



Compiled Date	06/08/2020
File Number	20.21.04

## LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

<b>Request from:</b>	Private Individual
<b>Information requested:</b>	Correspondence and income/expenditure Ute Muster 2018
<b>Response from:</b>	Simon Bastion, Chief Executive

06 August 2020

Private Individual

Via Email:

Dear Private Individual

**Official information request for correspondence and income/expenditure for the Ute Muster**

I refer to your official information request dated 11 July 2020 for correspondence and income/expenditure for the Ute Muster.

The information you have requested is enclosed. This has been subject to a previous Local Government Official Information and Meetings Act 1987 (LGOIMA) request and as such you will find attached the information that was provided (both held within Council and with Destination Westland).

Some communications between Council and the CCOs have been withheld under s7(2)(b) of LGOIMA. Section 7(2)(b)(ii) protects information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Personal information about individuals have been redacted under s7(2)(a) of LGOIMA. Section 7(2)(a) of LGOIMA protects the privacy of natural persons.

There is no charge in supplying this information to you.

Please note, your request may be published on Council's website.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Diane Maitland, Executive Assistant on [LGOIMA@westlanddc.govt.nz](mailto:LGOIMA@westlanddc.govt.nz), 03 756 9038.

Sincerely,



**Simon Bastion** | Chief Executive

SB/MB

Attached: Attachments 1- 5

**Mary-anne Bell**

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**From:** Albert Brantley [REDACTED]  
**Sent:** Friday, 12 April 2019 3:32 PM  
**To:** Lesley Crichton  
**Subject:** Re: Presentation to Council

How about you give me a quick call?

Albert

Albert Brantley  
[REDACTED]

On 12/04/19, 3:27 PM, "Lesley Crichton" <Lesley.Crichton@westlanddc.govt.nz> wrote:

Has he actually said, what he is exactly trying to find out?

Lesley Crichton | Group Manager: Corporate Services  
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 |

<https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.westlanddc.govt.nz&data=02%7C01%7C%7C0a4eb5ceb344427409af08d6bef6bd1d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636906364281050302&msdata=beXpdkfjD6cTsE02GFXbHNHTiJsZXEut3DmAo5FARHg%3D&reserved=0>

DDI +64 3 756 9081 | M +64 27 531 3782 | <mailto:Lesley.Crichton@westlanddc.govt.nz>

-----Original Message-----

**From:** Albert Brantley [REDACTED]  
**Sent:** Friday, 12 April 2019 3:25 PM  
**To:** Lesley Crichton <Lesley.Crichton@westlanddc.govt.nz>  
**Subject:** FW: Presentation to Council

We will have to see what happens.

Albert

Albert Brantley  
[REDACTED]

[REDACTED]

On 12/04/19, 7:45 AM, "Des Routhan" <cr.routhan@westlanddc.govt.nz> wrote:

Albert, Thanks for your response , however I find it disappointing that you do not understand Why I seek the information. You leave me no option other than to go through other channels to obtain what I seek ,something that I will be doing.  
Cheers Des

Sent from my iPad

On 11/04/2019, at 9:26 AM, Albert Brantley

[REDACTED] wrote.

Des,

I have tried to help you understand the situation with last year's Ute Muster as best I can, including providing a summary position. However, I do not intend to instruct Destination Westland to provide you with a detailed accounting of the finances of the event, as this is an operational matter between Destination Westland, its Board and Westland Holdings.

I would still suggest that the effort that we should concentrate on is to take the learnings from last years event (a summary which has been given to you) to better plan for this years event. This planning is well underway, and we current expect a much better overall financial outcome for Destination Westland.

AS always, I am available to meet with you any time I am on the Coast to discuss this and other matters.

Best regards,

Albert

Albert Brantley

[REDACTED]

On 5/04/19, 1:16 PM, "Des Routhan"  
<cr.routhan@westlanddc.govt.nz<mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Albert, I for the love of me cannot understand why you insist on your line of involvement In this matter. You are well a where of what I seek and as I stated many times all that is required is for you to advise Destination Westland to make available the information I seek. I see no point in dragging this matter on any further, All that's required from you is a Email to Destination Westland.

Cheers Des



Sent from my iPad

On 5/04/2019, at 8:50 AM, Albert Brantley

>> wrote:

Des,

I have not been ignoring your email, just trying to sort out a time to get to the Coast. I have just gotten back from overseas, and will be away [REDACTED] I can get over to the Coast the following week, say 17 April, and I will bring all the information I have and see if that will satisfy your requirement.

Will call later today.

Albert

Albert Brantley

On 5/04/19, 8:18 AM, "Des Routhan"

<cr.routhan@westlanddc.govt.nz<mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Albert; Sorry but i am disappointed that you see fit not to respond to my email. I was hoping that you in your position would assist me in my endeavours to seek the truth. At this point it looks very much as though I am wrong.  
Cheers Des.

Sent from my iPad

On 1/04/2019, at 7:51 AM, Des Routhan

<cr.routhan@westlanddc.govt.nz<mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Albert, Where are you at with the info that I am seeking, am I going to get it or not. A simple Yes or no will do. I am sorry for being a bit blunt , but I have had enough duck shoving around and need to figure where I go from here.

Cheers Des

Sent from my iPad

On 15/03/2019, at 8:10 AM, Albert Brantley

Des,

I am [REDACTED] but will be back in tomorrow. I will give you a call early next week and we will try to sort out a way to satisfy your concerns.

Best regards,

Albert

[REDACTED]

[REDACTED]

On 15/03/19, 8:00 AM, "Des Routhan"

<cr.routhan@westlanddc.govt.nz<mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Albert, You seem to missed my point . This issue I have is that every time we are told something the statements differ and all I am TRYING to do is to seek the truth. The only way I can do that is to get what I seek. It may well turn out that I am barking up the wrong tree but until I get what I want I will remain suspicious.

Cheers Des

Sent from my iPad

On 13/03/2019, at 7:11 AM, Albert Brantley

[REDACTED]

Des,

The WHL SOI will not contain all the information on the CCO's that you have asked for, but it will contain expected contributions from WHL by way of dividends, and from the CCO's by way of Subvention Payments, for the coming three year period.

In our previous discussions, you have been clear in your view that Destination Westland (DWL) should not be in the business of managing community events, but that this should be left to the private sector. You hold this view despite the economic benefits to the local community from holding such events. However, the present Statement of Intent for DWL mandates that DWL is to consider community benefits in its activities, as well as profitability of the specific activities.

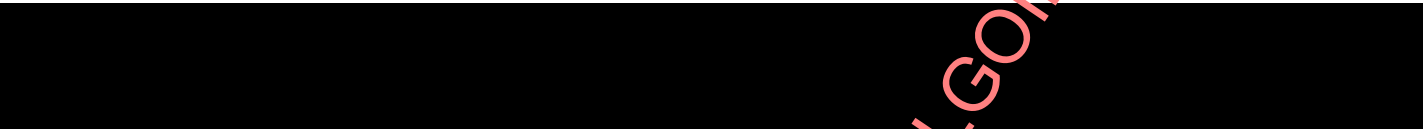
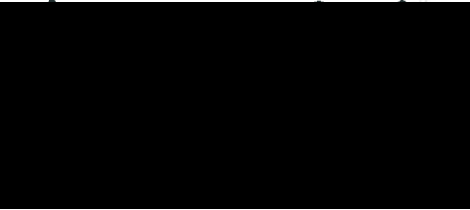
In our past discussions I have stressed that we should concentrate on the planning for the coming Ute Muster event, and that we use the lessons gained from last year's loss making event, and concentrate on how DWL can do things better. I don't see a great deal to be gained from debating the specifics of last year's loss on the Ute Muster. If you wish to gain more specific financial information, then perhaps you should discuss this directly with Mayor Smith.

As always, I am happy to discuss this again with you when I am on the Coast again, likely in a couple of weeks.

Best regards,

Albert

Albert Brantley

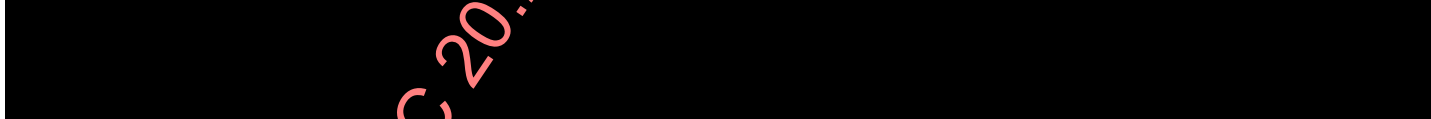


On 8/03/19, 4:05 PM, "Des Routhan"  
<cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Will the SOI show the info I am seeking."  
Re last years Ute Muster , I have had a meeting with a government representative who advised that the financial info I seek for last years event should be made available.  
As an elected member I have duty to do so.  
I can obtain what I seek through the Information act but because I am an elected member that is not necessary.  
Albert, I struggle with your reluctance to help me with this matter, so please let's put this matter to rest by giving what I have requested.  
Cheers Des

Sent from my iPad

On 5/03/2019, at 1:02 PM, Albert Brantley

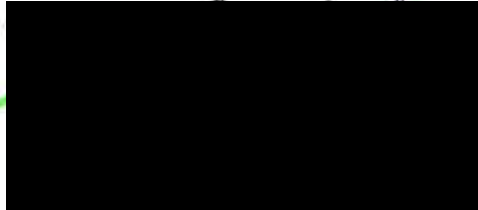


WHL has submitted its draft SOI to the WDC and we have included a section of expected dividends and subvention payments from the CCO's. This will no doubt be used in working on the Council's annual plan.

Best regards,

Albert

Albert Brantley



WDC 20.27.04 Released under LGOIMA

Email:

On 5/03/19, 7:54 AM, "Des Routhan"

<cr.routhan@westlanddc.govt.nz<mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz><mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Albert, I received only one page of WR financial and one page of DW financial report. Is that all we get or did the rest not come through...

What are there debt to equity, There borrowings. Do they have anything leased or on HP.

We are working on the annual plan and it's important to me that we know what if any The CCO are going to contribute. I am very concerned that our ratepayers could be up for a rate increase that's unacceptable .

Cheers Des

Sent from my iPad

On 4/03/2019, at 4:40 PM, Albert Brantley

Des,

I understand from Simon that you wanted a copy of the presentation given to Council last week. Attached is a copy.

Let me know if you have any questions.

Best regards,

Albert

Albert Brantley

Email:



<simon.bastion@westlanddc.govt.nz>

Subject: FW: Presentation to Council

Des continues to push for information.

Any suggestions on my latest proposed response to him, attached below?

Albert

On 12/03/19, 4:59 PM, "Albert Brantley" [REDACTED] wrote:

Des,

The WHL SOI will not contain all the information on the CCO's that you have asked for, but it will contain expected contributions from WHL by way of dividends, and from the CCO's by way of Subvention Payments, for the coming three year period.

In our previous discussions, you have been clear in your view that Destination Westland (DWL) should not be in the business of managing community events, but that this should be left to the private sector. You hold this view despite any economic benefits to the local community from holding such events. However, the present Statement of Intent for DWL mandates that DWL is to consider community benefits in its activities, as well as profitability of the specific activities.

In our past discussions I have stressed that we should concentrate on the planning for the coming Ute Muster event, and that we use the lessons gained from last year's loss making event, and concentrate on how DWL can do things better. I don't see a great deal to be gained from debating the specifics of last year's loss on the Ute Muster. If you wish to gain more specific financial information, then perhaps you should discuss this directly with Mayor Smith.

As always, I am happy to discuss this again with you when I am on the Coast again, likely in a couple of weeks.

Best regards,

Albert

Albert Brantley  
[REDACTED]

On 8/03/19, 4:05 PM, "Des Routhan" <cr.routhan@westlanddc.govt.nz> wrote:

Will the SOI show the info I am seeking."

Re last years Ute Muster , I have had a meeting with a government representative who advised that the financial info I seek for last years event should be made available.

As an elected member I have duty to do so.

I can obtain what I seek through the Information Act but because I am an elected member that is not necessary.

Albert, I struggle with your reluctance to help me with this matter, so please let's put this matter to rest by giving what I have requested.

Cheers Des

Sent from my iPad

On 5/03/2019, at 1:02 PM, Albert Brantley

[REDACTED] wrote:

WHL has submitted its draft SOI to the WDC and we have included a section of expected dividends and subvention payments from the CCO's. This will no doubt be used in working on the Council's annual plan.

Best regards,

Albert

Albert Brantley  
[REDACTED]

On 5/03/19, 7:54 AM, "Des Routhan"

<cr.routhan@westlanddc.govt.nz<mailto:cr.routhan@westlanddc.govt.nz>> wrote:

Albert, I received only one page of WR financial and one page of DW financial report. Is that all we get or did the rest not come through...

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We are working on the annual plan and it's important to me that we know what if any The CCO are going to contribute. I am very concerned that our ratepayers could be up for a rate increase that's unacceptable.

Cheers Des

Sent from my iPad

On 4/03/2019, at 4:40 PM, Albert Brantley

Des,

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Let me know if you have any questions.

Best regards,

Albert

Albert Brantley



<WHL Presentation.v2.pptx>

WDC 20.21.04 Released under LGOIMA



## Mary-anne Bell

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**From:** Albert Brantley [REDACTED]  
**Sent:** Tuesday, 16 April 2019 5:34 AM  
**To:** Ian Hustwick  
**Cc:** Latham Martin [REDACTED]; Richard Benton; Simon Bastion; Bruce Smith  
**Subject:** Re: Destination Westland - Events Decision CONFIDENTIAL and EMBARGOED until 5.00pm 16 April 2019

Ian,

It was very surprising to see the decision that the directors of Destination Westland Limited (DWL) have made in regards to the 2019 Ute Muster Event. While I appreciate the concern that DWL has in relation to the funding of this and other events, to receive such short notice of the requirement to provide all funding and written support for the event is not what WHL (and likely the WDC) would consider as the most constructive way to approach this issue.

From our previous discussions, we were under the impression that planning for this year's Ute Muster event was proceeding well, and there had been better success than previously in securing sponsorship, particularly as the event was being staged in association with the motorcross event. Apparently this is not the case. At this point in time, WHL is not aware of any request for funding or support for this event, and I would have expected some discussion before receiving such short notice of DWL's decision.

I do appreciate that the DWL directors have concerns about delays on the part of the WDC in delivery in various undertakings related to management services for property and for various maintenance activities. Certainly there needs to be greater clarity in what DWL is being asked to do and how DWL will be reimbursed for such activities.

As regards to the Wildfoods Festival, and other events, I would like to point out that there are several obligations on DWL in its Statement of Intent that require DWL to manage such events. These in particular include:

- Section 2 states that one of the Community Objectives of DWL is "*Promote, manage and operate events and activities that develop economic benefits to the Westland region*".
- Section 4 states that an Activity of DWL is:
  - Events*
    - a. *Manage and enhance existing events*
    - b. *Seek opportunities for new events and existing event management*
- Section 4 also states that a Development Strategy of DWL is:
  - Events*
    - a. *Identify, evaluate and develop other event opportunities*

I am aware that the WDC has considered removing some of the obligations on DWL for some activities, such as the staging of the Wildfoods Festival and the Cycle Track maintenance, and perhaps some other maintenance obligations. Such changes may require modification of the DWL Statement of Intent. However, the process to change this Statement of Intent is not for the DWL directors to simply decide which activities or objectives they wish to do and which ones they do not wish to do.

I am not certain what the subject of the press release that is suggested for release by 5.00pm today is. However, I strongly suggest that any such release would be counterproductive to getting a resolution to your issues, and in any event, should first be discussed with WHL and the WDC in the context of the status of planning for the Ute Muster, what DWL's funding requirements are, and how other events are managed in the future.

As suggested yesterday in our telephone call, I am prepared to come across and discuss this and other issues to see how WHL may help DWL directors and management to resolve their concerns.

Best regards,

Albert

*Albert Brantley*

[Redacted]

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**From:** Ian Hustwick [Redacted]  
**Date:** Monday, 15 April 2019 at 8:59 AM  
**To:** Bruce Smith [Redacted], Albert Brantley [Redacted], Simon Bastion <simon.bastion@westlanddc.govt.nz>  
**Cc:** Latham Martin <cr.martin@westlanddc.govt.nz> [Redacted], Richard Benton [Redacted]  
**Subject:** Destination Westland - Events Decision CONFIDENTIAL and EMBARGOED until 5.00pm 16 April 2019

Bruce/Albert/ Simon

The Board of Destination Westland (DW) have decided not to proceed with the 2019 Ute Muster unless WDC agrees to provide all financing, and written support for the activity by end Tuesday 16 April 2019. Further, the Board of Destination Westland has decided not to commit to organising future Wildfoods Festivals unless WDC underwrites the festival financially as well as providing a management fee that covers all of DW's costs.

These decisions have been reluctantly taken due to the high financial risk to the overall business, the huge staff and senior management resource commitment and the resultant distraction away from the key commercial focus required to provide the maximum return to our shareholder.

Destination Westland recognises the positive impact the Wildfoods Festival has on the local community and economy, but as it does not benefit financially, and the 2019 event clearly demonstrated the cashflow problems, and the high risk to the other key activities, the Board wants to focus the attention on what are seen as the more important areas of the business.

A media release is being prepared and will be issued for announcement after 5.00pm 16 April 2019.

Due to the impact on staff, these decisions must be treated as CONFIDENTIAL so that the appropriate and timely communications can occur.

On behalf of the Board of Destination Westland Limited  
Ian Hustwick  
Chairman

WDC 20.21.04 Released under LGOIMA

**Mary-anne Bell**

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**From:** Albert Brantley [REDACTED]  
**Sent:** Monday, 15 April 2019 12:17 PM  
**To:** Simon Bastion  
**Cc:** Lesley Crichton  
**Subject:** FW: Destination Westland - Events Decision CONFIDENTIAL and EMBARGOED until 5.00pm 16 April 2019

Simon,

I have not been able to get hold of Ian on the phone, but have drafted this response to his email.

Any suggestions before I send it? Happy to change as you think needed.

Albert

*Albert Brantley*

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**From:** Albert Brantley [REDACTED]  
**Date:** Monday, 15 April 2019 at 12:15 PM  
**To:** Ian Hustwick [REDACTED], Bruce Smith [REDACTED] Simon Bastion <simon.bastion@westlanddc.govt.nz>  
**Cc:** Latham Martin <cr.martin@westlanddc.govt.nz>, [REDACTED], [REDACTED], Richard Benton [REDACTED]  
**Subject:** Re: Destination Westland - Events Decision CONFIDENTIAL and EMBARGOED until 5.00pm 16 April 2019

Ian,

It was very concerning to receive this email, and to see the unilateral decision that the directors of Destination Westland Limited (DWL) have made in regards to the 2019 Ute Muster Event. While I appreciate the concern that DWL has in relation to the funding of this and other events, to receive essentially twenty-four hour's notice of the requirement to provide all funding and written support for the event, "or else", is not what WHL (and likely the WDC) would consider as the most constructive way to approach this issue.

From our previous discussions, we were under the impression that planning for this year's Ute Muster event was proceeding well, and there had been better success than previously in securing sponsorship, particularly as the event was being staged in association with the cycling event. Apparently this is not the case. At this point in time, I am not aware of any

request for funding or support for this event, and I would have expected some discussion before receiving such an ultimatum as outlined in your email.

As regards to the Wildfoods Festival, and other events, I would like to point out that there are several obligations on DWL in its Statement of Intent that require DWL to manage such events. These in particular include:

- Section 2 states that one of the Community Objectives of DWL is *“Promote, manage and operate events and activities that develop economic benefits to the Westland region”*.
- Section 4 states that an Activity of DWL is:
  - Events*
    - a. *Manage and enhance existing events*
    - b. *Seek opportunities for new events and existing event management*
- Section 4 also states that a Development Strategy of DWL is:
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I am aware that the WDC has considered removing some of the obligations on DWL for some activities, such as the staging of the Wildfoods Festival and the Cycle Track maintenance, and perhaps some other maintenance obligations. Such changes will require modification of the DWL Statement of Intent. However, the process to change this Statement of Intent is not for the DWL directors to simply decide which activities or objectives they wish to do and which ones they do not wish to do.

I am not certain what the subject of the press release that is suggested for release by 5.00pm tomorrow is. However, I strongly suggest that any such release should first be discussed in the context of the detailed status of planning for the Ute Muster, what DWL’s funding requirements are, and how we manage other events in the future.

Please give me a call to discuss as soon as possible.

Best regards,

Albert

Albert Brantley

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**From:** Ian Hustwick

**Date:** Monday, 15 April 2019 at 8:59 AM

**To:** Bruce Smith, Albert Brantley, Simon

Bastion <simon.bastion@westlanddc.govt.nz>

Cc: Latham Martin <cr.martin@westlanddc.govt.nz>, [REDACTED]

[REDACTED] Richard Benton [REDACTED]

**Subject:** Destination Westland - Events Decision CONFIDENTIAL and EMBARGOED until 5.00pm 16 April 2019

Bruce/Albert/ Simon

The Board of Destination Westland (DW) have decided not to proceed with the 2019 Ute Muster unless WDC agrees to provide all financing, and written support for the activity by end Tuesday 16 April 2019.

Further, the Board of Destination Westland has decided not to commit to organising future Wildfoods Festivals unless WDC underwrites the festival financially as well as providing a management fee that covers all of DW's costs.

These decisions have been reluctantly taken due to the high financial risk to the overall business, the huge staff and senior management resource commitment and the resultant distraction away from the key commercial focus required to provide the maximum return to our shareholder.

Destination Westland recognises the positive impact the Wildfoods Festival has on the local community and economy, but as it does not benefit financially, and the 2019 event clearly demonstrated the cashflow problems, and the high risk to the other key activities, the Board wants to focus the attention on what are seen as the more important areas of the business.

A media release is being prepared and will be issued for announcement after 5.00pm 16 April 2019.

Due to the impact on staff, these decisions must be treated as CONFIDENTIAL so that the appropriate and timely communications can occur.

On behalf of the Board of Destination Westland Limited  
Ian Hustwick  
Chairman

WDC 20.21.04 Released under GOMA

**Mary-anne Bell**

---

**From:** Albert Brantley [REDACTED]  
**Sent:** Wednesday, 8 May 2019 3:47 PM  
**To:** Jane Neale  
**Subject:** Re: Hokitika Guardian 7.5.2019 & Grey Star 6.5.2019

We can either catch up passing through the airport, or I may be able to change to Wednesday. I will let you know by the end of the week.

Ngai mihi,

Albert

Albert Brantley  
[REDACTED]

---

**From:** Jane Neale <cr.neale@westlanddc.govt.nz>  
**Date:** Wednesday, 8 May 2019 at 7:54 AM  
**To:** Albert Brantley [REDACTED]  
**Subject:** RE: Hokitika Guardian 7.5.2019 & Grey Star 6.5.2019

Morena Albert,  
Thank-you for your reply. If possible, I would appreciate a few moments of your time next week. If the timing suits.

[REDACTED] and  
[REDACTED] Other days are a little  
more flexible 😊

Thanks, Jane

**From:** Albert Brantley [REDACTED]  
**Sent:** Wednesday, 8 May 2019 6:10 AM  
**To:** Jane Neale <cr.neale@westlanddc.govt.nz>  
**Subject:** Re: Hokitika Guardian 7.5.2019 & Grey Star 6.5.2019

Jane,

Thanks for your note. I have been sent the article from the *Guardian* by several people now. As I remember the discussions on Friday, the support for the Wildfoods Festival was very clear, but there were still some questions around the Ute Muster, particularly if there was adequate time and resources to do the Ute Muster in July of this year. There are further discussions needed with Destination Westland (DWL) about this, both in terms of timing and budgeting for the event.

After the discussions on Friday, I subsequently sent a letter to DWL regarding their obligations to manage events, and specifically the Wildfoods Festival. The DWL Chairman



has acknowledged my letter, and it is clear from his response that DWL will be managing the Wildfoods Festival next year. As I noted earlier, we still are working through some issues around the Ute Muster.

I did not get an opportunity to discuss the issues around the museum with DWL last week, but I will be back in Hokitika next week (likely Tuesday), and I will raise their plans around the museum with them. I will respond to your question after that discussion.

If you would like, I am more than happy to catch up with you for a few minutes to discuss your questions next week. I should be able to confirm which day I will be there by late Friday this week.

Best regards,

Albert

*Albert Brantley*

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**From:** Jane Neale <[cr.neale@westlanddc.govt.nz](mailto:cr.neale@westlanddc.govt.nz)>

**Date:** Tuesday, 7 May 2019 at 10:54 PM

**To:** [REDACTED]

**Subject:** RE: Hokitika Guardian 7.5.2019 & Grey Star 6.5.2019

Hi Albert,

Thank-you for your attendance at the Council meeting last week. It was reassuring to hear your views on the discussion.

Our local paper reported today that Bruce said it's business as usual for ute muster.

As I understood it, that was not confirmed. DW are to look at it and then if a change needs to be made they will go to WHL? But the full board of DW needed to decide.

And actually we haven't got confirmation from DW that they will continue with Wildfoods, only that you indicated that they had been told they couldn't just dump it without due process, and that chances were high that they would continue to run it. There is still the possibility that DW come up with very good reasons not to continue with it, and take those reasons to WHL who would then look at them and decide whether to insist that DW continues with it, or come to the council for further discussion.

Or have I misunderstood?

Also, can you give us an indication as to when/if we will receive information regarding the museum research centre. Closing this until further notice is potentially a significant change, particularly in light of the circumstances surrounding the premises.

I hope it is ok to bring these queries directly to you. My apologies if I should be following another avenue.

Thanks, Jane.



**Mary-anne Bell**

---

**From:** Albert Brantley [REDACTED]  
**Sent:** Wednesday, 8 May 2019 6:10 AM  
**To:** Jane Neale  
**Subject:** Re: Hokitika Guardian 7.5.2019 & Grey Star 6.5.2019

Jane,

Thanks for your note. I have been sent the article from the *Guardian* by several people now. As I remember the discussions on Friday, the support for the Wildfoods Festival was very clear, but there were still some questions around the Ute Muster, particularly if there was adequate time and resources to do the Ute Muster in July of this year. There are further discussions needed with Destination Westland (DWL) about this, both in terms of timing and budgeting for the event.

After the discussions on Friday, I subsequently sent a letter to DWL regarding their obligations to manage events, and specifically the Wildfoods Festival. The DWL Chairman has acknowledged my letter, and it is clear from his response that DWL **will** be managing the Wildfoods Festival next year. As I noted earlier, we still are working through some issues around the Ute Muster.

I did not get an opportunity to discuss the issues around the museum with DWL last week, but I will be back in Hokitika next week (likely Tuesday), and I will raise their plans around the museum with them. I will respond to your question after that discussion.

If you would like, I am more than happy to catch up with you for a few minutes to discuss your questions next week. I should be able to confirm which day I will be there by late Friday this week.

Best regards,

Albert

*Albert Brantley*  
[REDACTED]

---

**From:** Jane Neale <cr.neale@westlanddc.govt.nz>  
**Date:** Tuesday, 7 May 2019 at 10:54 PM  
**To:** [REDACTED]  
**Subject:** RE: Hokitika Guardian 7.5.2019 & Grey Star 6.5.2019

Hi Albert,

Thank-you for your attendance at the Council meeting last week. It was reassuring to hear your views on the discussion.

Our local paper reported today that Bruce said it's business as usual for ute muster.

As I understood it, that was not confirmed. DW are to look at it and then if a change needs to be made they will go to WHL? But the full board of DW needed to decide.

And actually we haven't got confirmation from DW that they will continue with Wildfoods, only that you indicated that they had been told they couldn't just dump it without due process, and that chances were high that they would continue to run it. There is still the possibility that DW come up with very good reasons not to continue with it, and take those reasons to WHL who would then look at them and decide whether to insist that DW continues with it, or come to the council for further discussion.

Or have I misunderstood?

Also, can you give us an indication as to when/if we will receive information regarding the museum research centre. Closing this until further notice is potentially a significant change, particularly in light of the circumstances surrounding the premises.

I hope it is ok to bring these queries directly to you. My apologies if I should be following another avenue.

Thanks, Jane.

WDC 20.21.04 Released under LGOMA

**Mary-anne Bell**

---

**From:** Albert Brantley [REDACTED]  
**Sent:** Wednesday, 8 May 2019 8:12 AM  
**To:** Simon Bastion  
**Subject:** FW: Letter re Events

Ian's response below.

We still need to sort out the Ute Muster. My recollection from Friday was that we were less than clear about the Ute Muster being held this year, and this is reflected in Ian's response. Bruce's statement, however, was much more categorical than what I remember.

I am tied up in a Board meeting most of today, but we should speak late today or tomorrow to see where we go from here.

Best regards,

Albert

*Albert Brantley*

[REDACTED]

---

**From:** Ian Hustwick [REDACTED]  
**Date:** Wednesday, 8 May 2019 at 12:01 AM  
**To:** Albert Brantley [REDACTED]  
**Cc:** Latham Martin <cr.martin@westlanddc.govt.nz>, Richard Benton [REDACTED]  
**Subject:** Re: Letter re Events

Thanks for the advice.

We have absolutely no issues with meeting the SOI and Management Agreement requirements. It is the how, that has been the main concern for the Board of DWL.

It was the Ute Muster that really focused our attention. After analysing a very successful WFF event and seeing the negatives, the Board needed to act quickly before commitments were made for a Ute Muster in July, which was clearly much more risky.

Having experience with WDC negotiations and the active Councillor attention an abrupt action was deemed necessary.

It is regretted that the action taken ended up being so focused on the WFF.... in hindsight the WFF should have been kept separate from the Ute Muster.

Looking forward:

- 1) Financial investment – if WHL/WDC can operate a funding mechanism that allows DWL to manage (as opposed to financially promote) an event,
- 2) Staff – WHL/WDC fund sufficient staff so that current staff do not get involved as happened in March.

Lets talk when I am back.....

In the meantime lets keep in contact about a fourth director...

Regards

Ian

**From:** Albert Brantley [REDACTED]  
**Date:** Tuesday, 7 May 2019 at 8:34 PM  
**To:** Ian Hustwick [REDACTED]  
**Cc:** Latham Martin <cr.martin@westlanddc.govt.nz>  
**Subject:** Letter re Events

Hope you are still managing to enjoy your trip.

Subject to our discussion with the Destination Westland Board last week, attached is a letter outlining the WHL Board's position on the events management issue. Please let me know if you have any questions, or if you need anything else.

Best regards,

Albert

*Albert Brantley*  
[REDACTED]

WDC 20.21.04 Released under LGOMA

## Mary-anne Bell

---

**From:** Bruce Smith <mayor.smith@westlanddc.govt.nz>  
**Sent:** Wednesday, 10 April 2019 2:02 PM  
**To:** Bruce Smith  
**Cc:** Trevor  
**Subject:** speech rental car opening

Dear Sirs.

Destination Westland Ltd is owned 100% by the people of Westland via their ownership of Westland Holdings Ltd.

They staff and manage, The Hokitika swimming pool, All pensioner housing, Jackson Bay Wharf, Maintenance of the West Coast Wilderness Trail, The Hokitika Museum, Carnegie Building, Hokitika Isite, Hokitika Airport, Franz Josef Heliport, Events like The Hokitika Wild Foods Festival, The South Island Ute Muster and new events being planned,

They also have the management of activities on Council owned road reserve like whitebait huts and commercial activities, Management of mining on Council land and road reserves, Management of land and buildings owned by Council. Destination Westland is also charged with maintain a commercial focus to grow profits with the aim of keeping pressure of rate rises in future years as West Roads does so successfully.

They employ 41 staff all of whom help sustain our vibrant Westland economy. It is hoped this number of staff employed will grow over the next 10 years.

Our airport has gone from one costing ratepayers up to \$200,00 each year in 2002 to making a small profit in 2008 and not requiring ratepayer input for the last 16 years. During this time the Airport company has invested in car parking ,terminal extensions and the development of New Zealand's largest heliport at Franz Josef.

We have travelled with Air New Zealand along a path where we really are partners and the communication and recognition by Air New Zealand of our costs is complete.

From the Friendship, to the Metro Liner to the Beechcraft and now to the Q300 we have jointly planned and developed this regional facility. The Airport company sought and gained full airport certification while the Beechcraft were in service in anticipation of the Q300.

The airport was fully fenced which kept the deer of the runway !

Now loadings are growing and we anticipate within 3 to 5 years the introduction of the ATR 72 seaters and needed to start now investing to ensure we are ready.

The runway safety areas must be lengthened to meet minimum standards and this will require the runway extension proposed.

Our terminal now is struggling to handle the numbers when the Q300 land with a full load and departs with a full load. There are many people who cannot book a flight as they are full.

Our airport company has plans to establish camper van facilities aimed at increasing further Air New Zealand's loadings which in turn will accelerate the need for the planned works. by moving the rental cars out to the new terminal, we have saved 500K on an extension to the existing terminal building.

This is a good common sense initiative which will allow our Airport master plan to progress further.

Bruce Smith  
Mayor  
021-922860

**Mary-anne Bell**

**From:** Sarah Brown <sarah.brown@westlanddc.govt.nz>  
**Sent:** Wednesday, 1 May 2019 11:49 AM  
**To:** Sarah Brown  
**Subject:** Public Notice from Council Notice of Extraordinary Council Meeting - please share with your email contacts  
**Attachments:** image001.png; image002.jpg

**NOTICE OF EXTRAORDINARY COUNCIL MEETING**

Pursuant to Section 46 of the Local Government Official Information and Meetings Act 1987, public notice is hereby given of the following meeting to be held in the Council Chambers, 36 Weld Street, Hokitika on **Friday 3 May 2019:**

<b>Meeting</b>	<b>Purpose of Meeting</b>	<b>Time</b>
Extraordinary Council Meeting	The agenda is to discuss and resolve Council's direction in relation to its events. <ul style="list-style-type: none"><li>• The Hokitika Wildwoods Festival, to confirm the date, to confirm the management.</li><li>• The Ute Muster.</li><li>• Other events.</li></ul>	3.00 pm.

An agenda will be available to members of the public prior to the commencement of the meeting.

*The officer for enquiries is Diane Maitland, Executive Assistant, Phone 03 756 9038.*

**Sarah Brown** | Community Development Advisor  
**Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | [www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)  
DDI +64 3 756 9047 | [sarah.brown@westlanddc.govt.nz](mailto:sarah.brown@westlanddc.govt.nz)  
[Facebook](#) | [Westland Matters Newsletter](#) | "Westland - The Last Best Place"

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**WEST COAST**  
UNTAMED NATURAL WILDERNESS

**Mary-anne Bell**

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**From:** Trevor <trevor@destinationwestland.co.nz>  
**Sent:** Tuesday, 16 April 2019 4:42 PM  
**To:** Ian Hustwick  
**Cc:** [REDACTED] Richard Benton; Latham Martin; Albert Brantley; Bruce Smith  
**Subject:** Re: Ute Muster

Hi Ian

Thank you for letting me know. I will proceed as per our discussion this morning.

Regards  
Trevor

[Get Outlook for iOS](#)

---

**From:** Ian Hustwick <ian.hustwick@me.com>  
**Sent:** Tuesday, April 16, 2019 4:40 PM  
**To:** Trevor  
**Cc:** [REDACTED]  
**Subject:** Ute Muster

Trevor

This is to inform you that the Board's decision ~~not~~ to proceed with the 2019 Ute Muster Event is now confirmed. Please make the appropriate arrangements as discussed this morning. Please ensure any changes made are in line with the direction we agreed and make sure the Board is fully informed.

Regards  
Ian Hustwick  
Chair – Destination Westland Board

WDC 20.27.04 Released under LGOIMA



## Mary-anne Bell

---

**From:** Bruce Smith <mayor.smith@westlanddc.govt.nz>  
**Sent:** Thursday, 14 March 2019 2:52 PM  
**To:** Councillors; Graeme Olson; [REDACTED] Executive Team  
**Cc:** Albert Brantley; Ian Hustwick; Peter Cuff; Graeme Kelly; Trevor  
**Subject:** 2019 Yamaha New Zealand Enduro Championships to be held in conjunction with the South Island Ute Muster on the 19th and 20th of July 2019

Hi All

Destination Westland has been advised its bid to have the 2019 Yamaha New Zealand Enduro Championships held in conjunction with the South Island Ute Muster on the 19<sup>th</sup> and 20<sup>th</sup> of July 2019 in Hokitika has been successful. The Press release from Bikesport NZ is below.

Congratulations to Trevor Willcock and his Destination Westland team as they move to build up events in the winter in Westland.

The construction of the covered in Courts at Westland High School is scheduled for completion in September 2019 and a planning team is being assembled to consider future National events that will be able to be attracted to Westland due to the all-weather capability.

Any questions let me know.

Regards  
Bruce Smith  
Mayor  
021-922860

Seven-Round NZ Enduro Series Has Plenty to Offer  
Press Release: Bikesport NZ  
The 2019 Yamaha New Zealand Enduro Championships

SEVEN-ROUND NZ ENDURO SERIES HAS PLENTY TO OFFER

MARCH 13, 2019: The 2019 New Zealand Enduro Championships kick off in the Thames-Coromandel District this weekend and it's anybody's guess as to who might win.

Boosted from five to seven rounds this season, the Yamaha and Mitas tyres-sponsored series will take riders from round one at Whangamata in the north this Saturday, to round seven at Hokitika in the south, each offering extreme and varied terrain challenges for the riders.

But, difficult landscape aside, it is the talent of the riders and the reliability of their bikes that will determine who finishes on top when the final round wraps it all up in July.

One thing is almost certain ... a new outright champion will be crowned in 2019.

Taupo's defending national enduro champion Brad Groombridge injured himself while racing at the final round of the New Zealand Motocross Championships in Taupo last weekend, ruling him out of action this coming Saturday and possibly for longer than that too.

But there are plenty of talented riders who are capable of stepping forward.



Wainuiomata's Jake Whitaker and Helensville's Tom Buxton could be expected to battle near the head of the field on Saturday, while young guns such as just-turned 21-year-old Seth Reardon, of Whanganui, and Blake Wilkins, of Whitianga, will certainly keep them honest.

Whangamata's Jason Davis returns to the race scene after several years away from the sport to raise a family and the former national champion is sure to be a contender this weekend, especially on home turf.

Others to watch out for include Thames rider Natasha Cairns, Taumarunui's Cody Davey, Eketahuna's Charlie Richardson, Tokoroa's Jake Wightman, Rotorua's Bradley Lauder, Cambridge's Dylan Yearbury, Taupo's Nathan Tesselar, Rotorua's Ethan Harris, Cambridge's Ashton Grey, New Plymouth's Tony Parker and perhaps even cross-country ace Sam 'Charlie' Brown, from Glen Murray.

"It will be exciting to see Jason Davis back in action. It's always a thrill to see him in action," said Motorcycling New Zealand enduro commissioner Justin Stevenson.

"The racing will be a good test of man and machine and will cater for all abilities. The venue at Whangamata is one of the most popular on the calendar, sure to attract a large number of entries," he said.

The venue for Saturday's racing is the Taungatara Forest, off State Highway 25 between Whangamata and Hikuai.

The Taungatara Forest is about 10 minutes' drive north of Whangamata and racing starts at about 10am.

There are 15 classes in total to cater for everyone, including two non-championship intro trail rider classes, and only six rounds count, with riders to discard points from their worst round.

The terrain is mostly clear-felled tree areas and virgin clay and ash-based forestry tracks. The national championship riders will be doing three loops of just under 50 kilometres and comprising five terrain tests. The intro trail riders will be doing two shorter loops with two terrain tests (not time trial).

The 2019 Yamaha NZ Enduro Championships are supported by Mitas tyres Macaulay Metals, Best Build Construction, Silver-bullet, Kiwi Rider magazine, Dirt Rider Downunder magazine and Moto Events NZ.

2019 Yamaha NZ Enduro Champs calendar:

Round 1 – Saturday, March 16 – Thames

Round 2 – Saturday, April 6 - Kapiti

Round 3 – Saturday, April 20 – South Waikato

Round 4 – Sunday, June 9 – Martinborough

Round 5 – Saturday, June 29 – Bideford, Masterton

Round 6 – Friday, July 19 – Hokitika, Westland

Round 7 – Saturday, July 20 – Hokitika, Westland

For more info contact Andy McGechan, [www.BikesportNZ.com](http://www.BikesportNZ.com)

**Archived:** Wednesday, 12 June 2019 10:11:03 AM

**From:** Sarah Brown

**Sent:**

**To:** Sarah Brown

**Subject:** Community Notice: 2019 Yamaha New Zealand Enduro Championships to be held in conjunction with the South Island Ute Muster on the 19th and 20th of July 2019

**Importance:** Normal

---

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Any questions let me know.

Regards

Bruce Smith

Mayor

021-922860

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For more info contact Andy McGechan, [www.BikesportNZ.com](http://www.BikesportNZ.com)

<http://www.scoop.co.nz/stories/CU1903/S00175/seven-round-nz-enduro-series-has-plenty-to-offer.htm>

WDC 20.21.04 Released under LGOIMA

**Archived:** Wednesday, 12 June 2019 10:12:17 AM

**From:** Bruce Smith

**Sent:** Mon, 29 Apr 2019 19:28:57 +1200 **From:** Bruce Smith **To:** Simon Bastion **CC:** Councillors ,  
[REDACTED] **Graeme Olson , Albert Brantley** **Subject:** May AgendaThread

**To:** Simon Bastion

**Cc:** Councillors; [REDACTED] **Graeme Olson; Albert Brantley**

**Subject:** May Agenda

**Importance:** Normal

---

Hi Simon

Please place. \u8220 ?Wildfoods future\u8221 ? on the May agenda  
Include options for Wildfoods management 2020 and onward for a decision.

There have been a number of calls made to the media, not sure by whom.

My response:

The Council resolved to focus on core services and on that basis the Hokitika swimming pool, All pensioner housing, Jackson Bay Wharf, Maintenance of the West Coast Wilderness Trail, The Hokitika Museum, Carnegie Building, Hokitika Isite, Hokitika Airport, Franz Josef Heliport, Events like The Hokitika Wild Foods Festival, The South Island Ute Muster and new events being planned, The management of activities on Council owned road reserve like whitebait nuts and commercial activities, Management of mining on Council land and road reserves, Management of land and buildings owned by Council is managed on contract.

We respect the decision made by the Board of Destination Westland to disestablish its events department after only 10 months and note for its previous 29 years the Wild foods event was mostly run in house at Council.

I have also confirmed the 2019 event was noted for the way it was well managed by Destination Westland and received by the patrons and community.

Councils role is to act in the best interest of its ratepayers and that is exactly what we will continue to do.

Below is a copy of what was sent out by [REDACTED] and appears to be a personal statement rather than one from the Board or management.

Regards

Bruce Smith

Mayor

021-922860

**From:** [REDACTED] Events, DW) <events@destinationwestland.co.nz>

**Sent:** Monday, 29 April 2019 2:34 PM

[REDACTED]

**Subject:** Wildfoods and other events

Good afternoon all

It is with regret that I hereby inform you that the board of Destination Westland has decided not to operate the Wildfoods or other events as planned for 2019, or at any stage thereafter.

This decision has been reluctantly taken due to the high financial risk to the overall business, the huge staff and senior management resource commitment and the resultant distraction away from the key commercial focus required to provide the maximum return to our shareholder.

The decision not to proceed with the event has been communicated to the Westland District Council. Thank you for all your hard work and efforts. It has been pleasure working with you.

I will use the same phone number till 15th May. [REDACTED]

Kind regards  
[REDACTED]

Destination Westland Limited

25 Hamilton St., Hokitika 7810, New Zealand  
[REDACTED]

WDC 20.27.04 Released under LGOMIA

**Archived:** Tuesday, 4 August 2020 9:40:02 AM  
**From:** [Melanie Anderson](#)  
**Sent:** Tue, 30 Jul 2019 04:21:28  
**To:** [Des Routhan](#)  
**Cc:** [Ian Hustwick](#); [Joanne Conroy](#)  
**Subject:** RE: LGOIMA 18 June 2019: Ute Muster 2018 Financials  
**Importance:** Normal  
**Sensitivity:** None

---

Hi Des,

I've had another look at your request and you're right I have not answered your questions 3 and 4 correctly, apologies for that.

Question 3: List of Sponsors

- Clock Tower Café - General Sponsorship
- Woodstock Hotel - Sponsorship towards Musician
- Bonz & Stonz - General Sponsorship
- Birchfield Coal Mines - General Sponsorship
- Hokitika Barber Shop - Sponsorship towards Musician

Question 4: Value of their sponsorship in \$ and in Kind

I advise that under sec7(2)(b)(ii) of the Local Government Official Information and Meetings Act 1987 this information has been withheld as it would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Consideration of the public interest in releasing this information has been taken into account.

While I understand that you are a councillor, my understanding is that because the request has been made under the Official Information Act we have the right to not forward any information that is deemed to be commercially sensitive.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602

If you wish to discuss this decision with us, please feel free to contact Melanie Anderson, Acting Chief Executive Officer, Destination Westland, at [ceo@destinationwestland.co.nz](mailto:ceo@destinationwestland.co.nz) or 027 259 7571

Kind Regards  
Melanie

cid:image001.jpg@01D54646.B3D910E0

-----Original Message-----

From: Des Routhan <[cr.routhan@westlanddc.govt.nz](mailto:cr.routhan@westlanddc.govt.nz)>  
Sent: Monday, 29 July 2019 6:22 PM  
To: Melanie Anderson <[ceo@destinationwestland.co.nz](mailto:ceo@destinationwestland.co.nz)>  
Cc: Ian Hustwick [REDACTED]; Joanne Conroy [REDACTED]

Subject: Re: LGOIMA 18 June 2019: Ute Muster 2018 Financials

Melanie, I find it very strange that the sponsors for the event do not want to be named, There would not be many sponsor who put up money for an event and not want anything in return. Sponsor only sponsor to get there name out there so as to promote themselves or there product not hide themselves.  
Your response to 3 and 4 are not answers to my question.

Did Destination Westland put any money into the Muster in any way or form, if so What is the figure?

Why has there been figures blanked out of the financials? May I remind you that I am councillor and believe I am entitled to a full report not an edited version.

Melanie I realise you are new to your position and trust you realise that this matter has been drawn out for 2 years now and needs to be put to bed one or another. I must say that blanking out some of the financials only makes more suspicious than ever and hardens my resolve to get true and accurate information.

Regards Des Routhan

In return

Sent from my iPad

On 29/07/2019, at 4:43 PM, Melanie Anderson <ceo@destinationwestland.co.nz<mailto:ceo@destinationwestland.co.nz>> wrote:

Good Afternoon Des

Official Information Request for Ute Muster 2018 Financial Information attached.

Kind Regards  
Melanie

<image001.jpg>

<201907 LGOIMA 18 June 2019 Ute Muster - Cr Routhan.pdf>

WDC 20.27.04 Released under LGOIMA



29 July 2019

Cr Des Routhan

Via Email: [cr.routhan@westlanddc.govt.nz](mailto:cr.routhan@westlanddc.govt.nz)

Dear Des

**Official information request for Ute Muster 2018 Financials**

I refer to your official information request dated 18 June 2019 seeking financial information for the 2018 Ute Muster. I note that Trevor Willcock replied to you on the 2 July 2019 advising that a full report was forwarded to Simon Bastion.

Part of the information you have requested is enclosed. However, we have decided to refuse your request for information which relates to commercially sensitive information relating to sponsorship and wages paid under section 7(2)(b)(ii) of the Local Government Official Information and Meetings Act 1987, which would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information.

Some of the information that you have requested below was contained in the Westland District Council Chief Executive's Report to Council dated the 26 July 2018.

The questions you have asked are as follows:

1. The number of Utes that registered for the event.  
153 Utes registered for the event.
2. What was the entry fee?

Entry fees were as per the table below:

**Ticket Information:**

- VIP Admission:** \$147.00 (\$140.00 + \$7.00 fees)
- Ute Registration and Adult Admission :** \$28.62 (\$25.00 + \$3.62 fees)
- Ute Registration and Family Admission :** \$64.50 (\$60.00 + \$4.50 fees)
- Adult Camping for Ute owners:** \$54.25 (\$50.00 + \$4.25 fees)
- Adult Camping for Non-ute owners:** \$64.50 (\$60.00 + \$4.50 fees)
- Family Camping:** \$106.00 (\$100.00 + \$6.00 fees)
- Ute Time Trials - Friday Only :** \$33.75 (\$30.00 + \$3.75 fees)
- 4X4 Track Admission - Friday only:** \$33.75 (\$30.00 + \$3.75 fees)
- Big Night Out Concert - Saturday night:** \$23.00 (\$20.00 + \$3.00 fees)
- Show Day Adult Admission:** \$5.00
- Show Day Child Admission:** \$2.00
- Show Day VIP Box Admission :** \$100.00

3. Who were the sponsors?

The local business community donated prizes for the event. I can confirm that neither Westland Holdings Ltd or Westland District Council contributed any grants/monies to this event.

4. What was the value of their sponsorship in \$ and kind?

The following community groups and organisations benefitted directly from the event:

- Westland High School
- Hokitika Racecourse
- RSA
- Boys Brigade
- Pioneer Social Club
- Hokitika Aero Club
- St Mary's School
- Hokitika Lions Club
- Grey High School
- Marist Rugby Club
- Westland Industrial Heritage Park
- Savage Club

5. Who the donations were received from?

The local business community donated prizes to the event.

6. Who the creditors were and the amount paid?

I advise that under sec7(2)(ii) of the Local Government Official Information and Meetings Act 1987 this information has been withheld as it would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Consideration of the public interest in releasing this information has been taken into account.

7. Was any money borrowed, if so from whom and the amount?

There was no money borrowed for the Ute Muster 2018 event.

8. Was any plant and equipment purchased for the event, if so, what was it and where is it located now?

There was some equipment purchased for the event and this has been re purposed for other events or departments that Destination Westland run. Including

Sandwich Board Panels & Road Signs - that were re panelled and used for the wildfoods

Ute Website – that will be reused for the next Ute Muster

Samsung Phone – that was passed onto another department for use after Ute Muster

9. Were there any consultant fees paid, if so, to whom?

There were no consultant fees paid.

10. Was any management fee paid and if so to whom?

No management fee was paid.

Please find attached a redacted copy of the Profit and Loss for the year ended 30 June 2018 for the Ute Muster.

As advised, details that are commercially sensitive have been redacted.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Melanie Anderson, Chief Executive Officer, Destination Westland, on [ceo@destinationwestland.co.nz](mailto:ceo@destinationwestland.co.nz), (phone)

Sincerely



Melanie Anderson

# Profit and Loss

Westland District Property Ltd  
For the year ended 30 June 2018



Department is Ute Muster.

Account	2018
<b>Trading Income</b>	
Ute Muster - Sales	14,317.13
Ute: Grants/Sponsorship	[REDACTED]
Total Trading Income	[REDACTED]
<b>Gross Profit</b>	
<b>Operating Expenses</b>	
Ute: Advertising	17,136.98
Ute: Bar Purchases	3,454.90
Ute: Contractors	20,486.78
Ute: General Expenses	7,200.41
Ute: Major Prize	10,000.00
Ute: Music	8,359.13
Ute: Musterer Expenses	879.52
Ute: Postage & Stationery	392.64
Ute: Retails Items	1,922.30
Ute: Staff Uniforms	1,240.00
Ute: Telephone, Internet and Website	377.21
Ute: Travel & Accommodation	146.09
Ute: VIP Room	1,471.50
Ute: Wages	[REDACTED]
Total Operating Expenses	96,195.83
<b>Net Profit</b>	
	[REDACTED]

WDC 20.21.04 Released under LGOMA



**Archived:** Tuesday, 4 August 2020 1:48:18 PM

**From:** [Simon Bastion](#)

**Mail received time:** Tue, 4 Aug 2020 11:41:53

**Sent:** Tue, 4 Aug 2020 11:41:52

**To:** [Mary-anne Bell](#)

**Subject:** FW: Ute Muster

**Importance:** Normal

**Sensitivity:** None

**Attachments:**

[Report to Council - Chief Executive.pdf](#);

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**Simon Bastion** | Chief Executive  
**Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | [www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)  
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**WEST COAST**  
UNTAMED NATURAL WILDERNESS

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**From:** Te Aroha Cook

**Sent:** Friday, 13 September 2019 4:44 pm

**To:** WDC Councillors <[wdc\\_Councillors@westlanddc.govt.nz](mailto:wdc_Councillors@westlanddc.govt.nz)>

**Cc:** Simon Bastion <[simon.bastion@westlanddc.govt.nz](mailto:simon.bastion@westlanddc.govt.nz)>; Diane Maitland <[diane.maitland@westlanddc.govt.nz](mailto:diane.maitland@westlanddc.govt.nz)>

**Subject:** Ute Muster

Good Afternoon Councillor's

Just to advise that I had a meeting with Melanie (Mel) Anderson (Destination Westland) this afternoon, who has confirmed her availability to attend Council's meeting on Thursday 26<sup>th</sup> September.

Mel will be scheduled in the Agenda for 1:30pm.

I have already forwarded Helen's points/questions to Mel.

If anyone else has any specific questions in addition to those already provided by Helen, please forward them to me by Wednesday next week so I can forward them to Mel.

As requested, attached for your information is the Chief Executives Report from 26<sup>th</sup> July 2018 Council Meeting that provides a report on the Ute Muster (pages 16-19).

While there may have been verbal updates as part of Council meetings or Exec Team/Council briefings, there does not appear to be any further written reports to Council from the Chief Executive on the Ute Muster.

Kind Regards

**Te Aroha Cook** | Regulatory Services Manager  
**Westland District Council**

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**WEST COAST**  
UNTAMED NATURAL WILDERNESS



# Report



**DATE:** 26 July 2018  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive

---

## CHIEF EXECUTIVE QUARTERLY REPORT

### 1 SUMMARY

- 1.1** The purpose of this report is to:
- 1.1.1 Provide an update on the positive aspects that are happening in the Westland District.
  - 1.1.2 Updates on any Matters of Significance & Priority.
- 1.2** Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.3** This report concludes by recommending that Council receive the Chief Executive's report dated 26 July 2018.

### 2 GOOD NEWS STORIES

#### 2.1 Long Term Plan – 2018-2028

The highlight since the last report was the adoption of Council's 2018-2028 Long Term Plan. The plan was adopted in accordance with its statutory timeframes at the Extraordinary Council Meeting on the 2 July 2018.

The plan, which has a strong focus on Council's core functions, received 123 formal submissions, and results in a 3.37% rates increase for Westland ratepayers in year one. All submitters will be written to in due course.

Whilst we acknowledge that we have a lot of work to do to improve our core infrastructure; namely roading and three waters; we are also seeking to improve our knowledge of our asset condition. The next three years

will be driving towards a much improved program of works to get the district on the front foot to provide our communities and our visitors a greater level of level of service and resilience.

Staff had successfully obtained over 7.5 million of subsidies and grants for roading and tourism infrastructure projects over the past 12 months and will be driving forward with further plans to leverage central government funding options.

I would like to thank my staff for their time and efforts in producing a quality document which will ensure that Westland is in good standing going forward.

## **2.2 Westland Economic Development Plan**

Westland District Council has completed a consultation process that identified a number Economic Development initiatives that will be compiled into a regional review along with the other both Buller & Grey's Economic plans. These initiatives form the basis of Provisional Growth Fund applications.

From a strategy workshop with the other councils Westland has defined its Strategic Intent as "To support and grow our key Tourist Industry whilst acknowledging that we need to find ways to diversify our economy whilst protecting our environment".

The key Strategic Insights are:

- Meet Visitor demands for new projects and services
- Retain youth population through improved educational facilities
- Resilience of our icons – Franz Josef and Hokitika Gorge – future proof icons and infrastructure
- Enable the establishment of non-tourist industries

We have already submitted an application for the Future Franz project and have a program of work to continue making further applications into the near future.

## **2.3 Hokitika Wastewater Management**

The WDC is taking any concerns with regards to poor performance in relation to the Hokitika WWTP. This includes nay complaints from residents due to odour or any other aspects. The council conducted a session with local concerned residents in regards to odours and has implemented a short term fix that appears to be working. The short term fix is based on adding aeration to the number 1 pond to ensure anaerobic



activity. The medium to long term fix is based on our proposed capital outlined further in this report. WDC has also discussed concerns with Silverfern farms and working with them to address high COD loading on our ponds.

#### **2.4 Hokitika Water Treatment Plant – permanent river connection**

Westroads and subcontractors have been successful in completing the river intake project which supplies fresh river water directly to the Water Treatment Plant. The works replaced the temporary set up with sourced water from the river surface to be replaced with a new perforated pipeline under the river bed. This will ensure continuous supply without the fear of blockages that had been occurring.

#### **2.5 Hokitika Gorge Carpark**

Work is being progressed on the Hokitika Gorge Carpark. Department of Conservation are working on the toilet upgrade extension.



## 2.6 Tourism Infrastructure Funding

The following projects from the TIF applications have been completed:

- Kapitea Toilets
- Okarito Toilets
- Franz Josef Toilets
- Fox Glacier Toilets



## 2.7 Consultation – Draft West Coast Regional Waste Minimisation and Management Plan

Submissions are invited on the Draft West Coast Regional Waste Minimisation and Management Plan.

All Councils are required under the Waste Minimisation Act (WMA) 2008 to consider the current situation with regards to waste minimisation and management in their area and set out how they will progress efficient and effective waste management and minimisation.

This process is documented in a Waste Assessment and future direction and actions are set out in a Waste Minimisation and Management Plan (WMMP).

The prior Waste Assessment on each West Coast district was carried out in 2011/2012 and final WMMPs were adopted by the Buller, Grey and Westland Districts in 2012 (following public consultation).

These waste assessments and WMMPs need to be reviewed and adopted every six years.

Submissions for all regions close at Grey District Council at 5pm on 18 August 2018

## 2.8 Library – Delivery of Technology

**2.8.1 Digital Collection:** The Library has seen a steady increase in the use of its digital collection of e-Books and e-Audio books, doubling issues over the past three years (see Fig1.). By partnering with Buller and Grey Libraries we have been able to subscribe to PressReader, providing over 9000 quality magazines and newspapers from around the world to anyone logged into the Council network or library Wi-Fi and anywhere to anyone with a library membership. Over 1000 publications have been accessed with PressReader since we launched in April. Again, utilising the consortium model, this time with Buller, Grey, Tasman, Nelson and Marlborough Libraries we have subscribed to Bolinda BorrowBox. This is another ebook and e-Audio platform and enables us to increase customer choice, supplying a wider selection of New Zealand and Australian authors that are not available on other platforms.

**2.8.2 Spark Jump Initiative:** Working with the Spark Foundation and 20/20 Trust, the Library are helping families get broadband at home. The initiative is aimed at families with children under 18 that are unable to subscribe to broadband services, and supplies them with a modem that utilises the mobile phone 4G/4G700 network. While there is not 100% 4G700 coverage across the whole of Westland, there is significant cover across the main centres of population including Franz Josef and Fox Glacier.



## 2.9 Hokitika Museum Collections Report

We have received a very informative and valuable report from Judith Taylor at Te Papa. This report provides an outline of requirements for storage redevelopment at the Hokitika Museum. Robust and detailed planning for developing adequate environmental conditions, conservation plans and provision of adequate and efficient back of house areas is central to successful, sustainable, future-proofed museum projects.

This report will provide a good starting point for the future management of the collection and will be included into any future design work for a new museum.

## 2.10 Kumara Chinese Miners Memorial Reserve

The Kumara Residents Trust have started work on Stage 1 of the Chinese Miners Memorial Reserve



## 2.11 South Island Controllers Training

I recently attended two days of professional development in Dunedin along with 20 other CDEM controllers from various South Island Councils and partner agencies. The training was hosted and run by Emergency Management Otago with many professional presenters contributing to the training. This forms part of the West Coast CDEM Group's training and development program.

I was fortunate enough to meet with a lot of our neighbours, looking to leverage support from Queenstown Lakes DC in regards to Civil Defence support for the South Westland region.



## 3 MATTERS OF SIGNIFICANCE & PRIORITY LIST

### 3.1 Franz Josef Wastewater Treatment Plant (WWTP)

We have been working with the Environment Court and WCRC on an acceptable variation to the Enforcement order issued on 18 November 2016 to have the Franz Josef WWTP operational by April 2018. We expect this process to be completed very shortly and in the meantime have been continuing on with a design for the new ponds.

The project plan has been drafted which will see the design completed in early August 18 for Tender through to the end of September. We expect construction to commence late to early October and for the total project to be commissioned and signed off by the end of April 19.

### 3.2 Hokitika Wastewater Treatment Plant

The wastewater treatment and disposal system for Hokitika comprises of two oxidation ponds, which were constructed in the early 1970's. The ponds are approximately 2.2 ha each with an average depth of 1.3m. The effective volume is 28,000 m<sup>3</sup> each.

Inflow to the ponds is divided via an inlet structure and enters each pond equally. The outflow, or final effluent is combined and discharged via an above ground ocean outfall pipeline.

Wastewater flows that enter the ponds are from the following sources:

- Domestic – Hokitika and Kanieri (population of approximately 3,500)
- Stock truck effluent
- Silver Fern Farms
- Campervans
- Septage from septic tank disposal operators

Monitoring of the ponds treatment process and final effluent is routinely carried out to meet compliance with the relevant Resource Consents. The coastal marine area in the vicinity of the outfall pipeline is also monitored. The current consent expires in 2026.

#### Recommended Improvements

An upgrade of the wastewater treatment system is scheduled to be carried out within the next 3 years and includes the following recommendations:

- Installation of inlet works screen to remove inorganics from entering the ponds
- Reconfigure the ponds operation from parallel to series to improve the retention time for the treatment of organic material.
- Investigate and carry out improvements to reduce potential stormwater ingress to the ponds.
- Install mechanical aerators to supplement aeration
- Install baffles within the ponds to increase retention time
- Desludge the ponds to increase capacity and retention time

Funding for the upgrade of the wastewater treatment ponds and associated network improvements is approximately 3.6M commencing 2018/19.

### 3.3 Kumara & Whataroa WTP upgrades

The Kumara building has been completed and we are awaiting the arrival of the physical plant expected to arrive over the coming weeks. Installation and commissioning will take approximately six weeks to complete.

In Whataroa we have the foundation for the new building formed and the new water storage tanks are in place. We expect the building works to be completed over the next three weeks. Target completion for the project is the end of October.

### 3.4 Current & Future Tourism Infrastructure Funding (TIF) applications

From the second round applications we still have Bruce Bay to complete. We have extended the completion date with MBIE until the end of September due to a delay in confirming the actual build site. We have finally agreed to a location with NZTA and have a concession lodged with DOC for the site. The actual unit has been built and construction will start as soon as possible once approval has been received.

For the Third round of TIF applications we expect to have **Sunset Point Toilets and Parking** up and progressed with an expected completion time of January 2019.

For **Haast Toilets** we have targeted a November completion timeline.

**Hokitika Gorge and Whitcombe Valley Rd** are currently on track to have completed by the end of September prior to the start of a summer tourist season.

In regards to **Franz Josef WWTP** – as outlined in the above priorities projects this project is proceeding through design phase which is expected to be completed in early August to enable tenders to be requested. Target completion is April 2019.

For the latest round of TIF applications we have currently four applications under review:

- **Westland Community Resilience** - The proposed project relates to increasing the capacity of small townships in Westland to deal with the sometime large numbers of tourists and visitors that get trapped during Civil Defence Emergencies and incidents. Tourist numbers are growing rapidly and these towns have little infrastructure or capacity to deal with the numbers of stranded visitors.



Currently few of these Welfare facilities are adequately equipped with alternative power supplies when the grid is out. This makes it very difficult to provide for visitors human rights and is a potential health risk. It is proposed to install generators at the listed Community Halls along with kitchen and toilet upgrades where required, alternative funding has been sought for kitchens and toilets.

- **Emergency Power for Water Treatment Plants and Waste Water Pumping stations** - The proposed project relates to ensuring the quality of potable water supplies in small townships in the Westland area.

Providing generators to power the infrastructure to ensure potable water when the power is cut.

Adverse weather events are becoming more common and it seems to be more frequent that large numbers of tourists are trapped in small West Coast communities.

- **Kumara Visitor Experience** - To construct additional Public Toilets, shelter bike stands and car parking at Kumara to cope with the increased demand from visitors and tourists.
- **Ross Toilets and Shelter** - To construct Public Toilets with a sheltered facility to cope with the increased demand from visitors and tourists.
- **Whataroa Public Toilets** - To construct new public toilet facilities and a shelter at Whataroa to cope with the increased demand from visitors and tourists
- **Tourist Amenities Block Hokitika** - To construct a pay per use eco-friendly facility designed for freedom camping tourists. This facility will include toilets, showers, rubbish disposal and recycling, internet access and device charging points, minor cooking facilities and somewhere to wash dishes.

### 3.5 Responsible Camping Initiatives

Recently we have been approached by MBIE in regards to responsible camping. They are very keen to ensure local government and central government are aligned in combating poor behaviour of the minority of tourists who are disrespecting our hospitality.

One way to support this is to have adequate infrastructure in place in designated areas to support the growth our tourist numbers. Based on this we have formed a working group to review potential sites across our district that could be designated for responsible campers. Along with sites we will also consider the development costs (if required), operational costs and potentially enforcement costs. The enforcement would need the backing of a Responsible Camping Bylaw which council can adopt.



### 3.6 West Coast Wilderness Trail - completion of the track and next stages

Good progress has been made on the West Coast Wilderness Trail over the last quarter. The Mahinapua section of trail has been worked on in partnership with the Department of Conservation and we are only weeks away from completion.

Final site visits will to ensure Hokitika-Kaniere Tramway, Mahinapua and Ruatapu trail sections are in a suitable condition to be signed off by the government. The other two projects at Taramakau and Hokitika Bridge will be dealt with separately by NZTA and David Inwood.

In regards to next steps we hope to also have funding available to tender for Old Christchurch Road Waimea water race and Lake Kaniere Road Stage 1 off-road trail sections almost immediately after official signoff from the government.

Progress has gone well with the cycle trail construction projects that council has tendered over the past 18 months and Westroads has been the successful tenderer on the majority of these works.

Congratulations to the Westroads team on well executed projects that provided us all with various levels of frustration, humour and finally ultimate satisfaction of trails completion to a very high standard that other cycle trails will be envious of.

Here are some pictures of the newly formed section of trail:



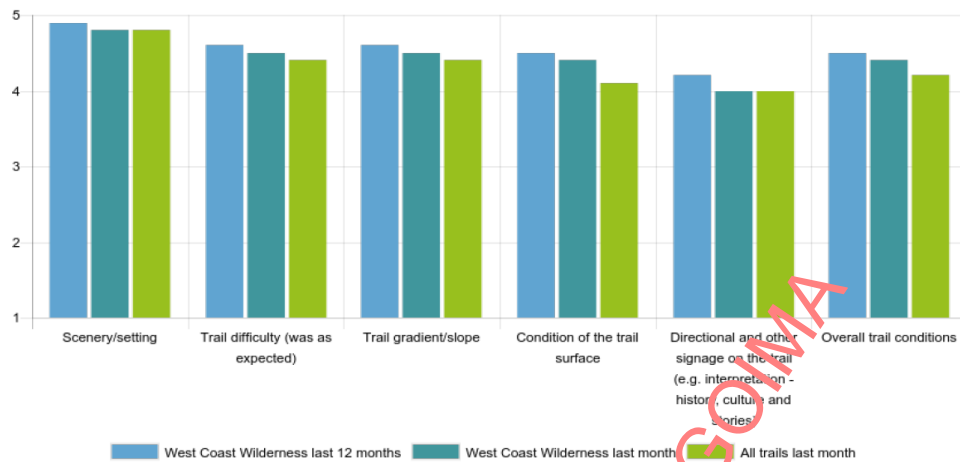




Cycle way report showing current ratings from cycleway users:

**Ratings - The Trail (1=very poor and 5=very good)**

Sample Size: West Coast Wilderness last 12 months 154 / 155 (99%) | West Coast Wilderness last month 31 / 31 (100%)  
 | All trails last month 90 / 90 (100%)



\* Information from WCWT Program manager report July 18

### 3.7 Franz Josef – Future Planning

Over the last quarter we have finalised the Governance Group and Future Franz group “terms of reference”. The project scope and an application has been made to the Provisional Growth Fund to achieve the following:

1. Complete a 100% stakeholder engagement process for all Franz Josef affected parties
2. Complete master planning for a “Future Franz”
3. Fund a full time project manager for 24 months (including all costs)
4. Development of business case and cabinet paper for consideration

We have developed an overall timeline for this program which is expected to take up to 18-24 months to complete. Key to the success of the project is finding a qualified project manager with the right attributes to ensure the success of the project.

### 3.8 Westland Economic Strategy (in conjunction with Kevin Stratful & DWC)

As outlined in the good news update we are continuing to provide relevant business cases for our priority projects. The following projects are currently being worked on for applications:

- The New Zealand Pounamu Centre & Westland Museum
- Westland Heritage and Cultural Tourism Development Project
- Geo Thermal - Hot Water Extraction – Low cost heat source
- Finalise solution for infrastructure at Franz Josef - submitted

- Tech space - Technology, Innovation & Enterprise Hub
- Civil Aviation Training Hub - Helicopters

Whilst we are very hopeful of positive support from Central Government & the PGF on these projects we need to ensure we have a sound business case for proceeding backed up with all relevant data. Recently we have loaded a report on Westland Economic Drivers onto our council website that underpins a lot of the important information used to build a business case.

We cannot under estimate the amount of work that goes into each business case and the scrutiny each case will be subjected to. All business cases will be assessed based on the following criteria:

- Their link to Fund and government outcomes – the project should lift the productivity potential of a region or regions, and contribute to other objectives. These include jobs, community benefits, and improved use of Māori assets, sustainability of natural assets, and mitigating and adapting to climate change.
- Additionally – the project needs to add value by building on what is there already and not duplicating existing efforts. The project also needs to generate clear public benefit.
- Connected to regional stakeholders and frameworks – projects must align with regional priorities and key local stakeholders should be supportive.
- Governance, risk management and project execution – projects will need to be supported by good project processes and those involved should have the capacity and capability to deliver. Projects need to be sustainable in the longer term beyond the Fund's life.

### **3.9 Operational Management Plans, Asset Management Plans and Reserves Assets Forms.**

We have brought in additional support for up to 20 hours per week to support the engineering team with updating various Operational Management Plans, Asset Management Plans and Reserves assets forms and the Reserves Management Plan. It has been highlighted through the LTP process that there is a large catch up documentation updates to bring them up to date.

### **3.10 Current Projects**

Staff are currently working on the following projects:

- Whitcombe Valley Road – Subject to weather and Chorus cable relocation delays. Currently Vine Creek Bridge approaches are being lifted with completion hopefully within the next 4-6 weeks.
- Hokitika Gorge Carpark – Work well underway. Currently tracking slightly behind schedule. Forecast completion date yet to be revised.
- Westland High Sports Complex Roof – Currently out for Tender
- Reseal Contract – This Seasons reseal areas have been identified. Common contract template currently being created for all 3 Councils to use and the format will be a 3 year term contract. Aiming to have contract out for tender within next 6-8 Weeks.
- Asset Revaluations – Engaging consultant to carry out Transportation infrastructure revaluations and to peer review unit rates and create report for 3 waters valuations that will be done “in house”.
- Planning for pavement rehabilitation works to be carried out on the Haast-Jackson Bay SPR – Surveys and detailed designs will be required for this activity. NZTA requested Enhanced funding levels for this over the next 3 years so that we can accurately model some different rehabilitation methods to find the best one for this area.
- Haast-Jackson Bay Emergency works – Preparation of contract for the final repair works to be carried out following the February Storm Surge. Phase 1 successfully completed to test repair methodology and rates. Now remaining section to be tendered out for repair.
- Review of footpath condition for this year’s footpath renewal projects.
- Freedom Camping Areas – Ongoing location investigations. Areas will be flown with the Drone to aid design.
- Kaniere Rd – (Woodstock Kimu Rd intersection area) storm water and flooding - Updated on site review of catchment undertaken and west Roads dispatched to camera and deliver asset condition report. Once received & reviewed, minor capital works will be undertaken to reduce property flooding in both the Empire Hotel site and Camp St Intersection. Works completion targeted for mid Sept.
- Jollie St/Tuffy Development Storm water improvements - Project targeting a reduction in overland flows and on-going flooding in this area is underway. Initial design proposal selected. Specialist consultants reviewing wider catchment scope in this area to ensure proposal is fit for purpose.

#### Timeline

1. Scope investigation and design finalisation – expected Mid-August.
2. Depending on size & budget –direct award or tender processing.
3. Result of item 2. Will determine physical works timing – initial expectation for completion December 2018.

- Regional WWTP ponds desludging project - Asset team seeking specialist contractor to undertake de-sludging of the 4 regional sewerage treatment ponds.
- Franz Joseph – Water filter aerator (blower). Material & plant priced to undertake these works. Expectation on completion late Sept. (dependent on overseas plant delivery).

## Other Activities

### 3.10.1 Library

Working with The Green Team and EnviroSchools, the Library were able to host a presentation on Reducing our Household Rubbish: The Zero Waste Approach. It was a full house and demonstrated how passionate this community is about reducing the amount of waste we produce.

As part of our Matariki celebrations we had a special Matariki Storytime for children, a Star themed Library Talk with Phil Barker, a magnificent community morning tea and collected non-perishable foods for the Hokitika FoodBank.

### 3.10.2 Ute Muster

#### Background to the event

The Ute Muster concept was based on a similar event that is held annually in Australia and attracts upwards of 20,000 people each year and it is the type of event that can appeal to a wide audience, thereby adding to its ongoing viability.

The concept was endorsed by Council on the 14 December 2017.

The inaugural event was handed over to Westland District Property Company by the CE to plan and manage with a view to building an event brand and an ongoing annual attraction that will benefit the wider West Coast community.

#### Event Program

It was decided to put together a program for the entire Easter weekend to offer two full days in Hokitika on Friday and Saturday and the option to extend the weekend into the Grey and Buller regions on the Sunday and Easter Monday.

After analysing the effectiveness of the program, DW believe that the best option for the next event will be to condense the program into a Saturday and Sunday event in Hokitika only with the main attractions being split over the two days and prize giving on Sunday afternoon.

## Event Overview

As this was the inaugural event, the first Ute Muster was an unknown entity and there is a long process required to build a successful event brand – a brand that would be sustainable from year to year. The strategy adopted was to put an inaugural event together that would appeal to as wide an audience as possible with a view to refining it more effectively for future events.

For the purposes of this report the main event categories as follows:

**Venue:** The venue chosen for the first event was the Hokitika Race Course in Park Street. The main reason for choosing this venue was because the venue was of sufficient size and layout to allow us to accommodate all of our program requirements such as camping, stalls, mud plug, stage, existing seating, show and shine, existing bar area etc. Overall, the venue was a great success and many of the participants commented on the suitability of it.

**Time Trails:** This was held at the airport on the secondary runway which allowed for a quarter mile strip to be used for the trials. This was a favourite of the event and we had over 40 participants taking part on the Saturday morning. The time trials were run by the Hokitika Aero club and the club enjoyed good fundraising from running the event.

**Mud Plug:** A track was created within the centre of the race course and attracted over 30 participants on Saturday afternoon. For future events, we will operate two or three grades of mud plug tracks to allow all Ute types to participate according to their capabilities. The mud plug was run by the Pioneer Social club and served as a good source of fundraising for them.

**Staff:** Local community groups were approached to provide staff for the various elements of the event and a list of these groups is discussed under Community Benefits below. An event manager was employed 3 months prior to the event and Property company staff were also used over the weekend.

**Ticket Sales:** In total, 153 Utes registered for the event with over 70 of these participating in the time trails and mud plug. For the street parade on Saturday, led by the mayor, over 100 Utes paraded through the town centre before moving on to the venue for the day's activities. Additional revenue was generated through stallholder fees, camping and bar sales. Our ticket pricing was too complicated and will be revised into a more basic format for future events as the complicated pricing structure caused delays at the registration gate.

**Entertainment:** Local bands were used to provide music for the Friday and Saturday concerts. The bands were selected well and proved to be

very good quality and very cost effective. In the future, we propose to only have one night of music (Saturday night) with bands playing from mid-afternoon to provide atmosphere and entertainment for the afternoon and evening.

Accommodation: A camp site was established at the Race Course and some of the punters made use of this facility. Most visitors to the event made use of local hotels and motels and this has wide benefits for the local community.

Prizes: The local business community was extremely generous with donating prizes to the event and all 12 prize categories (excluding the main prize of \$10,000) were donated. Part of the main prize (\$4,000) of \$10,000 was donated with the balance being funded by the event.

Event Sponsorship: Due to having very little time to put the event together and the fact that it was the first time the event was being run, it was difficult to attract major sponsors such as Ford/ Holden/ Monteiths etc. but all have expressed interest in being involved with the event next year. However two large sponsors were attracted and these have been discussed under Financial below.

### **Financial**

The event ended up making a loss of \$10,734 for its inaugural year. Some of the revenue and expenditure as follows:

#### Revenue:

Sponsorship – As mentioned above having 9 weeks to put the event together did not allow us to attract sufficient sponsorship but one main sponsor did provide \$25,000 worth of funding for the event as they would like to see the event become a main annual event for the West Coast and can see the economic benefits to the community. This sponsor wishes to remain anonymous but has expressed interest in sponsoring the event again next year. In addition to this, several large corporates are also interested in sponsoring the event next year.

#### Expenditure:

Advertising: Being the first time the event was advertised, some of the money spent on advertising was not very effective and this will be further refined for next year to ensure that advertising dollars attract the desired results.

Major Prize: The major prize of \$10,000 was a big attraction for participants and provided for a well- attended prize giving ceremony on



the Saturday night. We suggest that the main prize continues to be \$10,000 to ensure that future events continue to attract more punters each year.

Music: As discussed above, music can be limited to one night only next time we run the event and this will reduce costs considerably.

### **Community Groups**

The following community groups and organisations benefitted directly from the event:

- Westland High School
- Hokitika Race Course
- RSA
- Boys Brigade
- Pioneer Social Club
- Hokitika Aero Club
- St Mary's school
- Hokitika Lions Club
- Grey High School
- Marist Rugby Club
- WIHP
- Savage Club

### **In Conclusion**

The inaugural event, whilst not a success financially, has definitely laid the foundation for future events and it is our intention to continue to promote and operate an annual Ute Muster on the West Coast. This is a brand and event that we believe will improve from year to year but, like any good investment, takes time to mature and grow.

The inaugural event has given us clear direction for future events and we believe that by refining the program, changing the date to a more favourable time of year and more effective promotion of the event will ensure that it continues to grow. It is an exciting new brand for the West Coast!

#### **3.10.3 Information Strategy**

Work has commenced on the Information Systems Strategy which will provide direction in how technology, information systems and the linkages between systems can produce efficiencies and cost savings. This strategy will also incorporate a disaster recovery component to ensure that Council has the infrastructure in place to be able to function after a significant event.

#### **3.10.4 Annual Report**

Now that the Long Term Plan has been adopted, the finance team have commenced work on producing the Annual Report. The draft report once completed will be subject to audit for 4 weeks from mid-September to mid-October. The report will be expected to be adopted at an Extraordinary meeting in October, or if possible the October Council meeting.

### **3.10.5 Fraud Framework**

The Fraud Framework review is almost complete. PwC have provided a draft Final report, and the executive team will be providing their comments. Once this has been finalised the report will be brought to the Finance, Audit and Risk Committee for discussion.

### **3.10.6 Commercial Rates**

The Rates Officer completed a Commercial rating review before the end of the last Financial Year. Approximately 1,300 letters were sent out to ratepayers that have been identified as possibly carrying out some commercial activity. This was a desk process and no staff visited any ratepayers. There were also changes to properties to a Commercial rate as a result of the QV District Revaluation process. As a result of this, the properties identified were either rated commercially, part-commercial or no change.

Council is committed to ensuring that the Rating Information Database continues to be updated and accurate.

### **3.10.7 Year End Revaluations/Fair Value Assessments**

Council must revalue its assets on a regular basis, WDC has chosen to revalue assets every 3 years. In between these full revaluations assets must be assessed for Fair Value. For the last Financial Year all Land and Buildings are in the process of a full revaluation. Fair Value assessments will be carried out on all infrastructure assets. This process is necessary to ensure that assets are carried at a value that allows Council to fund the correct depreciation so that reserves are in place to renew assets as they come to the end of life.

### **3.10.8 EDRMS**

The project to source and install an Electronic Document Management System (eDRMS) is progressing after very little movement over the last 2 years. Staff have identified 2 potential systems and will be visiting Councils in the South Island shortly where these systems are currently in use. Once a system has been chosen there will be significant time in scoping and change managing the process from a manual system to the electronic system.

The eDRMS project is time consuming for staff, however the benefits far outweigh this. It is expected that this can be in place between 1.5 – 2 years.

### **3.10.9 New Financial Reporting System**

Council's current functional financial system does not support budgeting and reporting. This means that staff spend many hours' manually producing budgets and reports on a monthly, quarterly and Annual basis. To enhance reporting and provide more accurate reporting and budgeting with big time efficiencies, staff have sourced an agnostic reporting system which will sit on top of the functional system. This system should completely transform the production of the Long Term Plan and drastically reduce the amount of staff hours on this process.

The implementation of this system is due to start in August and be completed by 31 December 2018.

### **3.10.10 Westland District Key Economic Indicators & Fact Book**

Council is in receipt of the Westland District Key Economic Indicators and Fact Book which is designed to provide the most up to date data available from various sources in order to understand how the economy works and the challenges for Westland District. Whilst the numbers themselves are important, of more importance is the interpretation of the trends. Interpretation can take many forms and in some case assumptions have to be used. Those assumptions must be able to withstand robust challenge and in many cases have links to other information.

Comparison data with the West Coast Region of the District's performance provides the opportunity to learn how each District compares with the whole West Coast Region. Comparisons can also be made across regions of NZ.

To read more and access a copy of the Fact Book, here is the link:

<https://www.westlanddc.govt.nz/sites/default/files/Westland%20District%20Fact%20Book%20July%202018.pdf>

### **3.10.11 Local Government Official Information and Meetings Act (LGOIMAs)**

A total of 21 LGOIMA requests were received during the period 1 April 2018 to 18 July 2018:

The status of those applications is as follows:

Request	Status	No. of days taken to complete request	Charging
1. Phone Call Records – clarification of ongoing request	Completed	13	No
2. Information on the amount of funds provided by the Council for irrigation schemes, including proposed schemes for the years 2008 to 2018: <ul style="list-style-type: none"> <li>• Year</li> <li>• Project/scheme name</li> <li>• Budget line item name</li> <li>• Amount budgeted/spent</li> <li>• Budget reference number</li> </ul> For all funds allocated to projects that involve irrigation or freshwater takes other than for stock, reticulation, firefighting or wastewater. Note: This does not include costs budgeted for compliance where the Council is acting in the role of regulator.	Completed	14	No
3. No. of alcohol inspectors, training budgets, courses attended	Completed	18	No
4. Regional Fuel Tax	Completed	15	No
5. Information on Sexual Harassment allegations	Completed	13	No
6. <p>(1) Correspondence from the Ministry of Business, Innovation and Employment referring to the value of airborne magnetic and/or radiometric surveys for water resources, soil or any other investigation of interest to the council.</p> <p>(2) Was any consultant involved in any avocation of airborne magnetic or radiometric surveys to the council?</p> <p>(3) If the answer to 2 above is affirmative who was the consultant involved?</p> <p>(4) Who advocated airborne magnetic and/or radiometric surveys to the council?</p> <p>(5) Provide me with copies of all documentation, from any source, available to the council, advocating airborne magnetic and/or radiometric surveys.</p>	Completed	12	No.
7.	Part 1 - GMCS	4	

<p>(1) Statement of Intents for Council Companies (2) Annual 2018 – 2019 budgets for these same Companies.</p>	<p>completed. Part 2 - Transferred to CCO – WDPL (Transfer acknowledged T.Willcock)</p>		
<p>8. Library data for years 2016, 2017, 2018</p>	<p>Completed</p>	<p>12</p>	<p>No</p>
<p>9. West Coast Wilderness Trail: (1) How much was initial construction? (2) How much has gone into maintenance? (3) How much has been received from other funders such as Government?</p>	<p>Completed</p>	<p>17</p>	
<p>10. Provincial Growth Fund</p> <p>Any correspondence sent to or received from the Ministry of Business, Innovation and Employment, the Office of the Minister for Regional Economic Development or any other government department/agency in relation to the Provincial Growth Fund.</p> <p>Any correspondence sent to or received from Council (including both elected members and staff) in relation to potential or actual Provincial Growth Fund bids, including public enquiries, potential funding applications and their associated business cases.</p> <p>Any documents, correspondence or recordings of meetings that contain reference to the Provincial Growth Fund.</p>	<p>In progress: Initial Letter of acknowledge ment - 14.06.18 Letter for Refinement - 26.06.18 Email to follow up Refinement Letter - 12.07.18 (Note still waiting on clarification response)</p>		<p>No</p>
<p>11. Personnel File and Correspondence</p>	<p>Completed 11.07.18 Initial Letter of acknowledge ment - 14.06.18 Clarification – not charging - 06.07.18 Request for refinement on Q3 - 06.07.18 Email received confirming requestor withdrawing Q3 - 09.07.18 Final Letter – 11.07.18</p>	<p>20</p>	<p>No</p>
<p>12. Personnel File and Correspondence</p>	<p>Completed 12.07.18</p>	<p>19</p>	<p>No</p>

	Initial Letter of acknowledgment - 19.06.18 Clarification Letter - not charging - 06.07.18 Request for Refinement Q3 Letter - 06.07.18 Final Letter with Information - 12.07.18		
13. Okarito Building Complaint	<b>Completed:</b> 06.07.18 Initial Acknowledgement Letter - 20.06.18 Final Letter enclosing information - 06.07.18	14	NA
14. Publicly Owned buildings and spaces sold within last 5 years	<b>In progress:</b> Initial Letter of acknowledgment - 25.06.18 Final reply letter drafted.	21	No
15. Diesel Permits - April 2017-March 2018	<b>Completed:</b> 06.07.18 Initial Acknowledgement Letter - 25.06.18 Final Letter enclosing information - 06.07.18	9	No
16. Personnel File and Correspondence	<b>In Progress:</b> Initial Letter of acknowledgment - 04.07.18 Clarification of request Item No. 3 Letter - 13.07.18		No

WDC 20.27.04 Released under LGOMA

<p>17. (1) Regional funds received and expenditure (2) CCO Budgets, SOI, Meeting Minutes</p>	<p><b>In Progress:</b> Initial Acknowledge ment Letter - 06.07.18 Partial Transfer - Westroads Ltd 12.07.18 Partial Transfer Destination Westland 12.07.18 Transfer letter to Requestor - 12.07.18</p>		<p>No</p>
<p>18. Rates Components</p>	<p><b>Completed</b> <b>17.17.18</b> Initial Acknowledge ment Letter - 06.07.18 Final Letter enclosing information - 17.17.18</p>	<p>9</p>	<p>No</p>
<p>19. Library Wage Levels</p>	<p><b>In Progress:</b> Initial Acknowledge ment Letter - 06.07.18</p>		<p>TBC</p>
<p>20. Greywater Recycling</p>	<p><b>In Progress:</b> Initial Acknowledge ment Letter - 06.07.18</p>		<p>TBC</p>
<p>21. Audio Tape for Liquor Licensing Hearing</p>	<p><b>In Progress</b> Initial Acknowledge ment Letter - 11.07.18</p>		<p>TBC</p>

WDC 20.27.04 Released under GOIMA

### 3.10.12 Councillor Questions

**Deputy Mayor Lash:**

**Tourism Fund (100K from WDC):**

What is the actual income figure taken from the Tourism Rate – from all ratepayers across the entire Westland District? **\$100k + GST for Tourism West Coast. \$397,142 + GST this figure includes i-SITE and West Coast Wilderness Trail. See rates resolution adopted at the LTP adoption meeting for backup.**

**Westroads:** what checks and balances are in place to monitor their performance around all WDC maintenance contracts and ensuring the fulfilling of those? (e.g. the clearing of gutters, drains etc.) **Each Westroads contract is managed via the District Assets team. All contracts come with specific criteria for reporting requirements and work is validated prior to payment.**

**Destination Westland**

- Are Destination Westland relocating into the Renton Building in Hokitika? **Yes**
- If so, what is the overall cost of this exercise and what gains are expected from this move? **Overall cost is \$8K – move was necessary to accommodate expanded staff numbers and have a central base from which to operate effectively.**
- How do they quantify the need for additional positions being advertised (e.g. Health & Safety/maintenance, events, etc?) **All budgeted for within the new company structure and all new positions are required for the successful management of the new entities and expanded company portfolio**
- What does the business plan look like that will be presented to the new WHL board covering the next 5 years? **This is in the process of being revised now that the new entities have been confirmed as coming over to the CCO to manage.**
- Does their business plan moving forward meet Councils expectations for this business? (by business goals, management of councils assets, return back to the ratepayers). **SOI has been provided and will be reviewed by WHL board with an opportunity to ‘modify’ this year or start fresh from next year. This is being presented for information only at the Finance, Audit and Risk meeting in July. The SOI was signed by the Mayor on 29th June 18 and emailed to Albert Brantley (WHL Chair) on the same date.**
- How was the Ute Muster funded? **See report – a combination of sponsorship and revenue from the event**



## Events

Ute Muster – see update provided in this report.

### 3.10.13 Cr Eatwell:

Illegal dumping of rubbish. - We would like anyone who identifies illegal dumping to report it through our service request form process. This will document the incident and also requires staff to investigate any breach.

### 3.10.14 The Office of the Auditor-General

The Inquiry into the Procurement for Works for Wastewater Plant at Franz Josef is ongoing and information has been forwarded to the Office of the Auditor-General.

## 4. STAFFING UPDATE

### 4.1 Office of the Chief Executive

No change in staffing.

### 4.2 District Assets

Over the last quarter we can welcome a new 3 waters engineer into the team. Martin Ross has joined us and comes with a wealth of experience in operation and project management of 3 waters infrastructure.

District Assets will shortly be looking to recruit a full time senior Projects Engineer to oversee the full capital program on behalf of the team. We have significant challenges with delivering these projects particularly with the amount we have targeted in the next three years.

District assets have some short term contracts in place to fast track improvements in asset data, systems and procedures.

### 4.3 Corporate Services

The Accountant role is still vacant, however recruitment is in progress and interviews were held last week.

Recruitment is still ongoing for the Strategy and Communications Advisor role, a short list has been prepared.

This role will be key for the preparation of the Annual Report.

#### 4.4 Planning, Community and Environment

The recent decision through the LTP consultation to transfer the Museum and Events to Destination Westland. This has been completed and new HR contracts have been issued.

Recent changes within the Planning, Community & Environmental team is appointment of Ana Coleman as Quality Manager (Planning & Regulatory) to oversee quality systems, processes and audits within these functions.

Council is also working on bring Animal Control back in house. We have advised the current contractor of this and will look to recruit a role in the near future.

### 5 RECOMMENDATION

- A) **THAT** the Quarterly Report from the Chief Executive dated 26 July 2018 be received.
- B) **THAT** councillors instruct the Chief Executive to draft a Responsible Campers Bylaw for review at the next council meeting.

**Simon Bastion**  
**Chief Executive**

WDC 20.27.04 Released under L.O.I.M.A.

## Mary-anne Bell

---

**From:** Simon Bastion  
**Sent:** Tuesday, 4 August 2020 11:42 AM  
**To:** Mary-anne Bell  
**Subject:** FW: Helen Lash - Questions for Council meeting  
**Attachments:** 20180716144629279.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Simon Bastion** | Chief Executive  
**Westland District Council**

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**From:** [trevor@destinationwestland.co.nz](mailto:trevor@destinationwestland.co.nz) [mailto:[trevor@destinationwestland.co.nz](mailto:trevor@destinationwestland.co.nz)]  
**Sent:** Monday, 16 July 2018 2:53 pm  
**To:** Lesley Crichton <[Lesley.Crichton@westlanddc.govt.nz](mailto:Lesley.Crichton@westlanddc.govt.nz)>; Simon Bastion <[simon.bastion@westlanddc.govt.nz](mailto:simon.bastion@westlanddc.govt.nz)>  
**Subject:** RE: Helen Lash - Questions for Council meeting

Hi Simon

Report on the Ute Muster event attached. I have used a different format for the report to enable it to be more of an open document.

Regards



Trevor Willcock  
Chief Executive

Phone: 027 259 7571  
or 03 755 8453

**From:** Lesley Crichton <[Lesley.Crichton@westlanddc.govt.nz](mailto:Lesley.Crichton@westlanddc.govt.nz)>  
**Sent:** Tuesday, 10 July 2018 2:04 PM  
**To:** Simon Bastion <[simon.bastion@westlanddc.govt.nz](mailto:simon.bastion@westlanddc.govt.nz)>; Executive Team

Trevor Willcock <[trevor@destinationwestland.co.nz](mailto:trevor@destinationwestland.co.nz)>  
**Subject:** RE: Helen Lash - Questions for Council meeting

Hi Simon

My answers in red.

Kind regards  
Lesley

**Lesley Crichton** | Group Manager: Corporate Services  
**Westland District Council**

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DDI +64 3 756 9081 | M +64 27 531 3782 | [Lesley.Crichton@westlanddc.govt.nz](mailto:Lesley.Crichton@westlanddc.govt.nz)  
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**From:** Simon Bastion  
**Sent:** Tuesday, 10 July 2018 12:54 PM  
**To:** Executive Team [redacted] Trevor Willcock <[trevor@destinationwestland.co.nz](mailto:trevor@destinationwestland.co.nz)>  
**Subject:** Helen Lash - Questions for Council meeting

Hi team – please see requests from Deputy Mayor Lash for the July Council meeting.

Can you please consider whether you are the owner of these questions and if so please provide a response for each.

Trevor – believe there is a clear mandate for a full report to council on the Ute Muster. Framing a report around the questions posed by Helen will suffice. I suggest a big focus should be on what is going to happen in the future!

In regards to the question re the New WHL Board – we have already completed a Letter of Expectation for them on behalf of council and will progress this now that we have a new WHL board.

Regards

**Simon Bastion** | Chief Executive  
**Westland District Council**

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---

**From:** Helen Lash  
**Sent:** Tuesday, 10 July 2018 12:14 PM  
**To:** Simon Bastion <[simon.bastion@westlanddc.govt.nz](mailto:simon.bastion@westlanddc.govt.nz)>; Councillors [redacted]  
**Subject:** Agenda items please

Apologies Simon – the previous email left my computer mid typing – not too sure what happened there!

Hi Simon

Below please find questions I would like to have answered in full with supportive documentation at the council meeting, 26<sup>th</sup> July 2018.

**Tourism Fund (100K from WDC):** what is the actual income figure taken from the Tourism Rate – from all ratepayers across the entire Westland District? **\$100k + GST for Tourism West Coast. \$397,142 + GST this figure includes i-SITE and West Coast Wilderness Trail. See attached rates resolution adopted at the LTP adoption meeting for backup.**

**Westroads:** what checks and balances are in place to monitor their performance around all WDC maintenance contracts and ensuring the fulfilling of those? (eg. the clearing of gutters, drains etc)

**Property Company/Destination Westland:** as the overall governing body of all CCO's and in light of being devoid of a functioning WHL board for some time, I would appreciate some answers and or information being supplied to the following questions:

1. Are Destination Westland relocating into the Renton Building in Hokitika?
2. If so, what is the overall cost of this exercise and what gains are expected from this move?
3. How do they quantify the need for additional positions being advertised (eg. Health & Safety/maintenance, events, etc).
4. What does the business plan look like that will be presented to the new WHL board covering the next 5 years?
5. Does their business plan moving forward meet Councils expectations for this business? (by business goals, management of councils assets, return back to the ratepayers). **SOI has been provided and will be reviewed by WHL board with an opportunity to 'modify' this year or start fresh from next year. This is being presented for information only at the Finance, Audit and Risk meeting in July.**
6. How was the Ute Muster funded?

**New WHL Board:** Are we taking a Business Plan clearly outlining Councils expectations to the new WHL board of directors as council and primary governing body? **Letter of expectation was sent out for review by all Councillors who had an opportunity to comment at that time. This will be signed by the Mayor and given to the Chair WHL.**

**Events:** As asked for over the past three months:

1. The full financial report for the ute muster (excuses of invoices not being presented to council is not sufficient to withhold this information from council any longer).
2. Where did the funds come from to finance the Ute Muster?
3. How are the losses incurred from both Wildfoods and the Ute Muster being managed?
4. What is being done to address these losses moving forwards in the continuation or not of event management by its CCO?

The management of Events is a dangerous sector to be in unless you are a professional within this line of business and have investors/investments to back these financially. The property company/destination westland is and has neither, as does council.

I look forward to seeing these matters covered in full at the next council meeting and not eliminated from council discussion by responding to them within this email.

Happy to discuss further.

Regards,  
Helen Lash

Sent from [Mail](#) for Windows 10

# Confidential Report – Inaugural South Island Ute Muster event

Easter Weekend, 2018

## TABLE OF CONTENTS:

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- Background to the event
- Event Program
- Event Overview
- Financial Summary
- Community Benefits
- Conclusion

## BACKGROUND TO THE EVENT

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The idea for the Ute Muster was generated from an ideas forum that Mayor Bruce Smith is a participant of. A similar event is held annually in Australia and attracts upwards of 20,000 people each year and it is the type of event that can appeal to a wide audience, thereby adding to its ongoing viability.

After being ratified by Council resolution, the inaugural event was handed over to Westland District Property Company, a council-controlled organization to plan and manage with a view to building an event brand and an ongoing annual attraction that will benefit the wider West Coast community.

## EVENT PROGRAM

---

It was decided to put together a program for the entire Easter weekend to offer two full days in Hokitika on Friday and Saturday and the option to extend the weekend into the Grey and Buller regions on the Sunday and Easter Monday.

The program was as follows:

### Friday

*Day : Arrival and Ute registration, camping registration*



*Evening : Music concert at venue, food stalls, bar at Race course*

#### Saturday

*Morning : Grand street parade, Time trials at airport, show and shine, Food/Trade stalls at venue, ongoing registration*

*Afternoon : Mud Plug at race course, food/trade stalls, bar, music*

*Evening : Music concert, Food stalls, bar, prize giving*

#### Sunday and Monday

*Drive through to Hokitika Gorge, Grey and Buller districts for local attractions*

After analyzing the effectiveness of the program, we believe that the best option for the next event will be to condense the program into a Saturday and Sunday event in Hokitika only with the main attractions being split over the two days and prize giving on Sunday afternoon

## EVENT OVERVIEW

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As this was the inaugural event, the first Ute Muster was an unknown entity to us and there is a long process required to build a successful event brand – a brand that would be sustainable from year to year. The strategy adopted by us was to put an inaugural event together that would appeal to as wide an audience as possible with a view to refining it more effectively for future events.

For the purposes of this report I wish to comment on the main event categories as follows:

1. Venue: The venue chosen for the first event was the Hokitika Race Course in Park street. The main reason for choosing this venue was because the venue was of sufficient size and layout to allow us to accommodate all of our program requirements such as camping, stalls, mud plug, stage, existing seating, show and shine, existing bar area etc. Overall, the venue was a great success and many of the participants commented on the suitability of it.
2. Time Trails: This was held at the airport on the secondary runway which allowed for a quarter mile strip to be used for the trials. This was a favourite of the event and we had over 40 participants taking part on the Saturday morning. The time trials were run by the Hokitika Aero club and the club enjoyed good fundraising from running the event.
3. Mud Plug: A track was created within the centre of the race course and attracted over 30 participants on Saturday afternoon. For future events, we will operate two or three grades of mud plug tracks to allow all Ute types to participate according to their capabilities. The mud plug was run by the Pioneer Social club and served as a good source of fundraising for them.
4. Staff: Local community groups were approached to provide staff for the various elements of the event and a list of these groups is discussed under Community Benefits below. An event manager was employed 3 months prior to the event and Property company staff were also used over the weekend.
5. Ticket Sales: In total, 153 Utes registered for the event with over 70 of these participating in the time trails and mud plug. For the street parade on Saturday, led by the mayor, over 100 Utes paraded through the town centre before moving on to the venue for the days activities.

Additional revenue was generated through stallholder fees, camping and bar sales. Our ticket pricing was too complicated and will be revised into a more basic format for future events as the complicated pricing structure caused delays at the registration gate.

6. Entertainment: We used local bands to provide music for the Friday and Saturday concerts. The bands were selected well and proved to be very good quality and very cost effective. In the future, we propose to only have one night of music (Saturday night) with bands playing from mid afternoon to provide atmosphere and entertainment for the afternoon and evening.
7. Accommodation: A camp site was established at the Race Course and some of the punters made use of this facility. Most visitors to the event made use of local hotels and motels and this has wide benefits for the local community.
8. Prizes: The local business community was extremely generous with donating prizes to the event and all 12 prize categories (excluding the main prize of \$10,000) were donated and this had a positive effect on our expenses. Part of the main prize (\$4,000) of \$10,000 was also donated with the balance being funded by the event.
9. Event Sponsorship: Due to having very little time to put the event together and the fact that it was the first time the event was being run, it was difficult to attract major sponsors such as Ford/Holden/Monteiths etc but all have expressed interest in being involved with the event next year. We were able to attract three sponsors however and these have been discussed under Financial below.

## FINANCIAL

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A copy of the Profit and Loss for the event has been attached to this report. The event ended up making a loss of \$10,734 for it's inaugural year and I would like to comment on some of the revenue and expenditure as follows:

### Revenue:

Sponsorship – As mentioned above having 9 weeks to put the event together did not allow us to attract sufficient sponsorship but we did secure sponsorship of [REDACTED] for the event from several sources as the sponsors would like to see the event become a main annual event for the West Coast and can see the economic benefits to the community. A grant of [REDACTED] was provided by Westland Holdings Limited as “seed” money to get the event up and running for the first time. For next year, several large corporates are also interested in sponsoring the event.

### Expenditure:

Advertising: Being the first time the event was advertised, some of the money spent on advertising was not as effective as we would have liked and this will be further refined for next year to ensure that advertising dollars attract the desired results.

Contractors: Better efficiencies can be found for some of these costs for the next event.

Major Prize: The major prize of \$10,000 was a big attraction for participants and provided for a well-attended prize giving ceremony on the Saturday night. We suggest that the main prize continues to be \$10,000 to ensure that future events continue to attract more punters each year.

Music: As discussed above, music can be limited to one night only next time we run the event and this will reduce these costs by approximately 50%.

General:

For the first event, we tried to appeal to as wide an audience as possible and as such put on a program that was too large and carried too many unnecessary costs, resulting in a loss for the event. The program and costs will be streamlined and revised to ensure that the financial viability of the event continues to grow.

It is our objective to reach a minimum of breakeven for the next event.

## COMMUNITY GROUPS

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The following community groups and organisations benefitted directly from the event:

Westland High School

Hokitika Race Course

RSA

Boys Brigade

Pioneer Social Club

Hokitika Aero Club

St Mary's school

Hokitika Lions Club

Grey High School

Marist Rugby Club

WIHP

Savage Club

## IN CONCLUSION

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The inaugural event, whilst not a success financially, has definitely laid the foundation for future events and it is our intention to continue to promote and operate an annual Ute Muster on the West Coast. This is a brand and event that we believe will improve from year to year but, like any good investment, takes time to mature and grow.

The inaugural event has given us clear direction for future events and we believe that by refining the program, changing the date to a more favourable time of year and more effective promotion of the event will ensure that it continues to grow. It is an exciting new brand for the West Coast!

## Mary-anne Bell

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**From:** Simon Bastion  
**Sent:** Tuesday, 4 August 2020 11:41 AM  
**To:** Mary-anne Bell  
**Subject:** FW: Ute Muster Report  
**Attachments:** image001.jpg; ATT00001.htm; 201908 Ute Muster - P & L.pdf; ATT00002.htm; 201909 Ute Muster - Full Report to WHL .pdf; ATT00003.htm

**Simon Bastion** | Chief Executive  
**Westland District Council**

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[Facebook](#) | [Westland Matters Newsletter](#) | "Westland - The Last Best Place"

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**From:** Melanie Anderson [mailto:ceo@destinationwestland.co.nz]  
**Sent:** Friday, 6 September 2019 12:48 am  
**To:** Bruce Smith <mayor.smith@westlanddc.govt.nz>; Latham Martin <cr.martin@westlanddc.govt.nz>; Durham Havill <cr.havill@westlanddc.govt.nz>; Des Routhan <cr.routhan@westlanddc.govt.nz>; Helen Lash <cr.lash@westlanddc.govt.nz>; Jane Neale <cr.neale@westlanddc.govt.nz>; David Carruthers <cr.carruthers@westlanddc.govt.nz>; Gray Eatwell <cr.eatwell@westlanddc.govt.nz>; Graeme Olson <cr.olson@westlanddc.govt.nz>  
**Cc:** Simon Bastion <simon.bastion@westlanddc.govt.nz>; Te Aroha Cook <tearoha.cook@westlanddc.govt.nz>; Joanne Conroy <[REDACTED]>  
**Subject:** Ute Muster Report

Good Afternoon,

Attached for your information is a report sent to Westland Holdings Limited regarding the 2018 Ute Muster for your information. A further LGOIMA request in relation to the Ute Muster has been answered today.

Kind Regards  
Melanie

# Profit and Loss

Destination Westland Ltd

For the year ended 30 June 2018



Department is Ute Muster. □	
Account	2018
<b>Trading Income</b>	
Ute Muster - Sales	14,317.13
Ute: Grants/Sponsorship	
<b>Total Trading Income</b>	
<b>Operating Expenses</b>	
Ute: Advertising	17,136.98
Ute: Bar Purchases	3,454.90
Ute: Contractors	20,486.78
Ute: General Expenses	7,200.41
Ute: Major Prize	10,000.00
Ute: Music	8,359.13
Ute: Musterer Expenses	879.52
Ute: Postage & Stationery	392.64
Ute: Retails Items	1,922.30
Ute: Staff Uniforms	1,240.00
Ute: Telephone, Internet and Website	377.21
Ute: Travel & Accommodation	146.09
Ute: VIP Room	1,471.50
Ute: Wages	
<b>Total Operating Expenses</b>	<b>96,195.83</b>
<b>Net Profit</b>	

WDC 20.21.04 Released under LGOMA

23 August 2019

The Chairperson  
Westland Holdings Ltd

Via email: [REDACTED]

Dear Joanne,

**Ute Muster 2018 Financial Result**

The Board of Destination Westland Limited has instructed myself, the Acting Chief Executive, to provide the Board with an accurate representation of the Financial Result of the 2018 Ute Muster. By way of background, Destination Westland Limited, formerly Westland District Property Limited and Hokitika Airport Limited, was tasked in late December 2017 by Westland District Council to promote and run the inaugural Ute Muster during Easter Weekend 2018. We have been unsuccessful in locating a memorandum of understanding or contract relating to this.

Summary of Events

A preliminary Budget was sent to Simon Bastion, Lesley Crichton and Bruce Smith on 17 January 2018 showing a projected expenditure of over \$109,000 and a deficit of \$62,000.

A revised Budget was developed following communication from council.

As per agreed communication channels the revised full budget was emailed to the Chair of Westland Holdings Ltd in January 2018 which we assume was then passed onto council. This budget forecast

Income: \$106,350 including a proposed contribution from Westland Holdings Ltd [REDACTED]  
Expenditure: \$106,105

Included in the revised budget was a provision for reimbursement of the Wages expense incurred to run the Ute Muster. This provision was made based on the resolution recorded in the minutes of the Ordinary Meeting of the Westland District Council on 14 December 2017. Extract from those minutes:

**“ 5.2 New Zealand Ute Muster Event in Hokitika**

*His Worship the Mayor advised that the purpose of the report is to outline a proposal for what could be the West Coast's newest and biggest annual event. The New Zealand Ute Muster would be a four day event that celebrates things unique to the West Coast culture including utes, camping in the outdoors, West Coast food, rivalry and competition. The Mayor further advised that the event needs approval to use Cass Square for its Trade Fair and Sunset Point for camping and assembly facilities.*

Moved Cr Havill, seconded Cr Routhan and **Resolved** that:

- A) Cass Square and Sunset Point be the event venues for the New Zealand Ute Muster.
- B) A new permanent full-time position for an Events Manager be created at Council to oversee all Council's event offerings.



- C) A financial budget be prepared and presented to Council of forecast costs for the event.
- D) The event be held each year at Easter Weekend with the inaugural event to be held in 2018.
- E) The event be consulted on through the following platforms: Council's Facebook page, a notice on Council's Website, a Statement of Proposal being advertised in the Hokitika Guardian and conversations with local business owners and relevant stakeholders to assess support for the event and financial support (such as sponsorship)."

The Board in reference to this Council Resolution noted at their May 2018 meeting that the "the Council is responsible for the wages of an Event Organiser" and instructed CE to discuss with Council CE. There does not appear to be any other written communication in regard to this and can only be assumed that any communication was verbal. After talking to current staff members, it is my understanding that Destination Westland invoiced Council in good faith.

Other correspondence reviewed has Destination Westland Limited being given assurance, by way of an email on 15 February 2018, that Westland Holdings Limited would provide a Grant of [REDACTED] to establish the event. Due to circumstances outside of our control this never came to fruition.

Destination Westland attempted to secure a Major sponsor however the short turnaround between concept inception and expected delivery of the event, they were not successful. Companies interested in being a major investor in the event had already allocated their Sponsorship/Advertising budgets for that quarter/year.

Actual Expenditure for the event has been recorded at \$96,000. There may also be some additional overhead costs that have not been attributed to the event.

Actual Income for the event:

Sales \$14,317  
Sponsorship [REDACTED]

Well below the revised budget of:

Sponsorship [REDACTED]  
Grant/Contributions [REDACTED]  
Sales & Commission: \$46,000

The Westland District Properties Limited Profit & Loss Report presented to WDC shortly after the Ute Muster reported a loss of approx. \$11,000.00. The variance between the Destination Westland Limited actual results presented and the previously presented figures arise due to the aforementioned [REDACTED] that DWL had expected to receive from WDC (reimbursement of wages) and WHL (grant), along with the elimination of a [REDACTED] grant from Hokitika Airport Limited. As this report is as the Amalgamated Entity Destination Westland Limited at 30 June 2018, any inter entity transactions are required to be eliminated. The [REDACTED] was previously included in Sponsorship & Grants.

Yours Faithfully



Melanie Anderson  
Acting Chief Executive