



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 24 JULY 2025 COMMENCING AT 1.00 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
Hokitika Ward Members:	Cr Baird, Cr Gillett, Cr Davidson
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps
Kw Tumahai for lateness

Moved Cr Neale, seconded Cr Manera and **Resolved** that the apology from Cr Phelps and Kw Tumahai for lateness be received and accepted.

STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, Group Manager District Assets; D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

Staff present for part of the meeting:

J. Visser, Facilities and Property Manager; P. Cannell, 3 Waters Asset Engineer; M. Ross, 3 Waters Engineer; C. Stanton, Rates Officer; A. Paulsen, Asset Strategy and Development Manager.

Also present for part of the meeting:

B. Agnew and G. Jellie, Three Mile Domain Committee; B. Gaiger, Westland Industrial Heritage Park.

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

Extraordinary Council Meeting Minutes (Local Waters Done Well Consultation) – 26 June 2025

Moved Cr Burden, seconded Cr Baird and **Resolved** that the Minutes of the Extraordinary Council Meeting (Local Waters Done Well Consultation) held on **26 June 2025** be confirmed as a true and correct record of the meeting.

The Chair approved her digital signature being added to the confirmed Extraordinary Ordinary Council Meeting Minutes (Local Waters Done Well Consultation) of 26 June 2025.

Ordinary Council Meeting Minutes – 26 June 2025

Moved Cr Baird, seconded Cr Manera and **Resolved** that the Minutes of the Ordinary Council Meeting held on **26 June 2025** be confirmed as a true and correct record of the meeting.

The Chair approved that her digital signature be added to the confirmed Ordinary Council Meeting Minutes of 26 June 2025.

Minutes to be received from Standing Committees:

Nil

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	(1) Council Headquarters, 36 Weld Street and (2) Pakiwaitara Building, 41 Weld	Business case for the scope of work after structural analysis and report.	April 25	Group Manager District Assets	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market	These items combined were on the agenda for the 24 July 2025 Council Meeting.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
		Street, Hokitika	Options to be reported back to Council at the 26 June Ordinary Council meeting.			immediately, with a caveat that investigations be undertaken to provide costings on two alternative options for the Council building, namely: i) Demolished and rebuild on the Pakiwaitara site. ii) To occupy the Hokitika Government Building.	
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.	The Hokitika Museum Trust Working Group met on 1 July 2025. The draft Terms of Reference will be brought back to the 28 August 2025 Council meeting.

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	Group Manager District Assets	<p>This process is currently underway.</p> <ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	<p>A meeting of the Hokitika CBD Strategy Group was held on 10 June 2025.</p> <p>Further meeting outcomes will be reported back to Council in due course.</p>
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	<p>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.</p>	<p>A meeting of the West Coast Wilderness Trail Working Group was held on 14 July 2025 where amendments to the membership of the draft Terms of Reference were made, namely Sue Stile, Ross Beach Top 10 and Cindy Hopper, West Coast Scenic Waterways as elected representatives of the Trail Partners. Cr Gillett resigned from the Working Group and was replaced by Cr Baird.</p> <p>The next meeting is scheduled for 12 September 2025 where the Terms</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							of Reference will be adopted, providing no further amendments are made.
5.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was on the agenda for the 24 July 2025 Council meeting.
6.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.		Chief Executive	<p>Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.</p> <p>There was a request for a round table meeting to discuss those issues raised regarding Lake Kaniere. A roundtable discussion will be scheduled in July and reported via the Chief Executive's Quarterly report to Council on 24 July.</p>	<p>It was not possible to arrange a meeting in July with all parties, including Paul Breeze.</p> <p>The Chief Executive will inform Councillors out of session of the meeting date once arranged and provide an update to Councillors at the 28 August 2025 Council meeting.</p>
7.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their	Cr Burden was provided with the minutes of the Council Workshop - CCO Review from 10 August 2023, and minutes of the

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
						meeting on 22 May 2025. Cr Burden asked to review what was resolved in the CCO Workshop meeting relating to the isite. Chief Executive to review minutes of Workshop minutes from approximately two years ago and report back.	publicly excluded Council meeting on 23 November 2023, along with the recordings of each meeting. Councillors asked that the link to the recordings be made available to all Elected Members and Iwi representatives. Chief Executive to convene a small working group to provide an overview of Council's CCO investments such as the isite and West Coast Wilderness Trail.

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

1. The updated Action List be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Three Mile Domain Committee Funds**

B. Agnew and G. Jellie, Three Mile Domain Committee, presented the item, with B. Gaiger, Westland Industrial Heritage Park, in attendance to answer questions as required.

Topics discussed:

- The Three Mile Domain Committee were seeking an endorsement of funds for the Hokitika Industrial Heritage Park.
- As background, when the Three Mile Hall was classed unsuitable for public use, it was leased to Coastpak Holdings Ltd. Funds received from the lease, combined with fundraising, enabled the Committee to accrue over \$200,000.
- In 1991, Westland District Council took over the functions of the Three Mile Domain as part of the 1989 Government reforms. There was a mutual agreement that Council would liaise with the Committee regarding funding allocations to other organisations.

- Three Mile Domain Committee funding has previously been distributed to the Lazer Park makeover.
- The motion passed at the 31 March 2025 Three Mile Domain Committee meeting read as follows:

The balance of the Three Mile Domain fundraising monies as at 31 March 2025 is \$85,414.22.

The planned Three Mile book production and interpretation panels estimated cost of \$35,000 (including price increases) will remain in the Three Mile Domain account and will be drawn down by the Committee. These projects may take approximately another year to finalise but are being worked on.

A balance of \$50,000.00 be immediately allocated to the Westland Industrial Heritage Park to assist their Committee with seed funding."

The motion was passed unanimously by all Committee members of the Three Mile Domain Committee.

- The funding will be spent on the Heritage Craft Centre.
- Council to investigate adding the property to the Land Review currently underway.

Council agreed unanimously to endorse the transfers of funds from the Three Mile Domain Committee to the Hokitika Industrial Heritage Park. Council will confirm the endorsement in writing to the Three Mile Domain Committee.

8. PŪRONGO KAIMAHI STAFF REPORTS

This item was taken out of order from the agenda.

• Chief Executive's Quarterly Report – 1 January to 30 June 2025

The Chief Executive spoke to the report.

Highlights:

- An IANZ assessment was undertaken in the Building Consent Authority (BCA) and no serious or high-level issues were identified. The audit identified 8 minor non-conformances in total and 2 were cleared while IANZ were on site. Overall, the BCA is performing well. A formal audit summary will be provided in due course.
- Discussed the trend of reported incidents at the Hokitika Swimming Pool along with contractors' lack of health and safety documentation. The Chief Executive confirmed that these incidents were routinely reported to the Health and Safety Committee.
- A culture change is envisaged as part of the Setting up for Success programme where positive communications to the media will be encouraged to provide a more balanced view of the work the Council does to the public.
- The Mayors Taskforce for Jobs (MTFJ) Manager attended the two-day MTFJ conference in Christchurch on 16-17 July with Her Worship the Mayor. A presentation to the new Council will be provided on the work carried out by MTFJ.

- The Chief Executive to report back to Kw Madgwick on when the Welcoming Communities programme funding is due to finish.
- Discussed the NZTA's request that future resealing targets increase from 4.5% to 9% annually.
- The Chief Executive to look into providing a Transportation Update every 6 months to Council. The last update was approximately 12 months ago.

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

- 1.1 The Quarterly Report from the Chief Executive dated 24 July 2025 be received.

Kw Tumahai arrived at the meeting at 1.33 pm.

- **Draft Hokitika Museum Advisory Committee Terms of Reference**

The item was discussed in the Action Items.

- **Hokitika Swimming Pool Roof**

The Facilities and Property Manager spoke to the report.

- The purpose of the report was to provide clarification on the breakdown of costs for the roof and floor upgrades to the Hokitika Swimming Pool as requested by Council at the Extraordinary Council meeting on 22 May 2025.
- The cost for repairs have not been rated as it is budgeted for 2026-27. During the next financial year, the information will be presented to Council for a resolution to be made on how to proceed.

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

- 1.1 Council receives the report.
- 1.2 Council approves Option 1: Council are satisfied that the clarification of costs for the roof and floor upgrades at the Hokitika Swimming Pool have been provided to enable Council to decide on how to proceed in the future.
- 1.3 The reason that Option 1 has been identified as the preferred option is that this report is only a clarification on the cost split between the roof and floor upgrades.

- **Rates Write-Off and Remissions 2024-25**

The Rates Officer spoke to the report.

Highlights:

- The purpose of the report is to request Council approve to write-off rates debt deemed uncollectable and to apply remissions for the financial year ending 30 June 2025.
- The report showed that Agreements were trending upwards. This was due to people paying slightly later.
- Council has a remissions policy for new subdivision developments. Once a development is completed, the developer can apply for their subdivision for up to two years where they are remitted the UAGC Community Rate. There was no such policy in the 2023/24 period.
- There was no Airbnb adjustment for this period. Council has performed well through this period in capturing Airbnb properties. There has been a decline in Airbnb

operations. A review of the Franz Josef and Fox Glaciers areas will be undertaken in the 2025-26 financial year.

- Public awareness of their options for payment plans for rates was discussed. Council has a 33% direct debit base presently. This is average compared to the rest of the country. A direct debit form is attached to every rate bill sent out.
- Council is investigating the communication strategy to wrap around the rates process so that people have a clearer understanding of what they are paying for, such as an information pamphlet.

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

- 1.1 The report be received.
- 1.2 Council approves the total proposed rates write-offs and remissions of \$284,298 including GST.

Cr Burden left the meeting at 1.55pm and returned at 1.57pm. Cr Burden was not in attendance for the resolution.

9. ADMINISTRATIVE RESOLUTION

The following items were taken out of order to the agenda papers.

Moved Deputy Mayor Cassin, seconded Cr Neale and **Resolved** that Council affix its Seal to the following Warrants of Appointments:

<p>Noise Control Officer: Logan Roy Ogilvie</p>	<p>An Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts: To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991
<p>Project Manager – Water Delivery Services: Jakobus Smit</p>	<p>An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002;</p> <ul style="list-style-type: none"> • An Enforcement Officer under the Westland District Council Bylaws; • An Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; • An Authorised Officer (General Powers) under Section 23 of the Health Act 1956; • An Authorised Officer (Inspections) under Section 222 of the Building Act 2004; • An Engineer under the Water Supplies Protection Regulations 1961;

	<ul style="list-style-type: none"> • An Authorised Person under Sections 110 & 111 of the Public Works Act 1981; • An Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974
Senior RMA Compliance Officer Jason Nairn	To act in the Westland District as: <ul style="list-style-type: none"> • An Officer pursuant to s 174 of the Local Government Act; AND • An Officer under the Westland District Council Bylaws; AND • Enforcement Officer pursuant to s 38 of the Resource Management Act 1991, including the power of entry pursuant to s 332 and s 333 of the Resource Management Act 1991.

8. PŪRONGO KAIMAHI STAFF REPORTS cont.

• **Future Delivery of Water Services**

The Chief Executive spoke to the report.

Topics discussed:

- The purpose of the report was to adopt a recommendation for the future delivery of water services arising from the requirements of Local Water Done Well Legislation.
- Consultation was completed by Council from 16 May to 16 June 2025.
- The Local Waters Done Well Hearing and Deliberations took place on 26 June 2025.
- Council met with the Department of Internal Affairs (DIA) on 9 July 2025. DIA advised there would be a significant increase in monitoring and reporting requirements alongside comprehensive economic regulation which would require an increase in staff if Council were to proceed with an in-house business unit.
- An internal business unit would require new financial and IT systems.
- Initial discussions with Grey and Buller Councils were underway to discuss key governance decisions. Further discussions were needed to reach an agreement on the principles within the negotiation brief and a meeting has been provisionally set for 31 July 2025, pending the resolution from the Council.
- Considerations for the establishment of a joint Council Controlled Organisation with Grey and Buller District Council related to governance, ownership, risks for implementation, long-term risk, and financial sustainability.
- There are advantages to working in collaboration with the other West Coast District Councils that could provide long-term benefits and be more cost-effective for communities across the West Coast.
- The legislative timeframe for submitting a Water Services Delivery Plan to the DIA is 3 September 2025.

Moved Cr Manera, seconded Cr Davidson and **Resolved** by way of a show of hands that:

- 1.1 The report be received.
- 1.2 Council approves to progress with the establishment of a joint water organisation owned by Westland, Grey and Buller District Councils.

Cr Manera, Cr Davidson, Cr Neale, Deputy Mayor Cassin and Her Worship the Mayor voted for the motion.

Cr Gillett, Cr Burden and Cr Baird voted against the motion.

The motion was carried.

Pensioner Housing and CCO Review

Cr Gillett requested that an item regarding pensioner housing be added to the agenda of the 28 August 2025 Council meeting to provide direction on where pensioner housing should sit within Council.

To assist with this, staff will share the recordings of the Council Workshop - CCO Review from 10 August 2023 and the publicly excluded Council meeting on 23 November 2023 to Councillors.

10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED (to consider and adopt confidential items)

Moved Cr Gillett, seconded Cr Baird 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 2.46 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 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)
2.	Enabling Infrastructure Project – Hokitika Racecourse Development Update on Superlots 3 and 4.	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.	Options for Council Headquarters	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)
4.	Staffing 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)
5.	Westreap Contract 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, 4	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 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))
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 (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or	(S. 7(2)(f))
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Baird, 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 4.12 pm.

MEETING CLOSED AT 4.12 PM

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 AUGUST 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by the Council at their meeting held on 28 August 2025.

Mayor Helen Lash
Chair

Date: 28 August 2025