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 23 APRIL 2026 COMMENCING AT 1.00 PM

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

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1. KARAKIA TĪMATANGA
OPENING KARAKIA

The opening Karakia was led by Cr Maitland.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA
APOLOGIES

Apologies received from Cr Walker.

Moved Cr Mackenzie, seconded Cr Maitland and **Resolved** that the apology from Cr Walker 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; S. Hewett, Governance Administrator.

<u>Staff present for part of the meeting:</u>
D. Maitland, Quality Assurance Manager

3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST

The Interest Register had been circulated to the Mayor and Councillors, and no changes have been made this month.

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

There were no urgent items.

5. PUBLIC FORUM

There were no submissions to the public forum.

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

The following council minutes were presented for adoption:

- **Council Meeting Minutes 26 March 2026**
- **Council Meeting Minutes 26 February 2026 – Amended**
- **Extraordinary Council Meeting Minutes 1 April 2026**

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

1.1 The minutes of the ordinary council meeting held on 26 March 2026 be confirmed as a true and correct record of the meeting following an amendment to resolution 1.6 under the 'West Coast Water Services Council Controlled Organisation' report, correcting "March" to "April."
1.2 The **amended** minutes of the ordinary council meeting held on 26 February 2026 be confirmed as a true and correct record of the meeting.
1.3 The minutes of the extraordinary council meeting held on 1 April 2026 be confirmed as a true and correct record of the meeting.

COMMITTEE MINUTES TO BE RECEIVED:

- **CCO Oversight Committee Meeting held on 28 January 2026**

Moved Cr Gillett, seconded Cr Manera and **Resolved** that the minutes of the CCO Oversight Committee Meeting held on 28 January 2026 be received.

Her Worship the Mayor approved that her digital signature be added to the confirmed council meeting minutes.

7. ACTION LIST

The Chief Executive gave an update on the action list, noting that most items are still ongoing, but the freedom camping workshop has a date set for 4 May 2026. Fuel monitoring was still ongoing in-line with the contingency plan previously circulated to councillors, Her Worship the Mayor also provided an update to council that she has had a meeting with Minister Watts to discuss supply and risks with particular regard towards the more remote communities within the district and that the conversations were positive.

Cr Gillett raised to council that many of the ongoing items on the action list were now outside of council's control and should be removed to tidy it up. Councillors agreed and the following items are to be closed or remain open accordingly:

- Item 1: Close
- Item 2: Open – until a Trust Board is formed (or is deemed unnecessary)
- Item 5: Open – until the meeting with residents has been held

- Item 6: Close – noting this will be addressed in the next Long-Term Plan
- Item 7: Close
- Item 9: Open – Once workshop is held in May this item should be formally closed at next council meeting
- Item 10: Close – fuel situation updates will be rolled into the Chief Executive's update going forward.

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

8. NGĀ TĀPAETANGA
PRESENTATIONS

There were no presentations.

9. PŪRONGO KAIMAHI
STAFF REPORTS

Financial Report

The Chief Financial Officer spoke to the financial report covering the period of 1 – 31 March 2026 and highlighted the following:

- Revenue is below forecast however this is largely driven by grant funding delays, so it is an issue with reporting timeframes rather than a long-term issue in funding.
- Depreciation calculations are still an issue.
- Additional repairs and maintenance work have been required due to the storms that hit the region causing damage, however council is still operating at a surplus.
- Council's deposits are showing as 0 however this is just due to the timing of how money is withdrawn and deposited and will be redeposited again soon.
- NZTA claims are now going through and have been submitted and paid on time.

The Chief Financial Officer notified the council that that approval for carry forwards on capital projects will be submitted to council in June.

Council are seeing more requests for rate relief assistance due to the current economic climate and are accommodating these requests as much as possible.

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

Chief Executive's Quarterly Report
The Chief Executive spoke to the report and informed councillors that staff are currently reviewing the content and formatting of this report, looking to make it a more strategic and forward-looking view but welcome any feedback from Councillors on what they would like to be reflected in the report. In the future the Senior Leadership Team will also attend the council meeting for the report to answer any questions Councillors may have.

Councillors noted the level of detail in the report and suggested that this information should be presented to the public to inform them of the work that council does. The Chief Executive confirmed that this messaging is something that council would like to improve on and will be looked at once the new Communications Advisor starts.

Moved Cr Munns, seconded Cr Martin and **Resolved** that the Chief Executive's Quarterly Report be received.

Risk and Assurance Committee Chair Report

The Quality Assurance Manager spoke to the report on behalf of the Independent Chair who sent his apologies for being unable to attend.
Committee members, Cr Mackenzie and Cr Martin, extended an invite to the other councillors to approach them if they would like anything to be raised at the Risk and Assurance Committee meetings.

Moved Cr Mackenzie, seconded Cr Martin and **Resolved** that the report be received.

Risk and Assurance Committee Terms of Reference

The Quality Assurance Manager spoke to the report, explaining that the Terms of Reference were adopted by Council in December 2025 when the committee was reestablished at the commencement of the new triennium, however at the inaugural meeting held in March amendments were made to more accurately reflect the role of the committee within council. The changes made remove references to a non-resourced internal audit function.

Moved Cr Martin, seconded Cr Gillett and **Resolved** that:
1. The report be received
2. Council adopts the amended Risk and Assurance Committee Terms of Reference upon the removal of references to internal audits.

CCO Oversight Committee Terms of Reference

The Chief Financial Officer spoke to the report, as with the Risk and Assurance Committee the Terms of Reference were adopted by Council in December 2025 when the committee was reestablished at the start of the new triennium, however in the inaugural committee meeting held in January an amendment was made to the wording under Section 3 'Delegated Authority' to the following:

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

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

1. The report be received
2. Council adopts the amended CCO Oversight Committee Terms of Reference.

Mayor's Monthly Report

Her Worship the Mayor apologised for being unable to provide a written report this month but will include April in May's report.

10. ADMINISTRATIVE RESOLUTIONS

Nil

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

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

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

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

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

Item No.	Interest		Section
1	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))
1, 2,	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities		(S. 7(2)(h))
1, 2, 3	Prevent the disclosure or use of official information for improper gain or improper advantage		(S.7(2)(j))

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

MEETING CLOSED AT 2.48 PM

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

Confirmed by:

Deputy Mayor Reilly Burden **Date: 28 May 2026**
Chair