



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 29 MAY 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, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett (via Zoom)
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Group Manager District Assets; D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

Staff present for part of the meeting:

L. Truman, Finance Manager.

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 Cr Baird, seconded Cr Burden 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 urgent items not on the Agenda for Council's consideration.

Administrative Resolution

- **Warrant of Appointment – Jason Warden and Adonijah Squires, Noise Control Officers**

1. **The reason the item is not on the agenda is:**

J. Warden and A. Squires applications to commence contracted duties as Noise Control Officers were received after the Council Agenda was publicly released.

2. **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**

To enable the contractors to carry out their duties as Noise Control Officers with various functions, powers and duties and discretion pursuant to the relevant legislation.

Moved Cr Neale, seconded Deputy Mayor Cassin 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.

- **Proposed Property Sale of Land and Building**

1. **The reason the item is not on the agenda is:**

The report was not approved in time to enable it to be added to the Agenda.

2. **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**

Destination Westland Ltd wish the property to be sold and the funds created from the sale to be put towards debt reduction.

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

Ordinary Council Meeting Minutes – 17 April 2025

Moved Cr Baird, seconded Cr Manera and **Resolved** that the Minutes of the Ordinary Council Meeting held on 17 April 2025 be confirmed as a true and correct record of the meeting.

The Mayor approved that their digital signature be added to the confirmed Ordinary Council Meeting Minutes of 17 April 2025.

Extraordinary Council Meeting Minutes – 22 May 2025

Cr Burden requested that an amendment be made to page 8 of the Extraordinary Council Meeting Minutes of the 22 May 2025 relating to the reference made to the CCO Oversight Committee be amended to read CCO Review Workshop.

Moved Cr Baird, seconded Cr Burden and **Resolved** that the *amended* Minutes of the Extraordinary Council Meeting held on 22 May 2025 be confirmed as a true and correct record of the meeting.

The Chair approved that their digital signature be added to the confirmed Extraordinary Council Meeting Minutes of 22 May 2025.

Minutes to be received from Standing Committees:

Inaugural Council Controlled Organisation Oversight Committee Meeting – 29 January 2025

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that the Minutes of the Inaugural Council Controlled Organisation Oversight Committee Meeting held on 29 January 2025 be received.

Risk and Assurance Committee Meeting – 28 February 2025

Moved Cr Baird, seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 28 February 2025 be received.

6. ACTION LIST

The Chief Executive spoke to the Action List and provided the following updates:

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
1	26.08.21	Council Headquarters, 36 Weld Street	Business case for the scope of work after structural analysis and report.	Acting Group Manager District Assets	Tabled at Ordinary Council Meeting 29 May 2025	<i>This item was tabled at the 29 May Council Meeting.</i>
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,	<i>Her Worship the Mayor confirmed Council and Iwi representatives will receive a meeting invite to consider the purpose of the Hokitika Museum Trust Board.</i> The draft Terms of Reference (or Trust Deed) to be brought back to the 24 July 2025

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
					including operational costs, the proposed future plans, and the future projections of the Museum.	Council meeting for full Council consideration ahead of formally establishing a Trust.
3	26.09.24	Department of Conservation – Feral Cats	Investigate the Feral Cat programme	Chief Executive	There has been a feral cat programme in South Westland but not in the wider district. DOC will be invited to a future Council meeting to discuss this.	Department of Conservation representatives are presenting to this Council meeting. <i>This item can be removed from the list.</i>
4	28.11.24	Hokitika CBD Strategy		Acting Group Manager District Assets	A Hokitika CBD Strategy group has reconvened and appointed a Project Manager.	<i>The first meeting of the new Hokitika CBD Strategy group is scheduled for 10 June 2025.</i>
5	30.01.25	Consenting and Compliance Committee Terms of Reference (ToR)	Refine the Terms of Reference of the Consenting and Compliance Committee.	Chief Executive	The Terms of Reference needs to be refined to ensure this committee can work to the best of its ability.	<i>The Terms of Reference are to be discussed at the 29 May Council meeting.</i>
6	27.02.25	Waste Management and Minimisation Plan (WMMP)	Council requested information on variable bin sizes, points from Inger Perkins submission and a	Acting Group Manager District Assets	A report is tabled at the 29 May 2025 Council meeting	<i>West Coast Regional Waste Minimisation and Management Plan report be received by Council at the 29 May Council meeting with recommendations</i>

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
			strategy on community information sharing			<i>to adopt the amended draft plan.</i>
7	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.	Mayor	Her Worship the Mayor advised Deputy Mayor Cassin has agreed to Chair the West Coast Wilderness Trail Working Group going forward.	<i>A meeting of the new West Coast Wilderness Trail Working Group has been set for 19 June 2025. The Terms of Reference will be adopted at this meeting.</i>
8	27.03.25	Scope of Works for Hokitika Airport	Definition of the scope of works for the Hokitika Airport required.	Acting Group Manager District Assets		<i>Regional Infrastructure Fund – Hokitika Airport Upgrade report to be discussed at the 29 May 2025 Council meeting.</i>
9	27.03.25	Council briefing on the Hokitika Airport	Briefing to be organised.	Mayor		<i>Regional Infrastructure Fund – Hokitika Airport Upgrade report to be discussed at the 29 May 2025 Council meeting.</i>
10	27.03.25	Letters of Expectation for Westroads Limited and Destination Westland Limited	Circulate the letters to the Chairs of the CCOs.	Chief Executive		Letters were circulated to the Chairs of both Destination Westland Limited and Westroads Limited on 28 March 2025. <i>This item has been completed and can be removed from the list.</i>

Item No.	Date Added	Item	Action	Officer	Current Status	Date and Next Steps
11	27.03.25	Draft Infrastructure Strategy and Draft Activity Management Plans		Asset Strategy & Development Manager		Council directed staff to undertake consultation with the community alongside the 2025–2034 Long Term Plan. <i>This item has been completed and can be removed from the list.</i>
12	27.03.25	Draft Consultation Document and Draft Long Term Plan 2025-2034		Chief Executive		Council directed staff to undertake consultation with the community on the Draft Consultation Document and Draft Long Term Plan 2025-2034. <i>This item can be removed from the list.</i>
13	17.04.25	Hokitika Racecourse Development		Chief Executive	Discussion on either a monthly or quarterly report being provided to the Council.	<i>A quarterly update is to be provided to the Council.</i>

Moved Cr Burden, seconded Cr Davidson and **Resolved** that the updated Action List from the Chief Executive be received and items 3, 10, 11 and 12 be removed from the list.

7. NGĀ TĀPAETANGA PRESENTATIONS
Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – April 2025**

The Finance Manager stated she took the Financial Performance Report for 30 April 2025 as read and advised that the purpose of the report is to provide an indication of the Council's financial performance for the month to 30 April 2025.

Topics discussed:

- The focus for the end of April report was on financial forecasting and expected year end results. Time has been spent with budget managers reviewing their expectations of where activity costs would be by year-end. The report was compiled using data available at the time.
- The Financial Performance report showed total revenue of \$28.3 million, total expenditure of \$31.40 million, resulting in a total deficit of \$3.11 million.
- Key variances related to Land Transport grant funding, non-cash swaps, emergency road maintenance, audit costs for the Long Term Plan and the demolition of racecourse stand costs.
- There are other adjustments that may need to be made at year-end that are difficult to forecast. For example, last year's annual report included a \$6.1 million impairment due to weather events.
- Finance department confident they will close the deficit to \$1.1 million for year end from the \$3.11 million presently identified for the end of April.
- Processes are being put in place to make forecasting of the New Zealand Transport Agency costs and cost recovery smoother and easier to understand going forward.
- Finance Manager and/or Group Manager District Assets to report back to Council on the variance to Capital Expenditure relating to 'Facilities and Leisure Services – Other' referred to on page 52 of the report.
- The increase in rate arrears should settle by the next instalment.
- The Chief Executive explained that Group Managers are aware of accountability around budgets. The organisation is reviewing the financial reporting process with a view to improved communication and transparency to Councillors and ratepayers.

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the Financial Performance Report for 30 April 2025 be received.

- **Regional Infrastructure Fund – Hokitika Airport Upgrade**

Her Worship the Mayor spoke to this item and went through some queries that Cr Gillett had raised.

The Group Manager District Assets spoke to the Regional Infrastructure Fund – Hokitika Airport Upgrade report and provided Councillors with a copy of the Hokitika Airport Resilience Project Report Number 1.

Topics discussed:

- The Hokitika Airport Upgrade project consists of a \$16.4 million update to the Hokitika Airport delivered through a \$9.8 million suspensory loan from the Regional Infrastructure Fund (FIF) and \$6.6 million from Development West Coast.
- The Hokitika Airport upgrade was selected due to its strategic importance to the region's connectivity, safety and emergency response capability essential to the West Coast's resilience and economic wellbeing.

- The approved scope includes resurfacing the main runway with asphalt, upgrading runway lighting to energy-efficient systems, establishing emergency backup power and extending the starter extensions to improve operational safety and flexibility.
- The project is now in a pre-implementation phase with a dedicated governance group comprising representatives from Council and Destination Westland Ltd to oversee delivery. A Principal Representative has been appointed to act on the Council's behalf, ensuring the project is delivered in line with funding agreements, technical requirements and community expectations. Regular updates will be provided to the Council throughout the project.
- Construction is scheduled to begin in late 2025 with work staged to minimise disruption to airport users and emergency services.
- Forecast costs were initially much larger but reduced based on the rationale on costings completed.
- Confirmation that Council owns the title of the Hokitika Airport.
- Council will be responsible for any cost overrun, however a healthy financial contingency is in place to allow for inflation, engineering expenses and/or delays.
- The project is due to commence in spring which coincides with the start of the busy tourist season. It is understood the upgrade work to be undertaken will not affect scheduled flights and will have minimal disruption to other airport users such as emergency crews.
- The airport runway upgrade is not solely for the purpose of increased capacity. It is also about safety and resilience for users and the community.
- Concerns were raised by Cr Phelps that the project is an overinvestment in the airport infrastructure with a poor return and questions whether revenue will cover the costs to maintain the new infrastructure long term.
- There are a multitude of gains of having a functional runway to sectors such as domestic and general aviation, the health sector, tourism sector, local businesses large and small and the social impact, not just economics.
- The airport upgrade hopes to address AirNZ cancellations caused by issues with lighting and the poor quality of the present runway.
- Her Worship the Mayor acknowledged the work of all of those involved in the Airport Update project.

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

- 1.1. That the report be received.
- 1.2. Council endorses the preferred option to resurfacing the main runway with asphalt, upgrading runway lighting to energy-efficient systems, establishing emergency backup power, and extending the starter extensions to improve operational safety and flexibility.
- 1.3. Council notes that the project is fully funded through a \$9.8 million suspensory loan from the RIF and a \$6.6 million suspensory loan from Development West Coast, with no cost to Council or ratepayers.
- 1.4. Council confirms the governance and delivery arrangements, including Council's oversight role through the project governance group and the appointment of a Principal Representative to manage delivery on Council's behalf.
- 1.5. Council requests that regular updates be provided to Council throughout the delivery phase to ensure visibility of progress, risks, and outcomes.

Cr Phelps recorded his vote against item 1.2 above.

- **Council Headquarters**

The Chief Executive spoke to the report.

- The overarching reason the report has come before the Council is because the Council Headquarters building is classified as being earthquake-prone and under the government legislation, it needs to be remediated by 11 June 2032 or Council Staff must relocate to another building.
- Option 3 is proposed which is to demolish Pakiwaitara Building at 41 Weld Street, and build a new Council Headquarters, which was previously declined, be put forward as a viable option for consideration with a caveat that a more suitable building in size and design be built.
- A budget be allocated up to the value of \$5,000 for design work so a thorough report can come back to Council for consideration.
- Chief Executive is content to bring together all options mentioned in the report including the Government House option.
- A definitive decision on the Council Headquarters needs to be made but to do this Council first needs to have a detailed report assessing the four options on the table.

Moved Cr Burden, seconded Cr Davidson and **Resolved** that the Council Headquarters report be received.

- **West Coast Regional Waste Minimisation and Management Plan – Update and Adoption**

The Group Manager District Assets spoke to the report and provided an update on the current and future waste and recycling services.

Topics discussed:

- Central Government has withdrawn the food waste collection obligation.
- District Assets staff will be working to improve the communication with the public.
- Kerbside glass collection is coming under contract, which is positive for the community.

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

- 1.1. Receive the report.
- 1.2. Adopt the amended Draft Waste Minimisation and Management Plan .
- 1.3. Instruct staff to review current waste and recycling information available. Undertake to improve knowledge to the community. This would include publicising the difference in service provision between the various communities and why. Work with incumbent and new waste management contractors to align services where possible across the whole district in a cost-effective manner. Work with central government agencies to improve service provision and maximise financial support.

- **Readoption of Terms of Reference – Consenting and Compliance Committee**

The Chief Executive spoke to the report and advised that the Terms of Reference had previously been seen by Council, where amendments were made (shown as highlighted text in document) and are now back to Council for readoption.

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

- 1.1. The report be received.
- 1.2. The Council adopt the amended Terms of Reference for the Consenting and Compliance Committee.

- **Administrative Resolution**

The Council is required to confirm its Seal being Affixed to the following documents:

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that Council confirm its Seal being affixed to the following documents:

Warrant of Appointment – Andrew Gilmore, Enforcement Officer

Andrew Gilmore as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

Warrant of Appointment – Ayush Yadav, Noise Control Officer

Ayush Yadav as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- 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
- A Ranger pursuant to Section 8 of the Impounding Act 1955
- 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

Warrant of Appointment – Kathryn Ogilvie, RMA Compliance Officer

Kathryn Ogilvie as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- 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

• Late Agenda Item – Administrative Resolution

The Council is required to confirm its Seal being Affixed to the following documents:

Moved Cr Manera, seconded Cr Burden and **Resolved** that Council confirm its Seal being affixed to the following documents:

Warrant of Appointment – Jason Warden, Noise Control Officer

Jason Warden as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

To act in the Westland District as:

- 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
- A Ranger pursuant to Section 8 of the Impounding Act 1955
- 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.

Warrant of Appointment – Adonijah Squires, Noise Control Officer

Adonijah Squires as an Authorised Officer with various functions, powers, duties and discretions pursuant to the following Acts:

- To act in the Westland District as:
- 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
- A Ranger pursuant to Section 8 of the Impounding Act 1955
- 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

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

Moved Cr Baird, seconded Cr Neale 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 2.15 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 – 17 April 2025	Good reason to withhold exists 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.	Confidential Minutes – Risk and Assurance Committee – 28 February 2025	Good reason to withhold exists 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.	Road Legalisation, Kaniere Cycleway and Property Access – Unbudgeted Expenditure Approval	Good reason to withhold exists 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.	Blue Spur Water Treatment Plant (Hokitika), Chlorine Gas Upgrade – Contractor Approval	Good reason to withhold exists 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.	Remuneration Review	Good reason to withhold exists 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)
6.	Proposed Property Sale at Fox Glacier	Good reason to withhold exists 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, 5	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 4, 6	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))
2	Avoid prejudice to measures protecting the health or safety of members of the public.	(S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public	(S.7(2)(e))
2, 5	Maintain the effective conduct of public affairs through:	(S. 7(2)(f))
	(iii) The protection of such members, officers, employees, and persons from improper pressure of harassment	
2, 5	Maintain legal professional privilege; or	(S. 7(2)(g))
2, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
1, 2, 3, 4, 5, 6	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S.7(2)(i))
1, 2, 4	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Davidson, seconded Cr Baird 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 3.42 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 26 JUNE 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.43 PM

Confirmed by the Council at their meeting held on 26 June 2025.



Mayor Helen Lash
Chair

Date: 26 June 2025

CONFIRMED