



# 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 27 NOVEMBER 2025 COMMENCING AT 1.30 PM (AT THE CONCLUSION OF THE PUBLIC EXCLUDED SECTION, PART 1)

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

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

Cr Manera attended the meeting from 1.31pm.

### 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; S. Lewis, Chief Financial Officer; A. Parris, Executive Assistant; N. Sinclair, Senior Administrator.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

Her Worship the Mayor acknowledged recent changes made to the register by Cr Maitland and Cr Munns.

Cr Maitland updated the Interest Register on 20 November 2025, stating the non-pecuniary, perceived conflict of interest to be *'Related to staff employed at Westland District Council.'*

Cr Munns updated the Interest Register on 18 November 2025, stating the non-pecuniary, perceived conflict of interest to be 'Director of Udder Confusion Ltd and Community Voice for West Coast Health'.

**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. NGĀ MENETI O TE HUI KAUNIHERA  
MINUTES OF MEETINGS to be confirmed:**

- **Inaugural Council Meeting Minutes – 23 October 2025**

Moved Cr Gillett, seconded Cr Martin and **Resolved** that the Minutes of the Inaugural Council Meeting held on **23 October 2025** be confirmed as a true and correct record of the meeting.

Her Worship the Mayor approved that her digital signature be added to the confirmed Inaugural Council Meeting Minutes of 23 October 2025.

Her Worship the Mayor requested that it be recorded in the minutes that the statement made at the Inaugural Council Meeting on 23 October 202 relating to Her Worship the Mayor using a casting vote at the 24 July 2025 Council meeting to pass a resolution to the Future Delivery of Water Service report was incorrect. The motion was carried by way of a show of hands, 5 votes for the motion and 3 votes against the motion. Hence, Her Worship the Mayor's casting vote was not used.

**MINUTES OF MEETINGS to be received:**

- **Hokitika Wastewater Treatment Plant Project Oversight Subcommittee – 2 April 2025**

Moved Cr Burden, seconded Cr Maitland and **Resolved** that the Minutes of the **Hokitika Wastewater Treatment Plant Project Oversight Subcommittee** held on **2 April 2025** be received.

- **Ordinary Council Meeting Minutes – 25 September 2025**

Moved Cr Gillett, seconded Cr Munns and **Resolved** that the Minutes of the **Ordinary Council Meeting** held on **25 September 2025** be received.

**6. ACTION LIST**

The Chief Executive spoke to the Action List.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report.  Options to be reported back to Council at	April 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	The intention is that the community will be provided with information once preparatory work has been completed by the end of

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
			the 26 June Ordinary Council meeting.			options for the Council building, namely: i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	<p>November 2025.</p> <p>The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on earthquake strengthening and would report back in February 2026.</p> <p>Kw Madgwick requested an update be provided on the status of assessing earthquake-prone public and private buildings in the district, particularly St Mary's Catholic Church. The Chief Executive would provide an update at the December Council meeting.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future	A report was being prepared by the new General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						projections of the Museum.	
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	General Manager District Assets	This process is currently underway. <ul style="list-style-type: none"> <li>Community parking questionnaire closed 20 December 2024.</li> <li>Review current feedback and hold further workshops from February 2025.</li> </ul>	The remit of the Hokitika CBD Strategy Group may widen to include Kumara and Franz Josef townships.
4.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was on the agenda for the 27 November 2025 Council meeting.
5.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	A noting paper was on the agenda of the 27 November 2025 Council meeting.
6.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper to be provided to the new Council for consideration in February or March 2026.

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

1. The updated Action List be received.

## 7. NGĀ TĀPAETANGA PRESENTATIONS

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

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

Topics discussed:

- Her Worship the Mayor provided a list of official meetings and public events that she had attended since the Inaugural Council meeting on 23 October 2025.

- Discussed the Air NZ service provided to the community, including flight scheduling and cancellations and a review of landing fees.
- Cr Burden requested that an update of the Airport project be provided to Councillors.
- Cr Burden suggested the community work undertaken by Her Worship the Mayor be communicated to the public.
- The Chief Executive offered to organise a presentation by Tim Cadogen from the water agency on the water treatment regulations of smaller communities in South Westland at the December Council meeting.
- The Jackson Bay Wharf funding announcement was attended by Cr Munns and Cr Manera.

Moved Cr Maitland, seconded Cr Martin, and **Resolved** that Her Worship the Mayor's report tabled at the meeting be received.

Kw Tumahai left the meeting at 1.51 pm and returned at 1.56 pm.

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Draft Annual Report 2024-2025 for Adoption**  
The Chief Financial Officer spoke to the report.

### Topics discussed:

- A workshop will be provided to Councillors in January 2026 to provide an opportunity for question time and to form an understanding of the Annual Report process, requirements and deadlines.
- Cr Maitland suggested a simplified summary of the Annual Report be provided to the public.

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

- 1.1 That the report be received.
- 1.2 That Council adopt the Annual Report for the financial year ending 30 June 2025 as provided in Appendix 1.

Her Worship the Mayor and the Chief Executive proceeded to sign the following letters to be returned to the auditors EY immediately thereafter:

- Representation Letter In Respect of Westland District Council's Debenture Trust Deed Limited Assurance Engagement for the Year Ended 30 June 2025
- Representation Letter for the Year Ended 30 June 2025
- Representation Letter for the Summary Annual Report for the Year Ended 30 June 2025
- **Standing Orders: Clause 15 Public Forum**  
The Chief Executive spoke to the report.

### Topics discussed:

- The Chief Executive advised that policies from 66 local authorities were investigated to form the basis of the report.
- A suggestion of 30 minutes to be allocated to hold a Public Forum at the start of each Ordinary Council meeting.
- Requests would need to be received 24 hours' notice before the meeting and must outline the items they wish to address.

- Councillors thought it prudent to allow 5 minutes for question time after each speaker.
- Public forums would be livestreamed.
- The Chief Executive would circulate the topics to be raised at the Public Forums ahead of the Council meeting.
- Public Forums were the start of a new culture of engagement and openness from Council with the community.
- Councillors agreed the Standing Orders, Clause 15 Public Forum, policy was a working document, with improvements being made as required as and when required.

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

1.1 That the report be received.

1.2 That a period of up to 30 minutes be available for the public forum at each scheduled Ordinary Council meeting.

Speakers can speak for up to five minutes (excluding questions).

Requests to speak at a public forum must be:

- a) Made to the Chief Executive and/or the Mayor (or their delegate);
- b) Made at least 24 hours before the meeting; and
- c) Must outline the items that will be addressed by the speaker(s).

The chairperson has discretion to:

- a) Extend a speaker's allocated speaking time;
- b) Where there are more than six speakers presenting in the public forum, the Chairperson may decrease the speaking time for all presenters, or
- c) Waive the time requirement for requesting permission to speak in the public forum.

1.3 That the procedure for public forums at **Appendix 1** be adopted and updated on the Council Website.

1.4 That Standing Orders be updated accordingly and made available on the Council's Website.

- **Committee Structure for the New Triennium**

The Chief Executive advised that the purpose of the report was to inform Council that the Mayor has exercised the powers under Section 41A Role and Powers of Mayors, Local Government Act 2002 to establish committees for the 2025-2028 Triennium.

Topics discussed:

- The committee structure for this triennium would consist of three standing Committees and two subcommittees:

**Standing Committees**

Risk and Assurance Committee

Council Controlled Organisation Oversight Committee

Chief Executive's Review Committee

**Subcommittees**

Hokitika Wastewater Treatment Plant Project Oversight Subcommittee

Tenders Subcommittee

- Terms of Reference will be adopted at the 18 December Council meetings and/or the respective inaugural meetings to be scheduled.
- The timings of meetings outlined on the meeting schedule took into account pertinent deadlines for audit deadlines, Annual Plans and Annual Reports.
- The Hokitika Wastewater Treatment Plant Project Oversight Subcommittee only meets when required. The Chief Executive advised that a finalised report would come to Council in December 2025 or January 2026 to consider options on how to proceed with this committee and the Council Controlled Organisation. Membership will be discussed depending on the outcome.
- The Consenting and Compliance Committee was originally stood up to process a backlog of issues at the time. These issues have now been resolved, therefore, there was no need for the subcommittee to continue. Furthermore, the subcommittee never met during the last triennium. Council has a new General Manager Regulatory and Compliance to oversee this area going forward.
- If Councillors wished to formalise the dissolution of the Consenting and Compliance Committee, then the Chief Executive would prepare a paper to consider and adopt at the December Council meeting.
- Councillors who are contacted by constituents with concerns about the consenting process should contact the Chief Executive, so the appropriate staff can be directed to investigate the matter.

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

- 1.1 That the report be received.
- 1.2 That Council adopts the Committee structure and membership as outlined in **Appendix 1** of the report.
- 1.3 That Council adopts the proposed meeting schedule for January 2026 to December 2026 as provided in **Appendix 2** of the report.
- 1.4 A paper to provide a discussion and/or decision on the future of the Consenting and Compliance Committee.

- **Financial Performance Report**

The Chief Financial Officer advised that the purpose of the report was to provide an indication of Council's financial performance for the month to 31 October 2025.

Kw Madgwick left the meeting at 2.37pm and returned at 2.40pm.

Topics discussed:

- Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets.
- The report presented is in the format supplied to the previous Council. The Chief Financial Officer would like to make changes to the report to make it easier to understand whilst providing more detail in specific areas.
- The report is of a summarised nature, with only permanent variances over \$25,000 having comments.
- A breakeven position of \$12.9 million (not surplus or deficit).
- Variances to the Rates Revenue relate to water meters that show a rise, normal as usage increases over the summer months. Swaps were the other variance discussed, which are a financial accounting instrument used to protect Council from fluctuations in interest rates. The \$420,000 variance shown will naturally even out to zero as time progresses and should not be interpreted as cash lost or gained. Road maintenance variance was due to the timing of allocated budgets for works that needed to be completed.
- Debt levels were at a forecasted level and were below acceptable levels.

- The Statement of Comprehensive Revenue and Expense, Debtors, Debt Position and Capital Expenditure were discussed.
- Resource consents had doubled due to volume and complexity. Staff had processes in place to assist in progressing consent approvals.
- Council intends to communicate to the public on our rating rebates policies and payment instalment options via Council's newsletter, Facebook or text message.
- Discussed notifying rate payers with rate demands closer to the due date so that it is at the forefront of minds.

Deputy Mayor Burden left the meeting at 2.54 pm and returned at 2.56 pm.

Moved Cr Maitland, seconded Cr Mackenzie and **Resolved**:

1.1 That the Financial Performance Report for 31 October 2025 be received.

- **Noting Paper - Lake Kaniere Development**

The General Manager District Assets, advised that the report provided an overview of how development at Lake Kaniere was managed within the jurisdiction of the Westland District Council and how effective management helped mitigate adverse environmental effects.

Topics discussed:

- Concerns raised during the Long Term Plan (LTP) consultation around the impact of developments on the water quality of Lake Kaniere were the reason for the noting paper being presented to Council.
- The General Manager District Assets advised that Council were confident that the planning and consenting framework, combined with the West Coast Regional Council's (WCRC) ongoing programme of water quality monitoring and environment oversight, provided strong and effective safeguards to ensure development is appropriately managed and that Lake Kaniere's water quality was maintained.
- Ultimately, the WCRC were responsible for the water quality of Lake Kaniere.
- WCRC do have plans in place to monitor the testing of stormwater, which would capture sewage leakages, in addition to the current testing requirements.
- Cr Gillett would like the potential risk of water contamination to be added to the Risk Register of the Risk and Assurance Committee.
- Cr Gillett was aware that the Department of Conservation (DOC) also conducted water testing as part of their consent for the toilet block at Hans Bay with the WCRC, which had three failed tests.
- It was the responsibility of the landowners to ensure septic systems were in order. Discussed whether Council should notify landowners to remind them of their responsibilities, along with whether WCRC should enforce an expiry date for old septic tank systems.
- Need a report from Regional Council/DOC testing, RMA changes, what department does this issue stand.
- There are no concerns with the quality of water. There is also the river intake which can be switched over right away.
- The General Manager District Assets, will investigate with the WCRC on what other data they collate relating to testing, Resource Management Act changes, past and future developments at Lake Kaniere, and will report back to Council in February 2026.
- Mr P. Breeze spoke briefly to Council about the concerns raised above.

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

1.1 The noting paper on Lake Kaniere Development be received.

1.2 The General Manager District Assets, provides a report to Council in February 2026.

**9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI  
RESOLUTION TO GO INTO PUBLIC EXCLUDED**  
(to consider and adopt confidential items)

Moved Cr Gillett, seconded Cr Maitland and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.15 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 – Hokitika Wastewater Treatment Plant Project Oversight Subcommittee – 2 April 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
2.	Confidential Minutes – Ordinary Council Meeting 25 September 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
3.	Ernst & Young Close Report Presentation	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.	Haast Watermains Upgrade Contract Number 25.26.01 – Tender Approval	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
5.	New Totara River Bridge West Coast Wilderness Trail – Contract Number 25-26-02 – Tender Approval	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)
6.	Quarterly Update – Enabling Infrastructure Project – Hokitika Racecourse Development	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.  Section 48(1)(a)

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
7.	Appointment of Directors, Westroads Ltd	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
2, 7	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 3, 5, 6	Protect information where the making available of the information: (i) (ii) would disclose a trade secret; and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	(S.7(2)(b))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1, 2, 4, 5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or	(S. 7(2)(i))
1, 2, 4, 5	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Gillett, seconded Cr Munns 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 4.16 pm.

**MEETING CLOSED AT 4.16 PM**

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 18 DECEMBER 2025 AT 1.00 PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Her Worship the Mayor  
Chair**

**Date: 18 December 2025**