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 25 JUNE 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 Martin.

2. MEMBERS AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy and Northern Ward:	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

Apologies received from Cr Walker and Kw Tumahai.

Moved Cr Burden, seconded Cr Maitland and **Resolved** that the apologies from Cr Walker and Kw Tumahai be received and accepted.

Staff present

B. Phillips, Chief Executive; S. Lewis, Chief Financial Officer; S. Hewett, Governance Administrator; L. Webster, General Manager Regulatory and Compliance; J. Birnie, Strategy and Transformation Manager.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated to the Mayor and Councillors, and the following changes were made:
23.06.26 - Cr Munns: Acquisition of Rushes Café Bar and Store in Hari Hari by Udder Confusion Ltd, of which she is the director. (pecuniary, perceived)
23.06.26 - Cr Munns: Spouse has accepted a management position with Pamu Farms at Lake Brunner. (non-pecuniary, perceived).

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

4.1. Application for a rates remission extension was received from Norwest Estate which needs to be processed before 30 June 2026.

Moved Cr Munns, seconded Cr Martin and **Resolved** that Council receive and accept the addition of the urgent item to today's Council meeting.

It was agreed that the application will be reviewed at the end of the staff reports in the open part of the meeting.

Deputy Mayor Burden informed the Council of a conflict of interest in this matter and did not participate in the discussion or vote on this matter.

4.2. Kw Madgwick made a request that the notice of motion to be discussed in the public excluded be moved to the open section of the meeting on the grounds that the response report does not contain any sensitive information. The chief executive agreed the report could be released to the public however the appendix paper was still in draft and would need to remain confidential at this time.

Moved Cr Manera, seconded Cr Gillett and **Resolved** that the Notice of Motion from Cr Mackenzie be released to the open section of the council meeting.

Motion Carried

5. PUBLIC FORUM

Nil.

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

The following council minutes were presented for adoption:

- Ordinary Council Meeting 4 June 2026

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

1. The minutes of the ordinary council meeting held on 4 June 2026 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 council meeting minutes.

The following committee minutes were received by Council:

- Risk and Assurance Committee Inaugural Meeting 27 March 2026

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

1. The minutes of the Inaugural Risk and Assurance Committee meeting held on 27 March 2026 be received.

7. ACTION LIST

The Chief Executive gave an update to the council on the following action list item:

Item 2 - Hokitika Museum Trust Board
Conversations are ongoing and will be framed up to fit into the Long Term Plan process where Council will be able to discuss with more detail about the future governance arrangement for the Hokitika Museum.

Item 5 - Lake Kaniere
The report on the quality of the water at Lake Kaniere has now gone through West Coast Regional Council and council expects to be able to give Councillors an update at the next council meeting.

Item 9 - Freedom Camping
The report following the workshop in May will be presented to Council at the July council meeting with options for Councillors to consider.

Item 11 - Kumara Endowment Fund
The Chief Executive updated the Council that a report is expected at the August council meeting. It was requested that the report is informed by legal advice.

Moved Cr Mackenzie, seconded Cr Munns and **Resolved** that the Action List be received and updated in accordance with the above.

8. NGĀ TĀPAETANGA PRESENTATIONS

Ashley Stuart, the Project Lead for the West Coast Local Government Reform spoke to Council about the ongoing Headstart Programme consultation process.

Topics discussed included:

- The current status of the Headstart Engagement Programme.
- Deadline for the submission of outline proposals to the Government.
- What the community discussions include and what they do not.
- Summary of the feedback received so far.

Ms Stuart left the meeting at 1:54pm

9. PŪRONGO KAIMAHI STAFF REPORTS

Westroads Limited Statement of Intent
The Chief Financial Officer spoke to the noting paper informing Councillors that council have received the Statement of Intent from Westroads Limited, who will come back to present the Statement in July's Council Meeting.

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

1. The report be received.
2. Amend the recommendations on the report to remove item 7.2 "The Council Adopt the Westroads Ltd Statement of Intent 2027"
3. Amend the recommendations on the report to change item 7.3 to "Council direct staff to make the SoI available on the Westland District Council website within 1 month <u>of the date of adoption</u> for a period of no less than 7 years."

Destination Westland Limited Statement of Intent
The Chief Financial Officer spoke to the noting paper informing Councillors that council have received the Statement of Intent from Destination Westland Limited, who will come back to present the Statement in July's Council Meeting.

Moved Cr Mackenzie, seconded Cr Manera and **Resolved** that:
1. The report be received.
2. Amend the recommendations on the report to remove item 7.2 "That Council adopt the Destination Westland Ltd Statement of Intent 2027."
3. Amend the recommendations on the report to change item 7.3 to "Council direct staff to make the SoI available on the Westland District Council website within 1 month of the date of adoption for a period of no less than 7 years."

Financial Report
The Chief Financial Officer (CFO) spoke to the financial report covering the period of 1 - 31 May 2026 and highlighted the following topics:

- This will be the last formal financial report until September while council conducts its Annual Report and Audit process; however staff will continue to advise Council of any significant variances from budget.
- Staffing costs are currently forecast to be approximately $800,000 below budget and operating revenue is tracking above target.
- In response to questions about rates arrears, staff advised there are no unusual trends and Council has not observed an increase in requests for rates relief.
- The report is based on data to the end of May; however, an increase in payments was recorded in June as ratepayers sought to settle balances before the end of the Council financial year.
- A request was made for an aged debtors report. Staff will investigate the possibility of providing this, although such a report is not currently available within the system.
- Staff noted that most arrears are generally short-term in nature.

Moved Cr Mackenzie, seconded Cr Gillett and **Resolved** that the Financial Performance Report to 31 May 2026 be received.

Annual Plan Adoption
The Chief Financial Officer presented the report, tabling a printout of the changes that have been made to the statements found on pages 17-20 of the full Annual Plan and some fees and charges on pages 42 and 50, noting that these changes are due to a presentational issue in the reports with the system not calculating them correctly and that it has no change to the overall numbers nor affects the rates.

Topics discussed included:
- Water and Sewerage Availability Policy
- Economic Assumptions
- Inflation rate
- Staffing costs and service delivery

Kw Madgwick requested that a report come back to Council for discussion about council's FTE.

The changes made during the consultation process have resulted in a final rates increase average of 6.5% rather than the 6% stated in the draft document.

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

1. The report be received.
2. Council adopts the Rating Policy 2026/2027 attached to the report as appendix 1.
3. Council adopts the final Rates Remission Policy 2026/2027 attached to the report as appendix 2.
4. Council adopts the final Annual Plan 2026/2027 noting the following amendments
    a. Council resolutions made during deliberations of the Annual Plan Public Hearings.
    b. The inclusion of the Glacier Township Development Rates attached to the report as appendix 3.
    c. Changes to Financial Statements on pages 17 to 20 of the Annual Plan.
    d. Changes to Fees and Charges on pages 42 and 50 of the Annual Plan.
5. Council directs the Chief Executive to make these documents available to the public following the amendments.

Rates Resolution

The Chief Financial Officer introduced the report which is to strike the rates now that the Annual Plan has been adopted.

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

1. The report be received.
2. Council adopts all the rates described and quantified in the Rates Resolution 2026/2027.
3. Council instructs the Chief Executive to strike the rates for the year ended 30 June 2027 in accordance with the Annual Plan 2026/2027.

Projects and Carry Forwards

The Chief Financial Officer introduced the report and highlighted the key projects that have been proposed to carry forward including:

- The Airport improvement project
- Hokitika Wastewater Treatment Plant
- Totara Bridge
    - This project is underway and expected to be completed by calendar year end.
- Other bridges in the district have been assessed as not needing immediate works so the allocated funds for those have been carried forward.

The figures provided are estimates as final numbers are produced after the end of the financial year.

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

1. The report be received.
2. Council approve the carry forward of funds for the projects itemised in Appendix 1 to the financial year 2026/2027.
3. Council approve the future allocation of funds for specific purposes.

Regional Maritime Safety Programme

The General Manager Regulatory and Compliance spoke to the report which seeks Council approval to enter into a Memorandum of Understanding with Grey and Buller District councils and join the regional discussions on maritime safety.

It was highlighted that there is no cost for the Westland District Council to enter into the MoU as the Harbourmaster has already been fully funded through to the end of 2028 at which time Westland District may be asked to contribute funds.

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

1. The report be received.
2. Council agrees to participate in the memorandum of understanding.

3. Council delegates the authority to the Chief Executive to enter a memorandum of understanding on behalf of Westland District Council with the West Coast Regional Council, Buller District Council, and Grey District Council to facilitate the purpose and objectives of the agreement and the Regional Maritime Safety Programme.

Council agreed to extend the meeting past 2 hours and moving the break to the end of the open section of the meeting.

Application for Rates Remission

The Chief Financial Officer presented the application for an extension to rates remission received from Norwest Estate, making Councillors aware that granting a rates remission does not include the general rate and that the developer will still be required to pay full rates on one property or lot within the development area.

To date, 22 units have been sold and 13 more remain within the development area which comes to the roughly $40,000 worth of rates that would not be received.
Council was called upon to vote on whether to approve or decline the application for a rates remission extension from Norwest Estate; by way of majority vote the Council declined the application.

Deputy Mayor Burden abstained due to a conflict of interest.

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

1. The Report be received.
2. Council rejects the application from Norwest Estate to extend the period of rates remission at their subdivision at Seaview for a one year period.
3. Council instructs staff to process the rejection of the application.
4. Council instructs staff to review the policy for clarification.

Cr Martin recorded her vote against the motion.

Notice of Motion

Cr Mackenzie presented a Notice of Motion to the council (attached as **appendix 1 to these minutes**) in accordance with Standing Orders 27.1.

Motion seconded by Cr Gillett and **Resolved** that:

1. The Notice of Motion be received and accepted.

The Chief Executive clarified that the response report provided pertains to information the council is able to disclose to the public however any disclosure of staffing details would open up the Council to employment relation risks.

Moved Cr Maitland, seconded Cr Gillett and Resolved:

1. Council receives the response report in the public section of the meeting.
2. Council retains the appendix to the report in the public excluded section of the meeting.
3. Further discussion on the Notice of Motion will be held in the public excluded section of the meeting.

10. ADMINISTRATIVE RESOLUTIONS

Nil.

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

Moved Cr Gillett, 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 3.32 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 4 June 2026 - Risk and Assurance Committee Inaugural Meeting 27 March 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.	Notice of Motion and Council Response	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.	Licence to Occupy	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.	Coast Waters - Ratification of Board Appointments	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, 4	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) 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, 3	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; (ii) would be likely otherwise to damage the public interest;	(S.7 (2)(c))
2, 3	Maintain the effective conduct of public affairs through - (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment;	(S.7(2)(f))
2, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	(S.7(2)(h))

Moved Cr Maitland, seconded Cr Gillett 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 5.20 pm.

MEETING CLOSED AT 5.20 PM

Next Ordinary Council Meeting – 23 July 2026 at 1.00 pm
Council Chambers, 36 Weld Street, Hokitika and via Zoom

Confirmed by:

Mayor Helen Lash
Chair

Date: 23 July 2026

[redacted]

From: Euan Mackenzie
Sent: Thursday, 28 May 2026 8:43 am
To: Barbara Phillips; Greg Maitland; Brian Manera; Joseph Walker; Steven Gillett
Subject: Notice of Motion

Barb,

Good morning, please accept this email as notice of motion for inclusion on the agenda of the next Council meeting.

Proposed Motion

That Council receives a confidential report on the financial and operational performance of the council-operated i-SITE service, including:

- total annual operating costs, including staffing and overhead allocation;
- revenue and net ratepayer subsidy;
- visitor usage and service metrics;
- contractual obligations and liabilities;
- staffing implications of any service reduction, restructuring, or cessation;
- alternative delivery models, including external operation or digital alternatives;
- and any risks, opportunities, or financial implications associated with the future operation of the service.

Further, that the report be considered in public excluded session where necessary under Schedule 7 of the Local Government Act 2002 due to the potential sensitivity of staffing, contractual, and commercially sensitive information.

The intent of this motion is to ensure Council has sufficient financial and operational information available to make an informed decision regarding the future of the i-SITE service and its ongoing cost to ratepayers.

This notice of motion is supported by a majority of Councillors copied into this correspondence including myself.

Best,

Euan Mackenzie
Northern Ward Councillor

Euan Mackenzie | Councillor Northern Ward
Te Kahui o Poutini | **Westland District Council**

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