded until June 2027 but neither of the 3 councils have adequate cash balances currently to fund this level of establishment cost up until July 2027. It is important to note that the loan funding will only be raised as required with the maximum lending \$ value not reached until June 2027.

The approved WSDP anticipated that the setup costs would need to be funded initially by the 3 councils until the WSCCO was incorporated. This report seeks approval as to how this funding will be provided.

Funding for the Setup and Establishment costs

The approved WSDP includes an estimated cost of \$5 million to establish the CCO which noted that this cost will be funded by way of debt raised by the CCO from 1 July 2027.

This \$5 million was not included in any of the 3 councils 2025-2034 LTP's which were adopted in late June 2025 as the decisions by each of the 3 councils to form the WSCCO were not made until either late June or July 2025, after the individual LTP's were adopted.

But the CCO can't physically raise debt or even open a bank account to pay contractors/suppliers etc until the CCO is incorporated as a company. The CCO also requires the councils to have transferred over the ownership of assets and ability to generate income to pay for costs such as the setup of the CCO.

The 3 council CFO's have considered how the setup funding could be provided from their own financial resources. All agree that setup funding needs to be supported although preferably not from their own council cash resources.

The heads of agreement (HoA) outlines the roles and processes required to establish the WSCCO including the role of the Buller District Council (BDC) being responsible for the administrative matters relating to the establishment of the water services council-controlled organisation.

The Buller District Council CE as the administration council lead is the accountable role to ensure process deliverables and objectives are met (as per HoA 3.3(a(i – iv)))

Buller, Grey and Westland CEs will jointly be accountable for maintaining an overview of contract management and delivery, this will be escalated to Mayors as required.

BDC's role includes the procuring and entering into contracts for services, the processing and paying of invoices, and reporting framework.

The administrative role, does not, but needs to acknowledge that BDC will arrange the debt funding on behalf of the three councils. The recommendation to this report adds the arrangement of debt funding as an administrative role.

Financial decisions remain a joint responsibility of Buller, Grey and Westland District Councils during the transition period as documented in the HoA.

Once the board of directors are appointed, they will work with the transitional team to complete the setup and establishment phase.

An approach has been made to the LGFA requesting them to provide a debt facility. The West Coast councils are not alone with this cash challenge as the following note was issued by the LGFA to the Local Government sector in mid-December 2025:

- *LGFA's preferred position is to commence lending to a water CCO once it has acceded to LGFA's multi-issuer deed and the water assets have been transferred from councils to the water CCO. At this point the water CCO will then be able to generate revenue.*
- *But until this point LGFA is willing to provide councils with financing for the establishment costs of their water CCO. Once the water CCO can borrow from LGFA, the water CCO will be able to repay the council for the establishment costs.*

Based on the above LGFA statement, the CCO setup financial lead has approached the LGFA regarding the above debt raising facility and the LGFA have advised that they will allow Buller, on behalf of the 3 councils, to borrow for the CCO setup costs noting that the loan will transfer to the CCO on incorporation. The debt when paid back by the CCO on incorporation will include the cost of any interest costs incurred by Buller.

The 3 councils are now being asked to approve this borrowing arrangement noting that BDC will include appropriate budgets for costs and debt funding in its 2026/2027 draft annual plan. Grey and Westland will need to document this arrangement as well in their draft annual plans, thus reflecting the joint responsibility for the setup of the CCO.

Setup and establishment cost budget to 30 June 2027

Description	Narrative	Budget
Consultancy/ contractor support	Program/project management, legal, communications, engineering and finance support	\$1,619,000
Governance	Board of Directors costs from when board appointed in May 2026, recruitment costs of board and CEO, secretarial and technical support for the board	\$536,667
CCO management	Cost of CCO management from CEO appointment August 2026, balance of management team appointed October 2026, overheads costs	\$1,171,875
IT systems	Review and assessment of IT system options for the CCO. Allowance for IT hardware and software licensing costs for selected systems.	\$650,000
Plant & Equipment	Vehicles, plant and misc equipment for management and staff. Assets will be purchased from councils where appropriate.	\$462,000
Contingency	Allowance of 10% contingency	\$454,430
Interest cost for debt	Estimate for loan costs for the debt facility arranged for the setup costs	\$112,794
TOTAL		\$5,006,766

Principles for managing setup and establishment costs

The following principles have the objective of **minimising the cost for the 3 councils and the WSCCO** during the setup period.

1. The WSCCO should be a fast follower. The experiences of other WSCCO's further ahead in the implementation journey, should be sought and considered as to what are the best systems/practices for a WSCCO. We don't need to reinvent the wheel. This approach will save time and money, but we should be prepared to share costs with other WSCCO's where appropriate.
2. The WSCCO should consider contracting back-office services when appropriate as opposed to employing these services in house. Contracting such services could very well be with the 3 councils. A definition as to what we mean by back-office v front office will be prepared
3. The WSCCO, and the 3 councils, should share services with each other plus the regional council wherever appropriate,

4. Give certainty to the 3 council's staff directly involved in the water services currently of their options to be employed in the new WSCCO as soon as practical
5. Equally, having similar discussions with the various locally based west coast contractors who provide waters services to the 3 councils as to certainty of future work
6. Opportunities to bulk up contracts for the WSCCO prior to 1 July 2027 should be identified and implemented.
7. As the SLT are employed by the WSCCO, they should be taking over work from consultants wherever possible

Actual costs year to date (YTD) to 31 December 2025

Setup and establishment costs 1 July 2025 to 30 June 2027 for West Coast Water Services CCO					
	Costs YTD 30 September 2025	Budget YTD 30 September 2025	Costs YTD 31 December 2025	Budget YTD 31 December 2025	Total Budget to 30 June 2027
Consultancy/contractor support	\$164,287	\$130,000	\$250,589	\$305,000	\$1,619,000
Governance - Board of Directors	\$0	\$0	\$0	\$0	\$536,667
CCO Management	\$0	\$0	\$0	\$0	\$1,171,875
IT systems - reviews and implementation	\$0	\$0	\$0	\$0	\$650,000
Plant & Equipment purchase	\$0	\$0	\$0	\$0	\$462,000
Sub total before contingency	\$164,287	\$130,000	\$250,589	\$305,000	\$4,439,542
Contingency	\$0	\$13,000	\$0	\$30,632	\$454,430
Sub total before interest	\$164,287	\$143,000	\$250,589	\$335,632	\$4,893,972
Interest cost	\$687	\$598	\$1,735	\$2,599	\$112,794
Total Costs	\$164,974	\$143,598	\$252,323	\$338,231	\$5,006,766
DIA Funding received 3 July 2025	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Debt funding by CCO from 1 July 2027					\$4,756,766

OPTIONS

Option 1 – Status Quo

The “do nothing” option.

Advantages

- There is a short-term benefit of not approving the funding in that no expenditure occurred

Disadvantages

- The 3 councils will be in breach of the WSDP that has been approved by not proceeding with setup and establishment of the WSCCO
- Not implementing the WSDP has statutory compliance implications

Option 2 – Approve the recommendation for setup funding

Advantages

- Allows the next stage of WSCCO setup to proceed

Disadvantages

- there are no perceived disadvantages of proceeding

RECOMMENDED OPTION

Option 2 which allows the setup and establishment of the WSCCO to proceed as expected in the approved WSDP.

NEXT STEPS

An allowance/narrative will be provided in the 3 council's draft 2026/2027 annual plan acknowledging their responsibility for the setup costs and that the setup cost will be funded by the CCO from incorporation by 1 July 2027 at the latest.

CONSIDERATIONS

Strategic Impact

This report supports the budget for the setup and establishment of the water services CCO. The CCO delivery approach has been subject to a specific legislative approval process.

Significance Assessment

This report is assessed as being of high importance as it supports decisions the 3 councils have had to previously make in meeting legislative obligations for future water services delivery.

If the recommendations are not adopted, then the establishment of the multi CCO will be delayed which has consequences for being able to establish the multi CCO by 1 July 2027.

Risk Management Implications / Opportunities

This report is part of the process of establishing the multi CCO for the 3 West Coast Council's.

Budgets are always subject to risk of being overspent but the following should be noted about the setup estimate of \$5 million that will limit the risk of an overspend:

- The estimate includes a contingency of 10%
- An allowance for a management team and their overheads costs from August which may not commence until after this date
- An allowance for licences for new IT systems although, where possible, we will continue to use existing council systems due to their proven track record and known cost. The New Zealand water services industry over the coming years will develop new IT systems and our CCO will be able to make decisions on future systems based on the success or not of other water service entities that have greater budget and scope to be earlier developers/funders of new systems.

Engagement – external

There has been no external engagement as this decision is one being made as part of implementing the WSDP.

Engagement – internal

Internal engagement on this required decision has occurred with the 3 council CEO's and the various council staff who have been involved with the WSDP preparation.

Policy & Legislative Considerations

There are no policy decisions as the decision to adopt the WSDP was the policy decision made under the relevant Local Water Done Well legislation.

Māori Impact Statement

This decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions.

Financial Considerations

Some of the costs referred to in this report as setup and establishment costs will continue after 1 July 2027 as they are annual operating costs. eg Board of Directors, Management team, IT licences. Such costs are budgeted as operating costs from 1 July 2027 in the WSDP.

These operating costs need to be allowed for as setup costs as they are not included currently in any of the council's operating costs to 30 June 2027.

Communication Internal / External

Regular updates on the activities of the CCO will be made to elected members and the community as the setup process proceeds. Updates to the staff involved in water activities are made by the CCO setup team and the 3 CEO's as appropriate.

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: General Manager – Regulatory and Compliance

Proposed Alcohol Restriction Bylaw 2026

1. Summary

- 1.1 On 18 December 2025, Council resolved to consult on the proposed Alcohol Restrictions Bylaw 2026, in accordance with the Local Government Act 2002.
- 1.2 Public consultation was undertaken from 24 December 2025 to 30 January 2026.
- 1.3 One submission was received in support of the proposed bylaw.
- 1.4 The purpose of this report is for Council to consider the adoption of the Alcohol Restriction Bylaw 2026.

2. Background

- 2.1 Council had previously adopted the Alcohol Control Bylaw 2018.
- 2.2 The Local Government Act 2002 requires Council to review a bylaw no later than five years after the date on which it was made.
- 2.3 Further to this, if a review is not undertaken within two years of this timeframe i.e. seven years in total, then the bylaw is revoked.
- 2.4 The Alcohol Control Bylaw 2018 was revoked on 2 July 2025.
- 2.5 On 18 December 2025, Council resolved to undertake public consultation of a proposed Alcohol Restriction Bylaw 2026, to reinstate the limited restrictions regarding alcohol consumption in public places during specified times or locations.
- 2.6 Public consultation was undertaken from 24 December 2025 until 30 January 2026.

2.7 One submission was received from the public, supporting the proposed reinstatement of the bylaw. The submitter advised they did not wish to speak to their submission. Consequently, a hearing is not required.

2.8 In addition, Council staff met informally with a representative from the Ministry of Health, to discuss minor editorial amendments to assist the understanding and interpretation of the bylaw.

2.9 These amendments are:

a) The interpretation of 'alcohol control resolution' referred to clause 4.1, which should have been clause 6.1.

b) Clause 3 has been amended to provide further clarity, from:

The purpose of this bylaw is to restrict the possession and consumption of alcohol in public places where Council is concerned that the possession of alcohol, whether generally or over a specified period may result in a high level of crime or disorder.

The bylaw now reads:

The purpose of this bylaw is to reduce alcohol-related harm, damage, disorder and crime and to improve community safety by putting alcohol restrictions in some public places.

This bylaw provides for alcohol restriction areas where people, within the specified areas, times and days, are not allowed to:

- *Consume alcohol in a public place.*
- *Bring open containers of alcohol into a public place, whether in a vehicle or not.*
- *Possess alcohol in a public place, whether in a vehicle or not.*

Please note that a breach of an alcohol restriction area is an offence and that the police may issue an infringement notice (instant fine).

c) Clause 5.2 (d) was amended to clarify details regarding the consumption, bringing of alcohol or possession alcohol in a vehicle within a public place from:

Every person shall comply with the terms of an alcohol control resolution prohibiting, regulating or otherwise controlling:

(a) the consumption of alcohol in a public place; or

(b) the bringing of alcohol into a public place; or

(c) the possession of alcohol in a public place; or

(d) in conjunction with a prohibition relating to alcohol under paragraphs (a) to (c) of this clause 5.2, the presence or use of a vehicle in a public place.

The bylaw now reads:

Every person shall comply with the terms of an alcohol control resolution prohibiting, regulating or otherwise controlling:

(a) the consumption of alcohol in a public place; or

(b) the bringing of alcohol into a public place; or

(c) the possession of alcohol in a public place; or

(d) the presence or use of a vehicle in a public place in conjunction with paragraphs (a) to (c) of this clause 5.2.

d) Schedule and associated Maps

1. The word '*exemptions*' in point 1 of the schedule was amended to '*exclusions*' for consistency of language with the bylaw, clause 7.

Clarity of the wording in the schedule and consistency of language provide the following amendments:

2. Map A is the '*permanent alcohol restriction area*', with a simplified description from:

All that area consisting of public places, including legal roads and public reserves, more particularly described as bounded by the following:

Commencing at a point on the Mean High Water Mark at Sunset Point, then in a northerly direction along the Mean High Water Mark to a point in line with the northern boundary of RS 6659 (Walker Park) then south-easterly to a point that meets with a line which is the extension of the east side of Brittan Street, then south-westerly along that line and along the eastern side of Brittan Street to the true right bank of the Hokitika River thence westerly generally along the true right bank of the Hokitika River to the Mean High Water Mark to the point of commencement, as delineated and shown on the attached map marked "A".

All that area of public reserve described as RES 495 (Cass Square) and shown on the attached map marked "A".

The Bylaw now reads:

Map “A” Permanent Alcohol Restriction Area

All the area shown outlined in red on Map A consisting of public places, legal roads and public reserves, bounded by the following:

Sunset point along the beach to the northern boundary of Walker Park, east to Brittan Street, then Brittan Street to the northern bank of the Hokitika River. Along the bank of the Hokitika River to Sunset point.

The permanent ban covers the area bounded by both sides of the following streets.

All of Cass Square also shown on the attached map marked “A”.

3. Map B is the ‘temporary alcohol restriction area’ with a simplified description from:

Commencing at a point on the Mean High Water Mark in line with the north side of Richards Drive, then in a south-easterly direction along the north side of Richards Drive and its continuation across Fitzherbert Street to the western boundary of the Hokitika Cemetery, then south-westerly then south-easterly along the boundary of the Hokitika Cemetery to the western boundary of the Hokitika Airport, thence generally south-westerly and south-easterly along the boundary of the Hokitika Airport to the northern boundary of the Hokitika Racecourse, then south-westerly, north-westerly, south-westerly and south-easterly generally along the boundary of the Hokitika Racecourse to a point in line with the eastern side of Town Belt East, thence south-westerly along the eastern side of Town Belt east and its continuation to the true right bank of the Hokitika River, thence westerly generally along the true right bank of the Hokitika River to the Mean High Water Mark, thence northerly generally along the Mean High Water Mark to the point of commencement as delineated and shown on the attached map marked “B”.

The Bylaw now reads:

Map “B” Temporary Alcohol Restriction Area

All the area shown in the orange outline.

The temporary alcohol restriction covers the area bounded by both sides of the following streets.

From the Beach along Richards Drive, to Fitzherbert Street to the western boundary of the Hokitika Cemetery, along the boundary of the Hokitika Cemetery and the western boundary of the Hokitika Airport, Airport drive, Alpine view, Race Course Terrace Rise subdivision, Hauhau Road, Town Belt East. Gibson Quay along the bank of the Hokitika River back along the riverbank to Sunset point then along the beach to Richards Drive.

4. The bylaw also has a new heading of ‘excluded areas’ of specified places for clarity in the schedule.

3 Options

3.1 Option 1 – Council approves the Alcohol Restriction Bylaw 2026.

3.2 Option 2 – Council does not approve the proposed Alcohol Restriction Bylaw 2026.

4 Risk Analysis

4.1 A risk assessment has been considered, and without a bylaw, the Police and Council staff cannot effectively restrict the consumption, possession or bringing of alcohol into public places to prevent high levels of crime or disorder caused or made worse by alcohol consumption.

5 Health and Safety

5.1 Health and Safety has been considered, and there are potentially increased health and safety risk aspects to the wider community when alcohol is unrestricted at certain times and locations.

6 Significance and Engagement

6.1 The level of significance has been assessed as high in accordance with the Significance and Engagement Policy, as there was a statutory requirement for public consultation.

7 Assessment of Options (including Financial Considerations)

7.1 Option 1 – approve the Alcohol Restriction Bylaw 2026.

7.2 A bylaw will provide the Police and Council staff a mechanism to effectively restrict the consumption, possession or bringing of alcohol into public places to prevent high levels of crime or disorder caused or made worse by alcohol consumption.

7.3 Option 2 – do not approve the Alcohol Restriction Bylaw 2026.

7.4 Without a bylaw, the Police and Council staff cannot effectively restrict the consumption, possession or bringing of alcohol into public places to prevent high levels of crime or disorder caused or made worse by alcohol consumption.

7.5 There are minor financial considerations regarding the public notification costs which will be met through the current budgets.

8 Preferred Option(s) and Reasons

8.1 Option 1 is preferred, as a bylaw will provide Police and Council staff with an effective mechanism to restrict the consumption, possession, or bringing of alcohol into public places, helping to prevent crime or disorder that may be caused or exacerbated by alcohol.

9 Recommendations

9.1 That the report be received.

9.2 That Council approves the Alcohol Restriction Bylaw 2026 to commence on 6th March 2026.

Lee Webster
General Manager - Regulatory and Compliance

Appendix 1: Alcohol Restriction Bylaw 2026



PROPOSED ALCOHOL RESTRICTION BYLAW 2026

Commencement: XXXX

Date of review: XXXX

This bylaw is adopted pursuant to the Local Government Act 2002, by resolution of the Westland District Council on XXXX.

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Explanatory Note

The Local Government Act 2002 provides Council the power to control the consumption, possession and bringing of alcohol in public places. The Council can use this power generally, to create on-going alcohol restrictions in public places, or to prohibit alcohol for one-off special events or occasions in public places.

1 TITLE AND COMMENCEMENT

- 1.1 This bylaw shall be known as the Alcohol Restriction Bylaw 2026.
- 1.2 This bylaw shall come into effect on the XXXX.

2 APPLICATION

- 2.1 This bylaw applies to specified public places in the Westland District

3 PURPOSE

- 3.1 The purpose of this bylaw is to reduce alcohol-related harm, damage, disorder and crime and to improve community safety by putting alcohol restrictions in some public places.

This bylaw provides for alcohol ban areas where people, within the specified areas, times and days, are not allowed to:

- Consume alcohol in a public place.
- Bring open containers of alcohol into a public place, whether in a vehicle or not.
- Possess alcohol in a public place, whether in a vehicle or not.

Please note that a breach of an alcohol ban area is an offence and that the police may issue an infringement notice (instant fine).

4 INTERPRETATION

- 4.1 In this Bylaw unless the context otherwise requires:

Act means the Local Government Act 2002.

Council means the Westland District Council.

Licensed premises has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012.

Alcohol has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012.

Alcohol control resolution means a resolution of the Council pursuant to clause 6.1.

Offence means an offence under section 239A of the Local Government Act 2002 that is a breach of a bylaw prohibiting-

(a) the consumption or possession or both of alcohol in, or the bringing of alcohol into, a public place; or

(b) in conjunction with a prohibition relating to alcohol, the presence or use of a vehicle in a public place.

Public Place

(a) means a place that is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it; but

(b) does not include licensed premises

Special licence means a licence granted under Part 2, Subpart 4 of the Sale and Supply of Alcohol Act 2012.

Specified period means the period or periods specified in:

- (a) Schedule 1 (as varied by any subsequent alcohol control resolution); or
- (b) a alcohol control resolution, during which the consumption, bringing or possession of alcohol is prohibited in a specified place and publicly notified in accordance with clause 6 of this bylaw.

Specified place means a public place specified in:

- (a) the Schedule (as varied by any subsequent alcohol control resolution); or
- (b) a alcohol control resolution, at which the consumption, bringing or possession of alcohol is prohibited during a specified period and publicly notified in accordance with clause 6 of this bylaw.

Vehicle has the meaning given by section 2(1) of the Land Transport Act 1998.

5 ALCOHOL PROHIBITION REGULATION AND CONTROL

5.1 No person shall:

- (a) bring alcohol to a specified place, during the specified period or specified periods relating to that specified place; or
- (b) consume or possess alcohol at a specified place, during the specified period or specified periods relating to that specified place.

5.2 Every person shall comply with the terms of an alcohol control resolution prohibiting, regulating or otherwise controlling:

- (a) the consumption of alcohol in a public place; or
- (b) the bringing of alcohol into a public place; or
- (c) the possession of alcohol in a public place; or
- (d) the presence or use of a vehicle in a public place in conjunction with paragraphs (a) to (c) of this clause 5.2,

6 ALCOHOL CONTROL RESOLUTION

6.1 The Council may from time to time make a resolution:

(a) prohibiting or otherwise regulating or controlling, either generally or for one or more specified periods:

(i) the consumption of alcohol in a public place; or

(ii) the bringing of alcohol into a public place; or

(iii) the possession of alcohol in a public place; or

(iv) in conjunction with a prohibition relating to alcohol under paragraphs (i) to (iii), the presence or use of a vehicle in a public place; or

(b) varying existing specified places; or

(c) varying existing specified periods.

6.2 Every resolution made pursuant to this clause shall be publicly notified at least 14 days before it shall take effect.

7 EXCLUSIONS

7.1 Notwithstanding any other provision in this Bylaw, in the case of alcohol in an unopened bottle or other unopened container, this Bylaw does not prohibit, regulate or control and no alcohol control resolution made pursuant to this Bylaw shall have the effect of prohibiting, regulating or controlling the transport of that alcohol:

(a) from outside a public place for delivery to licensed premises next to the public place; or

(b) from licensed premises next to a public place, provided the alcohol was lawfully bought on those premises for consumption off those premises, and is promptly removed from the public place; or

(c) from outside a public place to premises next to a public place by, or for delivery to, a resident of those premises or his or her bona fide visitors; or

(d) from premises next to a public place to a place outside the public place by a resident of those premises, provided the alcohol is promptly removed from the public place.

8 POWERS OF ARREST, SEARCH AND SEIZURE

8.1 This Bylaw authorises a member of the Police to exercise the power of search, seizure and arrest under section 169(2) and section 170(2) of the Act.

9 PENALTY

9.1 Any person who commits a breach of this bylaw is liable to an infringement of \$250, as prescribed in the Local Government (Alcohol Ban Breaches) Regulations 2013.

10 APPENDIX

10.1 Appendix 1 - Schedule

10.2 Appendix 2 - Map A - Permanent Alcohol Restriction

10.3 Appendix 3 - Map B – Temporary Alcohol Restriction

10.4 Appendix 4 - Map C – Controlled Campgrounds

THE COMMON SEAL of the WESTLAND DISTRICT COUNCIL

was affixed in the presence of:

Mayor

Appendix 1

SCHEDULE

1. Subject to the exclusions listed in Clause 7 (above), the specified places and specified periods relating to those specified places are:

Place	Period
<p>(1) Map “A” Permanent Alcohol Restriction Area</p> <p>All the area shown outlined in red on Map A consisting of public places, legal roads and public reserves, bounded by the following:</p> <p>Sunset point along the beach to the northern boundary of Walker Park, east to Brittan Street, then Brittan Street to the northern bank of the Hokitika River. Along the bank of the Hokitika River to Sunset point.</p> <p>The permanent ban covers the area bounded by both sides of the following streets.</p>	<p>From 8.00 pm on any day till 6.00am the following day.</p>
<p>(2) All of Cass Square also shown on the attached map marked “A”.</p>	<p>24 hours each day on every day of the week.</p>
<p>(3) Map “B” Temporary Alcohol Restriction Area</p> <p>All the area shown in the orange outline.</p> <p>The temporary ban covers the area bounded by both sides of the following streets.</p> <p>From the Beach along Richards Drive, to Fitzherbert Street to the western boundary of the Hokitika Cemetery, along the boundary of the Hokitika Cemetery and the western boundary of the Hokitika Airport, Airport drive , Alpine view, Race Course Terrace Rise subdivision, Hauhau Road , Town Belt East. Gibson Quay along the bank of the Hokitika</p>	<p>From 6.00 pm on the Friday before the Hokitika Wildfoods Festival till 8.00 am on the Sunday thereafter.</p>

River back along the riverbank to Sunset point then along the beach to Richards Drive.	
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2. Excluded areas

The specified places do not include:

- (a) any public place which is also a licensed premises or part of a licensed premises during any period in which the licensee is serving or allowing consumption of alcohol on those licensed premises; and
- (b) any public place or part of a public place during any period in which that public place or part of a public place is the subject of a special licence granted pursuant to the provisions of the Sale and Supply of Alcohol Act 2012; and
- (c) the controlled campground areas of Sunset Point, as shown in the attached map marked "C", from 6pm on the Friday before the Hokitika Wildfoods Festival until 8am on the Sunday thereafter (note: any of those two areas not hosting a controlled campground area will still be subject to the alcohol ban).

The Map Referred to in the Schedule as Map "A"



**The Map
Referred to in
the Schedule
as Map "B"**

- Legend**
-  Alcohol Restriction Area
 -  Public Parks & Reserves





**The Map
Referred to in
the Schedule
as Map "C"**

Legend

 Controlled Campgrounds

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: General Manager – Regulatory and Compliance

Consenting and Compliance Committee

1. Summary

- 1.1. The purpose of this report is to consider the need for the Consenting and Compliance Committee, or similar for the 2025-2028 Triennium.
- 1.2. This issue arises following the disestablishment of all previously existing Committees and Subcommittees at the conclusion of the last Triennium.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council does not require a Consenting and Compliance Committee for the 2025-2028 Triennium.

2. Background

- 2.1 The reason the report has come before the Council, follows as a question was raised by Kaiwhakahaere Madgwick at the 27 November 2025 Council meeting regarding the establishment of the Consenting and Compliance Committee in the last Triennium, and the process required to dis-establish this Committee given that Council had previously resolved it was necessary.
- 2.2 The concerns or questions arising from this discussion regarding the Consenting and Compliance Committee are:
 - a) The dis-establishment process
 - b) The concerns and issues that gave rise for the committee
 - c) Any need for such a committee going forward

Dis-establishment process

- 2.3 The Local Government Act 2002, s.41A specifies the role of mayors is to provide leadership to the elected members and the district, and to lead in the development of plans, including long-term and annual plan, policies and budgets for consideration by the Council.

- 2.4 One of the powers conveyed to mayors to enable this leadership, is the establishment of Committees for Council.
- 2.5 The Local Government Act 2002, Schedule 7, Part 1, Clause 30 (7) states that all Committees and Subcommittees are deemed to be '*discharged*' at the start of the new Triennium, unless the Council resolves otherwise.
- 2.6 As a result of this, it is respectfully advised that the Consenting and Compliance Committee was discharged at the start of the new Triennium along with all other Committees and Subcommittees, as there was no specific resolution to retain this by Council in accordance with the Local Government Act 2002. However, its is a recommendation of this report that Council resolve that a Consenting and Compliance Committee are not required for the reasons outlined below.

Concerns and Issues

- 2.7 It is important that Council reflects on the reasoning and intent of the Consenting and Compliance Committee, as this can be lost over time.
- 2.8 During the period of the committee's inception, there had been numerous discussions regarding delays for processing consents, a frustration from customers at a lack of engagement, and an inability for the customer to talk through issues that had stalled.
- 2.9 One of the purposes for the Committee was to create a forum to talk through issues, to create an avenue or an opportunity for council to engage with the customer and to facilitate a resolution where the customer felt they were 'treading water'.
- 2.10 It is acknowledged that these concerns were not able to be addressed over a long period of time, and the absence of senior management for a significant period did not help the situation. However, the situation has significantly improved, with consenting times at 100%, and the appointment of the General Manager – Regulatory and Compliance in late 2025 with an open-door policy to personally meet with customers, to work through issues with a solutions focus.

Going Forward

- 2.11 Cr Gillett acknowledged at its 27 November 2025 meeting that while the Consenting and Compliance Committee existed, it had never been stood up. There was further comment that there was also no need for un-necessary Committees. However, it is a decision of Council as to if there is a need for such a Committee going forward.
- 2.12 If future concerns arose regarding consenting or compliance matters, where customers wanted to raise or discuss these, there are three principal avenues that this can be achieved through the Mayor, Chief Executive or General Manager – Regulatory and Compliance, which has occurred over recent months, with positive results.
- 2.13 In addition to this, a general concern could be raised at any point at public forum of a Council Meeting, to which the Council can direct the Chief Executive to provide a response at a later stage.
- 2.14 As part of the Chief Executives Setting up for Success, the General Manager – Regulatory and Compliance will be engaging pro-actively with stakeholders as part of Councils continuous improvement on the Regulatory and Compliance services we provide for our customers.

3. Current Situation

- 3.1. The current situation is that the Mayor established a Committee and Subcommittee structure, with a Chairperson for each committee at the 18 December 2025 Council meeting. At this time, and to give effect to the Mayor's declaration the Council agreed to the Terms of Reference for each Committee and Subcommittee.
- 3.2. When considering the new triennium and Committees the Chief Executive, taking into account the considerations above, informed the Mayor that the backlog of matters has been resolved and no outstanding issues have been identified. Should any future concerns arise, there is a new emphasis on engagement that has been initiated by the new General Manager Regulatory and Compliance, including a forum to talk through issues to assist customers which is showing positive results externally.
- 3.3. In addition to Councils forum, there are also statutory forums for more specific consenting aspects, should they be required for regulatory matters and specifically regarding the Resource Management Act 1991 and the Building Act 2004. Notwithstanding this Staff would be working constructively to resolve any concerns to avoid these processes.
- 3.4. Consequently, it is recommended that a Consenting and Compliance Committee is no longer required.

4. Options

- 4.1. Option 1: Agree that a Consenting and Compliance Committee is not required
- 4.2. Option 2: Request that a Consenting and Compliance Committee is reconsidered

5. Risk Analysis

- 5.1. Risk has been considered and the following risk has been identified.
- 5.2. That issues and concerns regarding consenting and compliance matters arise again in the future. This risk is mitigated through the forums as detailed above in this report.

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 medium in regard to the importance of the issue, as it relates to the current and future social and economic well-being of the district, however the level of engagement is low as no public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

Option 1 – Agree that a Consenting and Compliance Committee is not required (Recommendation).

- 8.1. This is the preferred option for the reasons detailed in the Background and Current situation of this report.
- 8.2. There are no financial implications to this option.

Option 2 – Request that a Consenting and Compliance Committee is reconsidered.

- 8.3. This is not the preferred option for the reasons detailed in the Background and Current situation of this report.
- 8.4. Council could at any point in the future look to establish a similar committee if necessary, and there are significant issues and concerns in the future that there is no forum for customers to be heard.
- 8.5. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1
- 9.2. The reason that Option 1 has been identified as the preferred option is that the issues and concerns regarding consenting and compliance matters have been resolved, there is a higher level of senior management overview of this function and there are a number of forums for customers to engage with Council to raise any future issues or concerns.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council agrees that a Consenting and Compliance Committee is not required at this time.

Lee Webster
General Manager – Regulatory and Compliance

Report to Council



DATE: 26 February 2026
TO: Mayor and Councillors
FROM: Contract Manager Recreation and Disposals

Waste report

1. Summary

- 1.1. The purpose of this report is to provide council with information about the current waste services and waste disposals.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025–2034. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council receive this report.

2. Background

- 2.1 This report has been brought before the Council in response to a request for feedback on the status of waste and recycling services.

3. Current Situation

3.1 Hokitika Transfer station

Between February 2025 and January 2026, WDC collected 4,083 tonnes of combined waste. Diversion activities accounted for a significant proportion of this volume, including combined glass (6%, 255 tonnes), recycling and cardboard (6%, 254 tonnes), scrap metal (4%, 180 tonnes), mulched green waste (8%, 320 tonnes), Tyres (0.1% 3.9 tonnes), and Disposal of gas cylinders/fire extinguishers (0.01% 0.45 tonnes, contributing to reduced landfill demand. See attached Appendix 1 Hokitika Waste data for reference.

Following a competitive tender process in 2025, Smart Environmental was appointed as WDC's waste collection contractor, with services commencing on 1 July 2025. The appointment followed a rigorous evaluation of service delivery, cost, and sustainability outcomes to ensure the Council's waste management objectives are met.

The reintroduction of kerbside glass collection on 1 September 2025 has been successfully implemented. Glass is collected during the same week as recycling collections but is managed with a dedicated vehicle to maintain material quality and prevent contamination. This approach ensures that recyclable glass is efficiently separated from general waste streams and maximises recycling recovery.

To support this service, a purpose-built glass holding area has been established. This facility allows WDC to store kerbside-collected glass until enough is available for bulk transport to Visy Glass in Auckland,

enhancing logistical efficiency and reducing the environmental footprint associated with multiple smaller shipments.

The reintroduction of kerbside glass collection not only improves recycling rates but also contributes to waste minimisation, resource recovery, and landfill life extension. Residents have responded positively to the service, and early operational monitoring indicates smooth collection and minimal disruption to other waste streams. The initiative reflects WDC's ongoing commitment to sustainable, efficient, and community-focused waste management.

WDC has implemented a tyre diversion programme to eliminate the disposal of tyres to landfill. To date, 3,880 tonnes of tyres have been successfully diverted for alternative uses, including energy recovery. This initiative has reduced pressure on landfill capacity, minimised environmental risks associated with stockpiling tyres and supported more sustainable waste management practices. In addition, the programme has delivered operational efficiencies and cost avoidance by reducing the volume of difficult-to-manage waste entering the landfill.

Council is also progressing work on safe lithium battery disposal options in response to emerging waste risks. Associated costs are being assessed, and a further report will be presented to Council once viable options are confirmed.

In addition, the Magpies Nest Shop continues to play a key role in WDC's waste minimisation efforts by providing a pathway for reusable and recoverable items to be diverted from landfill. Items suitable for reuse are made available for resale to the community, supporting repurposing and extending product life cycles. This initiative reduces the volume of waste entering the landfill, helps preserve landfill cell capacity, and delivers environmental and community benefits by promoting a circular economy approach to waste management.

WDC partners with Tech Collect NZ to manage the collection and appropriate disposal of electronic waste, including end-of-life electronic devices. This service ensures that recoverable materials are recycled in accordance with environmental standards, reducing greenhouse gas emissions associated with landfill disposal. The programme also supports waste minimisation objectives by diverting electronic waste from landfill, helping to preserve landfill cell capacity and reduce the Council's overall environmental footprint.

3.2 Haast Landfill and transfer station

Between February 2025 and January 2026, Haast landfill and transfer station has collected 239 tonnes of combined waste. Diversion activities accounted for a significant proportion of this volume, including combined glass (17%, 40 tonnes), recycling and cardboard (7%, 17 tonnes), and scrap metal (8%, 18 tonnes), contributing to reduced landfill demand. See attached Appendix 2 Haast Waste data for reference.

South Westland Rubbish Removal was purchased by Westland Waste in November 2025. The transition was completed smoothly, and Westland Waste is currently managing the contract effectively.

Westland District Council (WDC) went out to tender for the service in December 2025. The tender evaluation has been completed, and a tender report will be submitted to Council for consideration.

The Haast Landfill has now reached the end of its operational life and is scheduled to be capped within this year. Following capping, the site will transition to operating as a transfer station. A ramp and roofed structure will be constructed on top of the capped landfill to facilitate this change.

Once the landfill is fully capped and closed, all waste material will be transported to the Butlers Landfill for final disposal.

4. Options

- 4.1. Option 1: Council receive this report.
- 4.2. Option 2: Council do not receive this 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:
 - 7.1.1.No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Council receives this report.
 - 8.1.1. There are no financial implications to this option
- 8.2 Option 2 – Council don't receive this report.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1.

10. Recommendation(s)

- 10.1. That the report be received.

David Louw

Contract Manager Recreation and Disposals

Appendix 1: Hokitika Waste data

Appendix 2: Haast Waste data

Appendix 1

Date	Landfill Waste	Combined Glass	Recycling cardboard and plastic	scrap metal	Green waste Mulched	Tires	Disposal of gas cylinders/fire extinguishers		
Feb-24	255.57	46.26	20.83	16.75	48.14	0			
Mar-24	331.97	34.27	25.56	20.43	35.3	0			
Apr-24	248.86	26.6	22.45	20.24	31.45	0	0.174		
May-24	232.46	23.18	20.18	16.44	21.67	0			
Jun-24	246.2	23.2	18.8	14.1	22.04	0			
Jul-24	257.72	23.46	16.29	11.21	22.63	0			
Aug-24	238.25	24.97	16.93	10.58	14.12	0			
Sept-24	214.04	24.61	17.68	9.35	16.87	0			
Oct-24	247.53	30.98	23.56	13.16	25.61	0			
Nov-24	244.19	44.52	20.91	17.33	25.85	0	0.255		
Dec-24	320.11	20.65	20.88	15.6	31.91	0			
Jan-25	293.11	25.96	23.5	11.61	33.28	0			
	3130.01	348.66	247.57	176.8	328.87	0	0.429	Total	4232
	74%	8%	6%	4%	8%		0%		

Date	Landfill Waste	Combined Glass	Recycling cardboard and plastic	scrap metal	Green waste Mulched	Tires	Disposal of gas cylinders/fire extinguishers		
Feb-25	258.04	41.08	20.43	19.35	31.56	0			
Mar-25	259.18	21.12	21.54	18.38	39.06	0			
Apr-25	272.23	19.27	23.47	18.29	26.17	0	0.186		
May-25	253.22	17.95	20.1	12.47	24.73	0			
Jun-25	199.85	12.41	14.34	9.79	18.18	0			
Jul-25	191.52	13.5	14.9	12.29	15.26	0.62			
Aug-25	224.19	14.4	15.98	13.67	24.36	0.26			
Sept-25	230.67	20.29	20.79	14.1	18.14	0.62			
Oct-25	262.93	22.05	20.66	15.52	16.68	1.02			
Nov-25	289.13	21.67	22.94	13.92	43.11	0.61	0.267		
Dec-25	322.91	22.11	28.54	15.6	32.14	0.29			
Jan-26	305.67	28.84	30.63	16.49	30.54	0.46			
	3069.54	254.69	254.32	179.87	319.93	3.88	0.453	Total	4083
	75%	6%	6%	4%	8%	0.1%	0.01%		

Appendix 2

Date	Landfill Waste	Combined Glass	Recycling cardboard and plastic	scrap metal		
Feb-24	13.8	7	1.5	1		
Mar-24	17.3	7.8	1.5	1		
Apr-24	12.8	8.2	1.3	0.9		
May-24	11.1	5.1	1.1	1		
Jun-24	10.55	4.1	1.2	1.2		
Jul-24	10.2	3.9	1.4	1.6		
Aug-24	13	4.9	1.5	1.7		
Sept-24	13.85	4.4	1.4	1.5		
Oct-24	18.42	4.7	1.6	1.7		
Nov-24	14.26	4.1	1.4	1.9		
Dec-24	25.29	5.4	1.6	1.5		
Jan-25	19.68	4.5	1.5	1.2		
	180.25	64.1	17	16.2	Total	277.55
	65%	23%	6%	6%		

Date	Landfill Waste	Combined Glass	Recycling cardboard and plastic	scrap metal		
Feb-25	16.62	3.9	1.5	1.4		
Mar-25	22.12	4.4	1.6	1.7		
Apr-25	16.5	3.7	1.5	2.1		
May-25	12.2	3.4	1.4	1.5		
Jun-25	5.54	2.6	1.1	1.1		
Jul-25	9.53	2.8	1.3	1.3		
Aug-25	11.2	2.9	1.4	1.5		
Sept-25	10.52	2.8	1.2	1.4		
Oct-25	13.4	3	1.4	1.2		
Nov-25	14.87	3.1	1.5	1.6		
Dec-25	14.87	3.2	1.4	1.6		
Jan-26	16.88	4	1.4	1.6		
	164.25	39.8	16.7	18	Total	238.75
	69%	17%	7%	8%		