



# 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 28 AUGUST 2025 COMMENCING AT 2.32 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:	Deputy Mayor Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Gillett, Cr Davidson
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick

### NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that the apology from Kw Tumahai be received and accepted.

### STAFF PRESENT

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

#### Staff present for part of the meeting:

J. Visser, Facilities and Property Manager; A. Paulsen, Asset Strategy and Development Manager; L. Truman, Finance Manager.

#### Also present for part of the meeting:

T. Wooding, Stantec; D. Marshall, Buller District Council; D. Foster, Department of Internal Affairs (via Zoom); M. Wakefield, Simpson Grierson (via Zoom); M. Staite (via Zoom); S. Reindler, Chair, Council Controlled Organisation Oversight Committee (via Zoom); M. Rogers, Chair, Westroads Ltd; M. Tacon, Acting Chair Destination Westland Ltd.

**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**

Moved Deputy Mayor Cassin, seconded Cr Gillett and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of Council's adopted Standing Orders, the following item be added as an urgent item not on the Agenda for Council's consideration.

**Warrant of Appointment: Michael Newport, Animal Control and Compliance Officer**

- i) **The reason the item is not on the agenda is:**  
The application to commence contracted duties as Animal Control and Compliance Officer was received after the Council Agenda was publicly released.
- ii) **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**  
To enable the staff member to carry out their duties as Animal Control and Compliance Officer with various functions, powers, duties and discretion, pursuant to the relevant legislation.

**5. NGĀ MENETI O TE HUI KAUNIHĒRA  
MINUTES OF MEETINGS**

**Ordinary Council Meeting Minutes – 24 July 2025**

Moved Cr Baird, seconded Cr Gillett and Resolved that the Minutes of the Ordinary Council Meeting held on 24 July 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 24 July 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	Council Headquarters, 36 Weld Street / Pakiwaitara	Business case for the scope of work after	April 25	General Manager District Assets	Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the	These items combined were on the agenda for the 24 July

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
		Building, 41 Weld Street, Hokitika	structural analysis and report.  Options to be reported back to Council at the 26 June Ordinary Council meeting.			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 Pakiwaitar a site. ii) To occupy the Hokitika Government Building.	Council Meeting.  An update will be provided to Council on 25 September 2025.
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 to 25 September 2025 Council Meeting.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be	May 25	General Manager District Assets	This process is currently underway.	A meeting of the Hokitika CBD Strategy Group was

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
			established.			<ul style="list-style-type: none"> <li>Community parking questionnaire closed 20 December 2024.</li> <li>Review current feedback and hold further workshops from February 2025.</li> </ul>	<p>held on Tuesday 10 June 2025.</p> <p>The next meeting is scheduled for 29 August 2025.</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	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>A meeting of the West Coast Wilderness Trail Working Group was held on 14 July 2025 where amendments to 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</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							the Terms of Reference will be adopted.
5.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update was provided at the 24 July Council meeting.
6.	22.05.25	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.	<p>A meeting was held with Her Worship the Mayor, General Manager District Assets, and Mr and Mrs Breeze on 12 August 2025.</p> <p>A noting paper will come back to Council in due course.</p>
7.	22.05.25	Hokitika Westland isite			Chief Executive	Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	<p>Cr Burden was provided with the minutes of the Council Workshop – CCO Review from 10 August 2023 and minutes of the publicly excluded Council meeting on 23 November 2023.</p> <p>All Councillors were provided with the recordings of the meetings.</p> <p>Chief Executive to convene a</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							<p>small working group to provide an overview of Council's current investments, such as the site, West Coast Wilderness Trail, and tourism experience.</p> <p>A small working group has met. A paper will go to Council in due course.</p>

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

1. The updated Action List be received.

## 7. PŪRONGO KAIMAHI STAFF REPORTS

- **Adoption of the Water Services Delivery Plan (WSDP)**

The Chief Executive spoke to the report, with external specialists T. Wooding, Stantec; D. Marshall, Buller District Council; D. Foster, Department of Internal Affairs (via Zoom); M. Wakefield, Simpson Grierson (via Zoom); M. Staite (via Zoom) in attendance to answer questions.

Topics discussed:

- The WSDP is a key statutory requirement under the Local Government (Water Services Preliminary Arrangements) Act 2024, intended for Council to demonstrate its commitment to delivering water services that meet regulatory requirements, and actions it will take to be financially sustainable by 30 June 2028.
- The WSDP needs to be submitted to the Department of Internal Affairs (DIA) by 3 September 2025. The DIA will then assess and either accept or reject the WSDP.
- The joint WSDP outlines the proposed delivery model for the joint West Coast Council Controlled Organisation (WSCCO) and includes a transition period and phased implementation with a transition date of 1 July 2027, when the three Councils will transfer ownership of the water assets and responsibility for delivering water services to the joint WSCCO.

- Future water charges shown in the model were adjusted for inflation and include GST. This differs from the consultation process, which did not adjust for inflation and GST.
- Projections of average household incomes per region were used for the charges modelling. It is important to consider the social impacts and realities of fixed-income earners under those thresholds.
- Charges for each district calculated do not allow for harmonisation.
- Amendments to be made to the reference of Westland District Council's Infrastructure Acceleration Fund under Buller District Council (page 51) and projected population growth (table on page 115).
- The WSCCO model has the most financially prudent (lowest) charges for ratepayers of Buller, Grey, and Westland Districts when compared to a Standalone Business Unit.
- The Heads of Agreement establishes the approach to be taken with regard to shareholders and governance. A separate shareholders' agreement will be prepared and agreed upon by the three Councils.
- An exit strategy remains in place for Westland District Council.
- If the WSDP is not adopted at the 28 August Council meeting, it would be unlikely that Council would be able to prepare a new WSDP by the DIA deadline of 3 September 2025, meaning Council would be in statutory breach. The Minister then has the power to appoint a specialist to work through producing a WSDP without input from Council. Council would have to pay for the cost of this undertaking.

Cr Madgwick left the meeting at 3.22 pm, returned 3.35 pm.

Cr Burden left the meeting at 3.39 pm, and returned at 3.41 pm.

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

- 1.1 The report be received.
- 1.2 Council adopts the Water Services Delivery Plan (WSDP), attached as Appendix 1 to the agenda, subject to minor amendments to the WSDP.
  - 1.2.1 Council authorises the Chief Executive to oversee and agree the amendments, as staff cannot bring the WSDP back to Council before the deadline of 3 September 2025. The document will be circulated accordingly within the set timeframe.
- 1.3 Council adopts the Heads of Agreement, attached as Appendix 2 to the agenda.
- 1.4 Council authorises the Chief Executive to certify the Water Services Delivery Plan and submit to the Secretary for Local Government.

On a show of hands,

5 voted for the motion. (Cr Davidson, Cr Manera, Cr Phelps, Deputy Mayor Cassin and Her Worship the Mayor voted for the motion).

4 voted against the motion. (Cr Barid, Cr Burden, Cr Gillett and Cr Neale voted against the motion).

*The motion was put to the meeting and was carried 5:4.*

Deputy Mayor Cassin left the meeting at 3.50 pm, and returned at 3.52 pm

Cr Davidson left the meeting at 3.50 pm, and returned at 3.51 pm.

Cr Gillett left the meeting at 3.50 pm, and returned at 3.54 pm.

- **Statement of Intent – Westroads Limited**

Chair, Westroads Limited, spoke to the report, with the Chair of the Council Controlled Organisation (CCO) Oversight Committee attending via Zoom for questions.

- The Statement of Intent was prepared in accordance with section 64 and schedule 8 of the Local Government Act 2002 and was completed within the statutory timeframe.
- The principal objectives of Westroads Ltd was to operate as a successful business, maximise shareholder value, and provide positive community outcomes.
- Strategic priorities included investing in people and culture, achieving outstanding results, diversity by growing customer base and workstreams, caring for the community and environment, and building relationships.

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

- 1.1. That the report be received.
- 1.2. That Council adopt the Westroads Ltd Statement of Intent 2026.
- 1.3. That Council direct staff to make the Statement of Intent available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

- **Statement of Intent (Sol) – Destination Westland Limited**

Acting Chair, Destination Westland Limited, spoke to the report, with the Chair of the Council Controlled Organisation (CCO) Oversight Committee attending via Zoom for questions.

- The Statement of Intent was prepared in accordance with section 64 and schedule 8 of the Local Government Act 2002. It outlines the overall objectives and forecast for Destination Westland for three years commencing from 1 July 2025. The Sol was completed within the statutory timeframe.
- Key strategic areas of focus included airport and heliport development, commercial growth and land development, property portfolio management, operational and digital efficiency and environmental sustainability.
- The Sol to be amended to state C. Gourley was no longer Chair of Destination Westland Ltd.
- The recruitment drive for a new Chair of Destination Westland Ltd has found three potential candidates to be interviewed in mid-September.
- There is a review of the landing fees for the Hokitika Airport underway.
- Staff are progressing on the name change for Destination Westland Ltd.

Due to a perceived conflict of interest when this item was being discussed, at 4.07 pm Cr Davidson left the Council table and did not participate while this item was being discussed and resolved.

Moved Cr Gillett, seconded Cr Burden and **Resolved:**

- 1.1. That the report be received.
- 1.2. That Council approve the Destination Westland Limited 2025 - 2028 Statement of Intent as presented.



Cr Phelps left the meeting at 4.19 pm, and returned at 4.23 pm.  
Cr Davidson returned to the Council table at 4.18 pm.

## 8. NGĀ TĀPAETANGA PRESENTATIONS

*This item was taken out of order to the agenda papers:*

- **Transportation Update**

The Transportation Manager spoke to the report and presented a PowerPoint slide show to Council.

- The purpose of the presentation was to provide a 6-month update to Council on matters relating to the roading network and Council's Land Transport activity.
- Four topics were discussed:
  - **Transport Insights web tool** – openly available benchmarking tool that showcases how every Road Controlling Authority's (RCA) was performing across a range of measurable outcomes. Examples of web dashboards showing performance metrics were given.
  - **Roading Efficiency Group (REG)** – programme has been developed to improve transport asset management and help RCAs become better providers of regional roads and services by providing leadership development programmes, performance reporting tools and regional champions among others.
  - **Ministerial reporting requirements** – Temporary traffic management expenditure, potholes identified and repaired, road reseals and pavement rehabilitation were required to be reported on.
  - **Planned works for financial year** – 17.4 kms of road reseals, repainting Arawhata Bridge, help contractors transition to the NZ Guide to Temporary Traffic Management (NZGTTM), reinspect the footpath network, replace the Kakapotahi Bridge and review options for Urquhart Creek and Rocky Creek.
- A query was raised at the last Council meeting on 24 July 2025 regarding the gate on the Jackson River Road. The Transportation Manager advised the gate is only locked closed when Council staff are working there or for safety reasons; otherwise, the gate is locked open.
- The Transportation Manager to clarify what parts of Weld Street and Tancred Street are to be resealed and report back to Councillors.

Cr Gillett left the meeting at 4.50 pm and returned at 4.52 pm.

Moved Cr Baird, seconded Cr Phelps and **Resolved**:

1.1. That the report be received.

1.2 That Council receive the Powerpoint Presentation.

Moved Cr Phelps, seconded Cr Baird and **Resolved**:

1.1 That the meeting go beyond 2 hours in accordance with Standing Orders.

Cr Neale left the meeting at 4.52 pm and returned at 4.53 pm.

**7. PŪRONGO KAIMAHI  
STAFF REPORTS cont.**

• **Projects and Carry Forwards 2025 – 2026**

The Finance Manager spoke to the report.

- The purpose of the report was to seek Council's approval for the carry forward of projects and operating costs and revenues that were scheduled from previous financial years but were not completed by 30 June 2025.
- Approval would ensure Council's revenues and funding sources were applied to their intended purposes and meet community expectations noted in the Long Term Plan 2025-34.
- The total amount to Carry Forward was \$943,214. That would bring projects for 2025-26 to \$20 million, but this does not include the \$16.4 million for the Hokitika Airport.
- New developments for Cass Square included a half basketball court and footpath improvements.

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

1.1 That the report be received.

1.2 That Council approve the carry forward of funds for the projects itemised in Appendix 1 to the report to the financial year 2025-26.

1.3 That Council approve the future allocation of funds for specific purposes.

• **Credit Card Limit Increase**

The Chief Executive spoke to the report.

- The purpose of the report was to increase the limit on the credit card for business expenses incurred by the Chief Executive from \$5,000 to \$10,000. Some business purchases are above the \$5,000 limit.
- Credit card expenditure will be reported quarterly and made available on the Westland District Council's website. Commercially sensitive information will be omitted from the website.
- Clarity was sought around the signing off of the credit card under the Sensitive Expenditure Policy.

Moved Cr Phelps, seconded Cr Baird and **Resolved:**

1.1. That the report be received.

1.2. That Council approve to increase the credit card limit for the Chief Executive for business use from \$5,000 to \$10,000.

1.3. That Council direct staff to update the wording in the Sensitive Expenditure Policy accordingly.

1.4. That Council direct staff to update the wording in the Delegations Manual accordingly.

• **Chief Financial Officer Credit Card**

The Chief Executive spoke to the report.

- The purpose of the report was for Council to approve an additional Westland District Council credit card for the Chief Financial Officer for business expenses incurred whilst carrying out duties. The credit card limit would be \$10,000.
- Having two credit cards within the organisation would be prudent. The credit card would be used for business expenses only, in particular, one-off payments where a credit card is the only option for payment, such as software licences for Information Technology and the District Library.

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

- 1.1. The report be received.
- 1.2. Council approve a credit card for the Chief Financial Officer for business use with a credit limit of \$10,000.
- 1.3. Council approve the updated wording in the sensitive expenditure policy to include the provision of a credit card for the Chief Financial Officer.
- 1.4. Council direct staff to update the wording in the delegations manual to include the provision of a credit card for the Chief Financial Officer.

- **Change to Recycling Fees for Commercial Users**

General Manager, District Assets, spoke to the report with the intention of adopting a new commercial recycling charge for Westland District Council.

- Currently, there are no charges in place for commercial quantities of recycling disposed of at the Hokitika Transfer Station (cardboard, paper, sorted glass, and plastics).
- There has been an increase in volumes of commercial recycling deposited by out-of-district businesses, which has led to increased costs for ratepayers.
- The change to Westland District Council's fees would align with other Councils in the region.

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

- 1.1 The report be received.
- 1.2 Council implement the charge of \$165 (incl. GST) per tonne for commercial quantities of cardboard, paper, sorted glass, and plastics deposited at the Hokitika Transfer Station, effective from 1 September 2025.

- **Continuation of Hokitika Joint Committee and Franz Josef Joint Committee**

The Chief Executive spoke to the report which sought the continuation of the Hokitika District Joint Committee and the Franz Josef/Waiau Rating District Joint Committee following the 2025 Triennial Election.

- Without a resolution to continue, the joint Committees would be automatically discharged following the election in October 2025.
- Regular Committee meetings would be held going forward.
- The concrete stabilising pillars from the Hokitika seawall, now redundant, will be kept by Council for another project in the future.

Moved Cr Gillett, seconded Cr Burden and **Resolved**:

- 1.1. That the report be received.
- 1.2. The Hokitika Rating District Joint Committee shall not be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial local election; and
- 1.3. That the Franz Josef/Waiarau Rating District Joint Committee shall not be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial local election.
- 1.4. That the community representatives currently appointed to the Franz Josef Rating District Joint Committee be reappointed to the Committee following the 2025 triennial local election.

## 9. ADMINISTRATIVE RESOLUTION

Moved Cr Phelps, seconded Cr Baird and **Resolved** that Council affix its Seal to the following document:

### 9.1 Warrant of Appointment:

<b>Noise Control Officer:</b> Benjamin Roundhill	An Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts: To act in the Westland District as: <ul style="list-style-type: none"><li>• An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li><li>• An Officer under the Westland District Council Bylaws; AND</li><li>• An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND</li><li>• 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</li></ul>
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## URGENT ITEM – ADMINISTRATIVE RESOLUTION

Moved Cr Phelps, seconded Cr Baird and **Resolved** that Council affix its Seal to the following document:

### 9.2 Warrant of Appointment:

<b>Animal Control and Compliance Officer:</b> Michael Newport	STATUTORY APPOINTMENT <ol style="list-style-type: none"><li>1. An Authorised Officer pursuant to Section 174 of the Local Government Act 2002</li><li>2. An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002</li><li>3. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991</li><li>4. A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996</li><li>5. A Dog Ranger pursuant to Section 12 of the Dog Control Act 1996</li></ol>
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	<p>6. A Deputy Poundkeeper pursuant to Section 9 of the Impounding Act 1955</p> <p>7. A Litter Control Officer under section 5 of the Litter Act 1979</p> <p>STATUTORY DELEGATIONS AND ENFORCEMENT</p> <p>1. Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer.</p> <p>2. 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> <p>3. Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger</p> <p>4. Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a Deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act</p> <p>DISCRETIONARY STATUTORY DELEGATIONS</p> <p>1. Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position.</p> <p>2. Authority pursuant to the Dog Control Act 1996:</p> <ul style="list-style-type: none"> <li>a. To seize and remove a dog pursuant to Section 15</li> <li>b. To classify a dog as dangerous pursuant to Sections 31 and 33ED;</li> <li>c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED;</li> <li>d. To require a menacing dog to be neutered pursuant to Section 33EB;</li> <li>e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and</li> <li>f. To return a dog to its owner pursuant to Section 70</li> </ul> <p>3. Authority to exercise powers, functions and duties of Council pursuant to Section 63 of the Impounding Act, other than the setting of fees and charges pursuant to Section 14 of the Act.</p>
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**MEETING CLOSED AT 5.15 PM**

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 SEPTEMBER 2025 AT 1.00 PM**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by the Council at their meeting held on 25 September 2025.

**Mayor Helen Lash**  
**Chair**

**Date: 25 September 2025**