



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 FEBRUARY 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 Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies received from Cr Munns who will be absent, and Cr Gillett who will be arriving late (joined at 2:08pm).

Moved Cr Maitland, seconded Cr Burden and **Resolved** that the apology from Cr Munns and Cr Gillett be received and accepted.

STAFF PRESENT

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

Staff present for part of the meeting:

L. Webster, General Manager Regulatory and Compliance
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

There were no public submissions.

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

- **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 disputed the clarification and requested that an item be added to a future council meeting to discuss the FTE staff cap.¹
- **Extraordinary Council Meeting Minutes – 18 February 2026**

Moved Cr Manera, seconded Cr Martin and **Resolved** that the Minutes of the Ordinary Council Meeting held on 29 January 2026, and Extraordinary Council Meeting held on 18 February 2026 be confirmed as a true and correct record of the meeting.

Deputy Mayor Cr Burden approved that his digital signature be added to the confirmed Ordinary Council Meeting Minutes of 29 January 2026 as acting chair of that meeting and Her Worship the Mayor approved that her digital signature be added to the confirmed Extraordinary Council Meeting Minutes of 18 February 2026.

7. ACTION LIST

The Chief Executive spoke to the Action List.

Majority of items are ongoing however a note was made regarding item 5 for a roundtable with residents of Lake Kaniere to discuss issues that council are in correspondence with them and waiting to set up a meeting and will report back to Council once this has happened.

Item 9 is on the agenda of today's meeting so will be closed today.

Tim Cadogan has presented to Council in December, so the Chief Executive proposed that Item 8 be removed from the action list and moved to the closed actions register.

Moved Cr Manera, seconded Cr Walker and **Resolved** that the updated Action List be received and that Item 8 be removed from the list.

¹ Statement added post-meeting for clarification purposes.

8. NGĀ TĀPAETANGA PRESENTATIONS

Her Worship the Mayor distributed a monthly report to councillors.

Moved Cr Maitland, seconded Cr Martin that the report be received.

9. PŪRONGO KAIMAHI STAFF REPORTS

Financial Report

The Chief Financial Officer spoke to the report and advised that the report has been updated to indicate the risk status using the Red Amber Green (RAG) format. The report was taken as read and only items reporting as 'red' or 'amber' will be highlighted.

Some of the projects rated as 'red' are due to timing where expense has fallen within this financial year, but funding will fall within the next financial year and our debt to revenue ratio should even out over the next financial year where this is the case.

There have been two emergency work schemes that weren't budgeted in January and the slip that occurred in Jackson Bay this morning (26 February 2026) will be accounted for as unbudgeted emergency work in next month's report.

Moved Cr Walker, seconded Cr Maitland and **Resolved** that the Financial Performance Report for 31 January 2026 be received.

Delegations Manual

The Chief Financial Officer spoke to the report.

The Chief Executive clarified that previously delegations were too widespread so they have been reigned in in the updated manual and that for the purposes of projects with multiple small tenders the delegation authority would apply to the overall value associated with the project rather than each individual tender amount.

Moved Cr Manera, seconded Cr Walker and **Resolved** that the report had been received and council will adopt the Delegations Manual upon fixing the typo identified on page 9 and publish it on the Council's website.

Cr Mackenzie abstained from voting.

West Coast Triennial Agreement

The Chief Executive spoke to the report and explained that the agreement was largely similar to the previous one but now includes the addition of Development West Coast as a participant.

There was dispute around the wording of the clause regarding councils expressing criticism of each other publicly; it was explained that the intent behind the clause is one of etiquette rather than suppression of opinions, but the Mayors, Chair, and Iwi could revisit the wording when the agreement is next looked at.

Moved Cr Martin, seconded Cr Manera and **Resolved** that the report be received, Council agrees to adopt the 2025-2028 West Coast Triennial Agreement, and Council endorses the Mayor to sign the agreement on behalf of Westland District Council.

Funding of Water Service Council Controlled Organisation (CCO) Setup Cost

The Chief Executive spoke to the report, noting that the Grey District Council had endorsed it earlier in the week while Buller District Council have requested further information from the Department of Internal Affairs before they make their final decision.

The Chief Executive noted that there had been a minor change to recommendation 10.4 to take into account that Buller District Council have not yet made a final decision on acting as the administrative council for the CCO. The Chief Executive distributed copies of the amended report to Councillors.

Councillors were assured that any significant financial decisions would still come back through each council for approval. All councils intend to get the directors in place as soon as possible to manage the CCO and reduce the reliance on consultants.

Moved Cr Maitland, seconded Cr Burden and **Resolved** that this report has been received and Council endorses the setup budget of \$5 million for the Water Services CCO, to fund its one-third share of the debt required for setup, and acknowledges the setup costs will initially be debt-funded by Buller District Council and then the debt will be transferred to the CCO upon incorporation (expected 1 July 2027), however this final resolution is subject to Buller District Council's decision expected in April 2026.

Alcohol Restriction Bylaw

The General Manager Regulatory and Compliance spoke to the report, which has been out for public consultation, only receiving one submission which was in favour of the Bylaw. The wording of the Bylaw has been written in conjunction with feedback from the Ministry of Health and the local police were consulted.

Hokitika is the only township affected on the West Coast due to the historical reasons that brought about the need for a bylaw have not been evident in other areas, however if they did arise Council can revisit the bylaw and consider extending it.

Moved Cr Martin, seconded Cr Burden and **Resolved** that the report has been received, and that Council approved the Alcohol Restriction Bylaw 2026 to commence on 6 March 2026.

Cr Mackenzie voted against this motion.

Consenting and Compliance Committee

The General Manager Regulatory and Compliance spoke to the report and acknowledged that there had been a need for a Consenting and Compliance Committee at the time of inception, but the internal process has now changed with the General Manager meeting with complainants directly to resolve issues as they arise and now have a 100% response rate.

Should the need for the committee to be reestablished arise in the future there is nothing stopping Council from reinstating it however Council would like the open-door policy for issues to be embedded into the culture to prevent it changing in the event of staff turnover.

Moved Cr. Maitland, seconded Cr Martin and **Resolved** that the report be received and that the Consenting and Compliance Committee is no longer required at this time.

Waste Management

The Contract Manager Recreation and Disposals spoke to the report and then the General Manager District Assets gave more background. It was noted that the current recycling plant in Greymouth can't work soft plastics and that it would be expensive to implement facilities to do this, methane extraction is implemented in the majority of new landfill sites however the cells at our sites are too small for it. Tourism in the region is a factor on increased waste in the area.

There have been queries from Kokatahi residents about the possibility of extending council waste and recycling services out to their community. The GM District Assets noted that it is however the further out you go the more expensive it becomes to service.

Moved Cr Walker, seconded Cr Manera and **Resolved** that the report be received by Council.

10. ADMINISTRATIVE RESOLUTIONS

The Chief Executive sought Council approval to publicly release the resolutions of the following items, spoken to in the public excluded section of the Council meeting held on 29 January 2026:

- Future Governance and Delivery of the Wildfoods Festival
- Hokitika Wastewater Treatment Plant

Moved Cr Burden, seconded Cr Manera and **Resolved** that Council approves the public release of the resolutions agreed to relating to the items above.

The resolutions to be released to public are as follows:

- Council approved a one-year transition period under which council will assume ownership and governance responsibility for the 2027 Wildfoods Festival.
- Council staff to be instructed to proceed to the next stage of the process and go out to tender in accordance with the Long-Term Plan.

Cr Maitland requested that it be noted he objected to the direction of the Wastewater Treatment Plant resolution.

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

Moved Cr Walker, seconded Cr Manera 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 29 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

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
			of information for which good reason for withholding exists. Section 48(1)(a)
2.	Council Controlled Organisation Directors Remuneration	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.	District Licensing Committee Report	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.	Land Disposal	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.	Hokitika Racecourse Lot 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)
6.	Director Appointment	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, 6	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 4, 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))
1, 2, 3, 4, 5, 6	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, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1, 2, 4, 5	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Mackenzie, seconded Cr Burden 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 THE NEXT ORDINARY COUNCIL MEETING – 26 MARCH 2026 AT 1:00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Her Worship the Mayor Helen Lash
Chair**

Date: 26 March 2026