



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 29 JANUARY 2026 COMMENCING AT 1:00 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was led by Kw Tumahai.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Deputy Mayor 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 (via Zoom)
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Her Worship the Mayor.

Moved Cr Manera, seconded Cr Martin and **Resolved** that the apology from Her Worship the Mayor be received and accepted.

STAFF PRESENT

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

Staff present for part of the meeting:

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

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

There were no changes made to the Interest Register.

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

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

5. **PUBLIC FORUM**

• **P. ELWELL-SUTTON – VIA PHONE**

Application for the discontinuation of chlorination to the Haast water supply due to concerns around health effects. Petition presented and receipt acknowledged.

Councillors discussed and agreed to look further into the matter. Council to produce report on benefits and consequences before meeting with the community.

• **M. O'BRIEN**

Presented proposal to continue the widening of Waitaha Road.

The General Manager of District Assets agreed to investigate the scope of work involved. Cr Munns and Cr Manera offered their support to the investigation.

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

• **Ordinary Council Meeting Minutes – 27 November 2025**

Moved Cr Maitland, seconded Cr Manera and **Resolved** that the Minutes of the Ordinary Council Meeting held on 18 December 2025 be confirmed as a true and correct record of the meeting.

Deputy Mayor approved that his digital signature be added to the confirmed Ordinary Council Meeting Minutes of 18 December 2025.

7. 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	<p>Business case for the scope of work after structural analysis and report.</p> <p>Options to be reported back to Council at the 26 June Ordinary Council meeting.</p>	April 25	General Manager District Assets	<p>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:</p> <ul style="list-style-type: none"> i) Demolish and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building. 	<p>The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025.</p> <p>The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on earthquake strengthening and would report back in February 2026.</p> <p>Kw Madgwick requested an update be provided on the status of assessing earthquake-prone public and private buildings in the district, particularly St Mary's Catholic Church. The Chief Executive would provide an update at the December Council meeting.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the		Community Services Manager	Her Worship the Mayor advised that before a Trust is established, there needs to	A report was being prepared by the new General Manager,

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			formation of a Trust Board			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.	Business Enablement who will liaise with Kw Madgwick before being presented to Council. A paper to be provided to the new Council for consideration in February or March 2026.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	May 25	Mayor	This process is currently underway. <ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	The remit of the Hokitika CBD Strategy Group may widen to include Kumara and Franz Josef townships.
4.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was on the agenda for the 27 November 2025 Council meeting.
5.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	A noting paper was on the agenda of the 27 November 2025 Council meeting.
6.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper to be provided to the new Council for consideration in February or March 2026.
7.	18.12.25	Status of assessing earthquake prone public and private buildings, including St			Chief Executive	Council discussed the effect of the recent earthquake prone building (EPB) changes	A paper to be provided to the Council for consideration in February

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		Mary's Catholic Church.				<p>on the buildings with a EPB notice. The proposals are potentially to be legislated in 2027 and are subject to change.</p> <p>Details of these proposals will be included in the Council HQ paper.</p> <p>The Council paper will not include privately owned buildings as this is not Council's responsibility.</p>	2026 in conjunction with item 1.
8.	18.12.25	Tim Cadogan	Presentation on the water treatment regulations		Chief Executive	Presentation on the Council Agenda for 18 December 2025.	
9.	18.12.25	Consenting and Compliance Committee	Paper for Council to provide a discussion/and or decision on the future of a Consenting and Compliance Committee		Chief Executive/Mayor	The Councillors discussed the appropriateness of the dis-establishment of the Consenting and Compliance Committee being a Council decision.	A paper to be provided to the new Council for consideration of a NEW Committee in February 2026

Moved Cr Munns, seconded Cr Manera and **Resolved** that the updated Action List be received.

8. **NGĀ TĀPAETANGA
PRESENTATIONS**

Nil.

9. **PŪRONGO KAIMAHI
STAFF REPORTS**

- **Chief Executive's Quarterly Report**

The Chief Executive spoke to the report and invited councillors to ask questions. Councillors requested that a breakdown of staff numbers be added to future reports, the Chief Executive agreed to include this from the next report.

Moved Cr Manera, seconded Cr Martin and **Resolved** that the Chief Executive's Quarterly Report dated 12 December 2025 be received.

- **Financial Report**

The Chief Financial Officer spoke to the report and advised that the purpose of the report was to provide an indication of Council's financial performance for the month to 31 December 2025. The Chief Financial Officer provided clarification around the grants and funding section as some funding was received after the time of report submission. He also noted that there has been an increase to the electricity cost at the Hokitika Water Treatment Plant.

Moved Cr Mackenzie, seconded Cr Munns and **Resolved** that the Financial Performance Report for 31 December 2025 be received.

- **Councillors Allowances**

The Chief Financial Officer spoke to the report and advised that the report is for administrative purposes and that councillors allowances are set by the Remuneration Authority not council. It was noted that the policy had lapsed in June 2025 but confirmed that all allowances paid to councillors were correct as this had already been accounted for by council.

Moved Cr Manera, seconded Cr Munn and **Resolved** that the report had been received and council will adopt the Elected Members Allowances Policy.

- **Local Governance Statement**

The Chief Executive spoke to the report and advised that it is part of our new triennium requirements and now reflects the current structure in the council. Councillors raised concerns over lack of information on the delivery goals of the council however it was advised that this would be covered in the Long-Term Plan and upcoming Annual Plan and the Local Governance Statement's purpose is administrative.

Moved Cr Manera, seconded Cr Walker and **Resolved** that the report had been received and that council adopts the amended Local Governance Statement to be published on the Council's website.

Cr Mackenzie voted against this motion.

- **Easter Sunday Trading Policy**

The General Manager Regulatory and Compliance spoke to this report and advised that under the act there are 3.5 days that businesses cannot legally trade and that this is enforced by MBIE not the council. This act has been amended to enable councillors to allow trading on Easter Sunday only.

Moved Cr Walker, seconded Cr Munns and **Resolved** that this report has been received and the council approves the draft 'Easter Sunday Shop Trading Policy 2026' as proposed in Appendix 1 for consultation and that council will consider all submissions received during the public consultation period.

- **Cass Square Half-Court Basketball Court**

The Contract Manager Recreation and Disposals spoke to the report. The Chief Executive advised that this is a noting paper acknowledging that works are beginning on the basketball court previously approved in the Long-Term Plan.

Moved Cr Walker, seconded Cr Maitland and **Resolved** that the report has been received.

10. ADMINISTRATIVE RESOLUTIONS

NIL.

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

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – Ordinary Council Meeting 18 December 2025	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Future Governance and Delivery of the Wildfoods Festival	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
3.	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	Section
1, 2, 3,	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 3	Protect information where the making available of the information:	
	(i) (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, 3	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or the protection of such members, officers, employees, and persons from improper pressure or harassment.	(S.7(2)(f))
1, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1, 2	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Walker, seconded Cr Maitland 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 3.17 pm.

MEETING CLOSED AT 3.17 PM

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 26 FEBRUARY 2026 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Deputy Mayor Cr Burden
Chair**

Date: 26 February 2026

CONFIRMED