

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 27 November 2025** commencing at **1.00 pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom.

In accordance with Standing Orders, items may be taken out of order to the agenda papers.

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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

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

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

2. NGĀ WHAKAPAAHA APOLOGIES

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. NGĀ MENETI O TE HUI KAUNIHĒRA

MINUTES OF MEETINGS to be confirmed:

Minutes circulated.

- Inaugural Council Meeting Minutes – 23 October 2025 (pages 6 - 12)

MINUTES OF MEETINGS to be received:

- Hokitika Wastewater Treatment Plan Project Oversight Subcommittee - 2 April 2025 (pages 13 - 15)
- Ordinary Council Meeting Minutes – 25 September 2025 (pages 16 - 29)

6. ACTION LIST

(pages 30 - 32)

7. NGĀ TĀPAETANGA PRESENTATIONS

Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

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

To be circulated under separate cover.

- **Standing Orders: Clause 15 Public Forum** (pages 33 - 37)
Chief Executive to speak to the report.
- **Committee Structure for the New Triennium** (pages 38 - 43)
Chief Executive to speak to the report.
- **Financial Performance** (pages 44 - 57)
Chief Financial Officer to speak to the report.
- **Noting Paper - Lake Kaniere Development** (pages 58 - 59)
General Manager, District Assets, to speak to the report.

10. 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 – 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)
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

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)

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))

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

INAUGURAL COUNCIL MINUTES

MINUTES OF THE INAUGURAL COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 23 OCTOBER 2025 COMMENCING AT 1.00 PM

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

**1. KARAKIA TĪMATANGA
OPENING KARAKIA**

The opening Karakia was led by Kw Tumahai.

2. ADDRESS BY CHIEF EXECUTIVE

The Chief Executive welcomed the new Council, highlighted the important issues facing Council, and expressed that she looked forward to working with Council with integrity and to deliver tangible outcomes for the community.

3. MAKING AND ATTESTING TO THE DECLARATION OF THE MAYOR AND COUNCILLORS; AND

4. ADDRESS BY MAYOR AND COUNCILLORS

The Chief Executive explained the purpose of the report and the process of receiving the declarations of the Mayor and Councillors.

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

1.1. The report be received.

1.2. The Mayor and elected members publicly make their declaration.

Her Worship the Mayor completed her statutory declaration, witnessed by the Chief Executive, and received the Mayoral Chains.

Her Worship the Mayor offered a warm welcome to all attending, thanked all who ran for Council, and expressed that she was looking forward to working collaboratively with elected members and Council staff.

All Councillors completed their statutory declaration, witnessed by Her Worship the Mayor, and then each provided an address to the meeting.

The livestream was paused to allow Councillors an opportunity for photos with family and friends.

The recording restarted at 1.47 pm and marked the commencement of the meeting proper with the Statutory Business of the Inaugural Council Meeting.

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

Staff present: B. Phillips, Chief Executive; N. Sinclair, Senior Administrator; A. Parris, Executive Assistant; N. Martin, Communications and Governance Administrator; J. Neill, IT Support Officer.

NGĀ WHAKAPAAHA APOLOGIES

There were no apologies.

5. APPOINTMENT OF DEPUTY MAYOR

A report was tabled at the meeting advising that Cr Reilly Burden had been appointed Deputy Mayor.

The Chief Executive advised that the purpose of the report was to inform Council that Her Worship the Mayor had appointed Cr Reilly Burden as Deputy Mayor, under Section 41A Role and Powers of Mayor, Local Government Act 2002.

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

- 1.1. The Report to Council – Appointment of Deputy Mayor be received.

6. STANDING ORDERS

The Chief Executive advised that the purpose of the report was to provide Council information on the adoption of Standing Orders for the conduct of meetings of Council and its committees.

Topics discussed:

- Council discussed retaining Public Forums in the Standing Orders to demonstrate trust and transparency to the public and community.
- Councillors were the representatives of the community, so they could report their concerns or requests back to Council, lessening the need for frequent Public Forums.
- The Chief Executive will investigate best practices and protocols around holding Public Forums from an operational viewpoint and report back to Council at their meeting on 27 November 2025.
- Discussed options around casting votes versus deliberative votes for the Chair.
- Option C was discussed for speaking and moving motions. It was viewed as providing a balance between flexibility and stability whilst maintaining democratic debate.

Moved Cr Walker, seconded Cr Munns that:

- 1.1 The report be received.
- 1.2 Council adopts the revised LGNZ template for Westland District Council Standing Orders with the following amendments:

- **SO 15 Public Forum**

The Chief Executive will look at best practice policies around holding Public Forums from an operational viewpoint and report back to the November 2025 Council meeting for review and adoption.

- **SO 13.7 Right to attend by audio or audio-visual link**

Council adopts the amendments outlined in the report as follows:

Remove:

That the standing orders enable members to join meetings by audio visual link. Please note members joining by audio visual link cannot be counted for the purposes of a quorum. Refer Clause 25A S7 of the Local Government Act 2002.

Replace:

Provided the conditions in Standing Orders 13.11 and 13.12 are met:

- a) Members of the council and its committees have the right to attend meetings by electronic link unless they have been lawfully excluded.
- b) Members of the public, for the purpose of a deputation or public forum, approved by the chairperson, have the right to attend meetings by electronic link, unless they have been lawfully excluded.

- **SO 19.3 Chairperson has a casting vote**

The Chief Executive will seek information from the Local Government New Zealand (LGNZ) on SO 19.3, Chairperson has a casting vote, and report back to the November 2025 Council meeting for review and adoption.

Remove

That the chair be given the option of a casting vote.

Replace

The Mayor, chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.

- **SO 22.1 Options for speaking and moving motions**

Council adopt Option C (SO 22.4) as the default option for speaking and moving motions:

Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking, which exist in the other two options.

- After seeking advice from a policy adviser at LGNZ, the Chief Executive advised that the Standing Orders need to be agreed by Council.
- The LGNZ Standing Orders and Code of Conduct were being revised and will be due for release in February 2026. Council may wish to adopt the current Standing Orders in the interim and review for adoption the revised Standing Orders in February 2026.

Moved Cr Burden, seconded Cr Walker and **Resolved** that the above motion be *withdrawn*. All members were in agreement that the motion be withdrawn.

Moved Cr Maitland, seconded Cr Walker by way of amendment that:

1.1 The report be received.

1.2 The Council adopts the revised LGNZ template for Westland District Council Standing Orders with the following amendments:

- **SO 15 Public Forums**

The Chief Executive will look at best practice protocols around holding Public Forums from an operational viewpoint and report back to the November 2025 Council meeting for review and adoption.

- **SO 13.7 Right to attend by audio- or audio-visual link**

Council adopts the amendments outlined in the report as follows:

Remove

That the standing orders enable members to join meetings by audio visual link. Please note members joining by audio visual link cannot be counted for the purposes of a quorum. Refer Clause 25A S7 of the Local Government Act 2002.

Replace

Provided the conditions in Standing Orders 13.11 and 13.12 are met:

- c) Members of the council and its committees have the right to attend meetings by electronic link unless they have been lawfully excluded.
- d) Members of the public, for the purpose of a deputation or public forum, approved by the chairperson, have the right to attend meetings by electronic link, unless they have been lawfully excluded.

- **SO 19.3 Chairperson has a casting vote**

Council adopts the following amendments:

Remove

That the chair be given the option of a casting vote.

Replace

The Mayor, chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote *but only in an event to meet a statutory requirement.*

- **SO 22.1 Options for speaking and moving motions**

Council adopt Option C (SO 22.4) as the default option for speaking and moving motions:

Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking which exist in the other two options.

The amendment was put to the meeting and was carried.

The amendment became the substantive motion, was put to the meeting and was carried unanimously.

7. CODE OF CONDUCT

Her Worship the Mayor advised that the purpose of the report was for Council to re-adopt the Elected Members Code of Conduct (Code of Conduct) for Westland District Council. The Code of Conduct sets boundaries on standards of behaviour and provides a means of resolving situations when elected members breach those standards.

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

- 1.1 The report be received.
- 1.2 Council re-adopt the Elected Members Code of Conduct, including the policy for assessing breaches of the Code of Conduct as produced by LGNZ.

8. DECLARATION (CONFLICTS) OF INTEREST

Her Worship the Mayor explained that the report was designed to maintain natural justice and to ensure that elected members' decisions were not affected by any personal motive, and was governed by the Local Authorities (Members' Interest Act 1968).

Any member who has a perceived conflict of interest must declare this to Council and not be involved in any decision-making around that interest.

The Declaration of Interest form was circulated to Councillors prior to the Council meeting. Once returned, the information of each Councillor would be collated into one form, which would be updated as required through the triennium by Councillors.

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

- 1.1 The report "Declarations (Conflicts) of Interest" be received.

Cr Manera left the meeting at 2.27 pm and returned at 2.28 pm.

9. LEGISLATION AFFECTING MEMBERS

The Chief Executive advised that the purpose of the report was to summarise key legislation that affects elected members, comprising of the following:

- Local Government Act 2022
- Local Government Act 1974
- Crimes Act 1961
- Secret Commissions Act 1910
- Local Authorities (Members' Interests) Act 1968
- Local Government Official Information and Meetings Act 1987
- Health and Safety at Work Act 2015
- The Protected Disclosures (Protection of Whistle-blowers) Act 2022.
- Financial Markets Conduct Act 2013
- Resource Management Act 1991
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Te Ture Whenua Māori Act 1993

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

- 1.1 The Legislation Affecting Members report be received.

10. ELECTED MEMBERS' REMUNERATION

The Chief Executive advised that the purpose of this report is to advise elected members of the remuneration pool and Mayor's remuneration as determined by the Remuneration Authority for the period beginning 1 July 2025 to 30 June 2026.

- The Deputy Mayor's remuneration was determined by the level of responsibility, leadership and heightened expectations of workload compared to the role of Councillors.

- As per the report, the Mayor's salary was \$121,261 which had been established separately by the Remuneration Authority.

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

- 1.1 Council receives the report.
- 1.2 Council advise the Remuneration Authority of the changes to the Committee Structure, and the proposed allocation of the remuneration pool.

Office	Annual Remuneration	Total Charge
Deputy Mayor x 1	\$57,587	\$57,587
Councillor x 7	\$32,246	\$225,722
Total Pool		\$ 283,309

2. 2024/2025 ANNUAL REPORT ADOPTION PROCESS

This item was taken out of order to the agenda.

The Chief Executive provided a verbal update on the process and timeline for adopting Westland District Council's 2024-2025 Annual Report.

- A combination of election timing and audit scheduling had created complexity and challenges in meeting statutory deadlines, and as a result, Council would not meet their legislative adoption date of 30 October 2025.
- Council would technically be in breach of the Local Government Act 2002.
- The report would be adopted at the 27 November 2025 Council meeting.
- The Director Appointment for Westroads Ltd report would be discussed at the 27 November 2025 Council meeting in the Public Excluded Section of the meeting.

3. PROPOSED MEETING SCHEDULE FOR REMAINDER OF 2025

The Proposed Meeting Schedule for the Remainder of 2025 report was tabled at the meeting.

- It was a requirement of the Local Government Act 2002 to determine the date of the first ordinary meeting of the Council at the Inaugural Council meeting.
- The report demonstrated the agreed dates of Council meetings for the remainder of 2025.
- The structure of Council meetings and timetable of Council, standing committee and subcommittee meetings going forward will be presented at the 27 November 2025.
- Amendments to the report circulated in the agenda were outlined in the table below, and as follows:

Paragraph 8.1 to read: *Council would meet two times before the end of 2025.*

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

- 1.1 The report be received.
- 1.2 Council adopts the schedule of meetings for the remainder of 2025 as follows:

Date	Meeting	Time
30 October	Extraordinary Council Meeting: Director Appointment for Westroads Ltd	1.00 pm
27 November	Council Meeting	1.00 pm
18 December	Council Meeting	1.00 pm

MEETING CLOSED AT 2.57 PM

**DATE OF THE FIRST ORDINARY COUNCIL MEETING FOR THE NEW TRIENNIEUM
27 NOVEMBER 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Mayor, Helen Lash
Chair**

Date: 27 November 2025



HOKITIKA WASTEWATER TREATMENT PLANT PROJECT OVERSIGHT SUBCOMMITTEE MEETING MINUTES

MINUTES OF THE HOKITIKA WASTEWATER TREATMENT PLANT PROJECT OVERSIGHT SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 2 APRIL 2025 COMMENCING AT 3.00 PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. KARAKIA TIMATANGA OPENING KARAKIA

The opening Karakia was led by E. Weepu.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Members:	Deputy Mayor Cassin
	Cr Phelps
	Cr Burden
Iwi Representatives:	E. Weepu – Ngāti Waewae
	S. McLaren – Ngāti Maahaki
	P. Adams – Ngāti Maahaki
	J. Russell – Ngāti Waewae
Stantec:	J. Strange, Senior Civil Engineer, Stantec

NGĀ WHAKAPAAHA APOLOGIES

Her Worship the Mayor and S. McLaren.

Moved P. Adams, seconded Deputy Mayor Cassin and **Resolved** that the apology from Her Worship the Mayor and S. McLaren be received and accepted.

ABSENT

J. Russell.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk and Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated and no changes had been made.

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

There were no urgent items of business.

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

The Minutes of the previous meeting had been circulated.

Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Meeting Minutes – 5 June 2024.

The minutes to be amended as follows:

- The Karakia was *led* by Ema Weepu.
- The meeting closed at 4.02 pm *with a closing Karakia*.

Moved Cr Burden, seconded Cr Phelps and **Resolved** that the *amended* Minutes of the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Meeting Minutes of 5 June 2024 be confirmed as a true and correct record of the meeting.

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

Moved P. Adams, seconded Cr Burden and **Resolved** that the Hokitika Wastewater Treatment Plant Oversight Subcommittee confirm that the public were excluded from the meeting in accordance Section 48, Local Government Official Information and Meetings Act 1987 at 3.05 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.	To consider and endorse preferred options for the Hokitika Wastewater Treatment Plant.	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1	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	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))

The business conducted in the 'Public Excluded Section' meeting went back to the open part of the meeting at 3.58 pm.

**DATE OF THE NEXT HOKITIKA WASTEWATER TREATMENT PLANT PROJECT OVERSIGHT
SUBCOMMITTEE MEETING - TO BE CONFIRMED
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.58 PM

Received by Council at their meeting on 27 November 2025.

Mayor Helen Lash
Chair

Date: 27 November 2025

Barbara Phillips
Chief Executive

Date: 27 November 2025

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 SEPTEMBER 2025 COMMENCING AT 1.03 PM

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.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Gillett, Cr Davidson
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Nil.

STAFF PRESENT

B. Phillips, Chief Executive; D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

Staff present for part of the meeting:

V. Morris, Team Leader Regulatory and Compliance; C. Nabben, Financial Accountant.

Also present for part of the meeting:

M. Partington, Community Engagement Coordinator; C. Blanchfield, Chair South Westland Area Committee and Deputy Chair South Island Trust Board; and R. Sandrey, Youth Leader from Hato Hone St John.

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.

ITEM REMOVED FROM THE COUNCIL AGENDA

Moved Cr Baird, seconded Cr Burden and **Resolved** that the item relating to Council Controlled Organisation (CCO) Director Appointment verbal update be removed from the Council Agenda.

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

- **Ordinary Council Meeting Minutes – 28 August 2025**

Moved Cr Baird, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Ordinary Council Meeting held on **28 August 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 Ordinary Council Meeting Minutes of 28 August 2025.

COMMITTEE MINUTES TO BE RECEIVED (Minutes that have been approved by the Committee):

- **Council Controlled Organisation (CCO) Oversight Committee Meeting Minutes – 27 March 2025**

Moved Cr Gillett, seconded Cr Manera and **Resolved** that the Minutes of the Council Controlled Organisation (CCO) Oversight Committee held on 27 March 2025 be received.

- **Risk and Assurance Committee Meeting Minutes – 8 May 2025**

Moved Cr Baird, seconded Cr Gillett and **Resolved** that the Minutes of the Risk and Assurance Committee held on 8 May 2025 be received.

COMMITTEE MINUTES TO BE CONFIRMED (Due to the Committee not meeting again before the end of the triennium):

- **Risk and Assurance Committee Meeting – 7 August 2025**

Moved Cr Davidson, seconded C Gillett and **Resolved** that the Minutes of the Risk and Assurance Committee of 7 August 2025 be confirmed as a true and correct record of the meeting and be signed by the Chair and Chief Executive.

- **Council Controlled Organisation (CCO) Oversight Committee Meeting Minutes – 5 June 2025**

Moved Cr Baird, seconded Cr Burden and **Resolved** that the Minutes of the Council Controlled Organisation (CCO) Oversight Committee held on **5 June 2025** be confirmed as a true and correct record of the meeting and be signed by the Chair and Chief Executive.

- **Inaugural Tenders Subcommittee – 4 July 2025**

The following amendments to be made to the minutes of the Inaugural Tenders Subcommittee – 4 July 2025:

Kw Tumahai and Kw Madgwick to be removed from the absent list, and the start time of the meeting to be changed to 2.40 pm.

Moved Cr Gillett, seconded Cr Baird and **Resolved** that the *amended* Minutes of the Inaugural Tenders Subcommittee held on 4 July 2025 be confirmed as a true and correct record of the meeting and be signed by the Chair and Chief Executive.

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 the 26 June Ordinary Council meeting.	April 25	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.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
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 projections of the Museum.	It was important that the new General Manager, Business Enablement was involved in the process. The General Manager Business Enablement will commence employment on 6 October 2025. Once the General Manager is fully informed, the Terms of Reference will be included on the agenda of Council early in the new triennium. Kw Madgwick to be involved in the process.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	General Manager District Assets	This process is currently underway. Community parking questionnaire	The next Hokitika CBD Strategy Group meeting will

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						closed 20 December 2024. Review current feedback and hold further workshops from February 2025.	to be held on 6 October 2025.
4.	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference to be tabled at a future Council meeting for adoption.	March 2025	Mayor	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting.	A meeting of the West Coast Wilderness Trail Working Group was held on 12 September 2025, where amendments to the Draft Terms of Reference were made for adoption at the next meeting. <i>The item can be removed from the Action List</i>
5.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was provided at the 24 July Council meeting. Ongoing.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
6.	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 meeting was held with Her Worship the Mayor, General Manager District Assets, and Mr and Mrs Breeze on 12 August 2025. A noting paper will come back to Council at their first Ordinary Council meeting on 27 November 2025. Cr Burden to provide contact details of the Residents Association at Lake Kaniere who wish to be involved in discussions going forward. Iwi to be involved also.
7.	22.05.25	Hokitika Westland isite / Tourism Experience			Chief Executive	Councillors discussed the costs for the isite and West Coast	A small working group had met to discuss the

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						Wilderness Trail at their meeting on the 22 May 2025.	tourism experience in Westland. It was a broader remit than a review of the isite as originally raised. A paper to be provided to the new Council for consideration.

Moved Cr Phelps, seconded Cr Davidson and **Resolved** that:

1. The updated Action List be received and item 4 be removed from the list.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Hato Hone St John Presentation**

M. Partington, Community Engagement Coordinator; C. Blanchfield, Chair South Westland Area Committee and Deputy Chair South Island Trust Board; R. Sandrey, Youth Leader from Hato Hone St John presented a PowerPoint slideshow to Council.

Topics covered included:

- Westland ambulance operations include 10 paid staff and 38 volunteers.
- There were 1,430 emergency calls in Westland over the past 12 months; 14 cardiac arrests, and another 500 were considered to be life-threatening.
- St John had seen a marked increase in call-outs over the last 3 years.
- The Major Incident Support Team (MIST) vehicle was donated to the West Coast by donors from Auckland and is based in Greymouth. MIST strengthens their response capabilities during major incidents (involving 7 or more people).
- Area Committees are local groups of volunteers who plan and fund programmes and initiatives to ensure West Coast communities are stronger, healthier, and more resilient. The Westland area is supported by two Area Committees made up of 14 volunteers.
- Ambulance Membership costs have been lifted for 2025. Individuals are \$75.00, joint membership \$96.00, and households \$115.00.

- First Aid training is offered throughout the West Coast, mostly held in Greymouth and Hokitika, but St John also provides training in South Westland.
- St John medical alarms are the only alarms that go directly to the 111 call centre.
- The Waka Ora Health Shuttle is a koha-based transport to health and wellbeing appointments operated by six trained volunteers. The shuttle has transported clients on 910 individual trips and travelled 26,840 km since September 2024. The cost for a taxi to Greymouth from Hokitika is \$170.00, so the shuttle is an important asset to the community.
- The St John Youth Programme caters for children from years 1-13 (aged 5-18 years) and offers opportunities to learn first aid, develop leadership, and build confidence.
- Friends of the Hospital started in 2000 and is run by four volunteers who provide comfort and support to patients admitted to Te Nikau Hospital.
- Caring Callers provide a telephone friendship service for clients who are isolated or feel alone and is run by one volunteer. The Calling Carer can organise health appointments or contact family members on behalf of the patient.
- Therapy Pets is administered by eight volunteers throughout the West Coast. They visit schools, rest homes, hospitals, and other community groups to boost wellbeing and ease loneliness.
- St John sells first aid kits, refill packs, and defibrillators (AEDs). The new AEDs are smaller, smarter, and the batteries last longer. AEDs will be available at Hannah's Clearing, Bruce Bay, Fox Glacier, and the 4 Square in Franz Josef. Four AEDs in Hokitika have been fully funded by St John. Free training sessions for groups on how to use the AEDs are offered by St John. It is important to check AED batteries and ensure that the unit is in working order regularly.
- SJ (Social Joining) Café offers people the opportunity to connect with others on a weekly basis over morning tea, games, crafts, or a chat, and attracts 15-20 attendees each week in Greymouth.
- In Case of Emergency (ICE) Booklets were handed out to Councillors. Booklets have been provided to Medical Centres throughout the West Coast.
- St John Area Committees do not receive government funding to deliver community health services and initiatives and rely on donations, bequests, and grants, along with annual appeals, raffles, and first aid kit sales.

Moved Cr Burden, seconded Deputy Mayor Cassin, and **Resolved** that the presentation by Hato Hone St John be received.

Cr Manera left the meeting at 2.10 pm, and returned at 2.11 pm.

- **Draft Summary of Activities for 2023 – 2025 Triennium**

Councillors had been provided with a Draft Summary of Activities during the 2022-2025 Triennium, which highlights a record of activities achieved during that period.

- The presentation provided an opportunity for Councillors to contribute to the presentation with feedback due by 31 October 2025.
- Additional details around the funding of projects was requested, such as the Hokitika Gorge Swing Bridge, to show external and internal funding contributions.

Moved Cr Manera, seconded Cr Baird, and **Resolved** that the Draft Summary of Activities for the 2022/25 Triennium from the Chief Executive be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Annual Dog Control Policy and Practices Report**

V. Morris, Team Leader, Regulatory and Compliance, spoke to this item.

Topics covered:

- Fees and charges increased for Dog Control in 2025.
- The Warranted Animal Control team educates dog owners in the first instance rather than opting to enforce fines.
- Complaints for 2024/2025 were 184, which was a decrease from previous years.
- The Dog Gone initiative was introduced on 1 July 2025 and has been successful in reuniting pets with their owners.
- Policies are being reviewed for animals other than dogs.

Moved Deputy Mayor Cassin, seconded Cr Davidson and **Resolved** that:

- 1.1 The report be received.
- 1.2 Council adopt the Annual Dog Control Policy and Practices Report 2024/2025.
- 1.3 The adopted Annual Dog Control Policy and Practices Report 2024/2025 be publicly notified and made publicly available on Council's website.
- 1.4 The Secretary for Local Government is advised that the Annual Dog Control Policy and Practices Report 2024/2025 has been published in accordance with Section 10A of the Dog Control Act 1996 and Section 5(1) of the Local Government Act 2002.

Cr Manera left the meeting at 2.24 pm, and returned at 2.27 pm.

- **Financial Report**

The Chief Executive and C. Nabben, Financial Accountant, spoke to the report.

Topics discussed included:

- A new Chief Financial Officer (CFO) had been appointed and will start on 6 October 2025.
- The CFO will be tasked with reviewing how financing reporting is presented to Council by month and annually going forward.
- Work on the Annual Report is in progress, and auditors are on-site presently. The Annual Report will be presented to Council at the 30 October 2025 Extraordinary Council meeting.
- The Financial Accountant explained that the deficit of 0.91 million noted in the report (page 60) is expected for this time of year, and by year-end, staff expect there to be no deficit.
- The \$2.4 million in grants outstanding was discussed (page 65). Outstanding payments for the Racecourse development were expected to be paid as work was completed, estimated by the end of September 2025. The final claim for funding for the Hokitika Swimming Pool upgrade had taken longer than expected to finalise, but funds would be received in due course.
- The Chief Executive clarified that the figure of \$38,000 of unbudgeted CFO recruitment fees was incorrect and had been incorrectly coded in the accounting process.

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

1.1 The Financial Performance Report for 31 August 2025 be received

- **Delegations to the Chief Executive During Election Period and Discharging Committees**

The Chief Executive spoke to the report.

- The report was prepared and enhanced after seeking advice to ensure a strong policy was in place during the interim period when the present Council ended and the new Council was sworn in after the local body elections.
- For completeness, the Te Tai o Poutini One District Plan Committee was to be excluded from discharge (refer to point 1.1 of the report).

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

1.1 The report be received.

1.2 From the day following the Electoral Officer's declaration (on or about 11 October 2025), until the new Council is sworn in October 2025:

- 1.2.1 The Chief Executive is authorised to make decisions in respect of urgent matters, in consultation with the Mayor-elect; and
- 1.2.2 All decisions made under this delegation will be reported to the first ordinary meeting of the new Council; and
- 1.2.3 Delegations of the Chief Executive and Mayor-elect do not extend to the declaration of Civil Defence emergencies unless the first meeting of the new Council is called earlier than 22 October 2025 by the Chief Executive, as is set out under clause 21(3) of Schedule 7 of the Local Government Act 2002; and
- 1.2.4 Notes that as per Clause 30(7), Schedule 7 of the Local Government Act 2002 a committee, subcommittee, or other subordinate decision-making body of Council is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee or other subordinate decision-making body of Council;
- 1.2.5 Calling an Extraordinary meeting of Council if any urgent decisions arise in this period requiring significant political input.

- **Annual Report of the Work of Risk and Assurance Committee for the Period 9 February to 7 August 2025.**

The Chief Executive spoke to the report.

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

1.1 Council receive the Annual Report of the Work of the Risk and Assurance Committee for the period 9 February 2023 to 7 August 2025.

PRESENTATIONS Continued

- **Presentation to Councillors Not Standing for Re-election**

Her Worship the Mayor spoke to this item.

- Her Worship the Mayor thanked Councillors and Iwi for their commendable contributions to Westland over the Triennium.
- The Mayor presented Deputy Mayor Cassin, Cr Davidson, and Cr Phelps with an engraved tankard and certificate to mark the end of their time as Councillors for Westland during the 2022-2025 Triennium.

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

(to consider and adopt confidential items)

Moved Cr Baird, seconded Cr Phelps 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 2.58 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 28 August 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Council Controlled Organisation (CCO) Oversight Committee Meeting Minutes - 5 June 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.	Confidential Risk and Assurance Committee Meeting Minutes - 8 May 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

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 August 2025		which good reason for withholding exists. Section 48(1)(a)
4.	Confidential Inaugural Tenders Subcommittee - 4 July 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)
5.	Proposed Sale of Property to Westroads Limited	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.	Review of Outstanding West Coast Wilderness Trail Land Encroachment Agreements	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)
7.	Appointment of Directors Westroads Limited	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)
8.	Appointment of Directors Destination Westland Limited	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

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
			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, 7, 8	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 3, 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, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
4, 5, 6	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, 3, 4	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Gillett, seconded Cr Neale 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 4.21 pm.

MEETING CLOSED AT 4.21 PM

**DATE OF THE INAUGURAL COUNCIL MEETING – 23 OCTOBER 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

In accordance with Council's Adopted Standing Orders, the Chair and Chief Executive must sign the minutes of the last meeting of the local authority before the next election of members.

Confirmed by:



**Her Worship the Mayor
Chair**

Date: 10 October 2025



**Barbara Phillips
Chief Executive**

Date: 10 October 2025

CONFIRMED

Council Meeting Action List – 27 November 2025

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 the 26 June Ordinary Council meeting.	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 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.
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 projections of the Museum.	It was important that the new General Manager, Business Enablement was involved in the process. The General Manager, Business Enablement, will commence employment on 6 October 2025. Once the General Manager is fully informed, the Terms of Reference will be included on the agenda of Council early in the new triennium. Kw Madgwick to be involved in the process.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	General Manager District Assets	This process is currently underway. - Community parking questionnaire closed 20 December 2024. - Review current feedback and hold further workshops from February 2025.	A meeting of the Hokitika CBD Strategy Group was held on 10 October 2025.
4.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update is 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 meeting was held with Her Worship the Mayor, General Manager District Assets, and Mr and Mrs Breeze on 12 August 2025. Cr Burden to provide contact details of the Residents Association at Lake Kaniere who wish to be involved in discussions going forward. Iwi to be involved as well. A noting paper is 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	A small working group had met to discuss the tourism experience in Westland. It was a broader remit

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						Wilderness Trail at their meeting on the 22 May 2025.	than a review of the isite as originally raised. A paper to be provided to the new Council for consideration.

Report to Council



DATE: 27 November 2025
TO: Mayor and Councillors
FROM: Chief Executive

STANDING ORDERS – CLAUSE 15 PUBLIC FORUMS

1. Summary

- 1.1. The purpose of this report is to provide an update on the Council holding Public Forums at their Ordinary Council Meetings.
- 1.2 This item arises due to Council having considered a report to the 23 October 2025 meeting on the adoption of Standing Orders/Ngā Tikanga Whakahaere Hui for the conduct of meetings of Council and its committees.
- 1.3 The Council had previously adopted Standing Orders based on the LGNZ template on the 27 October 2022 with the following amendments:

- **SO 15 Public Forums**

Remove:

The standing orders provide for a period of up to 30 minutes, or longer if agreed by the chair, for members of the public to address the meeting.

Replace:

That the Standing Orders provide the Mayor with the discretion to add an agenda item for public discussion. The applicant who wishes to speak must advise the Mayor 7 working days prior to the meeting date. The Mayor has full discretion to approve or not approve the applicant's request.

- 1.4 This report concludes by recommending that the Council have a public forum at the start of each Ordinary Council meeting and readopt the procedure that is available on the Council Website, attached at **Appendix 1**.

2. Background

- 2.1. The reason the report has come before Council is that the Chief Executive was asked to look at best practice protocols around holding public forums (Clause 15 of Standing Orders) from an operational viewpoint and to report back to the November Council meeting.
- 2.2 Best practice protocols have now been researched from other local authorities around New Zealand, with varying results.

3. Current Situation

- 3.1. The current situation is that the Council amended clause 15.1 of Standing Orders on 27 October 2022 as follows:

Mayor has the discretion to add an agenda item for public discussion. The applicant who wishes to speak must advise the Mayor 7 working days prior to the meeting date. The Mayor has full discretion to approve or not approve the applicant's request.

- 3.2. There is a procedure and form on the Council Website that members of the public can complete should they wish to speak at a public forum at a Council or Committee Meeting. The procedure is attached in **Appendix 1**.

4. Options

- 4.1. Option 1: Amend Standing Orders to have a period of up to 30 minutes being available for the public forum at each scheduled Council meeting.

- 4.2. Option 2: Reinstate the following clause 15.1:

Mayor has the discretion to add an agenda item for public discussion. The applicant who wishes to speak must advise the Mayor 7 working days prior to the meeting date. The Mayor has full discretion to approve or not approve the applicant's request.

5. Risk Analysis

- 5.1. Risk has been considered, and no risks have been identified.

6. Health and Safety

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

7. Significance and Engagement

- 7.1. This is an administrative matter, and the level of significance has been assessed as being low according to the Council's Significance and Engagement Policy.

- 7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Council has a public forum for a period of 30 minutes at each scheduled Council meeting.

8.1.1 There are no financial implications of this option.

- 8.2. Option 2 - The Mayor has the discretion to add an agenda item for public discussion. The applicant who wishes to speak must advise the Mayor 7 working days prior to the meeting date. The Mayor has full discretion to approve or not approve the applicant's request.

8.2.1 There are no financial implications of this option.

9. Preferred Options and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified is that public forums are a defined period of time, usually at the start of an Ordinary Council meeting, which, at the discretion of the meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority. In the case of a committee or subcommittee, any issue, idea, or matter raised in a public forum must fall within the terms of reference of that body.

9.3. There is a procedure available on the Council Website relating to public forums.

10. Recommendations:

10.1. That the report be received.

10.2. 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 (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.

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

10.4 Standing Orders be updated accordingly and made available on the Council Website.

Barbara Phillips
Chief Executive

Appendix 1: Procedure for Public Forums

Public Forums at Council meetings

Each Council meeting has a formal agenda of items for discussion that is completed one week before the Council meeting takes place. This agenda is made public two working days prior to the meeting. Details on how to view the live meeting via the Westland District Council YouTube Channel is included on the front of each agenda.

The agenda includes any supporting reports and information required to assist Councillors during the meeting.

Meetings are organised and run by the regulations set in statute. These include the Local Government Official Information and Meetings Act 1987, and the Local Government Act 2002.

Speaking at the public forum

In accordance with Council's Adopted Standing Orders, public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee or subcommittee, any issue, idea or matter raised in a public forum, must fall within the terms of reference of that body.

~~The Mayor has the discretion to add an agenda item for public discussion. The applicant who wishes to speak must advise the Mayor seven working days prior to the meeting date. The Mayor has full discretion to approve or not approve the applicant's request.~~

Anyone wishing to speak at a public forum is requested to give prior notice, as soon as possible. You can do this by completing this form [here](#) at least 48 hours before the meeting. Alternatively, you can call the Council at 0800 474 834 and speak to Governance staff.

[View the Calendar of Council Meetings](#) for dates and times of meetings and whether there is a public forum.

[Complete this form](#) to request to speak at the public forum.

If speaking time is granted, each speaker is allocated five minutes. If there are more than 6 speakers, the Chairperson may decrease the speaking time for all presenters.

Meetings take place in person and via Zoom. Public forum presenters can speak in person. Visit the meetings calendar for details on when Committee and Council meetings will be held.

What can I talk about?

Members of the public may speak on any item within the delegations of that meeting provided the matters are not subject to legal proceedings or subject to a consultation process which provides for submissions to be heard.

With the permission of the Chairperson, committee members may ask questions in the public forum, but questions must be to obtain information or clarify of matters raised by the person speaking. Members won't engage in debate or make decisions about matters raised.

These presentations don't form part of the formal business of the meeting - a brief record will be kept of the matters raised. Any matters requiring further investigation may be referred to staff by the Chairperson.

If you intend to address the meeting in New Zealand Sign Language or in te reo Māori; notice must be given no less than two working days prior to the meeting being held.

Is there anything I can't talk about?

The Chairperson has the discretion to decline to hear a speaker or to stop a presentation at any time where:

- a speaker is repeating views presented by an earlier speaker at the same public forum;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

Is there a public forum at all meetings?

No.

Report to Council



DATE: 27 November 2025

TO: Mayor and Councillors

FROM: Chief Executive

COMMITTEE STRUCTURE FOR THE NEW TRIENNIUM

1. Summary

- 1.1. The purpose of this report is 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.
- 1.2. The Mayor has the following powers:
 - (a) to appoint the deputy mayor:
 - (b) to establish committees of the territorial authority:
 - (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.
- 1.3. This item arises from the dissolution of the Council Committee structure as a result of the Local Government Elections and the election of the new Council. A new Committee structure now needs to be adopted in accordance with [Clause 30 of Schedule 7](#) of the [Local Government Act 2002](#).
- 1.4. This report concludes by recommending that the Council adopt the following:
 - 1.4.1. The Committee Structure and membership as outlined in **Appendix 1**.
 - 1.4.2. The Council and Committee meeting schedule as outlined in **Appendix 2**.

2. Background

- 2.1. The reason the report has come before the Council is that the Council is empowered under Clause 30 of Schedule 7, Local Government Act 2002 to appoint committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. Council may appoint non-elected members to these bodies as it deems appropriate.
- 2.2. The previous Council adopted a structure of four standing committees and three subcommittees and adopted a meeting calendar each year:

Standing Committees:

- Risk and Assurance Committee
- Council Controlled Organisation Oversight Committee
- Chief Executive's Review Committee
- Consenting and Compliance Committee (did not meet)

Subcommittees:

- Hokitika Wastewater Treatment Plant Project Oversight Subcommittee
- Tenders Subcommittee (subcommittee of the Risk and Assurance Committee)
- Cycling and Walking Subcommittee (discharged in November 2024)

3. Current Situation

- 3.1. The current situation is that the Council has an opportunity to adopt an effective committee structure for the 2025-2028 triennium.
- 3.2. It is recommended that three standing committees and two subcommittees of selected Council members be formed:

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 (met once)

- 3.3 The Committee and subcommittee structure is outlined in **Appendix 1** and includes the membership of each committee/subcommittee. The Terms of Reference for each committee and subcommittee will be adopted by Council and at the inaugural meeting of each committee.

3.3.1 Risk and Assurance Committee

It is recommended that this committee continue with an independent chair appointed from outside of Council. This committee would meet quarterly and report to Council. This committee would be responsible for the Risk and Assurance responsibilities of Council. This approach aligns with the Office of the Auditor General (OAG) and the Procurement and Decision-making review recommendations.

3.3.2 Chief Executive's Review Committee

The purpose of the committee is to review the CE's performance as required in the employment agreement between the Council and Chief Executive.

- Annually consider the CE's remuneration.
- Set and Review the CE's Key Performance Indicators.

- Supervise any recruitment and selection process for a CE.
- Consider any issues regarding the employment of the CE.
- Procure independent specialist advice in accordance with Council's procurement policy and processes.

3.3.3 Council Controlled Organisation Oversight Committee

It is recommended that this committee be chaired by Her Worship the Mayor. This committee would meet quarterly and report to Council.

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 Intent
- 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.

4. Options

- 4.1. Option 1: Council adopts the recommendations for the structure of Committees and Subcommittees, membership and proposed meeting schedule.
- 4.2. Option 2: Council adopts a different structure for committees, membership, and proposed meeting schedule.
- 4.3. Option 3: Council adopts the same structure of committees as the previous council and develops a suitable meeting schedule.

5. Risk Analysis

- 5.1. Risk has been considered, and no risks have been identified.

6. Health and Safety

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

7. Significance and Engagement

- 7.1. This is an administrative matter, and the level of significance has been assessed as being low according to the Council's Significance and Engagement Policy.
- 7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Adopting the structure and meeting schedule outlined in Appendices 1 and 2, means that committees can begin operating and hold their inaugural meetings as per Appendix 2. The proposed schedule of afternoon meetings allows greater community involvement in the process of Council.

- 8.1.1 There are no financial implications of this option.

8.2. Option 2 - If Council does not adopt the proposed committee structure and associated appendices, this will delay the committee's commencing operation, and Council will need to agree on an alternative structure and meeting schedule.

8.2.1 The financial implications of this option would be undetermined if a meeting schedule is not adopted.

8.3. Option 3 – Council can choose to reinstate the structure that the previous Council adopted on 27 October 2022.

8.3.1. The financial implications of this option are that Elected members are able to claim mileage in accordance with [Council's Elected Members Allowance and Recovery of Expenses Policy](#), and within budget. The more meetings where mileage is claimed, the greater the cost.

8.3.2. Additional responsibilities, such as chairing a committee, may attract additional reimbursement above the base rate set for each councillor. Council will need to decide how remuneration will be allocated from the governance pool set by the Remuneration Authority and outlined in the Remuneration Report to Council as part of the Inaugural meeting. There were two Committees which had external Chairs for the last Triennium, which were the Risk and Assurance Committee and the Council Controlled Organisation Oversight Committee. This was an extra cost on the Council for the remuneration of the two Chairpersons.

9. Preferred Options and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified is to optimise councillor effectiveness in decision-making. The decision defaults to full council, so the majority of topics will be discussed as a collective entity.

9.3. The committee membership make-up is to provide balance across the committees and harness Councillor experience and attributes. As the proposed structure and meeting schedule have been developed, there will be minimal delay in committees beginning operation.

9.4. Assigning an independent chair to the Risk and Assurance Committee is considered best practice and provides a high level of capability in this portfolio.

9.5. Starting meetings later in the day allows for greater public participation, especially for community groups who are affected by Council decisions.

10. Recommendations:

10.1. That the report be received.

10.2. That Council adopts the Committee structure and membership as outlined in **Appendix 1** of the report.

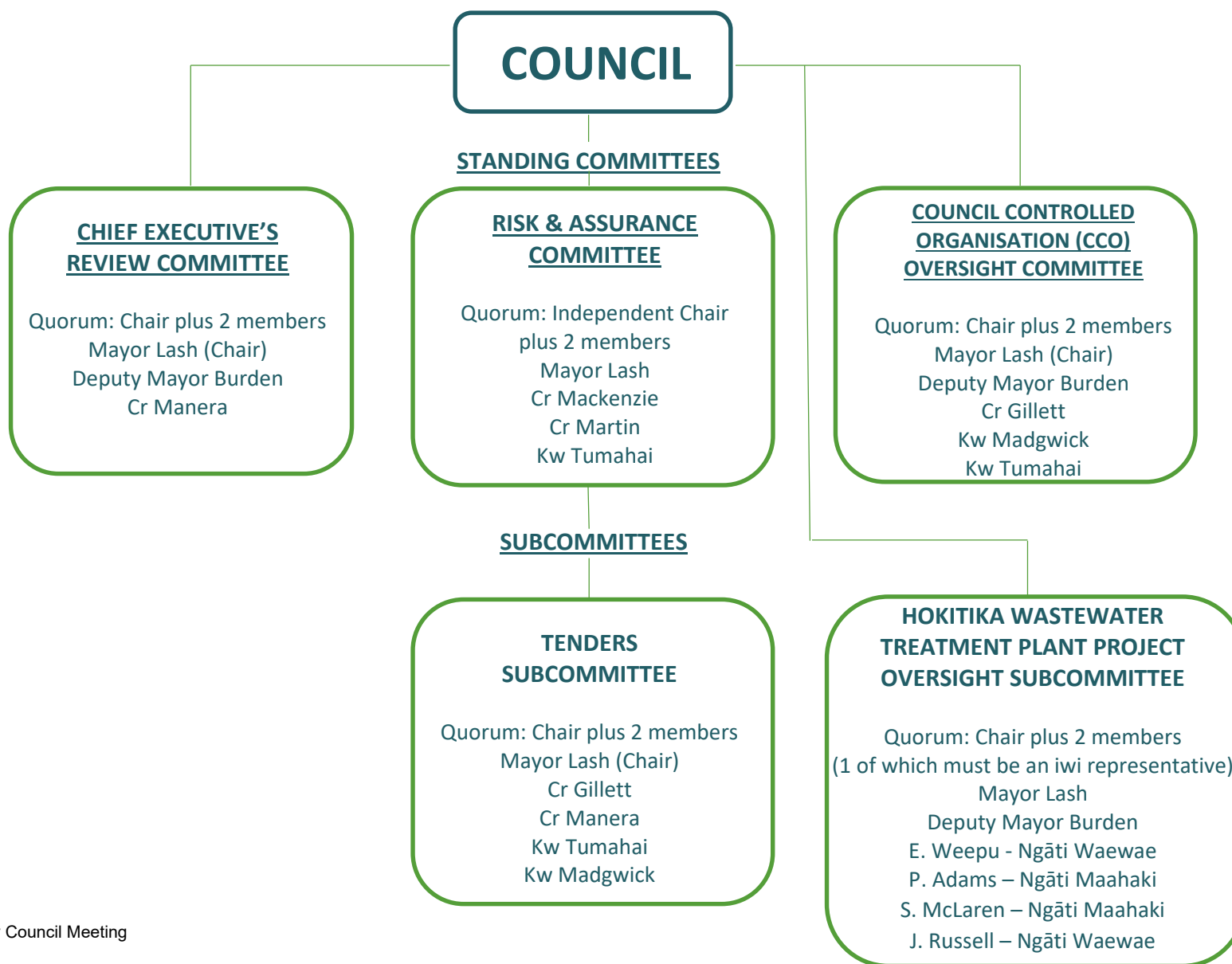
10.3. That Council adopts the proposed meeting schedule for January 2026 to December 2026 as provided in **Appendix 2** of the report.

Barbara Phillips
Chief Executive

Appendix 1: Proposed Committee Chairs and Membership of Council Committees

Appendix 2: Proposed meeting schedule for January 2026 to December 2026

Proposed Committee Members of Council Committees 2025 – 28 Triennium



2026 Meetings Schedule

Appendix 2



January	February	March	April	May	June	July	August	September	October	November	December
1 Th New Year's Day	1 Su	1 Su	1 We	1 Fr	1 Mo King's Birthday	1 We	1 Sa	1 Tu	1 Th CCO Oversight Committee	1 Su	1 Tu
2 Fr Day After New Year's Day	2 Mo	2 Mo	2 Th	2 Sa	2 Tu	2 Th CCO Oversight Committee	2 Su	2 We	2 Fr	2 Mo	2 We
3 Sa	3 Tu	3 Tu	3 Fr Good Friday	3 Su	3 We	3 Fr	3 Mo	3 Th	3 Sa	3 Tu	3 Th
4 Su	4 We	4 We	4 Sa Easter Saturday	4 Mo	4 Th	4 Sa	4 Tu	4 Fr	4 Su	4 We	4 Fr
5 Mo Council Office Opens	5 Th	5 Th	5 Su	5 Tu	5 Fr	5 Su	5 We	5 Sa	5 Mo	5 Th	5 Sa
6 Tu	6 Fr Waitangi Day	6 Fr	6 Mo Easter Monday	6 We	6 Sa	6 Mo	6 Th	6 Su	6 Tu	6 Fr	6 Su
7 We	7 Sa	7 Sa	7 Tu	7 Th Risk & Assurance	7 Su	7 Tu	7 Fr	7 Mo	7 We	7 Sa	7 Mo
8 Th	8 Su	8 Su	8 We	8 Fr	8 Mo	8 We	8 Sa	8 Tu	8 Th Risk & Assurance	8 Su	8 Tu
9 Fr	9 Mo	9 Mo	9 Th	9 Sa	9 Tu	9 Th	9 Su	9 We	9 Fr	9 Mo	9 We CE's Review Committee
10 Sa	10 Tu	10 Tu	10 Fr	10 Su	10 We	10 Fr Matariki	10 Mo	10 Th	10 Sa	10 Tu	10 Th
11 Su	11 We	11 We	11 Sa	11 Mo	11 Th	11 Sa	11 Tu	11 Fr	11 Su	11 We	11 Fr
12 Mo	12 Th Risk & Assurance	12 Th	12 Su	12 Tu	12 Fr	12 Su	12 We	12 Sa	12 Mo	12 Th	12 Sa
13 Tu	13 Fr	13 Fr	13 Mo	13 We Annual Plan Hearings	13 Sa	13 Mo	13 Th Risk & Assurance	13 Su	13 Tu	13 Fr	13 Su
14 We	14 Sa	14 Sa	14 Tu	14 Th Annual Plan Hearings	14 Su	14 Tu	14 Fr	14 Mo	14 We	14 Sa	14 Mo
15 Th	15 Su	15 Su	15 We	15 Fr	15 Mo	15 We	15 Sa	15 Tu	15 Th	15 Su	15 Tu
16 Fr	16 Mo	16 Mo	16 Th CCO Oversight Committee	16 Sa	16 Tu	16 Th	16 Su	16 We	16 Fr	16 Mo	16 We
17 Sa	17 Tu	17 Tu	17 Fr	17 Su	17 We	17 Fr	17 Mo	17 Th	17 Sa	17 Tu	17 Th Council Meeting
18 Su	18 We	18 We	18 Sa	18 Mo	18 Th	18 Sa	18 Tu	18 Fr	18 Su	18 We	18 Fr
19 Mo	19 Th Council Annual Plan Workshop	19 Th	19 Su	19 Tu	19 Fr	19 Su	19 We	19 Sa	19 Mo	19 Th	19 Sa
20 Tu	20 Fr	20 Fr	20 Mo	20 We	20 Sa	20 Mo	20 Th	20 Su	20 Tu	20 Fr	20 Su
21 We	21 Sa	21 Sa	21 Tu	21 Th	21 Su	21 Tu	21 Fr	21 Mo	21 We	21 Sa	21 Mo
22 Th	22 Su	22 Su	22 We	22 Fr	22 Mo	22 We	22 Sa	22 Tu	22 Th Council Meeting	22 Su	22 Tu
23 Fr	23 Mo	23 Mo	23 Th Council Meeting	23 Sa	23 Tu	23 Th Council Meeting	23 Su	23 We	23 Fr	23 Mo	23 We
24 Sa	24 Tu	24 Tu	24 Fr	24 Su	24 We	24 Fr	24 Mo	24 Th Council Meeting	24 Sa	24 Tu	24 Th Council Office Closes 12 Noon
25 Su	25 We	25 We	25 Sa ANZAC Day	25 Mo	25 Th Council Mtg - Adopt Annual Plan	25 Sa	25 Tu	25 Fr	25 Su	25 We	25 Fr Christmas Day
26 Mo	26 Th Council Meeting	26 Th Council Mtg - Adopt Draft Annual Plan	26 Su	26 Tu	26 Fr	26 Su	26 We	26 Sa	26 Mo Labour Day	26 Th Council Meeting	26 Sa Boxing Day
27 Tu	27 Fr Council Annual Plan Workshop	27 Fr	27 Mo ANZAC Day Observed	27 We	27 Sa	27 Mo	27 Th Council Meeting	27 Su	27 Tu	27 Fr	27 Su
28 We CCO Oversight Committee	28 Sa	28 Sa	28 Tu	28 Th Council Meeting	28 Su	28 Tu	28 Fr	28 Mo	28 We	28 Sa	28 Mo Boxing Day Observed
29 Th Council Meeting		29 Su	29 We	29 Fr	29 Mo	29 We	29 Sa	29 Tu	29 Th	29 Su	29 Tu
30 Fr		30 Mo	30 Th	30 Sa	30 Tu	30 Th	30 Su	30 We	30 Fr	30 Mo Westland Anniversary	30 We
31 Sa		31 Tu		31 Su		31 Fr	31 Mo		31 Sa		31 Th

Council Meetings

CCO Oversight Committee

Risk and Assurance

Hokitika Wastewater Treatment Plant Project Oversight Subcommittee

Tenders Subcommittee

CE's Review Committee

Hearings and Deliberations

Council Workshops

Public Holidays / Council Shutdown

* Risk & Assurance & CCO Oversight Committees meet quarterly * Chief Executive's Review Committee meet annually * Tenders Subcommittee & Hokitika Wastewater Treatment Plant Project Oversight Subcommittee meet as/when required.

Report to Council



DATE: 27 November 2025

TO: Mayor and Councillors

FROM: Chief Financial Officer

FINANCIAL PERFORMANCE – October 2025

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 October 2025.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regard 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.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 October 2025.

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 October 2025 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
 - 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.Debtors
 - 3.3.6.Debt position
 - 3.3.7.Capital Expenditure

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 October 2025.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 October 2025.

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 October 2025 be received.

Stephen Lewis
Chief Financial Officer

Appendix 1: Finance Performance Report for 31 October 2025

Appendix 1



Financial Performance Year to 31 October 2025

Contents

Sustainability Report.....	2
Statement of Comprehensive Revenue and Expenditure	4
Notes to the Statement of Comprehensive Revenue and Expenditure	5
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Debt Position.....	9
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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$12.9M	\$12.9M	\$0.0M
Is 0.9% less than the total budget of \$13.1M	Is 4.0% more than the total budget of \$12.4M	Is 99.3% worse than the budgeted surplus of \$0.6M

SUSTAINABILITY

Surplus/(Deficit) Key Variances

Budgeted surplus/(deficit)	\$619K	
Actual surplus/(deficit)	\$4K	
Variance:		\$(615)K

Key Variances:

Rates Revenue	\$(160)K	
Resource Consent Fees	\$145K	
Waste Disposal Levies	\$54K	
Employee Benefit Expenses	\$85K	
Loss on Swaps	\$(420)K	
Roading Maintenance	\$(317)K	
Total Key Variances:		\$(613)K

Refer to the Notes to the Statement of Comprehensive Revenue & Expenditure for further information on these and other variances.

Legend - Performance Status

Achieved/Within Limit	
Not Achieved/Outside Limit	

	Actual	Target
Rates to operating revenue	64.3%	N/A
Rates Revenue	\$8.3M	
Operating Revenue	\$12.9M	

64.3% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio	100.0%	≥100.0%
Operating revenue	\$12.9M	
Operating expenditure	\$12.9M	

- **TARGET:** Operating revenue should be equal or more than operating expenditure.
- **ACTUAL:** As at October, operating revenue was 100% of operating expenditure.
- Operating revenue excludes vested assets and asset revaluation gains.
- Operating expenditure includes depreciation but excludes landfill liability and losses on asset revaluations.

	Actual	Target
Interest to rates revenue (LGFA Cov.)	3.1%	≤25.0%
Net interest and finance	\$0.3M	
Rates Revenue	\$8.3M	
●TARGET: Our set limit is 25% of rates revenue. ●ACTUAL: 3.1% of rates revenue is paid in interest. ●Net interest is interest paid less interest received. ●Rates revenue includes penalties, water supply by meter and gross of remissions.		
Interest to operating revenue	2.0%	≤10.0%
Net Interest and finance	\$0.3M	
Operating revenue	\$12.9M	
●TARGET: Our set limit is 10% of operating revenue. ●ACTUAL: 2% of operating revenue is paid in interest. ●Net interest is interest paid less interest received.		
Liquidity Risk (LGFA Cov.)	130.5%	≥110.0%
Gross debt	\$38.7M	
Undrawn committed facilities	\$4.0M	
Cash and cash equivalents	\$6.7M	
●TARGET: The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. ●ACTUAL: Council's current liquidity risk is 130.5%.		

Statement of Comprehensive Revenue and Expenditure

	Notes	Actual YTD (\$000)	YTD Budget (\$000)	Variance YTD (\$000)	Var/Bud %	Full Year Forecast (\$000)	Full Year Budget (\$000)
Revenue							
Rates	01	8,321	8,482	(160)	(1.9%)	25,984	25,984
Grants and subsidies	02	2,759	2,933	(175)	(5.9%)	25,465	25,465
Interest Revenue	03	227	195	32	16.4%	585	585
Fees and Charges	04	1,189	966	223	23.1%	2,774	2,774
Other Revenue	05	438	479	(41)	(8.7%)	1,789	1,789
Total Operating Revenue		12,933	13,055	(121)	(0.9%)	56,597	56,597
Expenditure							
Employee Benefit expenses	06	2,757	2,842	(85)	(3.0%)	8,508	8,508
Finance Costs	07	520	535	(15)	(2.9%)	1,605	1,605
Depreciation	08	2,735	2,735	-	0.0%	8,204	8,204
Other Expenses	09	6,918	6,324	594	9.4%	34,576	34,576
Total Operating Expenditure		12,929	12,435	494	3.97%	52,893	52,893
Operating Surplus/(Deficit)		4	619	(615)	(99%)	3,704	3,704

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

01 Rates

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

02 Grants and subsidies

- \$1m is budgeted for the Racecourse Development project; \$599k has been invoiced to date for Roothing Network and Water Services work completed this year.
- \$16.4m is budgeted for the Hokitika Airport project; \$1.4m has been invoiced to date.
- The first Transport claim of the year has been submitted at \$620k.

03 Interest Revenue

- Tracking close to budget.

04 Fees and charges

- Building & Resource consent fees are over budget by \$21k & \$145k respectively due to higher consent volumes and increased complexity (leading to more hours charged).
- Waste disposal levies are \$54k over due to higher than expected tourist numbers and escalations.

05 Other Revenue

- Only three recreational contributions have been received to date, totalling \$15k (full-year budget: \$150k)
- No other significant variances at this stage.

06 Employee benefit expenses

- Variance reflects unfilled positions.

07 Finance Costs

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

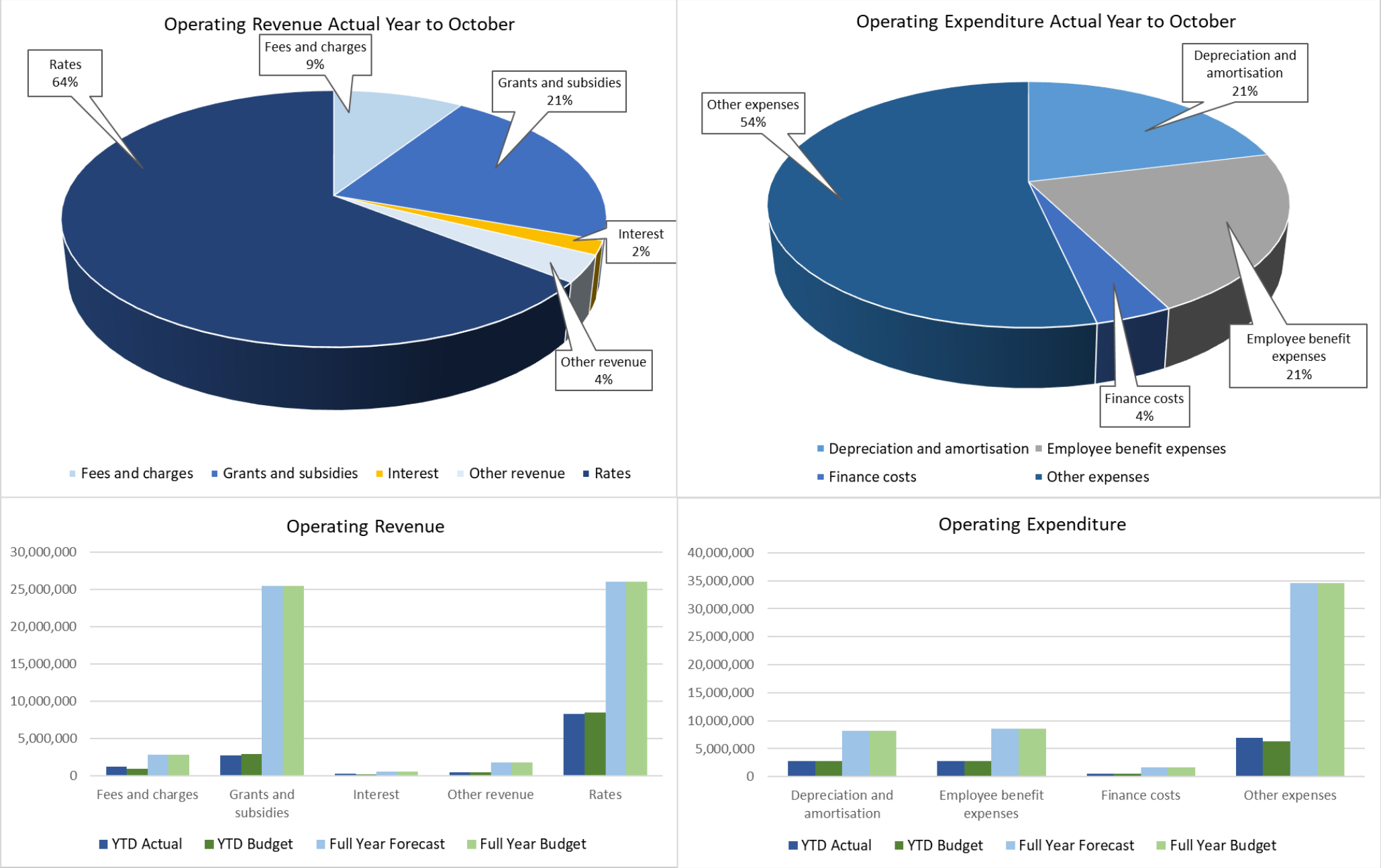
08 Depreciation

- Depreciation has been accrued to budget pending the 2024/25 audit.

09 Other expenses

- Non-cash loss on swaps of \$420k recognized this year due to a significant drop in interest rates. Swaps are market driven and also move to par as they move to the maturity date.
- Roothing maintenance costs are \$317k over budget, driven by higher activity in NZTA-subsidised maintenance programmes.

Revenue & Expenditure Graphs

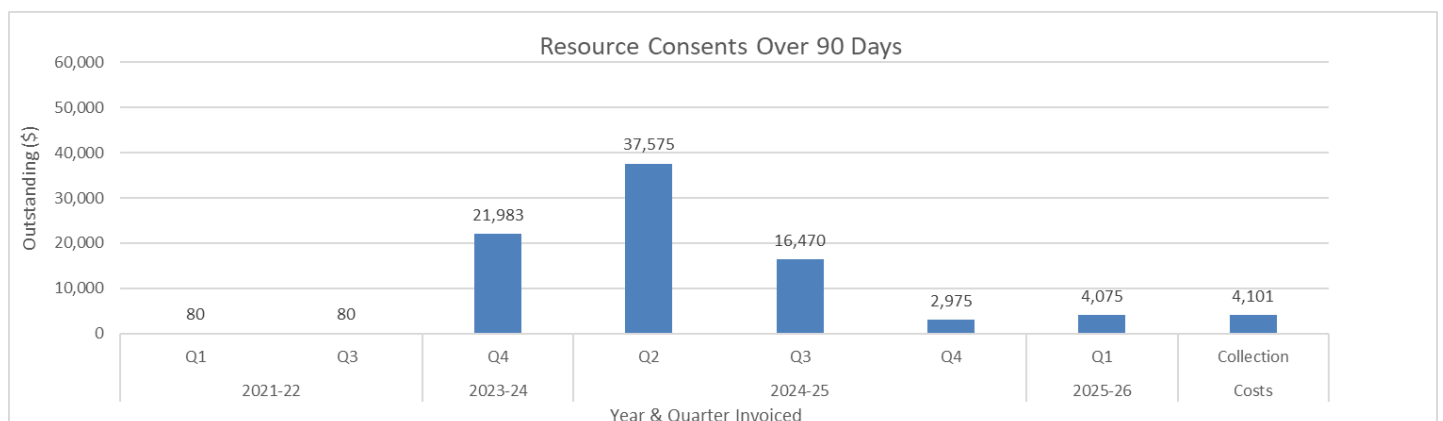
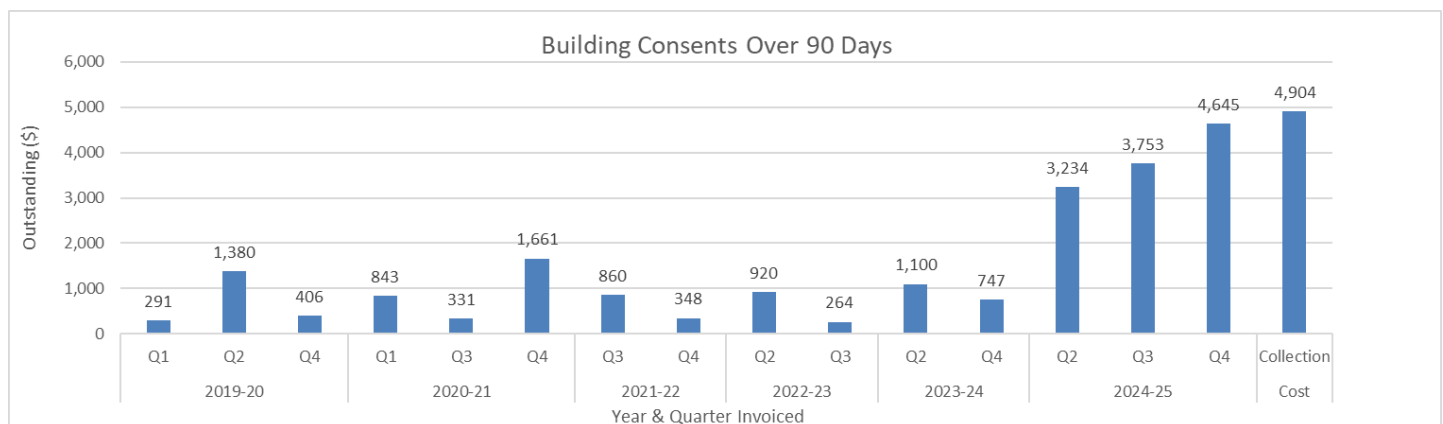


Debtors at 31 October 2025

31/10/2025 Current Year					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	25,686	2,283	10,435	20,108	58,513
Building Warrants	1,160	5,590	2,801	2,066	11,616
Resource Consents	87,340	6,615	4,153	24,950	123,058
Sundry Debtors	88,954	12,199	60,826	110,112	272,092
Grants Debtors	138,000	-	-	1,477,250	1,615,250
Grand Total	341,140	26,687	78,215	1,634,487	2,080,529

Grants outstanding as at 31/10/2025		
Date Invoiced	Project	Total (\$)
7/03/2025	Hokitika Swimming Pool - Final Claim	138,000
14/10/2025	Hokitika Airport Project - Milestone 1	500,000
14/10/2025	Hokitika Airport Project - Milestone 2	500,000
14/10/2025	Hokitika Airport Project - Milestone 1	201,250
14/10/2025	Hokitika Airport Project - Milestone 2	201,250
22/10/2025	Mayors Task Force for Jobs - Tranche 1	74,750
		1,615,250

31/10/2024 Prior Year Comparison					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	27,701	13,174	11,418	68,605	120,899
Building Warrants	441	3,856	5,369	1,895	11,561
Resource Consents	47,093	820	2,545	29,823	80,281
Sundry Debtors	134,024	2,401	14,763	143,957	295,145
Grant Debtors	19,182	-	-	-	19,182
Grand Total	228,442	20,251	34,096	244,280	527,069

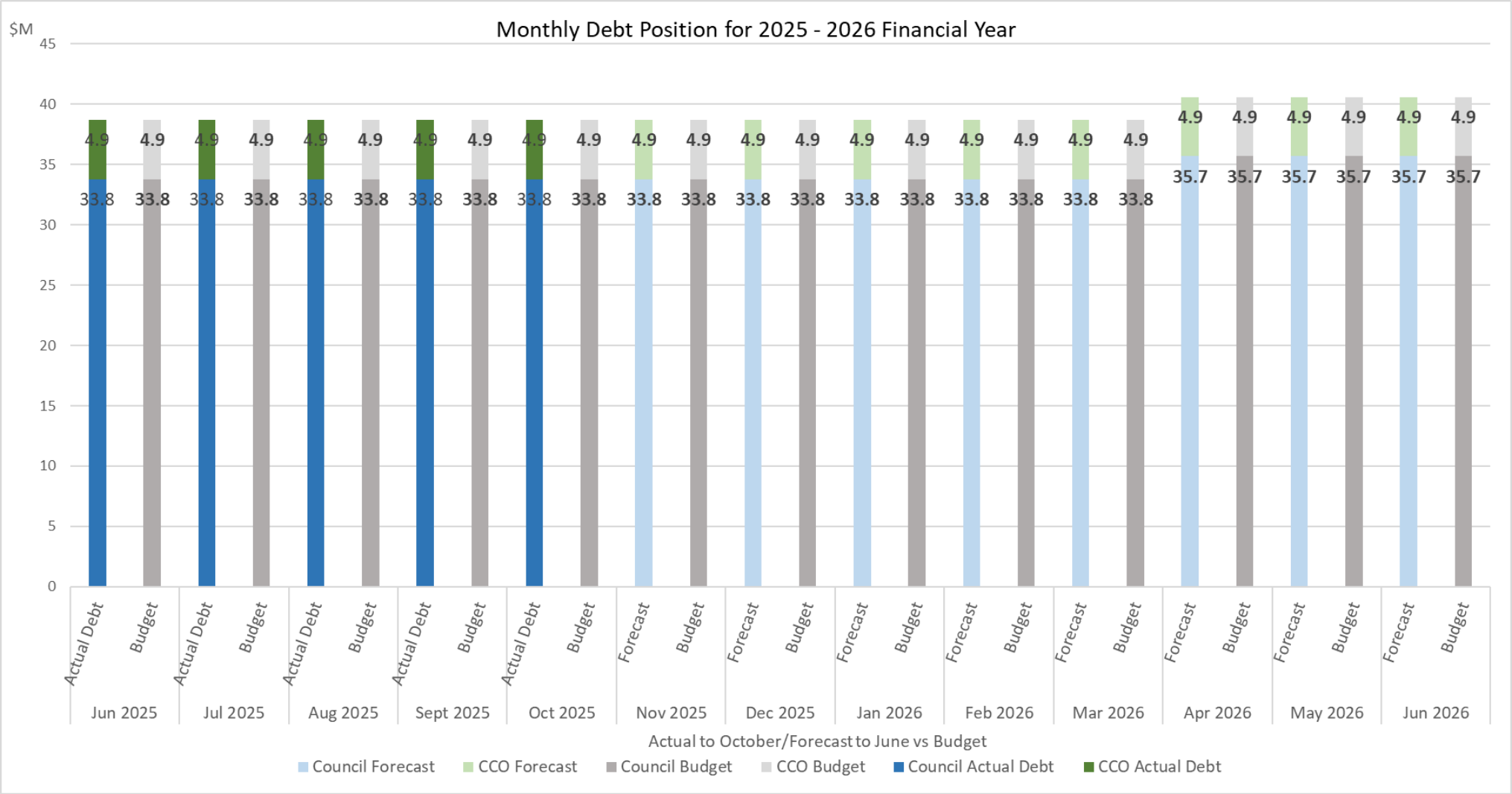


Rates Debtors at 31 October 2025

Rates Debtors at 30 September 2025		664,184
Instalment	6,647,406	
Less payments received	(1,110,452)	
Paid in advance charge	(1,169,556)	
Previous years write off's	(4,802)	
Write off's	(104)	
Penalties	-	
Discounts	(114)	
Court Cost	-	
		4,362,378
Total Rates Debtors at 31 October 2025		5,026,562
Receivables included above at 31 October 2	5,026,562	
Receivables at 31 October 2024	4,369,695	
Increase/(decrease) in arrears		656,867

Rates debtors increased substantially in October as the 2nd instalment of the year was invoiced in October. 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 31/10/2025		
Project / Activity	YtD Expenses	Annual Plan
Leadership	26,275	1,646,021
Planning & Regulatory Services	0	152,770
Water Supply	697,555	1,680,793
Waste Water	235,148	3,284,131
Solid waste	33,598	955,164
Storm water	79,996	2,015,529
Cemeteries	6,765	98,206
Swimming pools	16,656	1,000,000
Facilities & Leisure Services - other	590,791	1,465,314
Parks & reserves	115,167	1,855,452
Land transportation	126,999	5,931,823
Unbudgeted capital expenditure	85,648	0
CCO Funded Project	232,312	16,380,004
Total	2,246,910	36,465,207

Noting Paper



DATE: 27 November 2025

TO: Mayor and Councillors

FROM: Erle Bencich

LAKE KANIERE - DEVELOPMENT

1. Summary

- 1.1 This paper provides an overview of how development at Lake Kaniere is managed within the jurisdiction of the Westland District Council (WDC), and how effective management helps mitigate adverse environmental effects. This occurs in collaboration with the West Coast Regional Council (WCRC).
- 1.2 This paper is being presented as a noting paper due to a Long-Term Plan submission that raised concerns regarding the impact of residential development at Lake Kaniere. WDC is confident that the planning and consenting framework, combined with WCRC's ongoing programme of water quality monitoring and environmental oversight, provides strong and effective safeguards to ensure that development is appropriately managed and that Lake Kaniere's water quality is maintained.

2. Current Situation

- 2.1 Water quality management is the responsibility of the WCRC. WCRC undertakes weekly E. coli testing from November to March each year and has done so for the past five years. Results show that the Hans Bay and Sunny Bight locations remain safe for swimming and consistently record the best bacterial indicator results of all monitored contact recreation sites on the West Coast. Monitoring confirms that Lake Kaniere has maintained a *very low risk* E. coli rating for five consecutive years. The WCRC have advised of a draft increased sampling and testing rescheme proposed for the future. However, confirmation on exact details and initiation timeframes was not available.
- 2.2 Land use development provisions within the Westland District Plan and the proposed Te Tai o Poutini Plan establish a clear and balanced framework for how land within the district can be used, developed, and managed. These provisions guide the management of development effects through rules, zones, and standards designed to avoid, remedy, or mitigate adverse effects on the environment and community.
- 2.3 Through the resource consent process, whether for subdivision or land-based activities, consideration is given to stormwater, wastewater, and water supply. Detailed engineering reports form part of this process to ensure potential adverse environmental effects are appropriately mitigated. Council's 3 waters team view each application. Where relevant, consideration is also given to the Regional Land and Water Plan, and consenting requirements are referred to WCRC as necessary.

- 2.4 Through the building consent process, applications are further assessed to ensure compliance with the New Zealand Building Code (NZBC), relevant district plan requirements and the need to demonstrate compliance with the Regional Land and Water Plan, specifically rule 79, and with the NZBC for disposing of onsite wastewater. If applicants are unable to meet rule 79, they need to make an application to the WCRC directly for a discharge consent. WDC requires a copy of the WCRC consent prior to granting the building consent.
- 2.5 The above methods ensure adequate consideration of site suitability, infrastructure capacity, and the management of onsite wastewater and stormwater systems to protect water quality and public health.

3. Conclusion

- 3.1 WDC will continue to protect and enhance valued environments at Lake Kaniere while supporting appropriate, well-managed development. Both the resource consent and building consent processing departments play a key role in ensuring that development is carried out responsibly, with consideration given to environmental protection, infrastructure capacity, and community wellbeing. Environmental testing of Lake Kaniere water remains the responsibility of WCRC.

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