

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 23 April 2026**, commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

5. PUBLIC FORUM

Nil

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

Minutes circulated.

- Council Meeting Minutes – 26 March 2026 (5 - 13)
- Council Meeting Minutes – 26 February 2026 - Amended (14 - 20)
- Extraordinary Council Meeting Minutes – 1 April 2026 (21 - 24)

COMMITTEE MINUTES TO BE RECEIVED:

- CCO Oversight Committee – 28 January 2026 (25 - 28)

7. ACTION LIST

(29 - 31)

**8. NGĀ TĀPAETANGA
PRESENTATIONS**

Nil

**9. PŪRONGO KAIMAHI
STAFF REPORTS**

- **Financial Report** (32 - 48)
Financial Accountant to speak to the report.
- **Chief Executive's Quarterly Report** (49 - 69)
Chief Executive to speak to the report.
- **Risk and Assurance Committee Chair Report** (70 - 72)
Quality Assurance Manager to speak to the report.
- **Risk and Assurance Committee Terms of Reference** (73 - 77)
Quality Assurance Manager to speak to the report.
- **CCO Oversight Committee Terms of Reference** (78 - 82)
Chief Financial Officer to speak to the report.

10. ADMINISTRATIVE RESOLUTIONS

Nil

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 26 March 2026 - Extraordinary Council Meeting 1 April 2026	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Kumara Junction Highway	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Chief Executive Review Committee Update	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1, 3	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
1, 2,	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	(S. 7(2)(h))

**DATE OF NEXT ORDINARY COUNCIL MEETING
ON 28 MAY 2026 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 26 MARCH 2026 COMMENCING AT 1.00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Cr Maitland.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; D. Maitland, Quality Assurance Manager; N. Martin, Governance and Communications Officer.

Staff present for part of the meeting:

C. Nabben, Financial Accountant.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

The following amendment to the register was noted:

- 23.03.26 – Cr Martin: staff member is a tenant (Pecuniary, Perceived).

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

There were no urgent items.

5. PUBLIC FORUM

- **Alan Davidson**

Mr Davidson spoke regarding insurance cover in the Westland District.

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

Council Meeting Minutes – 26 February 2026

Moved Cr Gillett, seconded Cr Maitland and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 26 February 2026 be accepted with the following amendments to be made:

1. Members Present and Apologies

The livestream recording of the meeting to be checked regarding the meeting attendance and chairing of the meeting on 26 February 2026.

2. Ordinary Council Meeting Minutes – 29 January 2026

Clarification was provided by Her Worship the Mayor regarding comments made at the previous council meeting held 29 January 2026, regarding a cap on FTE staff that it was only a temporary measure put in place by previous management, and that time period has since lapsed.

Kw Madgwick sought clarification regarding the item noted above and asked for information to come back to the April Council Meeting, along with the record of a meeting held on 22 June 2022 Annual Plan Hearing, chaired by Acting Mayor David Carruthers that whilst a cap was put on FTE staff numbers, it was not a temporary measure.

As the Minutes were accepted and required amendment, the minutes are to come back to the April Council Meeting for adoption, with an agenda item regarding the 22 June 2022 Annual Plan Hearing to come back to the April Council meeting.

COMMITTEE MINUTES TO BE RECEIVED:

Nil

7. ACTION LIST

The Chief Executive spoke to the Action List as follows:

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps	Status
1	26.08.2021	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report. Options to be reported back to Council at the 26 June Ordinary Council meeting	General Manager District Assets	Council resolved on 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025. The Chief Executive advised that work was progressing. Further information is awaited relating to the new policies on earthquake strengthening and will report back once Central Government have set their new policies.	Open
2	26.09.2024	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board	General Manager Business Enablement	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	A report was being prepared by the General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council. Background work on this is progressing with a paper to be presented in April 2026.	Open
4	17.04.2025	Hokitika Racecourse Development		Chief Executive		Final Update to be presented to Council in March 2026.	Closed
5	22.05.2025	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.	Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	General Manager District Assets has requested information from Department of Conservation and West Coast Regional Council. Pending receipt of that information, a round table with local residents and the complainant will be held.	Open
6	22.05.2025	West Coast Wilderness Trail and Hokitika Westland isite		Chief Executive	Councillors discussed the costs for the and West Coast Wilderness Trail amd Hokitika Westland	A paper regarding the Hokitika Westland isite is on the March Council Agenda.	Open

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps	Status
					isite at their meeting on the 22 May 2025.		
7	18.12.2025	Status of assessing earthquake-prone public and private buildings, including St Mary's Catholic Church.		Chief Executive	Council discussed the effect of the recent earthquake-prone building (EPB) changes on the buildings with a EPB notice. The proposals are potentially to be legislated in 2027 and are subject to change. Details of these proposals will be included in the Council HQ paper. The Council paper will not include privately owned buildings as this is not Council's responsibility.	A paper to be provided to the Council for consideration in conjunction with item 1.	Open
8	Freedom Camping Workshop	Council Workshop		Chief Executive	A new date for a Council Workshop will be determined.		Open
9	Fuel situation across the country	Impact on Council		Chief Executive	CE advised that work is being done in-house regarding the contingency planning with regard to the fuel situation and a variety of scenarios and the potential impact.		Open

Moved Cr Maitland, seconded Cr Munns and **Resolved** that the updated Action List be received and the completed actions be removed from the list.

8. NGĀ TĀPAETANGA PRESENTATIONS

- Department of Conservation

The following representatives from Department of Conservation were in attendance at the meeting and spoke to their Powerpoint presentation:

- Owen Kilgour, Regional Director, Western South Island
- Tim Shaw, Operations Manager, Hokitika
- Wayne Costello, Operations Manager, South Westland

Topics discussed included:

- Western South Island Regional Overview
- Biodiversity
- Visitor experience – Nature is the experience

- Visitor experiences, recreation, and heritage conservation
- Land management, regulator and economics
- Partnering
- Hokitika Place
- Te Waipounamu – South Westland District
- Predator Free South Westland - From Project to Normal Life
- Te Wahipounamu: World Heritage with responsibility

Moved Cr Gillett, seconded Cr Munns and **Resolved** that the presentation from the Department of Conservation representatives be received with thanks.

9. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Report (to 28 February 2026)**

The Financial Accountant advised that the purpose of the report is to provide an indication of Council’s financial performance for the month to 28 February 2026.

Moved Cr Gillett, seconded Cr Manera and **Resolved** that the Financial Performance Report to 28 February 2026 be received.

- **Hokitika Wastewater Treatment Plant Oversight Subcommittee**

Her Worship the Mayor advised that the purpose of the report is to consider the need for the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee to continue.

Moved Deputy Mayor Burden, seconded Cr Manera and **Resolved** that:

- 1.1. The report be received.
- 1.2. The Council approves the disestablishment of the Hokitika Wastewater Plant Oversight Subcommittee.
- 1.3. The Council formally thanks all Committee members for the hard mahi that they have put into this project over the past 5 years, with a special thank you to the late James Russell and Barry Wilson, invaluable members of the team whose knowledge, dedication, and presence will be greatly missed throughout the community.

- **Hokitika Westland isite Visitor Information Centre Report**

The Chief Executive advised that the purpose of the report is to update Council on the current position of the Hokitika Westland isite Visitor Information Centre following Council’s previous decisions regarding its management and operation.

Moved Cr Munns, seconded Cr Martin and **Resolved** that:

- 1.1. The report be received.
- 1.2. Council note that an internal working group has commenced reviewing the costs and benefits associated with Council’s tourism-related investments, including the Hokitika Westland isite, with a view to inform annual planning consultation.

1.3. Council notes that the working group continue this work, including consideration of the district's overall visitor servicing approach, the value of Council's tourism-related investments, and the role Council plays in supporting the visitor economy.

- **Easter Sunday Shop Trading Policy**

The Chief Executive advised that the purpose of the report is for Council to consider the adoption of the Easter Sunday Trading Policy 2026. Council received eight submissions in support of the Easter Sunday Trading Policy and one submission in opposition.

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

1.1 The report be received.

1.2 Council considers all the submissions received in making its decision.

1.3 Council approves the Easter Sunday Shop Trading Policy 2026.

Cr Maitland recorded his vote against the motion.

- **Waitaha Valley Road Widening**

Her Worship the Mayor advised that Cr Munns had expressed concern about declaring a potential conflict of interest due to owning property in the Waitaha Valley, however as Council are not making an operational decision at this meeting, there is no reason for Cr Munns to remove herself from the discussion at this time.

The General Manager District Assets advised that the purpose of the report is to provide more detail to Council regarding the estimated costs of widening Waitaha Valley Road.

Moved Deputy Mayor Burden, seconded Cr Manera and **Resolved** that:

1.1 The report be received.

1.2 Council requests that the District Assets staff actively engage with Westpower and Waitaha Valley Road resident representatives during the Corridor Access approval Process.

- **Westland Industrial Heritage Park**

Members of the Westland Industrial Heritage Park had provided a background and timeline paper for the information of the Mayor and Councillors.

The General Manager District Assets advised that the purpose of the report was to provide an update for Council on the current expenses relative to the operation of the Westland Industrial Heritage Park at present, increased operational cost with the proposed building development and to provide a directive on the request for new building placement.

Moved Cr Mackenzie, seconded Deputy Mayor Burden and **Resolved** that:

1.1. The report be received.

1.2. Council assess the options, decide feasibility and directs staff to update the memorandum of understanding accordingly and agrees to authorise the development to proceed.

Deputy Mayor Burden asked that a conversation be held to explore grant funding options to reduce the burden on the Westland District ratepayers.

- **Local Waters Done Well
Provision of Loan Funding for Water Services Council Controlled Organisation Setup and Establishment Costs**

The Chief Executive advised that the purpose of the report is to seek Council approval to fund Westland District Council's one-third share of the setup and establishment costs for the West Coast Water Services Council-Controlled Organisation (WSCCO), either by raising debtor, if more efficient, by using Council cash resources (an internal loan), with delegated authority for the Chief Executive to finalise the funding terms.

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

- 1.1 The report be received.
- 1.2 Council agrees to fund its share of the setup and establishment costs for the West Coast Water Services Council-Controlled Organisation via debt or cash reserves, up to a limit of \$1.583 million, noting any interest costs will be passed to the WSCCO along with the balance of any debt drawn down.

*Moved Cr Gillett, seconded Cr Maitland and **Resolved** that the meeting be extended past 2 hours with a break.*

- **West Coast Water Services Council Controlled Organisation – Constitution, Shareholders Agreement and Board Appointment Process.**

The Chief Executive advised that the purpose of the report is to seek Council approval of the Shareholders Agreement and Constitution for the West Coast Water Services Council Controlled Organisation.

An amendment to Page 104 of the Council Agenda had been tabled as follows:

5. CHAIRPERSON

Existing Clause:

- (a) Once all members of the Shareholders' Representative Forum have been appointed, they may at any time appoint an Independent Chairperson in accordance with clause 6.4 of the Shareholders' Agreement. The Independent Chairperson will have no voting rights.

New Clauses:

- (b) If an Independent Chairperson has been appointed, they shall hold office as the Chairperson of the Shareholders' Representative Forum until they cease to hold office under clause 6.4 (e), (f) or (g) of the Shareholders' Agreement.
- (c) If there is no Independent Chairperson in office, the Chairperson of the Shareholders' Representative Forum will be appointed by resolution of the Shareholders' Representative Forum, and may be removed or replaced in the same manner. The deputy chairperson of the Shareholders' Representative Forum (who will act as chairperson in the absence of the chairperson) will be appointed by resolution of the Shareholders' Representative Forum, and may be removed or replaced in the same manner.

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

- 1.1 The report be received.
- 1.2 Council approves the Shareholders' Agreement for the West Coast Water Services Council Controlled Organisation.
- 1.3 Council approves the Constitution for the West Coast Water Services Council Controlled Organisation.
- 1.4 Establishes a joint Director Appointment Subcommittee with delegated authority to appoint the WSCCO Board of Directors.
- 1.5 Appoints Mayor Lash to the subcommittee alongside the Mayors of Buller and Grey District Councils.
- 1.6 Confirmation of the full membership be confirmed at the March Council Meeting.
Cr Gillett and Cr Maitland recorded their votes against the motion

Mayor's Monthly Report: 27 February-26 March 2026

Her Worship the Mayor tabled the monthly report covering the period 27 February 2026 to 26 March 2026.

Moved Cr Walker, seconded Cr Martin and **Resolved** that the Mayor's Monthly Report for the period 27 February to 26 March 2026 be received.

10. ADMINISTRATIVE RESOLUTIONS

Nil

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

Moved Cr Maitland, seconded Cr Martin and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.55 pm.

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 26 February 2026	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	South Westland Waste & Recycling	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
			Section 48(1)(a)
3.	Racecourse Development Update	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Ross Swimming Pool Tender	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 3, 4,	Protect information where the making available of the information: (i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
1, 2, 3, 4,	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	(S.7(2)(h))
1, 2, 3, 4	Prevent the disclosure or use of official information for improper gain or improper advantage	(S.7(2)(j))

Moved Cr Gillett, seconded Cr Walker and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed, and accordingly, the meeting went back to the open part of the meeting at 4.33 pm.

MEETING CLOSED AT 4.33 PM

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 23 APRIL 2026 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Her Worship the Mayor
Chair**

Date: 23 April 2026

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 26 FEBRUARY 2026 COMMENCING AT 1:00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Cr Munns who will be absent, and Cr Gillett who will be arriving late (joined at 2:08pm).

Moved Cr Maitland, seconded Cr Burden and **Resolved** that the apology from Cr Munns and Cr Gillett be received and accepted.

STAFF PRESENT

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

Staff present for part of the meeting:

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

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

There were no changes made to the Interest Register.

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

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

5. PUBLIC FORUM

There were no public submissions.

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

- **Ordinary Council Meeting Minutes – 29 January 2026**
 - Clarification was provided by Her Worship the Mayor regarding comments made at the previous council meeting held 29 January 2026 regarding a cap on FTE staff that it was only a temporary measure put in place by previous management and that time period has since lapsed.
 - Kw Madgwick disputed the clarification and requested that an item be added to a future council meeting to discuss the FTE staff cap.¹
- **Extraordinary Council Meeting Minutes – 18 February 2026**

Moved Cr Manera, seconded Cr Martin and **Resolved** that the Minutes of the Ordinary Council Meeting held on 29 January 2026, and Extraordinary Council Meeting held on 18 February 2026 be confirmed as a true and correct record of the meeting.

Deputy Mayor Cr Burden approved that his digital signature be added to the confirmed Ordinary Council Meeting Minutes of 29 January 2026 as acting chair of that meeting and Her Worship the Mayor approved that her digital signature be added to the confirmed Extraordinary Council Meeting Minutes of 18 February 2026.

7. ACTION LIST

The Chief Executive spoke to the Action List.

Majority of items are ongoing however a note was made regarding item 5 for a roundtable with residents of Lake Kanieri to discuss issues that council are in correspondence with them and waiting to set up a meeting and will report back to Council once this has happened.

Item 9 is on the agenda of today's meeting so will be closed today.

Tim Cadogan has presented to Council in December, so the Chief Executive proposed that Item 8 be removed from the action list and moved to the closed actions register.

Moved Cr Manera, seconded Cr Walker and **Resolved** that the updated Action List be received and that Item 8 be removed from the list.

¹ Statement added post-meeting for clarification purposes.

8. NGĀ TĀPAETANGA PRESENTATIONS

Her Worship the Mayor distributed a monthly report to councillors.

Moved Cr Maitland, seconded Cr Martin that the report be received.

9. PŪRONGO KAIMAHI STAFF REPORTS

Financial Report

The Chief Financial Officer spoke to the report and advised that the report has been updated to indicate the risk status using the Red Amber Green (RAG) format. The report was taken as read and only items reporting as 'red' or 'amber' will be highlighted.

Some of the projects rated as 'red' are due to timing where expense has fallen within this financial year, but funding will fall within the next financial year and our debt to revenue ratio should even out over the next financial year where this is the case.

There have been two emergency work schemes that weren't budgeted in January and the slip that occurred in Jackson Bay this morning (26 February 2026) will be accounted for as unbudgeted emergency work in next month's report.

Moved Cr Walker, seconded Cr Maitland and **Resolved** that the Financial Performance Report for 31 January 2026 be received.

Delegations Manual

The Chief Financial Officer spoke to the report.

The Chief Executive clarified that previously delegations were too widespread so they have been reigned in in the updated manual and that for the purposes of projects with multiple small tenders the delegation authority would apply to the overall value associated with the project rather than each individual tender amount.

Moved Cr Manera, seconded Cr Walker and **Resolved** that the report had been received and council will adopt the Delegations Manual upon fixing the typo identified on page 9 and publish it on the Council's website.

Cr Mackenzie abstained from voting.

West Coast Triennial Agreement

The Chief Executive spoke to the report and explained that the agreement was largely similar to the previous one but now includes the addition of Development West Coast as a participant.

There was dispute around the wording of the clause regarding councils expressing criticism of each other publicly; it was explained that the intent behind the clause is one of etiquette rather than suppression of opinions, but the Mayors, Chair, and Iwi could revisit the wording when the agreement is next looked at.

Moved Cr Martin, seconded Cr Manera and **Resolved** that the report be received, Council agrees to adopt the 2025-2028 West Coast Triennial Agreement, and Council endorses the Mayor to sign the agreement on behalf of Westland District Council.

Funding of Water Service Council Controlled Organisation (CCO) Setup Cost

The Chief Executive spoke to the report, noting that the Grey District Council had endorsed it earlier in the week while Buller District Council have requested further information from the Department of Internal Affairs before they make their final decision.

The Chief Executive noted that there had been a minor change to recommendation 10.4 to take into account that Buller District Council have not yet made a final decision on acting as the administrative council for the CCO. The Chief Executive distributed copies of the amended report to Councillors.

Councillors were assured that any significant financial decisions would still come back through each council for approval. All councils intend to get the directors in place as soon as possible to manage the CCO and reduce the reliance on consultants.

Moved Cr Maitland, seconded Cr Burden and **Resolved** that this report has been received and Council endorses the setup budget of \$5 million for the Water Services CCO, to fund its one-third share of the debt required for setup, and acknowledges the setup costs will initially be debt-funded by Buller District Council and then the debt will be transferred to the CCO upon incorporation (expected 1 July 2027), however this final resolution is subject to Buller District Council's decision expected in April 2026.

Alcohol Restriction Bylaw

The General Manager Regulatory and Compliance spoke to the report, which has been out for public consultation, only receiving one submission which was in favour of the Bylaw. The wording of the Bylaw has been written in conjunction with feedback from the Ministry of Health and the local police were consulted.

Hokitika is the only township affected on the West Coast due to the historical reasons that brought about the need for a bylaw have not been evident in other areas, however if they did arise Council can revisit the bylaw and consider extending it.

Moved Cr Martin, seconded Cr Burden and **Resolved** that the report has been received, and that Council approved the Alcohol Restriction Bylaw 2026 to commence on 6 March 2026.

Cr Mackenzie voted against this motion.

Consenting and Compliance Committee

The General Manager Regulatory and Compliance spoke to the report and acknowledged that there had been a need for a Consenting and Compliance Committee at the time of inception, but the internal process has now changed with the General Manager meeting with complainants directly to resolve issues as they arise and now have a 100% response rate.

Should the need for the committee to be reestablished arise in the future there is nothing stopping Council from reinstating it however Council would like the open-door policy for issues to be embedded into the culture to prevent it changing in the event of staff turnover.

Moved Cr. Maitland, seconded Cr Martin and **Resolved** that the report be received and that the Consenting and Compliance Committee is no longer required at this time.

Waste Management

The Contract Manager Recreation and Disposals spoke to the report and then the General Manager District Assets gave more background. It was noted that the current recycling plant in Greymouth can't work soft plastics and that it would be expensive to implement facilities to do this, methane extraction is implemented in the majority of new landfill sites however the cells at our sites are too small for it. Tourism in the region is a factor on increased waste in the area.

There have been queries from Kokatahi residents about the possibility of extending council waste and recycling services out to their community. The GM District Assets noted that it is however the further out you go the more expensive it becomes to service.

Moved Cr Walker, seconded Cr Manera and **Resolved** that the report be received by Council.

10. ADMINISTRATIVE RESOLUTIONS

The Chief Executive sought Council approval to publicly release the resolutions of the following items, spoken to in the public excluded section of the Council meeting held on 29 January 2026:

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

Moved Cr Burden, seconded Cr Manera and **Resolved** that Council approves the public release of the resolutions agreed to relating to the items above.

The resolutions to be released to public are as follows:

- Council approved a one-year transition period under which council will assume ownership and governance responsibility for the 2027 Wildfoods Festival.
- Council staff to be instructed to proceed to the next stage of the process and go out to tender in accordance with the Long-Term Plan.

Cr Maitland requested that it be noted he objected to the direction of the Wastewater Treatment Plant resolution.

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

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 29 December 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
			of information for which good reason for withholding exists. Section 48(1)(a)
2.	Council Controlled Organisation Directors Remuneration	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	District Licensing Committee Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Land Disposal	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Hokitika Racecourse Lot 4	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Director Appointment	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest	Section
1, 2, 3, 6	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 4, 5	Protect information where the making available of the information: (i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
1, 2, 3, 4, 5, 6	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or the protection of such members, officers, employees, and persons from improper pressure or harassment.	(S.7(2)(f))
1, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1, 2, 4, 5	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Mackenzie, seconded Cr Burden and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed, and accordingly, the meeting went back to the open part of the meeting at 4:12 pm.

MEETING CLOSED AT 4:12 PM

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 26 MARCH 2026 AT 1:00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Her Worship the Mayor Helen Lash
Chair**

Date: 26 March 2026

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 01 APRIL 2026 COMMENCING AT 1:00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Cr Maitland.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Cr Mackenzie, Kw Tumahai, and Kw Madgwick.

STAFF PRESENT

B. Phillips, Chief Executive; S. Lewis, Chief Financial Officer; C. Nabben, Financial Accountant; S. Hewett, Governance Administrator; N. Martin, Governance and Communications Officer.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

There were no changes made to the Interest Register.

4. PŪRONGO KAIMAHI STAFF REPORTS

Draft Annual Plan

The Chief Executive advised that while a number of matters were still being worked through, Council was proceeding with the meeting to maintain statutory consultation timeframes. A system error had

caused calculation issues in the rates tables, which were therefore removed from the draft document for this meeting. Staff were working to resolve the issue, with the intention of releasing updated rate tables prior to public consultation.

Public consultation was confirmed as opening at 9.00am on 10 April 2026, closing 10 May 2026, with hearings scheduled for 13 and 14 May 2026.

It was noted that the average rates increase had moved from 6.6% to 6.67% since the previous workshop. Options within the Draft Annual Plan had been left blank pending public feedback, after which Council would determine preferred options for the final plan. There was no change to total Council expenditure values, with movements relating to timing rather than scope.

The CFO explained that in the draft plan LTP 2025/26 figures reflected current budgets, LTP 2026/27 figures reflected Long Term Plan forecasts, and AP 2026/27 figures reflected updated forecasts for this upcoming Annual Plan.

The Chief Executive clarified that references to the isite related only to operating hours, with any substantive changes requiring consideration through a future Long Term Plan.

The wastewater treatment plant (WWTP) project cost was expected to reduce to \$2.2 million, as it would transfer into the Council Controlled Organisation. As the project was debt funded, the impact on rates was minimal.

Councillors were advised that a complete Draft Annual Plan would be provided to assist with community engagement. Financial statements reflected the same LTP versus Annual Plan comparisons, with the increase in grant funding largely attributable to airport-related funding.

Forecasts were based on anticipated positions as of June 2026 and would be updated with more accurate data prior to adoption of the final plan. Rate table pages remained blank pending resolution of the system issue.

It was reiterated that the rates increase represents an average across the district, with individual impacts varying based on property location and value. Debt growth remained lower than forecasted in the Long Term Plan.

Council-created reserves were noted as being able to be amended by Council resolution, while restricted reserves were subject to tighter conditions due to their donor or legislative origins.

Councillors were reminded that Council was required to include its preferred options in the consultation document, while still allowing the public to provide feedback on all options. Officers confirmed that depreciation funding could be drawn down where work had been deferred, potentially reducing future rating pressure. Councillor Gillett requested further information on items that do and do not affect rates.

Attention was drawn to fees and charges, noting these are often an area of public focus. Council and staff were acknowledged for budgeting responsibly and maintaining long-term financial sustainability. A typographical error on page 75 (duplicate "Option 2") was noted for correction. Councillors were reminded of the importance of being familiar with options to support public engagement.

Options For Consideration:

Remittance of Rates

Staff confirmed that legal recovery costs associated with late rates were borne by the ratepayer, not Council. The need for clearer communication to ratepayers on payment options was raised, with a request that this be strengthened through FAQs, including accessibility considerations for older residents.

Voting:

- Option 1: 6 votes
- Option 2: 2 votes

Pool Opening Hours

It was noted that flexibility in opening and closing times had been considered operationally but was not clearly reflected in the document but would not tangibly affect the proposed figure. A proposal has also been made to charge swim clubs by the hour rather than one off annual fees, this has come about in discussions with the effected clubs.

Voting:

- Option 1: Unanimous

Museum Operating Hours

Cr Martin abstained due to a conflict of interest.

Staff advised that public submissions would be assessed by staff, including impact assessments, and reported back to council.

Voting:

- Option 2: 7

Library Operating Hours

It was noted that options could be refined prior to the final plan based on public feedback.

Voting:

- Option 2: Unanimous

Isite Operating Hours

Cr Maitland abstained due to a conflict of interest.

Voting:

- Option 1: 0
- Option 2: 5
- Option 3: 0

Library Reserves

Voting:

- Option 1: Unanimous

Heritage Park

Voting:

- Option 1: Unanimous

The draft annual plan will be updated to reflect council's preferred options and corresponding rates impacts. Officers advised that changes would be monitored and evaluated to inform future planning cycles.

Inflation assumptions remained at 2.6%, noting this would continue to be monitored given global events. Rising diesel costs for pool heating were identified as a risk, with a commitment to report back if costs continued to increase.

The next district property revaluations were scheduled for September 2026, with impacts on rates not expected until the following financial year.

Moved Cr Walker, seconded Cr Gillett and resolved that:

- 1.1 The Draft Annual Plan be received.
- 1.2 Council adopts the Draft Annual Plan 2026/27 and Draft Consultation Document pending the amendments decided upon regarding preferred options during this meeting.
- 1.3 Engagement with the community will be undertaken from 10 April 2026 to 10 May 2026, followed by public hearings on the 13th and 14th of May.

Resolutions carried unanimously.

5. **Ka Matatapu Te Whakataunga I Te Tūmatanui Resolution To Go into Public Excluded**

Moved Cr Manera, seconded Cr Munns and resolved that Council move into the Public Excluded section at 2:27pm.

MEETING CLOSED AT 3:08 PM

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 23 APRIL 2026 AT 1:00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Her Worship the Mayor Helen Lash
Chair**

Date: 23 April 2026



INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING MINUTES

MINUTES OF THE INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 28 JANUARY 2026 COMMENCING AT 1 PM

The meeting was livestreamed to the Westland District Council YouTube channel. Presentations are available on the Council website.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Members:	Deputy Mayor Burden
	Cr Gillett (via Zoom)

NGĀ WHAKAPAAHA

APOLOGIES

Kw Madgwick, Kw Tumahai.

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

ABSENT

Nil

STAFF PRESENT

B Phillips, Chief Executive, S Lewis, Chief Financial Officer, T. Suchanek, Senior Administrator, D Maitland, Quality Assurance Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

There were no changes made to the Interest Register.

3. INTRODUCTIONS

Her Worship the Mayor welcomed members to the Inaugural meeting of the Council Controlled Organisation Oversight Committee.

4. PŪRONGO KAIMAHI STAFF REPORTS

• Council Controlled Organisation (CCO) Oversight Committee – Terms of Reference

The Chief Executive presented the report outlining the draft Terms of Reference for the Committee.

Moved Deputy Mayor Burden, seconded Cr Gillett and **Resolved** that:

1. The report be received.
2. The Council Controlled Organisation Oversight Committee Terms of Reference be adopted, subject to the following amendment under *Delegated Authority*:

“To appoint a specialist consultant or recruitment advisor as and if required to assist with shortlisting suitable candidates.”

3. The amendment be referred to Council for confirmation.

5. ACTION LIST

The Action List dated 5 June 2025 was tabled.

Updates were provided by the Chief Executive. Completed items were noted, and ongoing items will return to future meetings as appropriate.

	Date	Item	Action Required	Status
1.	27.03.25	Westroads Ltd: Operational variances in profit.	The Chair Westroads Ltd will provide the Committee with further information on the split between Christchurch, Greymouth and Hokitika revenue in an internal workshop.	<i>This action has been completed and can be removed from the list.</i>
2.	27.03.25	Destination Westland Ltd: Hokitika Wildfoods Festival.	Detailed report on the Hokitika Wildfoods Festival will be provided to the Committee. 2025 Wildfoods Festival Report was received on the morning of the 5 June meeting.	<i>The detailed report to come back to the committee for discussion.</i>
3.	27.03.25	Destination Westland Ltd: Financial returns for individual businesses.	Financial information to be split to give a clearer picture of financial returns of each business going forward and be provided to the Committee.	<i>This item to come back to the committee.</i>
4.	27.03.25	Destination Westland Ltd: Deferred tax liability.	Chair Gourley to provide information on the specifics of deferred tax liability to the Committee. M. Anderson, Chief Executive Destination Westland Ltd gave an explanation to the Committee on deferred tax liability.	<i>This item has been completed and can be removed from the list.</i>
5.	27.03.25	Destination Westland Ltd: Land and Building Fixed Assets and Assets Under Construction Information	Chair Gourley to provide a breakdown of the 14 million Land and Building Fixed Assets along with clarification of \$105,000 of Assets Under Construction to the Committee. C. Gourley clarified that the figure of \$105,000 applies to the feasibility study undertaken for the Hokitika Airport Upgrade.	<i>This item to come back to a committee meeting.</i> <i>Cr Gillett requested that a detailed breakdown of the feasibility study relating to the Hokitika Airport upgrade be provided.</i>
6.	27.03.25	New Chair for Destination Westland Ltd.	Update on the appointment of a new Chair for Destination Westland.	<i>Mayor to provide an update at this meeting.</i>

			This item will be discussed in a Publicly Excluded Council meeting on 5 June 2025.	
7.	27.03.25	Aeronautical Fees	<p>Update on negotiation of aeronautical fees review.</p> <p>M. Anderson, Chief Executive Destination Westland Ltd advised they are currently in consultation with the Regular Passenger Transport Provider, the terms of which are confidential. The timeline for consultation to be settled is 30 June 2025 with a change in landing fees from 1 July 2025.</p> <p>The review is not an annual process. It happens every 5 years or when there is a major capital infrastructure investment. Through this consultation, Destination Westland Ltd hope that a more frequent review is conducted with a process in place for an incremental uplift going forward.</p>	<i>Due to commercial sensitivity, an update will be provided to a future meeting of the committee.</i>
8.	27.03.25	Destination Westland Ltd: Letter of Expectation	The Draft Letter of Expectation be presented to Council.	<i>This item was completed and can be removed from the list.</i>
9.	27.03.25	Committee Workplan	<p>Update on Workplan to be provided to the Committee.</p> <p>Due to the Local Body Elections set for late in 2025, it is unlikely that a further CCO Oversight Committee meeting will be held this year.</p>	<i>This item will be discussed later in the meeting.</i>

Moved Deputy Mayor Burden, seconded Cr Gillett and **Resolved** that the updated Action List be received, and items noted as completed be removed from the list.

6. CONFIRMATION OF MEETING SCHEDULE

Moved Cr Gillett, seconded Deputy Mayor Burden and **Resolved** that the remaining meeting dates for the 2026 calendar year be confirmed as:

- 16 April 2026
- 2 July 2026
- 1 October 2026

7. COMMITTEE WORKPLAN

Her Worship the Mayor spoke to the previous Committee Workplan.

Moved Deputy Mayor Burden, seconded Cr Gillett and **Resolved** that:

1. Letters of Expectation be sent to the Chairs of the Council Controlled Organisations.
2. The Chief Executive commence the process to close out the PricewaterhouseCoopers CCO 2024 Review, with a report to be presented to the February Council Meeting.

Moved Cr Gillett, seconded Deputy Mayor Burden and **Resolved** that the previous Committee Workplan be received, in conjunction with the proposed approach going forward.

**DATE OF NEXT COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING – 16 APRIL 2026
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.22 PM

Confirmed by the Council Controlled Organisation Oversight Committee at their meeting on 16 April 2026.

**Her Worship the Mayor
Chair**

Date:

DRAFT

23.04.2026 Ordinary Council Action List

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps	Status
1	26.08.2021	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report. Options to be reported back to Council at the 26 June Ordinary Council meeting	Apr-25	General Manager District Assets	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025. The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on earthquake strengthening and will report back once Government have set their new policies.	Open
2	26.09.2024	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		General Manager Business Enablement	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.	A report was being prepared by the new General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council. Background work on this is progressing with a paper to be presented to council in May 2026 (delayed due to illness)	Open

23.04.2026 Ordinary Council Action List

5	22.05.2025	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	GM District Assets has requested information from DOC & WCRC, pending receipt of that information a round table with local residents and the complainant will be held. We are currently in correspondence with local resident groups to arrange a time for this and will report back to Council after this has been held.	Open
6	22.05.2025	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper was provided to the Council in March 2026 regarding the isite. Future considerations around costs can be addressed in the LTP.	Open
7	18.12.2025	Status of assessing earthquake prone public and private buildings, including St Mary's Catholic Church.			Chief Executive	Council discussed the effect of the recent earthquake prone building (EPB) changes on the buildings with a EPB notice. The proposals are potentially to be legislated in 2027 and are subject to change. Details of these proposals will be included in the Council HQ paper. The Council paper will not include privately owned	A paper to be provided to the Council for consideration in conjunction with item 1.	Open

23.04.2026 Ordinary Council Action List

						buildings as this is not Council's responsibility.		
9	26.04.2026	Freedom Camping Workshop	Set a new date for the Freedom Camping Workshop	4-May-26	Chief Executive	Original workshop was delayed due to illness and a new date needs to be set.	A date has now been set for 4th May 2026.	Open
10	26.04.2026	Fuel situation across the country	Impact on Council		Chief Executive	CE advised that work is being done in-house regarding the contingency planning with regard to the fuel situation and a variety of scenarios and the potential impact.	The situation is ongoing until the global fuel market stabilises.	Open

Report to Council



DATE: 23 April 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

FINANCIAL PERFORMANCE – March 2026

1. Summary

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

2. Background

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

3. Current Situation

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

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

4. Options

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

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

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

8. Assessment of Options (including Financial Considerations)

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

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

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

Stephen Lewis
Chief Financial Officer

Appendix 1: Finance Performance Report for 31 March 2026

Appendix 1



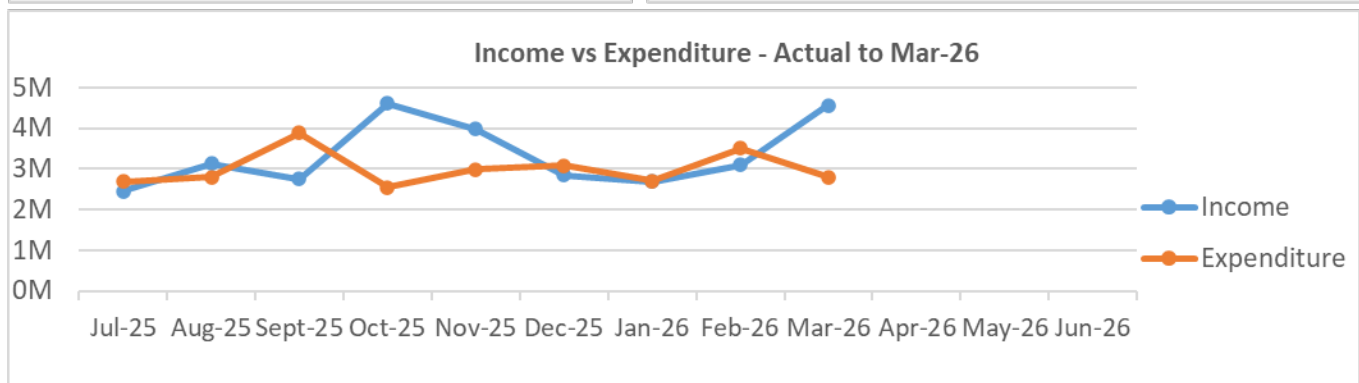
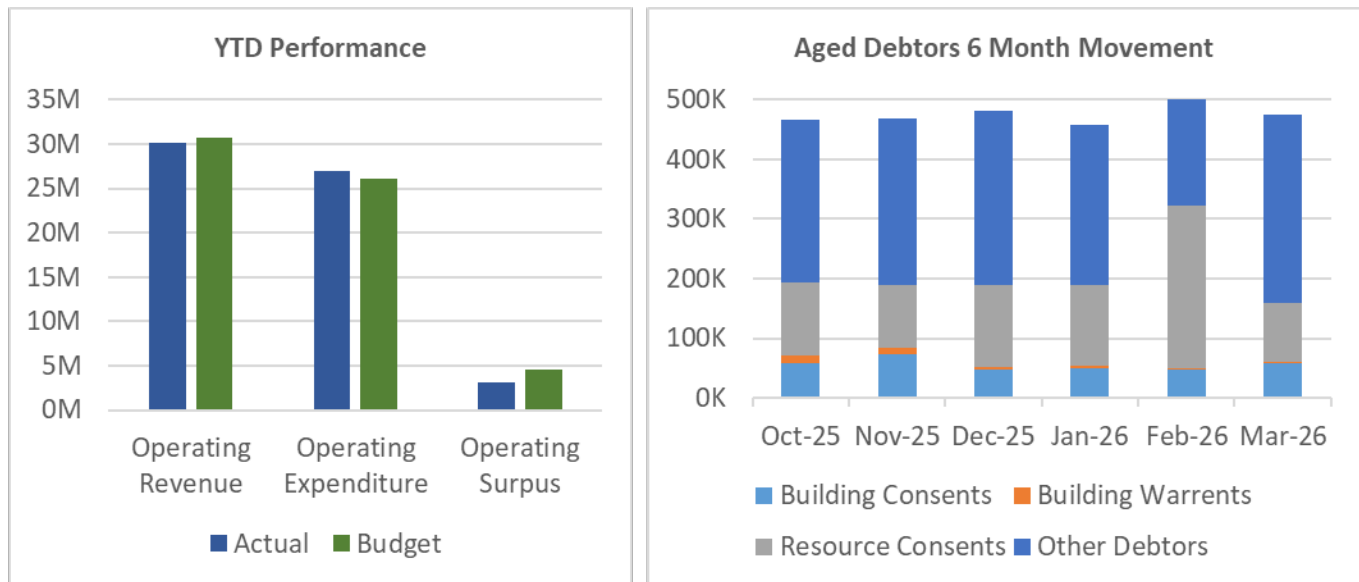
Financial Performance

Year to 31 March 2026

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Financial Dashboard



Operating Performance	Actual YTD	Budget/Target	Status
Revenue	\$30,116,111	\$30,668,810	●
Expenses	\$27,021,129	\$26,057,755	●
Operating Surplus / (Deficit)	\$3,094,981	\$4,611,055	●
Balanced Budget Ratio	111.5%	≥100.0%	●
Rates to Operating Revenue	64.8%	63.5%	●
Liquidity & Reserves			
Current Ratio	160.1%	≥100.0%	●
Net Working Capital	\$7,768,794	≥\$0	●
Cash & Equivalents	\$13,536,887	Movement	●
Deposits	\$0	Movement	●
Debt & Borrowing			
Total Gross Debt	\$38,725,641	\$38,700,000	●
Net Debt	\$25,188,754	\$38,700,000	●
Liquidity Risk - LGFA	145.2%	≥110.0%	●
Interest to Operating Revenue	2.2%	≤10.0%	●
Interest to Rates Revenue - LGFA	3.4%	≤25.0%	●
Interest Cover Ratio	3.8	≥2	●
Capital Investment & Infrastructure - Essential Services			
Capital Expenditure (CAPEX)	\$3,738,109	\$4,663,163	●
Essential Services Ratio	80.2%	≥100.0%	●

Statement of Comprehensive Revenue and Expenditure

	Notes	Actual YTD (\$000)	YTD Budget (\$000)	Variance YTD (\$000)	Var/Bud %	Full Year Budget (\$000)	Full Year Forecast (\$000)
Revenue							
Rates	01	19,510	19,460	50	0.26%	25,984	25,984
Grants and subsidies	02	5,932	7,237	(1,305)	(18.03%)	25,465	11,025
Interest Revenue	03	470	439	32	7.24%	585	
Fees and Charges	04	2,515	2,084	430	20.64%	2,774	2,718
Other Revenue	05	1,689	1,449	240	16.59%	1,789	1,989
Total Operating Revenue		30,116	30,669	(553)	(1.80%)	56,597	41,717
Expenditure							
Employee Benefit expenses	06	5,951	6,383	(432)	(6.77%)	8,508	7,924
Finance Costs	07	1,136	1,204	(68)	(5.65%)	1,605	1,599
Depreciation	08	7,021	6,153	868	14.11%	8,204	9,361
Other Expenses	09	12,914	12,318	596	4.83%	34,579	18,626
Total Operating Expenditure		27,021	26,058	963	3.70%	52,896	37,510
Operating Surplus/(Deficit)		3,095	4,611	(1,516)	(33%)	3,701	4,207

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

- Rates is on track

02 Grants and subsidies revenue

- \$1m is budgeted for the Racecourse Development project; \$1.35m has been invoiced to date for Rooding Network and Water Services work completed this year.
- \$16.4m is budgeted for the Hokitika Airport project; \$1.40m has been received to date. An additional \$600k is forecast to be receivable.
- Transport grants claimed to date total \$2.44M. Capital transport grants are \$1.08M lower than budget, reflecting lower capital expenditure to date.
- Other unbudgeted grants to date include:
 - \$92k has been received relating to waste minimisation.
 - \$43k has been received for the Cass Square Basketball court project

03 Interest revenue

- Interest Revenue is on track

04 Fees and charges revenue

- Resource consent fee revenue is higher than budget by \$206k due to higher consent volumes and increased complexity (leading to more hours charged).
- Waste disposal levy revenue collected is \$86k higher than budget, reflecting higher waste volumes associated with stronger tourist numbers and cost escalations.
- Rubbish removal revenue received at the Franz Josef (Butlers) and Hokitika transfer stations was \$64k and \$42k above budget respectively, driven by the same factors impacting waste volumes.

05 Other revenue

- Non-cash gain on swaps of \$213k recognized this year due favourable movements in interest rates since prior year. Swaps are market driven and also move to par as they move to the maturity date.

06 Employee benefit expenses

- Variance reflects vacant positions.

07 Finance costs

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

08 Depreciation expense

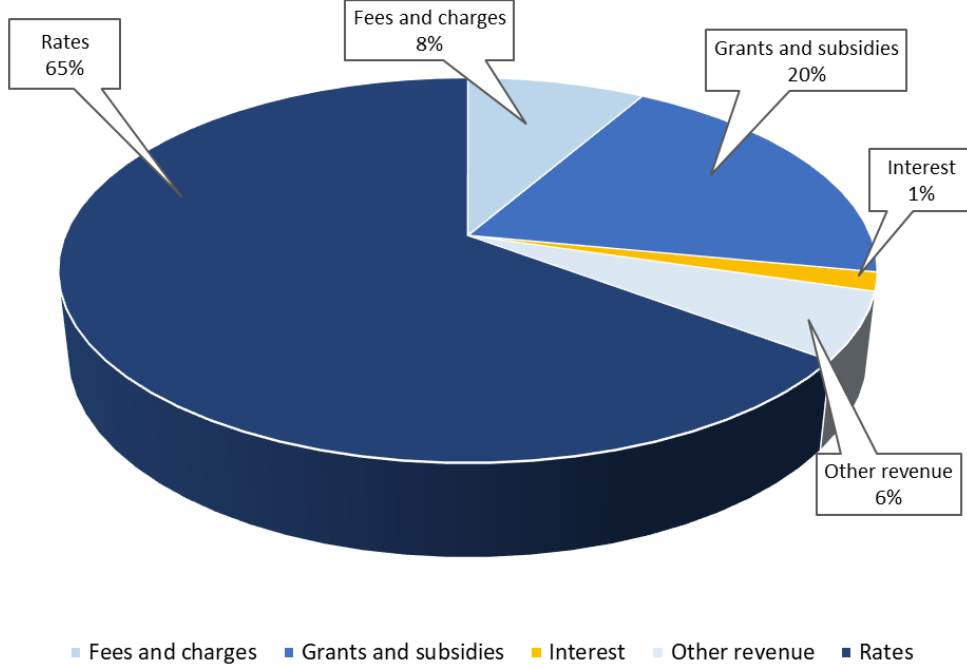
- Depreciation expense is higher than budget as the depreciation allowance included in the budget was understated.

09 Other expenses

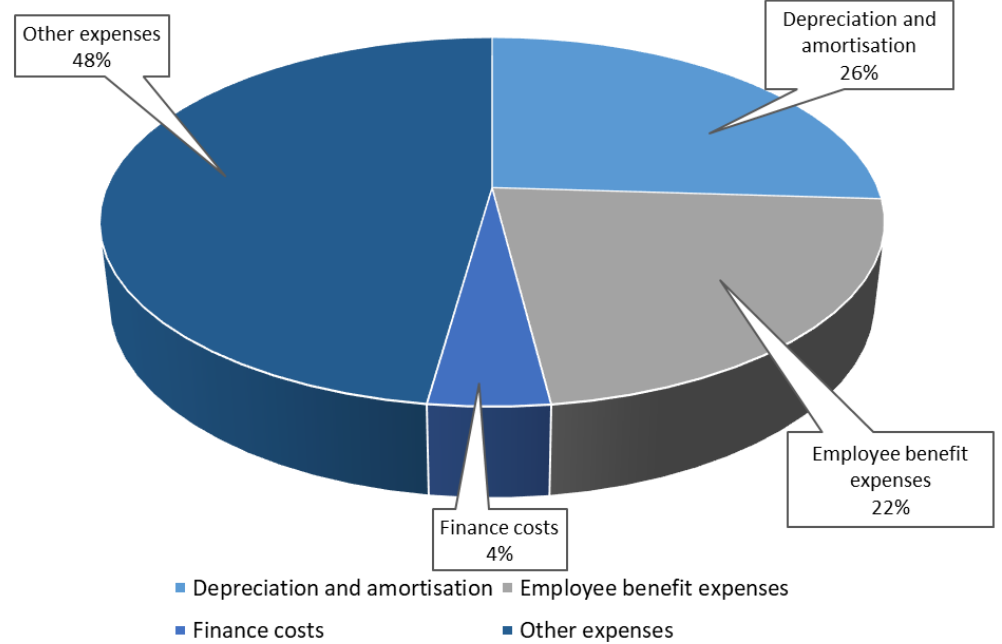
- In Hokitika, there were significantly more water pipe breaks and connection repairs than expected during the year. There were also component failures at the water treatment plant and pump stations. These issues have resulted in an overspend of \$175k to date.
- Several lightning strikes during the year caused damage to water treatment plant equipment and power cables at Fox Glacier and Harihari, resulting in costs of \$111k and \$21k respectively.
- Electoral Officer Costs are higher than budget \$59k. Invoices have been sent in January to share most of these costs and offset the variance.
- Resource consent processing costs are \$83k higher than budget (refer to note 4 for offset)
- Electricity costs for the Hokitika Water Treatment Plant are \$99k above budget due to increased electricity charges.

Revenue & Expenditure Graphs

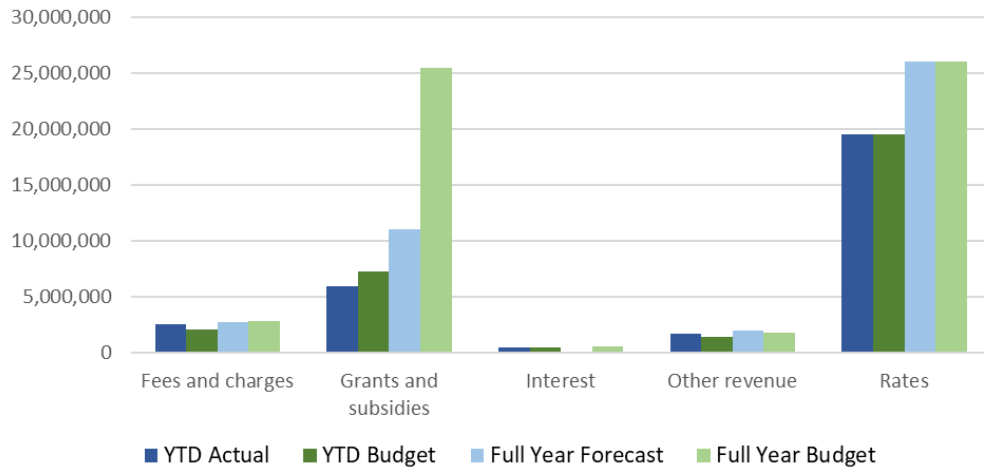
Operating Revenue Actual Year to March



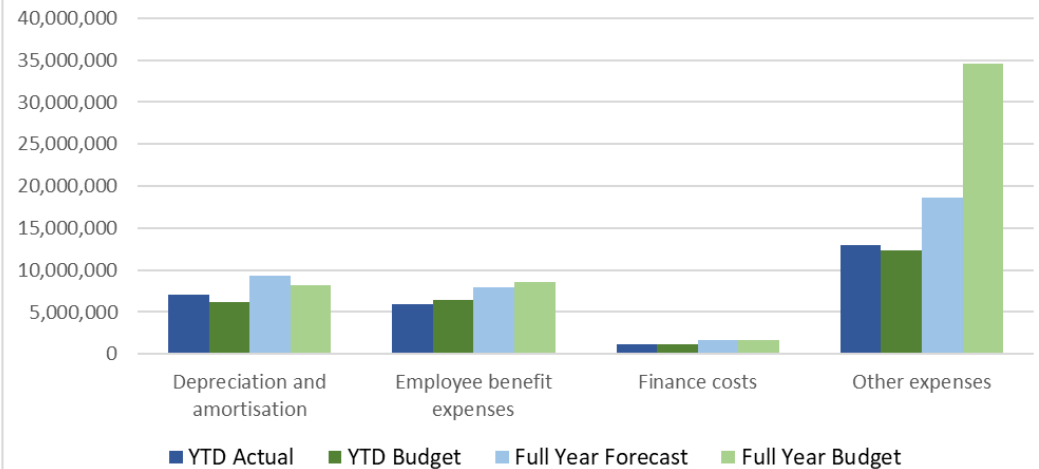
Operating Expenditure Actual Year to March



Operating Revenue



Operating Expenditure



Funding Impact Statement (Whole of Council)

	YTD Mar 2026 Actual \$000	YTD Mar 2026 Annual Plan \$000	FY 2025/26 Annual Plan \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING			
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	9,917	9,986	13,365
Targeted Rates	9,592	9,474	12,619
Subsidies and grants for operating purposes	2,364	2,272	3,408
Fees and charges	2,537	2,116	2,816
Interest and dividends from investments	868	689	835
Local authorities fuel tax, fines, infringement fees, and other receipts	1,270	1,167	1,497
Total Operating Funding (A)	26,548	25,704	34,540
Applications of Operating Funding			
Payments to staff and suppliers	18,865	18,701	43,087
Finance Costs	1,136	1,204	1,605
Total Applications of Operating Funding (B)	20,000	19,905	44,692
Surplus/(Deficit) of Operating Funding (A - B)	6,547	5,799	(10,152)
(SURPLUS) / DEFICIT OF CAPITAL FUNDING			
Sources of Capital Funding			
Subsidies and grants for capital expenditure	3,568	4,965	22,057
Increase (decrease) in debt	(18)	-	2,843
Gross proceeds from sale of assets	-	-	1,256
Total Sources of Capital Funding (C)	3,550	4,965	26,156
Application of Capital Funding			
Capital Expenditure:			
- to meet additional demand	161	42	56
- to improve the level of service	2,868	5,484	7,312
- to replace existing assets	2,189	8,831	11,775
Increase (decrease) in reserves	4,880	(3,593)	(3,139)
Increase (decrease) of investments	-	-	-
Total Applications of Capital Funding (D)	10,097	10,764	16,004
Surplus/(Deficit) of Capital Funding (C - D)	(6,547)	(5,799)	10,152
Funding Balance ((A - B) + (C - D))	-	-	-

Statement of Financial Position

	YTD Mar 2026 Actual \$000	FY 2025/26 Annual Plan \$000
Assets		
Current assets		
Cash & cash equivalents	9,737	6,257
Debtors & other receivables	4,273	3,171
Inventory	228	-
Tax refundable	-	-
Work in progress	-	-
Derivative financial instruments	-	-
Other financial assets	6,453	5,137
Total Current Assets	20,691	14,566
Assets held for sale		
Land held for sale	446	446
Total Assets Held for Sale	446	446
Non-current assets		
Council Controlled Organisations	12,480	12,480
Deferred Tax	-	-
Intangible assets	141	94
Assets Under Construction	13,588	17,916
Derivative financial instruments	107	53
Other Financial Assets	3,379	705
Investment property	-	-
Loans to CCO's	-	-
Property, Plant and Equipment	522,324	535,559
Total non-current assets	552,018	566,807
Total Assets	573,155	581,819

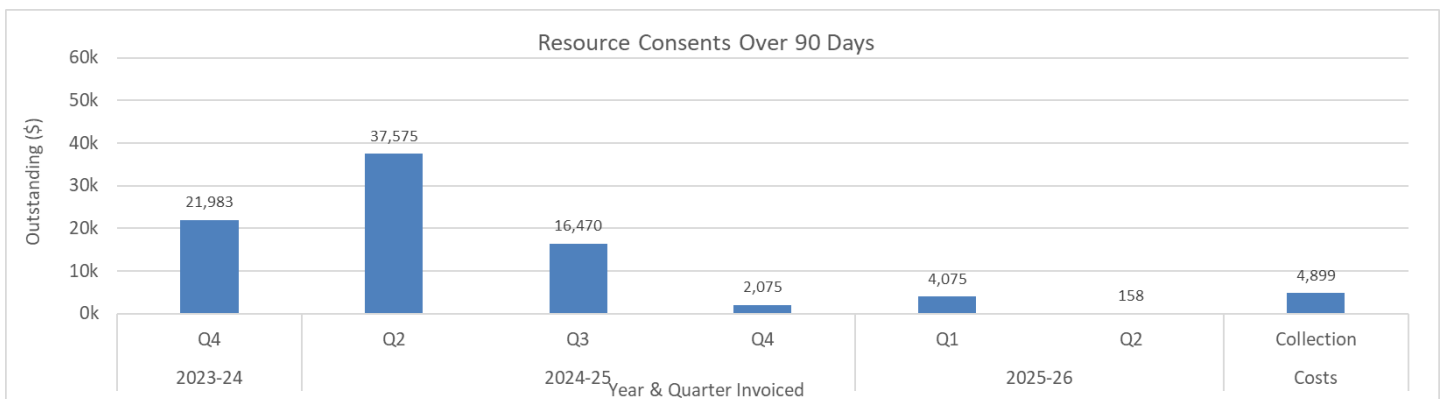
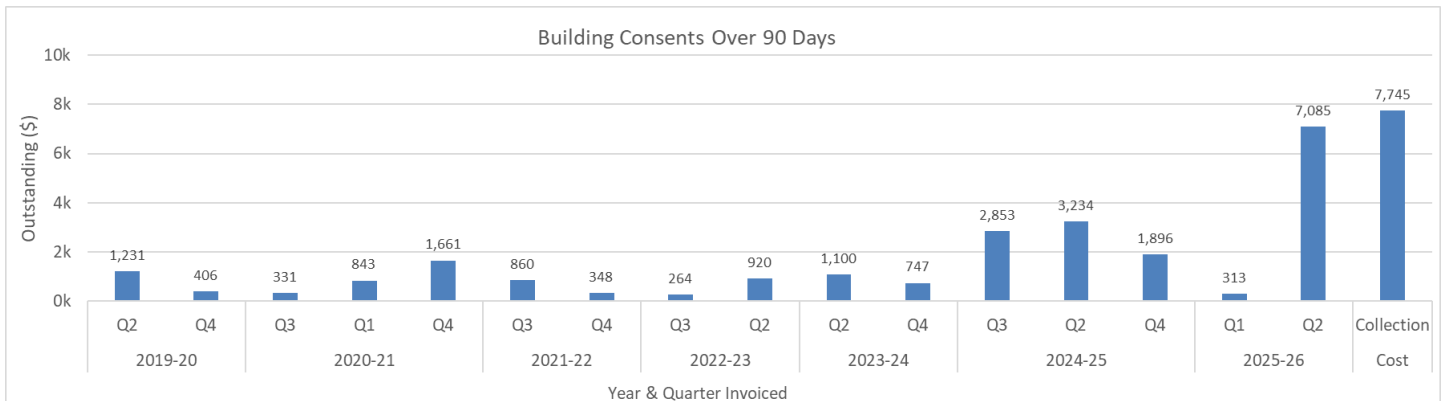
	YTD Mar 2026 Actual \$000	FY 2025/26 Annual Plan \$000
Liabilities		
Current liabilities		
Creditors & other payables	1,604	3,539
Employee benefit liabilities	791	618
Tax payable	-	-
Borrowings	8,526	9,944
Derivative financial instruments	-	-
Other	2,002	1,033
Total Current Liabilities	12,922	15,134
Non-current liabilities		
Deferred Tax	21	41
Employee benefit liabilities	72	38
Provisions	3,112	3,137
Borrowings	30,200	30,643
Derivative financial instruments	181	180
Total Non-Current Liabilities	33,586	34,039
Total Liabilities	46,508	49,173
Net Assets	526,648	532,646
Equity		
Retained Earnings	162,343	175,422
Restricted Reserves	12,698	5,524
Revaluation reserves	351,477	351,573
Other comprehensive revenue and expense reserve	130	127
Total Equity	526,648	532,646

Debtors at 31 March 2026

31/03/2026 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	31,836	4,735	4,663	16,374	57,609
Building Warrants	978	872	676	512	3,037
Resource Consents	85,007	1,856	5,393	6,130	98,385
Sundry Debtors	62,718	5,631	9,886	237,458	315,694
Grand Total	180,540	13,094	20,617	260,474	474,725

31/03/2025 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	27,858	5,668	10,109	21,299	64,934
Building Warrants	737	-	2,542	1,545	4,823
Resource Consents	84,152	2,095	4,710	33,844	124,801
Sundry Debtors	63,635	15,494	21,833	233,073	334,034
Grand Total	176,382	23,257	39,194	289,760	528,592

Grants outstanding as at 31/03/2026		
Date Invoiced	Project	Total (\$)
25/02/2026	NZTA Claim - February 2026	445,749
31/03/2026	Racecourse Dev - External and main trunk roading network	224,544
		670,294

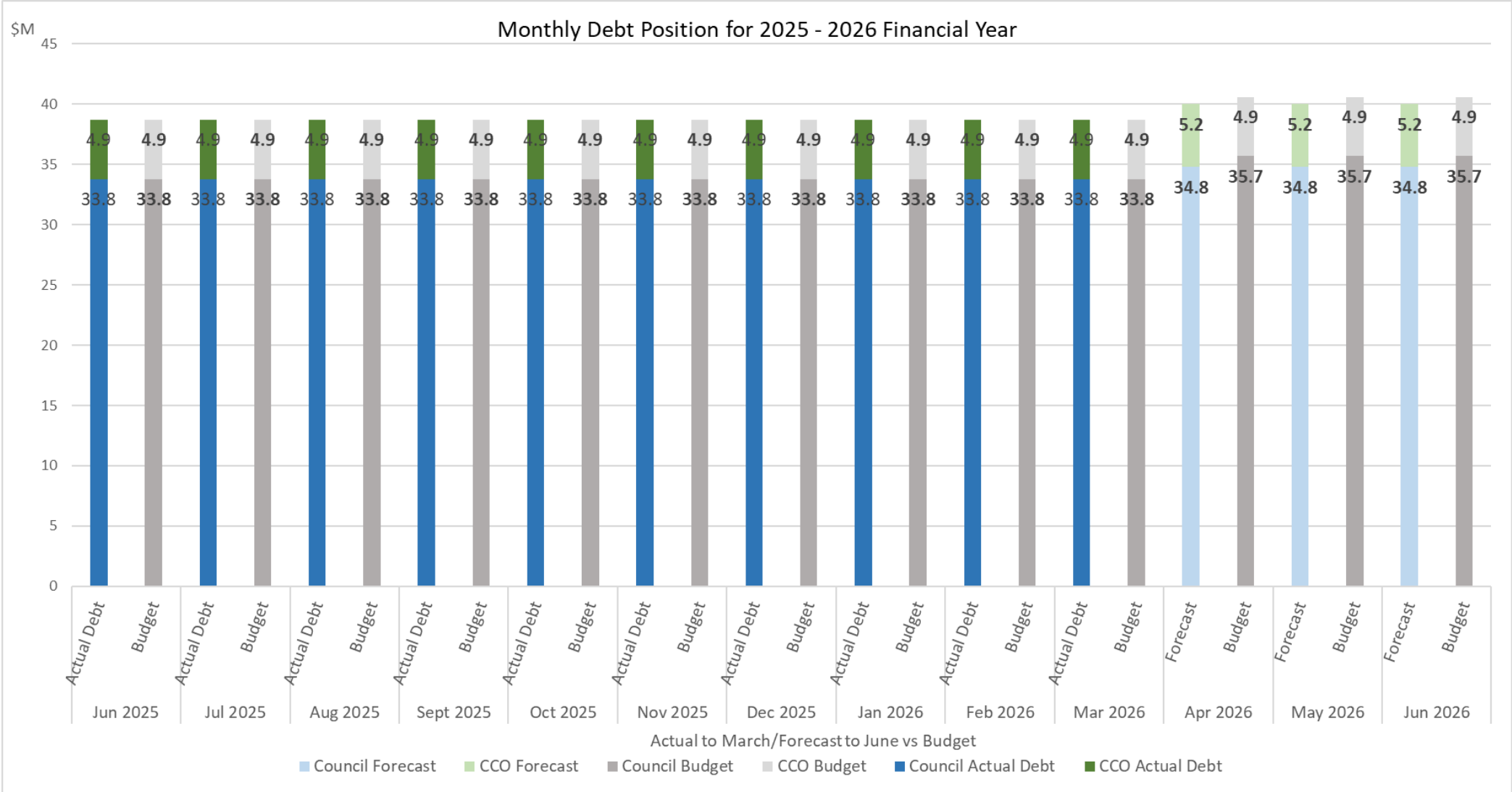


Rates Debtors at 31 March 2026

Rates Debtors at 28 February 2026		1,504,722
Adjustments	-	
Less payments received	(908,983)	
Paid in advance change	221,632	
Previous years write off's	-	
Write off's	(32,339)	
Penalties	-	
Discounts	-	
Court Cost	-	
Legal Fees	-	
		(719,690)
Total Rates Debtors at 31 March 2026		785,032
Arrears included above at 31 March 2026	785,032	
Arrears at 31 March 2025	570,545	
Increase/(decrease) in arrears		214,487

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

Debt Position



Capital Expenditure

Capital Projects 2025/26			
As at 31/03/2025			
Project / Activity	YtD Expenses	Annual Plan	Forecast
Leadership	131,945	1,646,021	136,754
Planning & Regulatory Services	57,172	152,770	60,539
Water Supply	1,044,839	1,680,793	1,356,054
Waste Water	455,739	3,284,131	700,609
Solid waste	93,574	955,164	265,295
Storm water	278,853	2,015,529	506,727
Cemeteries	16,944	98,206	16,944
Swimming pools	103,127	1,000,000	577,126
Facilities & Leisure Services - other	1,469,227	1,465,314	1,486,027
Parks & reserves	253,326	1,855,452	317,295
Land transportation	324,169	5,931,823	1,961,700
Unbudgeted capital expenditure	436,565	0	436,565
CCO Funded Project	552,127	16,380,004	553,778
Total	5,217,606	36,465,207	8,375,415

Dashboard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Report to Council



DATE: 23 April 2026
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT (1 January to 31 March 2026)

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District and update Council on any matters of significance and priority.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2025, which are set out in the Long Term Plan 2025/2034.
- 1.3. This report concludes by recommending that Council receive the Chief Executive's Quarterly Report to 31 March 2026.

2. Background

- 2.1. The reason the report has come before the Council is due to the need to keep Council informed of any matters of significance and priority on a quarterly basis. This report covers the period from 1 January 2026 to 31 March 2026.

3. Regulatory and Compliance

Building Control

Building Consents Authority figures 1/1/26 – 31/3/26

Building Consents granted	49
Within the statutory time	100 %
Average days	10.39
Inspections completed	179
Within the statutory timeframe (80% to be completed is the target)	99.46%
Code Compliance Certificates issued	30
Within the statutory time	96.67 %
Average days	4.97

Territory Authority workload figures 1/1/26 - 31/3/26

Activity	Number
Project Information Memorandums - general	5
PIM's - small stand alone dwellings	2
Certificates of acceptance	5
Building warrant of fitness – onsite audits	7
Receive and checked Building Warrant of Fitness	5
Certificates of public use granted	3
Removal of earthquake prone building notice	0
Site Investigation of unconsented work	17
Investigations undertaken that identified no breach	3
Compliance schedules issued	1
Compliance schedule amendments issued	5
Notices for earthquake prone buildings	0
Notice to fix issued – breaches of Building Act	12
Dangerous, Affected or Insanitary Building notices issued	0
Dangerous or Affected or Insanitary Building investigations	1

Changes in this quarter:

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

The new provisions for standalone dwellings up to 70m² came into force on 15 January 2026. Due to the rapid introduction of this legislation, most building consent authorities across councils had to quickly adapt, developing systems to understand the changes and enable customers to apply for, process, and receive Project Information Memorandums (PIMs) for small standalone dwellings.

In addition, we updated our customer guidance materials, website content, and developed a suite of FAQs to support customers navigating these changes.

As a result of the legislation being implemented so quickly, our consenting software did not have a live function to support the new requirements. As a result, we established a temporary manual process

that integrates with our existing system, allowing customers to submit applications while ensuring we continue to meet our statutory obligations.

This required a significant effort from the team to develop workarounds and templates, enabling us to maintain business-as-usual operations and meet the 15 January deadline. We are currently still relying on these manual processes, with a system update from Objective Build expected to be operational in April.

To date we have issued 2 Project Information Memorandums.

- **Performance reports to MBIE**

MBIE gathers and publishes building consent data to monitor how well the system is working and help BCAs to meet their statutory obligations. It includes processing of applications, requests for further information, inspections undertaken and wait times and processing code compliance certificates.

Recently MBIE also added a section in for Project Information Memorandums for small standalone dwellings.

This information has been completed and provided to MBIE as requested.

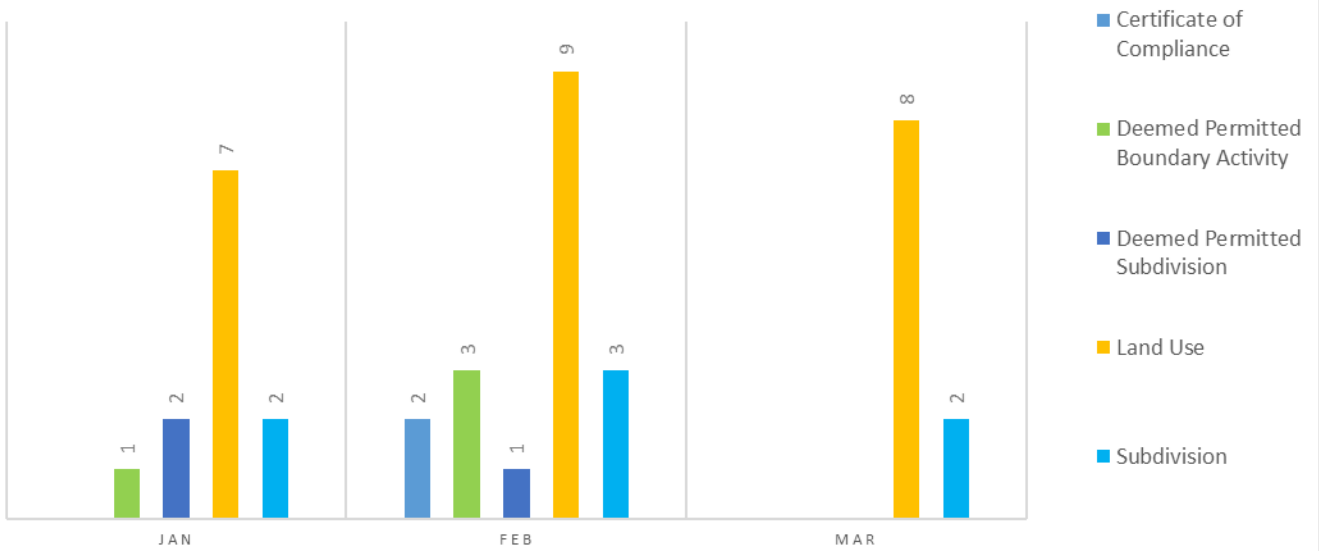
Planning Department

- Successful implementation of the Te Tai o Poutini Plan Decision version continues. An appeals version of the Plan was made available to the public online in February 2026. Supporting a smooth transition to the new plan framework remains a key focus for the Department.
- An appeal on the Te Tai o Poutini Plan decision was lodged relating to the absence of stormwater provisions within Rural Zones. The relief sought is to amend the General Rural and Rural Lifestyle Zones to introduce explicit stormwater standards. This appeal aligns with Council's further submission, which sought to ensure that stormwater from buildings and hardstand areas is appropriately managed.
- The Planning Department has continued progressing the Fast-Track process for the Substantive Application for the Waitaha Hydro Scheme. The process is now nearing completion, with the Expert Panel circulating its draft decision and conditions in late March 2026. Final comments on the draft conditions have been submitted to the Environmental Protection Authority (EPA). Collaboration between the applicant, the West Coast Regional Council, and the Department of Conservation has supported active and constructive participation throughout the Fast-Track process.
- The Department continues to track Government-led reforms to the Resource Management Act and related updates to national direction, including National Policy Statements and National Environmental Standards.
- In the compliance space, monitoring has been completed for 21 consents, and five non-compliant matters have been resolved. Nineteen reactive matters were identified in the last quarter, and 14 compliance matters were investigated and closed.

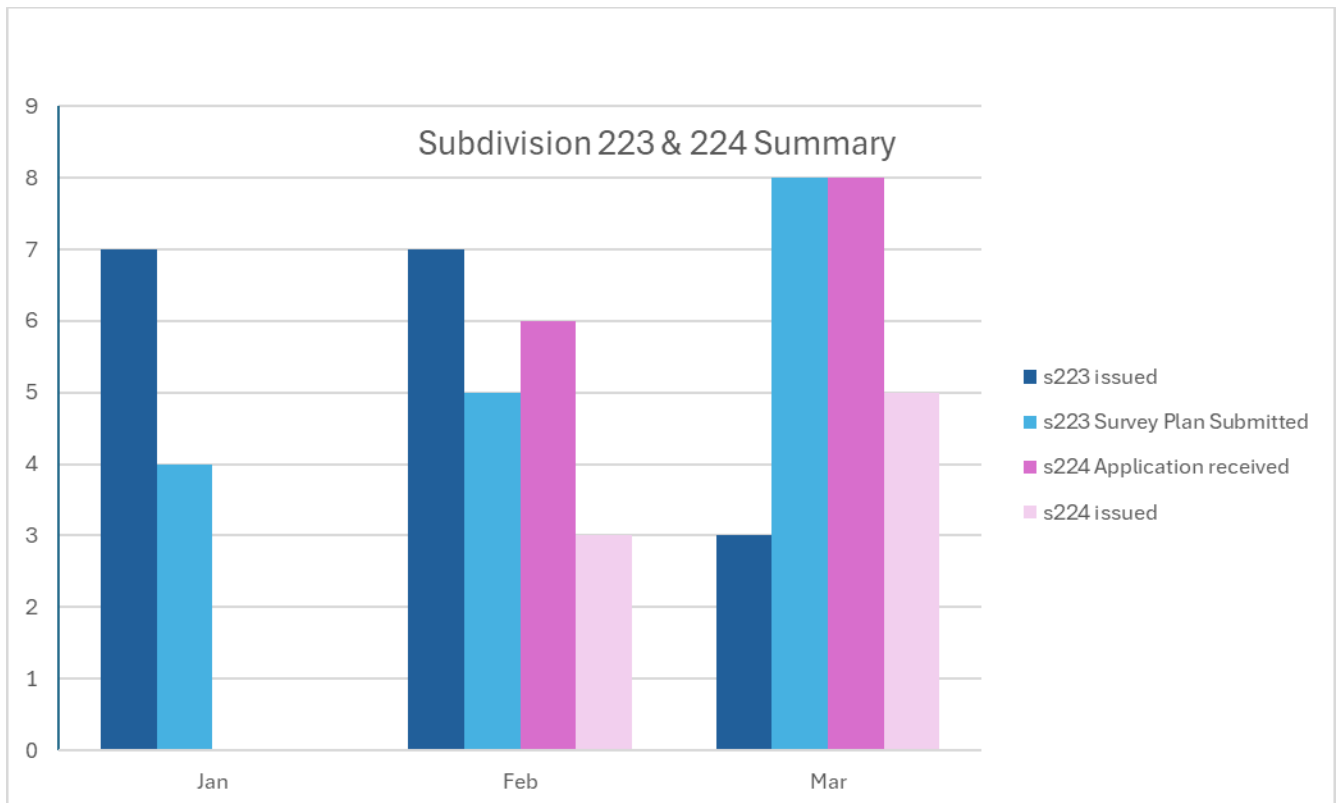
Resource Consents

During the last quarter, the Planning Department received 40 new applications. These applications comprised of the following:

NEW APPLICATIONS



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



The Planning Department granted 27 Consent decisions and 5 Certificate decisions in the last quarter, with 100% issued under delegated authority. 19 Land use consents, 8 Subdivision consents, 4 permitted boundary activities and 1 permitted subdivision were issued, **100%** within statutory timeframes.

Animal Control

- The introduction of Doggone has been very successful, in the last quarter 9 dogs have been reunited with the owners without the need for WDC intervention. Dog owner details are held by a third party (Doggone) and the dog's finder contacts Doggone and arrangements are made to reunite the dog and owner. Usually this is done by text. The lifetime tags used are more sustainable as they reduce plastic waste for the future for over 2200 dogs annually.
- A six-month fixed-term 0.5 FTE animal control officer position had been appointed to assist with many unregistered and problematic dog matters. This fixed term position ran from 1st September through to 27th February 2026.
- During that time there was a proactive focus on visiting/patrolling areas not visited for some time, to educate and speak with communities. Otira, Kumara and surrounding areas have been visited (approximately 240 properties) with 20% of properties having unregistered dogs.
- The positive working relationship with SPCA continues with two pet dogs being desexed and a further four menacing dogs desexed.
- The Animal Control Officer recently visited the Haast community with 13 unregistered dogs being identified. In addition to this, introductions were undertaken with local primary schools in preparation to provide education regarding safety around dogs with school children.
During this period the following actions were also undertaken:

Impounded dogs	3
Infringements issued	17
Warnings issued	6 - verbal
Infringements withdrawn	0
Stock attacks dealt with	0
Menacing classifications	1 - by breed
After-hours call outs	6
Dog-related service requests	42
Incidents referred to Police	0
Dogs euthanised	0
Anti-bark collars issued	6

Environmental Health

- During this period one camping ground inspection was carried out.
- Training and professional development for the Environmental Health Officer has continued as required by MPI, to maintain competency requirements for 2026 as a verifier, to enable food safety mentoring and auditing to be undertaken for Westland District Council. This included attending the Institute of Environmental Health conference online.
- Ongoing administration of the MPI food premises levy carried out. Fees have been collected by WDC and passed to MPI, with administration work involving follow up letters and invoicing.
- Noise control duties – there were nine noise complaints during this period.

Food Licencing	01/01/26 to 31/03/26
Verification visits	25
Verification revisits	20

Alcohol Licencing

- The Alcohol Licensing Inspector carries out training with the owners /managers of the businesses to ensure they are fully aware of their obligations under the Sale and Supply of Alcohol Act 2012.
- Toolkits and licence specific resource materials have been provided to various applicants to assist them to prepare for interviews.
- Monthly Tri-agency meetings have been held with the Police and Ministry of Health.
- Council appointed the District Licensing Committee, which included three reappointments and three new members. In addition to this one member retired.

In addition to this, the following applications were processed:

<u>01/01/26 to 31/03/26</u>	
Alcohol inspections	17
Managers Certificates issued	208
On - licences issued	7
Off-licences issued	1
Club licences	0
Special licences	7
Temporary Authorities issued	3
Total Licenced premises	68
On licences	42
Off licences	23
Club licences	3
Hearings	0

Hokitika Swimming Pool

Operational

- The revenue for this period was \$28,577 which reflects a 32% reduction in comparison to the previous ¼ and a 4% reduction in comparison to the same period last year.
- This is an anticipated seasonal reduction as we move from the summer period, as facility use starts to reduce along with our retails sales.

Rescues

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

Bylaws and Policies

Council approved the Alcohol Restriction Bylaw 2026 during this period, in addition to approving the Easter Sunday Trading Policy.

4. Business Enablement

Westland District Library

Library usage has increased by 1.8% compared to last year, rising from 32,823 to 33,405 visits, demonstrating continued community engagement and growth in our services.

This increased demand placed additional workload on staff since the library was operating with one fewer staff member (*role has since been filled*) Despite this, staff continue to demonstrate remarkable resilience and focus, ensuring that a high standard of service delivery was maintained.

Highlights

- Two new library assistants joined the team on Feb 24. This reinstated the full complement of staff relieving pressure on existing staff to “cover” desk duties whilst still trying to maintain their own workloads since Oct 2025.
- This year’s Summer Reading Challenge 2025/26 had a completion rate of 63.9% compared with 32.9% in 2024/25. This represents a 94% improvement in completion effectiveness. This programme increasingly supports children to stay motivated and achieve their reading goals. It is also testimony to the library team’s commitment to promote reading for pleasure to our junior library users and their whānau throughout the Westland District.

Programmes & Events

- Brought together 628 attendees over 54 library programmes and events, including library talks, school holiday activities, and wellbeing programs such as Soil Mates and Conversation Café for Women’s Wellbeing.
- This year, we continue our popular JP service desk, which was regularly attended over this period, which is usually slower due to summer holidays.

Technology & Digital Services

- Aotearoa People’s Network Kaharoa (APNK) router upgraded in Feb to ensure premium connectivity performance for users of the service.
- Total APNK users during Jan – Mar 2026 = 4291. That is, 4291 people connected to the internet via a library computer or from their own device *within the library* during Jan-Mar 2026. That is, 58 daily connections on average.

Looking Ahead

- Revisit the MOU with Westland High School
- Celebrating our volunteers
- Community Libraries - determining a model of best practice for our region

Hokitika Museum

The Museum continues to present *A Quiet Eye – The Photographs of Benno Thiem*, which is tracking steadily through the latter part of its exhibition period. The exhibition has also resulted in photograph orders, demonstrating strong public interest and engagement with the collection.

Planning is underway for associated public programming, including a curator’s talk and a photography-based public programme to further support engagement.

Temporary Exhibition

- Work has begun on the development of the next temporary exhibition, featuring West Coast ceramicist Richard Fahey, scheduled to open in June 2026. Initial scoping, content development, and programme planning are underway, including opportunities for artist talks, studio visits, and hands-on public workshops.

Visitor

- Visitation for the period December 2025 to March 2026 totalled 5,925 visitors, reflecting a strong summer period following the Museum’s reopening. Focus is now shifting toward maintaining visitation through the shoulder season, supported by targeted programming and local engagement initiatives. Continued reliance on volunteers supports front-of-house operations, with ongoing recruitment and training to strengthen capacity.

Collections Audit

- A collections audit is underway to undertake a comprehensive assessment of unprocessed collection materials currently held by the Museum, with the aim of establishing clear intellectual and physical control, and providing Council with an accurate, evidence-based understanding of the scope and status of this work.

Community Engagement

- Engagement with local schools continues, including visits from Westland High School, South Westland Area School, and Lake Brunner School.

General

- The Museum has uplifted the Charles Lucas glass plate photographic collection and begun scanning this material, which documents life in Harihari from the 1880s through to the 1930s.

Further collection development includes a photographic collection relating to the Nolan family and descendants of Captain Whitford, who captained the *Lioness*, a coastal trading and passenger vessel operating on the West Coast.

Hokitika Westland isite

Website

- The Hokitika Westland isite Visitor Information Centre website is currently underway, with BookIT engaged as the delivery partner. BookIT is a centralised booking system, and its implementation represents a significant advancement for the isite operations and customer experience.
- The platform will introduce a customer-facing booking website, enabling visitors to make instant bookings with operators or submit booking requests directly online. It will also integrate seamlessly with in-store systems, allowing staff to operate within a single platform and improving overall efficiency across the business.
- The system is scheduled to go live on 23 April. The BookIT team will be onsite in Hokitika from 19 April for a full week to support installation, onboarding, and staff training.

Hokitika Airport Visitor Information Desk – Trial

- A four-month trial of a visitor information desk at Hokitika Airport has been completed. Verbal feedback from tourism operators has been positive, particularly regarding the value of having an isite presence to assist visitors with enquiries, provide local information, and advise on travel conditions.
- The trial was successfully managed by two team members. As a result of the trial, a brochure stand has been retained at the airport to continue promoting local operators and services.

Visitor Trends and Economic Observations

- During late March and early April, the isite has experienced a decline in foot traffic and sales earlier than initially forecast, attributed to a direct result of the world conflict.
- Customer behaviour indicates an increased focus on free or low-cost activities. Visitors are showing greater sensitivity to travel and activity costs, with some questioning short-distance travel, including the 30-minute journey to Hokitika Gorge—one of the region’s primary natural attractions.
- There have also been early indications of price increases from operators, largely driven by rising fuel costs. This trend is expected to continue and may further influence visitor decision-making.

Social Media Performance

- Social media activity over the quarter has delivered strong results. Facebook content achieved a total reach of 100,623 views and generated 4,301 engagements.
- Audience insights show that 80% of reach was from non-followers, demonstrating effective audience growth, while 20% was from existing followers.
- A consistent posting schedule of five posts per week—featuring a mix of operator businesses, natural attractions, and local/community events—has supported broad visibility and engagement across the region’s tourism offerings.

AA New Zealand (New Zealand Driver Licenses)

- The isite continues to provide AA support for our community from within the isite premises. Staff also support cover across the isite desk with demand. The current contract that is in place is from Mon-Friday 9am – 4.30pm.

Information Technology

- Since the resignation of the Information Technology Manager in February, work has been undertaken to assess the team’s priorities, responsibilities, and overall workflow. This process has involved gaining

a clearer understanding of priorities, current operations, identifying critical areas of focus, and evaluating how work is distributed across the team. In parallel, existing systems, software upgrades, and licensing arrangements are being systematically reviewed to ensure they are fit for purpose and cost-effective. This analysis aims to identify opportunities to improve efficiency, streamline processes, and optimise resource allocation moving forward.

Information Management

- A comprehensive assessment of the current filing system is underway to ensure it is fit for purpose, aligned with organisational requirements, and capable of supporting efficient day-to-day business activities. This includes evaluating file structures and conversion processes to confirm they meet operational and compliance needs.
- In addition, dedicated resourcing remains in place to sustain essential administrative functions, with an experienced team member continuing to provide ongoing support for LIMS administration and Property File scanning. This ensures continuity of service while broader system improvements are being progressed.

Customer Services

- The Customer Services team has recently undergone a minor refurbishment of its floor space to enhance customer flow and provide improved areas for community engagement, including dedicated spaces for council-related meetings (ie; looking a building reports etc). These changes included repositioning the front desk and installing a gate to enhance privacy and security.
- The team continues to deliver a broad range of essential administrative and customer-facing services, including support for dog control, rates, and building services. In addition, they manage general customer enquiries across multiple channels, including in-person interactions and online requests received through the Council's website, ensuring consistent and responsive service delivery.

Community Grants

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

Creative Communities Scheme

The Creative Communities Scheme (CCS) provides funding for community-based arts activities within the Westland District. The scheme aims to increase local participation in the arts while supporting a diverse range of creative and cultural initiatives.

The scheme operates as a partnership between Creative New Zealand and local authorities. Funding decisions are made locally by a subcommittee comprising Councillors, iwi representatives, Community Arts Council members, and community representatives.

Round 2 (2025–2026):

The final funding round for the 2025–2026 year opens on 1 April 2026 and closes on 30 April 2026. Applicants will be notified of the committee's decisions in mid-May 2026.

Applicants are required to:

- Confirm eligibility prior to applying
- Complete the official CCS application form

- Submit applications online or via email

Progress Report:

Project Title	Brief Description	Status
Driftwood and Sand	Annual five-day beach sculpture festival – held on the Hokitika Beach, received over 1000 visitors, and over 100 active participants.	Festival was held from the 21 January 2026, and the 25 January 2026
Westland Creative Fibre	Public wool day and wool crafts are on display and hands on demonstrations by a shearer	Public wool day was held on 28 March 2026 and was very successful even though the sheep could not be shorn due to wet weather.
Sensory Garden	Develop a Sensory Garden at Lazar Park	Contractor has been engaged around constructing an accessible path and fencing to separate the garden from the rest of the park. Step two will include planting, sensory equipment, sculptures, seating and shade.
Lantern Festival Workshop	Creating large lanterns and other creations to decorate for the lantern parade	A date has been set to hold the workshops in the community. These will then support further community outreach
Lantern Festival 2026	Lantern Festival to celebrate Matariki and winter solstice, a get together for the whole community with a lantern parade through beautiful, decorated bush	Date TBC – but will be on/around Matariki.

Rural Travel Fund

The Sport New Zealand Rural Travel Fund is a collaborative initiative between Sport New Zealand and Westland District Council. The fund supports junior sports development in rural communities by providing financial assistance to help subsidise travel expenses associated with participation.

The most recent contestable funding round opened on 1 December 2025 and closed at the end of December 2025. The round received a strong number of applications, with a spread across the district.

To support ongoing delivery of the fund, internal systems and processes have been developed to ensure consistent, transparent, and equitable outreach to community groups. Work is also underway to strengthen and expand contact lists, ensuring all eligible groups have fair access to funding opportunities.

Successful applicants were notified on 20 February 2026.

Organisation	Number of direct beneficiaries
Hokitika Hockey Club	30
Hokitika Amateur Swim Club	32
Kokatahi Kowhitirangi Pony Club	17
Seido Hokitika (Karate)	32
South Westland Rugby Football Club	100
Westland United Football Club	82
West's Rugby Club	120

5. Human Resources

Human Resources

A template is being developed for the Risk and Assurance Committee which will assist in informing the Quarterly Report in the future.

New Starters

Since 1 January 2026, 8 new employees have joined the Council (1 Casual, 1 Fixed Term, 3 Part Time, 3 Full Time).

Leavers

Since 1 January 2026, 6 employees have left Council (2 Fixed term agreement ended).

Current Vacancies

Council is currently recruiting for 4 full-time positions.

Wellbeing Initiatives

- Wellbeing Committee establishing calendar and events to present to SLT.
- Engagement Survey completed. 82% participation rate. Action plans being developed with teams.
- Council Values are confirmed to stay as Accountability, Active Collaboration, Commitment to Innovation and Improvement, Integrity and Westland Wellbeing. As a council we are looking at how we describe these values and what they mean for us.

Health and Safety

January

Quarterly inspections were conducted and several items were identified as needing addressing, most notably several items in first aid kits across all Council sites were out of date. Work has been ongoing to address all the items identified.

A “Health and Safety from a Managers Perspective” training course was held on the 28th of January and attended by 5 members of staff.

February

A fire drill was conducted at Council office on the 5th of February of February, all staff evacuated in 2 minutes, a good result.

A faulty sensor at the Hokitika Pool on the 19th of February resulted in a FENZ call out which brought to light that they didn’t have a master key for access, this has now been rectified.

The Hokitika Library evacuation training scheme ownership has now been transferred to Westland District Council and on the 24th of February an evacuation training programme was submitted to, and accepted by, FENZ who have now reset the system to be biannual from the 24th of February.

March

An evacuation training programme was submitted for the Hokitika Museum on the 20th of March and FENZ also completed a walk through, identifying the need for keys to both entrances.

The need for anchor points to be fitted on the roof of 36 Weld Street was identified while contractors were doing work on the lower roof.

A workplace audit was completed on the 21st of March for the work done on the Customer Service Counter in the Council office.

6. Strategy and Transformation

Simplifying Local Government

The Mayors, Chairs and Iwi Forum working group is finalising the foundational documents for the programme, including the Terms of Reference and a coordinated communications and engagement plan. This work is progressing in parallel with ongoing engagement with the Department of Internal Affairs as we await further direction on national settings. While this is not a rapid process, there is a clear and shared intent across the Coast to proactively shape its own future, rather than respond to externally driven change.

Local Water Done Well

Implementation of the West Coast water services model continues to progress in line with agreed timeframes. The dedicated West Coast Waters website will go live in the coming weeks to support public information and transparency. Recruitment for independent board members is also underway, marking a key step toward establishing the new entity and advancing operational readiness.

International Visitor Levy (IVL)

Discussions are ongoing with central government regarding the West Coast IVL proposal. Engagement to date has been constructive, with a focus on ensuring the region’s unique infrastructure pressures and funding context are well understood within broader national policy and investment considerations.

Mayor's Taskforce for Jobs

Mayor's Taskforce for Jobs has a FY26 target of 15 successful outcomes - 8 MSD Clients (beneficiaries) and 7 non-MSD Clients (NEET's).

Since 1 January 2026 MTFJ has registered 4 new clients bringing the YTD total to 22 – 10 MSD clients / 12 non-MSD clients.

Current total placements: 13

MSD – 6

NEET – 7

This quarter has seen 2 rangatahi placed into roles and 2 into work experience:

- 1 into a trainee role in health care. This role includes study towards Level 4 NZ Certificate in Health and Wellbeing
- 1 into hospitality

The two rangatahi completing work experience are enrolling in study:

- Automotive Apprenticeship (once an apprentice role is secured)
- Level 3 Certificate in Business Administration

Driver Licence Completions YTD – 3 Learners; 3 Restricted

Driving Lessons arranged for 5 youth

Defensive Driver Training completed by 4 rangatahi

Regional Infrastructure Fund

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

Status of the projects

HARP:

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

Jackson Bay Wharf:

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

7. Finance

Please refer to Report to Council – Financial Performance.

8. Quality Assurance

LGOIMA

Since 1 January 2026 we have received 23 LGOIMA requests, 17 have been resolved and 6 remain open as of 14 April 2026.

Governance

Since 1 January 2026 the following formal meetings were held:

January	
22	Council Workshop
27	Simplifying Local Government Workshop
28	CCO Oversight Committee Inaugural Meeting
29	Ordinary Council Meeting
February	
3	Simplifying Local Government Workshop
18	Extraordinary Council Meeting – Simplifying Local Government
19	West Coast Emergency Management Joint Committee Mayors, Chair, and Iwi Quarterly Meeting
26	Ordinary Council Meeting
27	Annual Plan Workshop
March	
12	Tenders Subcommittee Meeting
19	CBD Working Group
23	Annual Plan Workshop CE Review Committee Meeting
26	Ordinary Council Meeting
27	Risk and Assurance Inaugural Meeting

Policy Review

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

9. Water, Wastewater and Stormwater

Local Water Done Well

- The CCO has now been named Coast Waters Ltd. (The name West Coast Waters was already taken by a separate company quite a few years ago).
- The governance group and technical group have been working through the transitional requirements as outlined in the implementation plan.
- The first DIA report for the period 1 Jan - 31 March 2026 is due 17th April. The report key focuses will be (as outlined by the DIA in their letter of acceptance of the WSDP):
 - Progress on the transition
 - FFO and borrowing headroom
 - Price pathway and affordability
 - Delivery of capital programme
 - Regulatory compliance for drinking water
 - Asset Management

Three Waters Projects

- **Haast Watermains Upgrade**

The contract to upgrade various sections of watermain within the Haast township was awarded to Westroads Ltd. Work began early March and is due for completion mid-April. Whilst investigation work was being undertaken, a section main that was not budgeted for was found to be in poor condition. Approval was given for an additional \$40,000 expenditure to replace this section while the contractor was on-site, which ultimately leads to a saving in establishment costs.



- **Three Waters SCADA / Telemetry Upgrade**

We're upgrading monitoring and control systems across our water, wastewater, and stormwater facilities. This includes replacing outdated equipment and adding new systems where none currently exist. These improvements are needed to meet increased compliance requirements and because some older hardware will soon be unsupported. The project will roll out in stages over the next two years.

- **Haast Wastewater Treatment Plant Upgrade**

WSP were engaged to prepare and provide an options report for the upgrade of the Haast WWTP. The consent for this plant will expire in 2036. The report has provided a short list 4 potential options to meet the current and future compliance conditions as set by the WCRC and under the new Wastewater Environmental Performance Standards set by the Water Services Authority – Taumata Arowai. Staff will review the options report and proceed accordingly.

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

The project involves replacing damaged sections of the $\varnothing 1200\text{mm}$ stormwater main from Gibson Quay to north of Weld Street, continuing work initiated last year beneath the railway line. A new pump station will also be installed to help reduce flooding risk in the catchment.

Undertaking a peer review of the design of the pump station portion of this work it was noted that the area of the pump station chamber was not going to fit within the intended area of the stop bank (as with all other current stormwater pump stations). While the pumps have been ordered, with a 6month lead time (potentially longer now due to the fuel crisis), the overall project has been paused and rescope. The work has now been spilt into two portions, one being the replacement of the gravity main and the other being the design and build of the pump station itself. The contract for the gravity main replacement is expected to go out mid-June. Work will continue to progress on the pump station design while the pumps are being built and delivered.

- **Better Off Funded Projects**

As there were unspent funds in the Better Off package, Council was directed to spend the remaining funds on projects that were not programmed in the Long Term Plan. Three projects were submitted, approved and have been completed.

- Fox Glacier Water Submains Upgrade: Short section along SH6 requiring upgrading to improve low pressure issues. Completed February 2026.
- Stormwater Mains Upgrade – NPD Area: Short section requiring upgrading due to aged infrastructure at the entrance of NPD. Completed March 2026.
- Hokitika Cemetery Drain: Piping of the open drain at the southern side of the cemetery. Completed March 2026.



- **Hokitika Wastewater Treatment Plant**

An extensive range of options assessment has been finalised via the project working group which contained industry specialists, council officers and Iwi partners. The project is now moving forward into location selection, design finalisation and resource consent requirements.

Rubix Consultants have been engaged to assist with documentation to select an overall lead consultant for this project. Staff will be meeting with them in the coming weeks with a timeline to be provided at a later date.

10. Solid Waste Management

Solid Waste

- **South Westland Waste contract**

The contract was put out to tender until the end of January 2026, with Pacific Waste being the successful bidder. Westland District Council is currently drafting the new contract, which is expected to be finalised and implemented within the next few weeks.

- **Butler's leachate collection pond**

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

- **Hannahs clearing and Haast Landfill**

We are awaiting feedback on funding, will hear end of April 2026.

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

Parks, Reserves and Cemeteries

- **Cass Square Lawn**

Following Wildfoods, we have engaged Westroads to aerate and fertilise the fields. The condition of the lawn will be monitored, with a view to determining whether reseeding is required by the end of 2026.

- **Cass Square Halve Basketball court**

Building Reformers, with subcontractor Henre Adams, commenced earthworks in March. Following completion of the earthworks, the contractor relocated the drinking water fountain and began boxing for the new footpaths. Fence poles are expected to be delivered middle April, after which work on the concrete slab can begin.



West Coast Wilderness Trail

- **New shelter on trail**

Following approval of the Totara Swing Bridge to proceed, a new shelter has been installed at Ross (Section 1 of the West Coast Wilderness Trail). An additional Portaloo has also been installed next to the shelter.



- **New Totara swing bridge**

The Totara Swing Bridge build was scheduled to commence in early March. However, emergency works required on the south riverbank have delayed completion of the final design needed for consent

application. The design is now in its final stages, and submission is expected within the next couple of weeks.



11. Transportation

Transportation Update

Contractor delays in the reseal contract mean that staff are presently considering postponing the remaining reseals for this current year. Cooling temperatures mean that the remaining work may need to be carried into the 2026/2027 Season to complete. The larger State highway programme and poor season start for the weather has been the main cause of this delay. Staff are considering what AC work can still be carried out in the CBD (now scheduled for May)

Jackson Bay Road slips continue to pose challenges when we have heavy rain and NZTA have reopened the conversation around the Transition from SPR status to Local Road Status.

New School speed limits have been rolled out around the district, staff are now doing an audit of these sights to confirm what has been installed matches our specifications. Currently all sights have fixed signage, but we have electronic variable signs set to be installed at Kokatahi, South Westland Area School and Hannahs Clearing School.

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

Presently Councils Vehicle fleet sits at 10 vehicles, 8 of which are Hybrid or Plug in Hybrids. We have 2 vehicles due for replacement in the next financial year and will be continuing to look at purchasing hybrids as replacement vehicles. Since changing to primarily hybrid vehicles, we have reduced fuel usage by approximately 40%. Fully electric vehicles to date have not had the range suitable for the lack of charging facilities we have in Westland but that will likely change as the infrastructure to support these vehicles increases.

12. Other Projects

Hokitika Racecourse Development



The Hokitika Racecourse development enabling infrastructure project has been completed and practical completion signed. A document handover was also completed and reviewed by staff. A defects list has been drafted, and the contractor is currently working through the defects list.

The Crestview development has also been completed.

Ross and Hokitika Swimming pool projects

The Ross Swimming pool structural upgrade building consent has been issued, and the tender process has been completed.

For the Hokitika pool heating system upgrade, a detailed design package was completed and received on 27 March. A tender document will now be prepared and building consent submitted.

13. Asset Strategy and Development

Land Sale Review

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

External Funding

- In collaboration with the Mayor and Chief Executive, staff put together a bid for an upgrade of the Jackson Bay Wharf for the Regional Infrastructure Fund. This included works to the wharf, a security mechanism, and a carpark. This funding was received and announced on 26th November 2025.
- Council has secured \$1.6 million in funding for the new suspension bridge across the Totara River from Central Government, with the money coming from the International Visitor Conservation and Tourism Levy. This was announced on 10 July 2025.
- An application to upgrade the Mahinapua Boardwalks on the West Coast Wilderness Trail via Maintaining the Quality of Great Rides Fund through the Ministry of Business, Innovation and Employment (MBIE) was approved and progressed through to the second round. This project is in collaboration with the Department of Conservation.
- Council received funding from the Waste Minimisation Fund (Ministry of the Environment) to cover the roll out of the kerbside glass collection.

Policies, Plans & Bylaws

- A review of all bylaws has been completed with the intention that some new bylaws will be drafted next year.
- An independent Asset Management Maturity Assessment has been completed. This is a comprehensive review of our Activity Management Plans that were published as part of the Long Term Plan.
- The development of Reserve Management Plans is currently underway. These are a legislative requirement under the Reserves Act 1977. This work will be completed once the Land Sale Review has been completed.
- A Solid Waste Bylaw has been drafted and is currently being reviewed.

14. Options

Option 1: To receive the report.

Option 2: To not receive the report.

15. Assessment of Options (including Financial Considerations)

Option 1 is the preferred option.

There are no financial implications to this option.

Option 2 is not the preferred option.

There are no financial implications to this option.

16. Preferred Options and Reasons

The preferred option is Option 1.

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

17. Recommendation

That the Quarterly Report from the Chief Executive dated 31 March 2026 be received.

Barbara Phillips
Chief Executive

Report to Council



DATE: 23 March 2026
TO: Mayor and Councillors
FROM: Risk and Assurance Committee Chair

Chair's report from meeting of 27 March 2026

1. Summary

The purpose of this report is to inform Council of topics discussed and actions proposed from the Risk and Assurance meeting held on 27 March 2026

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

2. Background

This was the inaugural meeting of the Risk and Assurance Committee for the 2025 – 2028 triennium. Committee members introduced themselves and spoke to those matters that are important to them and to outcomes they would like to achieve through Committee membership.

3. Independent Chairs Opening Remarks

The Chair formally introduced himself to the Committee and gave an overview of his background in the local government sector and spoke to the focus of today's meeting, identifying a review of the Committee Terms of Reference, proposed action on review of Council policies and risk register, and the development of the Committee Work Programme.

The report concluded with reference to recent sector observations from the Auditor General, and to the proposed legislation from central government and the potential impact across the sector.

4. Terms of Reference

A Terms of Reference for the Committee was adopted by Council on 18 December 2025; this has now been reviewed by the Committee and newly appointed Chair and following discussion resolved to recommend some minor amendment to Council. These were principally regarding the removal of references to internal audit – a function that we are neither resourced nor funded to provide.

The Committee took time to discuss the TOR, noting the Committee purpose, areas of responsibility, and considering the suite of reports from staff (and their content) that will help the Committee in its decision-making processes to achieve its purpose.

In undertaking this review Committee members acknowledged that our external audit management contained no issues of concern that would lead us to consider the introduction of an internal audit function.

Committee members will speak to the recommendation to effect this minor change during today's meeting of Council, noting the matter is subject to a separate paper on the agenda.

Committee members acknowledged the performance review process which will be undertaken at the midpoint of this term.

5. Health and Safety Advisor's Report

The Senior HR Advisor presented and spoke to this report, identifying no issues of concern.

Committee members asked question around the membership, role and responsibilities and frequency of meeting of the internal Health and Safety Committee.

Committee members noted the report on H&S initiatives and training that were appended to the agenda.

6. Policy Review

As part of its internal control responsibilities, the Committee is tasked with monitoring existing policies and with recommending any new policies.

The Quality Assurance Manager outlined a piece of work currently being undertaken with a view to determining the purpose of each policy by answering the following questions:

- why was it written?
- why do we still need the policy?
- does the policy align with current legislation?
- does the policy assist staff, and our community?
- what is the risk of not having the policy?

It is intended that a report on the progress of this significant body of work will be reported back to the Committee meeting scheduled for 13 August 2026.

7. Finance Report

The Chief Financial Officer spoke to a comprehensive list of items that he proposes to incorporate into quarterly reports to the Risk and Assurance Committee, including:

- quarterly summary by activity/group
- capital project update
- performance measures
- disclosure statement against benchmarks
- external audit matters
- cash position
- treasury management
- debtors and insurance

Members expressed their support for the proposed template, and the considerable information it will provide to ensure we can deliver on the Committee's role and responsibilities.

8. Whistleblower Report

The meeting moved into committee to receive a Whistleblower report which showed no calls had been received through this service for the past six months.

9. Risk Review

Also in committee, an extensive review of Councils risk register was undertaken for the purpose of understanding the current recorded risks, and asking whether they were operational in nature, or were governance matters. The Committee also took time to note joint responsibility actions requirements, risks of a transitional nature (generally related to Local Water Done Well), and those of an environmental nature. Those items in the register that the Committee deemed to be operational, will be removed, with advice provided to the Chief Executive and management team to consider and act as appropriate.

This item will be presented again at the Committee meeting of 7 May 2026, at which time members will again review its Top 10 list of risks to Council.

Staff were asked to prepare a deep dive report into the risks associated with capital project delivery for the May meeting.

10. Work Programme

Returning to open meeting, the Committee reviewed a proposed work programme tabled by the Chair. Members took time to reflect on the content of this proposal, together with other matters raised during the course of the meeting and the Chair will work with the Quality Assurance Manager to develop the work programme for the next 12 months.

The matter will be included on the next Committee agenda for adoption.

11. In Closing

Members were thanked for their input to the discussion during today's meeting and Staff input in preparing agenda reports together with presentations was acknowledged.

12. Recommendation

1. That the Independent Chair's report from the Risk and Assurance meeting of 27 March 2026 be received.

David Ward
Independent Chair
Risk and Assurance Committee

Report to Council



DATE: 23 April 2026
TO: Mayor and Councillors
FROM: Quality Assurance Manager

Risk and Assurance Committee Terms of Reference Amendment

1. Summary

The Risk and Assurance Committee seeks Council's approval and adoption of the amended Terms of Reference (appendix 1).

The Terms of Reference were amended to remove references to the committee's internal audit function, specifically clauses 2, 3, and 4 under *Internal Control*, clauses 2(2) and 2(3) under *Delegated Authority*, and clauses 2 and 3 under *The Risk and Assurance Committee can recommend to Council*.

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

2. Background

The Risk and Assurance Committee held its inaugural meeting for the triennium on 27 March 2026 during which the Terms of Reference were discussed, and it was proposed and agreed upon by the committee that clauses relating to the committee's internal audit function be removed as it is a function that is not currently resourced, however noting that this function could be reapplied to the committee should a future need arise for it.

3. Current Situation

These changes to the Risk and Assurance Committee's Terms of Reference were adopted by Council on 18 December 2025, when the committee was reestablished at the start of the current triennium however, changes have been made to better reflect the role and responsibility of the committee at its inaugural meeting. Amendments to the Committee's Terms of Reference require adoption by the Council to take effect.

4. Options

Option 1

Council adopts the amended version of the Risk and Assurance Committee's Terms of Reference.

Option 2

Council does not adopt the amended version of the Risk and Assurance Committee's Terms of Reference.

5. Assessment of Options

Option 1

Adoption of this option tidies up the Terms of Reference to reflect current expectations from Council and provides greater clarity to the committee regarding their responsibilities.

Option 2

Not adopting the amended Terms of Reference would mean that they do not reflect the current expectations of the committee as an internal audit has not been resourced for or expected to be.

Neither option carries financial implications.

6. Preferred Options and Reasons

The preferred option is option 1 as it provides the Risk and Assurance Committee with a more accurate expectations of their responsibilities under Council.

7. Recommendations

7.1. That the report be received.

7.2. That Council adopts the amended version of the Risk and Assurance Committee's Terms of Reference.

Diane Maitland
Quality Assurance Manager

Appendix 1: Risk and Assurance Committee TOR - Amended

TERMS OF REFERENCE FOR THE RISK & ASSURANCE COMMITTEE

Title	Risk and Assurance Committee
Authorising Body	Mayor/Council
Status	Standing Committee
Quorum	Chair plus 2 members (must include 1 Councillor)
Adopted by Council	
Adopted by Committee	
Administrative Support	Chief Executive Office

This document outlines the Terms of Reference for the Risk and Assurance Committee.

The Chief Executive (CE) will assign the Quality Assurance Manager (QAM) to the Committee. The QAM will be responsible for coordinating agendas and will be the principal point of contact for committee members.

1. Purpose

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Westland District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council’s financial and non-financial reporting.
- Provide a communication link between management, the Council and the external and ~~internal~~ auditors and ensure their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

2. Responsibilities

Risk Management

- Review the risk management framework and associated manual to ensure they are current, comprehensive, and appropriate for effective identification and management of Council’s risks.
- Assist Council with determining ‘risk appetite’.
- Review the effectiveness of the Council’s risk management framework.
- Review the effectiveness of the risk assessment and management policies and processes.
- Review risk management reporting on a quarterly basis.

Audit and External Accountability

- Engage with Council's external auditors regarding the external audit work programme and agree the terms and arrangements of the external audit
- Recommend to Council the terms and arrangements for the external audit programme
- Review of the effectiveness of the annual audit and Long-Term Plan audit

- Oversee the preparation of and review key formal external accountability documents such as the Long-Term Plan and the Annual Report in order to provide advice and recommendations to Council in respect of the appropriateness of the documents and disclosures made.
- To review in depth the Council's annual report and recommend the adoption of the annual report to Council.
- Monitor the organisation's response to the external audit reports and the extent to which recommendations are implemented.
- To engage with the external auditors on any one-off assignments.

Internal Control

- Review the existence and quality of cost-effective internal control systems and the proper application of procedures.
- ~~Monitor the delivery of the internal audit work programme.~~
- ~~Review the annual internal audit plans and assess whether resources available to internal audit are adequate to implement the plans, and~~
- ~~Assess whether all significant recommendations of the internal audit have been properly implemented by management.~~
- Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable, or illegal activities. This also includes reviewing and monitoring policies and procedures.
- Review the effectiveness of the control environment established by management, including computerised information systems controls and security. This also includes reviewing and monitoring of the documentation of policies and procedures.
- Review the existence and quality of cost-effective health and safety management systems and the proper application of the health and safety management policy and processes.
- Review the Council's insurance policies on an annual basis.

Other Matters

- Review reports related to any protected disclosure, ethics, bribery, and fraud-related incidents and assist in any investigations related to these matters.
- Review the process of the development of the financial strategy and infrastructure strategy as required by the Long-Term Plan.
- Monitor Council's treasury activities to ensure that it remains within policy limits, where there are good reasons to exceed policy, that this be recommended to Council.
- Review any other policies.
- Ensure compliance with applicable laws, regulations, standards, and best practice guidelines.
- The Risk and Assurance Committee will also periodically review its own effectiveness and report the results of that review to the Council.

3. Delegated Authority

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

The Risk and Assurance Committee can recommend to Council

- Governance policies associated with Council’s financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.

Power to delegate

The Audit and Risk Committee may not delegate any of its responsibilities, duties, or powers.

4. Committee Meetings, records, and reporting structure

- The committee will meet at least quarterly in each financial year.
- One meeting must consider the draft annual report prior to adoption of the annual report by Council.
- Minutes of the committee will be presented to the Council for its consideration
- Report to the Council at least twice a year on the effectiveness of internal controls, risk management and financial reporting, noting any recommendations for improvement.
- The committee will be attended by a representative of External Audit for one meeting each year.

Role of Chair

The role of Chair is key to achieving committee effectiveness, to achieve this;

- The chair should meet with the QAM before each meeting to discuss and agree the business for the meeting.
- The Chair should take ownership of, and have final say in, the decisions about what business will be pursued at any particular meeting.
- The Chair should ensure that after each meeting appropriate reports and minutes are prepared from the Risk and Assurance Committee to the Council.
- Encourage good, open relationships between the Risk and Assurance Committee, CE, QAM and Chief Financial Officer and internal and external auditors.

Committee Membership

- Independent Chair
- Her Worship the Mayor
- Councillor Mackenzie
- Councillor Martin
- Kw Tumahai

The Committee Chair will usually be the spokesperson on matters of public interest within the committee’s scope of work. Some issues may be of such public interest that it is more appropriate for the Mayor to be the spokesperson. On technical matters or where the status is still at the staff proposal level, senior staff may be the appropriate spokesperson. Where necessary and practical, the Mayor, Committee Chair and senior staff will confer to determine the most appropriate course of action for advising the public.

The Committee shall record minutes of all its proceedings.

Report to Council



DATE: 23 April 2026
TO: Mayor and Councillors
FROM: Chief Financial Officer

CCO Oversight Committee Terms of Reference Amendment

1. Summary

The Council Controlled Organisation (CCO) Committee seeks Council’s approval and adoption of the amended Terms of Reference (appendix 1).

The Terms of Reference were amended to include the addition of the following clause under *Delegated Authority*: “To appoint a specialist consultant or recruitment advisor as and if required to provide the committee with specialised advice.”

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

2. Background

The CCO Oversight Committee held its inaugural meeting for the triennium on 28 January 2026 during which the Terms of Reference were discussed, and it was suggested that the following clause under section 3 ‘Delegated Authority’:

“To appoint a specialist consultant or recruitment advisor to assist with shortlisting suitable candidates if required.”

Be amended to:

“To appoint a specialist consultant or recruitment advisor as and if required to provide the committee with specialised advice.”

As this would give the committee more flexibility to consult on matters that they do not have the required expertise in.

3. Current Situation

These changes to the CCO Oversight Committee’s Terms of Reference were adopted in Council on 18 December 2025 when the committee was reestablished at the start of the current triennium however changes have been made to provide more flexibility to the CCO Oversight Committee’s ability to receive expert advice as and when it is needed. Amendments to the Committee’s Terms of Reference require adoption by the Council to take effect.

4. Options

Option 1

Council adopts the amended version of the CCO Oversight Committee's Terms of Reference.

Option 2

Council does not adopt the amended version of the CCO Oversight Committee's Terms of Reference

5. Assessment of Options

Option 1

Adoption of this option allows the committee greater effectiveness in performing their responsibilities as authorised by Council by giving them the ability to seek specialised advice, only when needed, to fill gaps in knowledge. This option would reduce overall risk by ensuring the committee is making sound decisions based on expert advice. There is a small financial implication only as and when specialist advice is required.

Option 2

Not adopting the amended Terms of Reference would reduce the committee's ability to consult with specialists during decision making processes which could increase risk to council if there are gaps in the committee's technical knowledge. There are no financial implications to this option.

6. Preferred Option(s) and Reasons

The preferred option is option 1 as this enables the Committee to more effectively fulfil their responsibilities.

7. Recommendation(s)

7.1. That the report be received.

7.2. That Council adopts the amended version of the CCO Oversight Committee's Terms of Reference.

Stephen Lewis
Chief Financial Officer

Appendix 1: Council Controlled Organisation Oversight Committee TOR - Amended



TERMS OF REFERENCE FOR THE COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE

Title	Council Controlled Organisation Oversight Committee
Authorising Body	Mayor/Council
Status	Standing Committee
Quorum	Chair plus 2 members (must include 1 Councillor)
Adopted by Council	
Adopted by Committee	
Administrative Support	Chief Executive Office

This document outlines the Terms of Reference for the Council Controlled Organisation Oversight Committee.

The Chief Executive will be responsible for coordinating agendas and be the principal point of contact for committee members.

1. Purpose

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

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

2. Responsibilities

Review of Strategy documents

- Ensure that the strategy documents align with Council direction and policy.
- Making recommendations to Council regarding endorsement of strategic plans and business plans.
- Review CCO requests for major transaction approval and recommend appropriate actions by Council.
- Monitor performance and risks related to the delivery of strategic outcomes.

Statements of Intent

- Recommend to the Council on the content of the annual letters of expectations to each CCO.
- Review draft Statement of Intents (Sol) to ensure that the Sol provides clarity and direction for both the CCO's and Council.
- Recommendation of adopting of Sol's to the Council.

Accountability and monitoring

- Review of Sol and recommending adoption to Council.
- Review of the CCO Annual Report, which must include a comparison of its actual and intended performance (as set out in its statement of intent) and audited financial statements and recommending adoption to Council.
- Review of half-yearly report for shareholders on the operations during the half year, including information required by its Sol and financial information.
- Review of quarterly management accounts.

Director appointments and board evaluations

- Identify director appointments that have the requisite skills, knowledge and experience for the respective CCO board in line with the Council's Controlled Organisation Director Appointment Policy.
- Make recommendations to Council for the appointment.
- Carry out director reviews and board reviews.
- Review remuneration and make recommendations to Council.

Other Matters

- Report half-yearly to Council on the performance against financial and non-financial KPI's as required in the Sol.
- Review CCO policies and suggest relevant changes.

3. Delegated Authority

- To appoint a specialist consultant or recruitment advisor to assist with shortlisting suitable candidates if required as and if required to provide the committee with specialised advice.
- To reappoint suitable directors without further approval from Council.

The CCO Oversight Committee can recommend to Council

- Recommendations as to the content of letters of expectation.
- Approval of strategic plans.
- Adoption of Statement of Intent.
- Adoption of Annual Reports.
- Appointment of suitable director appointments.
- Remuneration changes.

Power to delegate

The CCO Oversight Committee may not delegate any of its responsibilities, duties or powers.

4. Committee Meetings, records and reporting structure

- The committee will meet at least quarterly in each financial year.
- One meeting must consider the CCO's draft annual report before adoption of the annual reports by Council.
- Minutes of the committee be presented to the Council for its consideration.
- Report to the Council at least twice a year on the performance of the CCO's.
- The committee will be attended by a representative of External Audit for one meeting each year.

Role of Chair

The role of Chair is key to achieving committee effectiveness, to achieve this;

- The Chair should take ownership of, and have final say in, the decisions about what business will be pursued at any particular meeting.
- The Chair should ensure that after each meeting appropriate reports (minutes) are prepared from the CCO Oversight Committee to the Council.
- Encourage good, open relationships between the CCO Oversight Committee, CE, Elected members and internal and external auditors.

Committee Membership

- Her Worship the Mayor (Chair)
- Deputy Mayor Burden
- Cr Gillett
- Kw Madgwick
- Kw Tumahai

The Committee Chair will be the spokesperson on matters of public interest within the committee's scope of work. On technical matters or where the status is still at the staff proposal level, senior staff may be the appropriate spokesperson. Where necessary and practical the Committee Chair and senior staff will confer to determine the most appropriate course of action for advising the public.

The Committee shall record minutes of all its proceedings.

Adopted by Council – 18 December 2025