



# INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING MINUTES

## MINUTES OF THE INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 28 JANUARY 2026 COMMENCING AT 1 PM

The meeting was livestreamed to the Westland District Council YouTube channel. Presentations are available on the Council website.

### 1. MEMBERS PRESENT AND APOLOGIES

<b>Chairperson:</b>	Her Worship the Mayor
<b>Members:</b>	Deputy Mayor Burden
	Cr Gillett (via Zoom)

### NGĀ WHAKAPAAHA

#### APOLOGIES

Kw Madgwick, Kw Tumahai.

Moved Cr Gillett, seconded Deputy Mayor Burden and **Resolved** that the apologies from Kw Madgwick and Kw Tumahai be received and accepted.

#### ABSENT

Nil

#### STAFF PRESENT

B Phillips, Chief Executive, S Lewis, Chief Financial Officer, T. Suchanek, Senior Administrator, D Maitland, Quality Assurance Manager.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

There were no changes made to the Interest Register.

### 3. INTRODUCTIONS

Her Worship the Mayor welcomed members to the Inaugural meeting of the Council Controlled Organisation Oversight Committee.

### 4. PŪRONGO KAIMAHI STAFF REPORTS

#### • Council Controlled Organisation (CCO) Oversight Committee – Terms of Reference

The Chief Executive presented the report outlining the draft Terms of Reference for the Committee.

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

1. The report be received.
2. The Council Controlled Organisation Oversight Committee Terms of Reference be adopted, subject to the following amendment under *Delegated Authority*:

“To appoint a specialist consultant or recruitment advisor as and if required to assist with shortlisting suitable candidates.”

3. The amendment be referred to Council for confirmation.

## 5. ACTION LIST

The Action List dated 5 June 2025 was tabled.

Updates were provided by the Chief Executive. Completed items were noted, and ongoing items will return to future meetings as appropriate.

	Date	Item	Action Required	Status
1.	27.03.25	Westroads Ltd: Operational variances in profit.	The Chair Westroads Ltd will provide the Committee with further information on the split between Christchurch, Greymouth and Hokitika revenue in an internal workshop.	<b><i>This action has been completed and can be removed from the list.</i></b>
2.	27.03.25	Destination Westland Ltd: Hokitika Wildfoods Festival.	Detailed report on the Hokitika Wildfoods Festival will be provided to the Committee.  2025 Wildfoods Festival Report was received on the morning of the 5 June meeting.	<b><i>The detailed report to come back to the committee for discussion.</i></b>
3.	27.03.25	Destination Westland Ltd: Financial returns for individual businesses.	Financial information to be split to give a clearer picture of financial returns of each business going forward and be provided to the Committee.	<b><i>This item to come back to the committee.</i></b>
4.	27.03.25	Destination Westland Ltd: Deferred tax liability.	Chair Gourley to provide information on the specifics of deferred tax liability to the Committee.  M. Anderson, Chief Executive Destination Westland Ltd gave an explanation to the Committee on deferred tax liability.	<b><i>This item has been completed and can be removed from the list.</i></b>
5.	27.03.25	Destination Westland Ltd: Land and Building Fixed Assets and Assets Under Construction Information	Chair Gourley to provide a breakdown of the 14 million Land and Building Fixed Assets along with clarification of \$105,000 of Assets Under Construction to the Committee.  C. Gourley clarified that the figure of \$105,000 applies to the feasibility study undertaken for the Hokitika Airport Upgrade.	<b><i>This item to come back to a committee meeting.</i></b>  <b><i>Cr Gillett requested that a detailed breakdown of the feasibility study relating to the Hokitika Airport upgrade be provided.</i></b>
6.	27.03.25	New Chair for Destination Westland Ltd.	Update on the appointment of a new Chair for Destination Westland.	<b><i>Mayor to provide an update at this meeting.</i></b>

			This item will be discussed in a Publicly Excluded Council meeting on 5 June 2025.	
7.	27.03.25	Aeronautical Fees	<p>Update on negotiation of aeronautical fees review.</p> <p>M. Anderson, Chief Executive Destination Westland Ltd advised they are currently in consultation with the Regular Passenger Transport Provider, the terms of which are confidential. The timeline for consultation to be settled is 30 June 2025 with a change in landing fees from 1 July 2025.</p> <p>The review is not an annual process. It happens every 5 years or when there is a major capital infrastructure investment. Through this consultation, Destination Westland Ltd hope that a more frequent review is conducted with a process in place for an incremental uplift going forward.</p>	<i><b>Due to commercial sensitivity, an update will be provided to a future meeting of the committee.</b></i>
8.	27.03.25	Destination Westland Ltd: Letter of Expectation	The Draft Letter of Expectation be presented to Council.	<i><b>This item was completed and can be removed from the list.</b></i>
9.	27.03.25	Committee Workplan	<p>Update on Workplan to be provided to the Committee.</p> <p>Due to the Local Body Elections set for late in 2025, it is unlikely that a further CCO Oversight Committee meeting will be held this year.</p>	<i><b>This item will be discussed later in the meeting.</b></i>

Moved Deputy Mayor Burden, seconded Cr Gillett and **Resolved** that the updated Action List be received, and items noted as completed be removed from the list.

## 6. CONFIRMATION OF MEETING SCHEDULE

Moved Cr Gillett, seconded Deputy Mayor Burden and **Resolved** that the remaining meeting dates for the 2026 calendar year be confirmed as:

- 16 April 2026
- 2 July 2026
- 1 October 2026

## 7. COMMITTEE WORKPLAN

Her Worship the Mayor spoke to the previous Committee Workplan.

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

1. Letters of Expectation be sent to the Chairs of the Council Controlled Organisations.
2. The Chief Executive commence the process to close out the PricewaterhouseCoopers CCO 2024 Review, with a report to be presented to the February Council Meeting.

Moved Cr Gillett, seconded Deputy Mayor Burden and **Resolved** that the previous Committee Workplan be received, in conjunction with the proposed approach going forward.

**DATE OF NEXT COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING – 16 APRIL 2026  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 1.22 PM**

Confirmed by the Council Controlled Organisation Oversight Committee at their meeting on 16 April 2026.

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**Her Worship the Mayor  
Chair**

**Date: 16 April 2026**

Confirmed