



# 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 26 MARCH 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**

Nil

**STAFF PRESENT**

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; D. Maitland, Quality Assurance Manager; N. Martin, Governance and Communications Officer.

Staff present for part of the meeting:

C. Nabben, Financial Accountant.

**3. WHAKAPUAKITANGA WHAIPĀNGA  
DECLARATIONS OF INTEREST**

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

The following amendment to the register was noted:

- 23.03.26 – Cr Martin: staff member is a tenant (Pecuniary, Perceived).

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

There were no urgent items.

**5. PUBLIC FORUM**

- **Alan Davidson**

Mr Davidson spoke regarding insurance cover in the Westland District.

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

**Council Meeting Minutes – 26 February 2026**

Moved Cr Gillett, seconded Cr Maitland and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 26 February 2026 be accepted with the following amendments to be made:

1. Members Present and Apologies

The livestream recording of the meeting to be checked regarding the meeting attendance and chairing of the meeting on 26 February 2026.

2. Ordinary Council Meeting Minutes – 29 January 2026

*Clarification was provided by Her Worship the Mayor regarding comments made at the previous council meeting held 29 January 2026, regarding a cap on FTE staff that it was only a temporary measure put in place by previous management, and that time period has since lapsed.*

Kw Madgwick sought clarification regarding the item noted above and asked for information to come back to the April Council Meeting, along with the record of a meeting held on 22 June 2022 Annual Plan Hearing, chaired by Acting Mayor David Carruthers that whilst a cap was put on FTE staff numbers, it was not a temporary measure.

As the Minutes were accepted and required amendment, the minutes are to come back to the April Council Meeting for adoption, with an agenda item regarding the 22 June 2022 Annual Plan Hearing to come back to the April Council meeting.

**COMMITTEE MINUTES TO BE RECEIVED:**

Nil

**7. ACTION LIST**

The Chief Executive spoke to the Action List as follows:

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps	Status
1	26.08.2021	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	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.  The Chief Executive advised that work was progressing. Further information is awaited relating to the new policies on earthquake strengthening and will report back once Central Government have set their new policies.	Open
2	26.09.2024	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board	General Manager Business Enablement	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.	A report was being prepared by the General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council.  Background work on this is progressing with a paper to be presented in April 2026.	Open
4	17.04.2025	Hokitika Racecourse Development		Chief Executive		Final Update to be presented to Council in March 2026.	Closed
5	22.05.2025	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.	General Manager District Assets has requested information from Department of Conservation and West Coast Regional Council. Pending receipt of that information, a round table with local residents and the complainant will be held.	Open
6	22.05.2025	West Coast Wilderness Trail and Hokitika Westland isite		Chief Executive	Councillors discussed the costs for the and West Coast Wilderness Trail amd Hokitika Westland	A paper regarding the Hokitika Westland isite is on the March Council Agenda.	Open

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps	Status
					isite at their meeting on the 22 May 2025.		
7	18.12.2025	Status of assessing earthquake-prone public and private buildings, including St Mary's Catholic Church.		Chief Executive	Council discussed the effect of the recent earthquake-prone building (EPB) changes on the buildings with a EPB notice. The proposals are potentially to be legislated in 2027 and are subject to change. Details of these proposals will be included in the Council HQ paper.  The Council paper will not include privately owned buildings as this is not Council's responsibility.	A paper to be provided to the Council for consideration in conjunction with item 1.	Open
8	Freedom Camping Workshop	Council Workshop		Chief Executive	A new date for a Council Workshop will be determined.		Open
9	Fuel situation across the country	Impact on Council		Chief Executive	CE advised that work is being done in-house regarding the contingency planning with regard to the fuel situation and a variety of scenarios and the potential impact.		Open

Moved Cr Maitland, seconded Cr Munns and **Resolved** that the updated Action List be received and the completed actions be removed from the list.

## 8. NGĀ TĀPAETANGA PRESENTATIONS

- Department of Conservation

The following representatives from Department of Conservation were in attendance at the meeting and spoke to their Powerpoint presentation:

- Owen Kilgour, Regional Director, Western South Island
- Tim Shaw, Operations Manager, Hokitika
- Wayne Costello, Operations Manager, South Westland

Topics discussed included:

- Western South Island Regional Overview
- Biodiversity
- Visitor experience – Nature is the experience

- Visitor experiences, recreation, and heritage conservation
- Land management, regulator and economics
- Partnering
- Hokitika Place
- Te Waipounamu – South Westland District
- Predator Free South Westland - From Project to Normal Life
- Te Wahipounamu: World Heritage with responsibility

Moved Cr Gillett, seconded Cr Munns and **Resolved** that the presentation from the Department of Conservation representatives be received with thanks.

## 9. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Report (to 28 February 2026)**

The Financial Accountant advised that the purpose of the report is to provide an indication of Council's financial performance for the month to 28 February 2026.

Moved Cr Gillett, seconded Cr Manera and **Resolved** that the Financial Performance Report to 28 February 2026 be received.

- **Hokitika Wastewater Treatment Plant Oversight Subcommittee**

Her Worship the Mayor advised that the purpose of the report is to consider the need for the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee to continue.

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

- 1.1. The report be received.
- 1.2. The Council approves the disestablishment of the Hokitika Wastewater Plant Oversight Subcommittee.
- 1.3. The Council formally thanks all Committee members for the hard mahi that they have put into this project over the past 5 years, with a special thank you to the late James Russell and Barry Wilson, invaluable members of the team whose knowledge, dedication, and presence will be greatly missed throughout the community.

- **Hokitika Westland isite Visitor Information Centre Report**

The Chief Executive advised that the purpose of the report is to update Council on the current position of the Hokitika Westland isite Visitor Information Centre following Council's previous decisions regarding its management and operation.

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

- 1.1. The report be received.
- 1.2. Council note that an internal working group has commenced reviewing the costs and benefits associated with Council's tourism-related investments, including the Hokitika Westland isite, with a view to inform annual planning consultation.

1.3. Council notes that the working group continue this work, including consideration of the district's overall visitor servicing approach, the value of Council's tourism-related investments, and the role Council plays in supporting the visitor economy.

- **Easter Sunday Shop Trading Policy**

The Chief Executive advised that the purpose of the report is for Council to consider the adoption of the Easter Sunday Trading Policy 2026. Council received eight submissions in support of the Easter Sunday Trading Policy and one submission in opposition.

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

1.1 The report be received.

1.2 Council considers all the submissions received in making its decision.

1.3 Council approves the Easter Sunday Shop Trading Policy 2026.

*Cr Maitland recorded his vote against the motion.*

- **Waitaha Valley Road Widening**

Her Worship the Mayor advised that Cr Munns had expressed concern about declaring a potential conflict of interest due to owning property in the Waitaha Valley, however as Council are not making an operational decision at this meeting, there is no reason for Cr Munns to remove herself from the discussion at this time.

The General Manager District Assets advised that the purpose of the report is to provide more detail to Council regarding the estimated costs of widening Waitaha Valley Road.

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

1.1 The report be received.

1.2 Council requests that the District Assets staff actively engage with Westpower and Waitaha Valley Road resident representatives during the Corridor Access approval Process.

- **Westland Industrial Heritage Park**

Members of the Westland Industrial Heritage Park had provided a background and timeline paper for the information of the Mayor and Councillors.

The General Manager District Assets advised that the purpose of the report was to provide an update for Council on the current expenses relative to the operation of the Westland Industrial Heritage Park at present, increased operational cost with the proposed building development and to provide a directive on the request for new building placement.

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

1.1. The report be received.

1.2. Council assess the options, decide feasibility and directs staff to update the memorandum of understanding accordingly and agrees to authorise the development to proceed.

Deputy Mayor Burden asked that a conversation be held to explore grant funding options to reduce the burden on the Westland District ratepayers.

- **Local Waters Done Well  
Provision of Loan Funding for Water Services Council Controlled Organisation Setup and Establishment Costs**

The Chief Executive advised that the purpose of the report is to seek Council approval to fund Westland District Council's one-third share of the setup and establishment costs for the West Coast Water Services Council-Controlled Organisation (WSCCO), either by raising debt, if more efficient, by using Council cash resources (an internal loan), with delegated authority for the Chief Executive to finalise the funding terms.

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

- 1.1 The report be received.
- 1.2 Council agrees to fund its share of the setup and establishment costs for the West Coast Water Services Council-Controlled Organisation via debt or cash reserves, up to a limit of \$1.583 million, noting any interest costs will be passed to the WSCCO along with the balance of any debt drawn down.

*Moved Cr Gillett, seconded Cr Maitland and **Resolved** that the meeting be extended past 2 hours with a break.*

- **West Coast Water Services Council Controlled Organisation – Constitution, Shareholders Agreement and Board Appointment Process.**

The Chief Executive advised that the purpose of the report is to seek Council approval of the Shareholders Agreement and Constitution for the West Coast Water Services Council Controlled Organisation.

An amendment to Page 104 of the Council Agenda had been tabled as follows:

## **5. CHAIRPERSON**

### Existing Clause:

- (a) Once all members of the Shareholders' Representative Forum have been appointed, they may at any time appoint an Independent Chairperson in accordance with clause 6.4 of the Shareholders' Agreement. The Independent Chairperson will have no voting rights.

### New Clauses:

- (b) If an Independent Chairperson has been appointed, they shall hold office as the Chairperson of the Shareholders' Representative Forum until they cease to hold office under clause 6.4 (e), (f) or (g) of the Shareholders' Agreement.
- (c) If there is no Independent Chairperson in office, the Chairperson of the Shareholders' Representative Forum will be appointed by resolution of the Shareholders' Representative Forum, and may be removed or replaced in the same manner. The deputy chairperson of the Shareholders' Representative Forum (who will act as chairperson in the absence of the chairperson) will be appointed by resolution of the Shareholders' Representative Forum, and may be removed or replaced in the same manner.

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

- 1.1 The report be received.
- 1.2 Council approves the Shareholders' Agreement for the West Coast Water Services Council Controlled Organisation.
- 1.3 Council approves the Constitution for the West Coast Water Services Council Controlled Organisation.
- 1.4 Establishes a joint Director Appointment Subcommittee with delegated authority to appoint the WSCCO Board of Directors.
- 1.5 Appoints Mayor Lash to the subcommittee alongside the Mayors of Buller and Grey District Councils.
- 1.6 Confirmation of the full membership be confirmed at the March Council Meeting.  
*Cr Gillett and Cr Maitland recorded their votes against the motion*

### **Mayor's Monthly Report: 27 February-26 March 2026**

Her Worship the Mayor tabled the monthly report covering the period 27 February 2026 to 26 March 2026.

Moved Cr Walker, seconded Cr Martin and **Resolved** that the Mayor's Monthly Report for the period 27 February to 26 March 2026 be received.

### **10. ADMINISTRATIVE RESOLUTIONS**

Nil

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

Moved Cr Maitland, seconded Cr Martin and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.55 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 February 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.	South Westland Waste & Recycling	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.

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
			Section 48(1)(a)
3.	Racecourse Development 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)
4.	Ross Swimming Pool Tender	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, 4,	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, 4,	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	(S. 7(2)(h))
1, 2, 3, 4	Prevent the disclosure or use of official information for improper gain or improper advantage	(S.7(2)(j))

Moved Cr Gillett, seconded Cr Walker 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 4.33 PM**

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 23 APRIL 2026 AT 1.00 PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

Her Worship the Mayor  
Chair

Date: 23 April 2026