



# 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 JUNE 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 Deputy Mayor Cassin.

### 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 (via Zoom), Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai (via Zoom)

### NGĀ WHAKAPAAHA APOLOGIES

Cr Davidson.

Moved Cr Manera, seconded Cr Gillett and **Resolved** that the apology from Cr Davidson be received and accepted.

### STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Group Manager District Assets; M. Waters, Community Services Manager; E. Rae, Strategy and Communications Advisor (via Zoom); D. Maitland, Executive Assistant; N. Sinclair, Senior Administrator.

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

C. Nabben, Financial Accountant; A. Paulsen, Asset Strategy and Development Manager; M. Schumacher, Technology Infrastructure Officer.

#### Also in attendance for part of the meeting:

Biddy Manera, Ross Goldfields Information and Heritage Centre and Captain Max Dowell QSM.

**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 Neale 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.

**CONFIDENTIAL - Ernst and Young Closing Report for the Audit of the 2025-34 Long Term Plan**

- i) **The reason the item is not on the agenda is:**  
The report was not received in time to be included on the agenda.
- ii) **The reason why the discussion of the item cannot be delayed until a subsequent meeting is:**  
It is the close out for the Long Term Plan which must be adopted by 30 June 2025.

**WITHDRAWAL OF AGENDA ITEM**

In accordance with section 9.9 of Council Standing Orders, the following item has been withdrawn from the agenda.

- **Hokitika Pool Repair.**

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

**Ordinary Council Meeting Minutes – 29 May 2025**

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on **29 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 Ordinary Council Meeting Minutes of 29 May 2025.

**Extraordinary Council Meeting Minutes – 4 June 2025**

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that the Minutes of the Extraordinary Council Meeting held on **4 June 2025** be confirmed as a true and correct record of the meeting.

**The Chair approved** their digital signature be added to the confirmed Extraordinary Ordinary Council Meeting Minutes of 4 June 2025.

**Minutes to be received from Standing Committees:**

Nil

**6. ACTION LIST**

The Chief Executive went through the Action List as follows:

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	Business case for the scope of work after structural analysis and report.	April 25	Group Manager District Assets		This item to be reported back to the July Council Meeting.
2.		Pakiwaitara Building, 41 Weld Street, Hokitika	Options to be reported back to Council at the 26 June Ordinary Council meeting.			Council resolved on the 22 May 2025 to put the Pakiwaitara Building on the market 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.	This item to be reported back to the July Council Meeting.

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
3.	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.	<i>The Hokitika Museum Trust Working Group met on 1 July 2025.</i>  The draft Terms of Reference (or Trust Deed) to be brought back to the 24 July 2025 Council meeting for full Council consideration ahead of formally establishing a Trust.
4.	28.11.24	Hokitika CBD Strategy	Working Group to be established	May 25	Group Manager District Assets	This process is currently underway. <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>	A meeting of the Hokitika CBD Strategy Group was held on Tuesday 10 June 2025.  Further meeting outcomes will be reported back to Council.
5.	27.03.25	West Coast Wilderness Trail	A further meeting of the Working Group to be scheduled and Terms of Reference	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	A meeting of the West Coast Wilderness Trail Working Group was held on 27 May 2025 where the draft Terms

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
			to be tabled at a future Council meeting for adoption.			future Council meeting.	of Reference were discussed.  The Terms of Reference will be agreed upon at the next meeting to be held in early July with the exact date to be confirmed.
6.	27.03.25	Scope of Works for Hokitika Airport	Definition of the scope of works for the Hokitika Airport required.		Group Manager District Assets	Her Worship the Mayor instructed the Acting Group Manager District Assets to provide the Chair of the CCO Oversight Committee with a definition of the scope of works funded for the Hokitika Airport.	<b><i>This item has been completed and can be removed from the list.</i></b>
7.	17.04.25	Hokitika Racecourse Development			Chief Executive		A quarterly update is to be provided to the Council at the 24 July Council meeting.
8.	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.	There was a request for a round table meeting to discuss those issues raised regarding Lake Kaniere. A roundtable discussion will be scheduled in

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							July and reported via the Chief Executive's Quarterly report to Council on 24 July.
9.	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 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.</p> <p>Chief Executive suggested a review of the isite brief be widened to include the contributing services of the isite to the tourism experience for Westland.</p> <p>Chief Executive gave thanks to the isite staff on the excellent work they do to represent the Council</p>

Item No.	Date Added	Item	Action	Completion Target Date	Officer	Current Status	Date and Next Steps
							and the community.

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

1. The updated Action List be received and item 6 be removed from the list.

## 7. NGĀ TĀPAETANGA PRESENTATIONS

### • **Cybersecurity Training**

The Technology Infrastructure Officer provided a Powerpoint presentation as follows:

#### Topics covered:

- Cybersecurity training for staff is important for the organisation.
- 59% of New Zealand businesses had a cyber-attack in 2024.
- 91% of incursions started with a phishing email.
- Council has partnered with KnowBe4 platform to deliver cybersecurity awareness training and testing.
- Training is mandatory for everyone that has a Council mailbox including Elected Members, Staff and volunteers.
- The training courses are kept up to date with current exploit methods.
- The training course is 45min in duration, with a likely 15min refresher course undertaken annually.
- Initial tests before training showed a click-rate of 25% that reduced to only 4% post training, demonstrating the effectiveness of cyber training.

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the presentation from the Information Technology Officer be received.

### • **Totara Bridge Petition**

Biddy Manera, Ross Goldfields Information and Heritage Centre was in attendance for this part of the meeting. Ms Manera presented a petition to Council to have the Totara Rail Bridge listed with Heritage New Zealand.

#### Topics covered:

- Seeking Council's support to list the historic Totara Rail Bridge with Heritage New Zealand. Council are the legal owners of the bridge.
- Signed petition from people locally, throughout New Zealand and abroad.
- The West Coast Wilderness Trail, via the Totara bridge, supports the economy of the township of Ross.
- Group Manager District Assets to work with Heritage New Zealand to clarify the requirements or constraints of the bridge becoming listed in liaison with B. Manera and the Save The Historic Totara Rail Bridge group.

Moved Cr Gillett, seconded Cr Neale and **Resolved** that Council receive and accept the petition from the Save The Historic Totara Rail Bridge Group to have the Totara Bridge listed with Heritage New Zealand.

- **History of Hokitika Headquarters**

Captain Max Dowell QSM spoke to this item.

Topics covered:

- Council Headquarters Building.
- Pioneer Monument.
- Hokitika port.
- Fox Moth.
- Stafford Cemetery.
- Surf rescue.
- Cass Square Cenotaph.
- Tambo.
- Ross Swimming Pool.

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the verbal presentation from Captain Max Dowell QSM be received with thanks.

## 8. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Infrastructure Strategy and Activity Management Plans Adoption**

The Asset Strategy and Development Manager spoke to this item.

Topics discussed

- The new Hokitika Gorge Bridge is not included in the current plan, this will be included in the review in two years.

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

- 1.1 The report be received.
- 1.2 Council adopt the 2025/26 – 2054/55 Infrastructure Strategy and Activity Management Plans.

*The following agenda items were taken out of order to the Agenda papers:*

- **2025-34 Long Term Plan Adoption**

Moved Deputy Mayor Cassin, seconded Cr Manera and **Resolved** that the discussion on the Long Term Plan Adoption and Rates Resolution items be moved to after the Public Excluded Ernst and Young Closing Report for the Audit of the 2025-34 Long Term Plan.



- **Financial Performance**

The Financial Accountant and L. Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

Topics covered:

- Total revenue of \$32.82 million, total expenditure of \$34.38 million with a deficit of \$1.56 million.
- Key variances included Land Transport grant funding, non-cash swaps, emergency roading maintenance, audit costs for the Long Term Plan and demolition of the racecourse stand.
- The finance team have met with budget managers to review their predicted activity costs by year-end. The report was compiled using data available at the time.

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

- 1.1 The Financial Performance Report for 31 May 2025 be received.

- **Deed of Transfer Functions Under the Resource Management Act 1991**

The Chief Executive spoke to this item.

- Subsequent information had become available that was not included in the report and there needs to be a change process to ensure Council has done realignment. This item will be brought back to Council in due course.

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the Noting Paper for the Deed of Transfer Functions Under the Resource Management Act 1991 be withdrawn.

- **Chief Executive Credit Card**

The Group Manager, Corporate Services and Risk Assurance spoke to this item.

- Currently, the procedure around expenses is that the Chief Executive pays the expense and reclaims through Laserfiche by providing receipts of items purchased.
- The Chief Executive proposed to provide a quarterly reconciliation report to track usage back to Council.

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

- 1.1 The report be received.
- 1.2 Council approve a credit card for the Chief Executive for business use with a credit limit of \$5,000.
- 1.3 Council approve the updated wording in the Sensitive Expenditure Policy to include the provision of a credit card for the Chief Executive.
- 1.4 Council direct staff to update the wording in the Delegations Manual to include the provision of a credit card for the Chief Executive.

- **Westroads Ltd Statement of Intent**

The Group Manager Corporate Services and Risk Assurance spoke to this item.

Topics covered:

- All obligations under the Local Government Act have been met.
- An amendment will need to be made to the report (page 118) to advise that Peter Cuff has retired as a Director.

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

- 1.1 The report be received.
- 1.2 Council adopt the Westroads Ltd Statement of Intent 2026, with the amendment of Directorship showing Peter Cuff as retired.
- 1.3 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.

- **Destination Westland Ltd (DWL) Statement of Intent 2026**

The Group Manager, Corporate Services and Risk Assurance spoke to this item.

Topics covered:

- All obligations under the Local Government Act have been met.
- M. Tacon will fill the role of Chair as C. Gourley will finish at the end of June 2025.

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

- 1.1 The report be received.
- 1.2 Council adopt the Destination Westland Ltd Statement of Intent 2026.
- 1.3 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.

**9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI**

**RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Moved Cr Manera, seconded Cr Phelps 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 2.35 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 29 May 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.	Confidential Minutes – Extraordinary Council Meeting 4 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)
3.	Risk 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.	South Westland Waste Management Contract	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.	Land and Property Review	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.	Future Maintenance Delivery Services – West Coast Wilderness Trail	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)

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
7.	Remuneration Review (this item was withdrawn from the agenda.	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)
8.	Ernst and Young Closing Report for the Audit of the 2025-34 Long Term Plan.	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, 5, 7	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1, 2, 4, 6, 8	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))
5, 7	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))
7	Maintain legal professional privilege; or	(S. 7 (2)(g))
1, 2, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	(S. 7(2)(h))
4, 7	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S.7(2)(i))

<b>1, 2, 3, 7</b>	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S.7(2)(j))
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Moved Cr Gillett, 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 3.34 pm.

Reconvened to the Public Section of the meeting at 3.36pm.

- **2025 – 2034 Long Term Plan Adoption**

The Strategy and Communications Advisor spoke to this item.

Topics covered:

- Burial costs at the Hokitika Cemetery.
- Destination Hokitika Rate.
- Westreap Cactus Youth Programme.
- Rates strike at 13.2%, up from 12.9%.
- Jackson Bay Wharf.
- Alternative route to Ross on West Coast Wilderness Cycle Trail.

It was acknowledged of the extensive work all of the Council staff put into producing the Long Term Plan.

Moved Cr Manera, seconded Cr Neale and **Resolved** that the report be received, with the following amendments:

- 1.1 Council adopts the Revenue and Financing Policy as part of the Long Term Plan.
- 1.2 Council adopts the Westland District Council Long Term Plan 2025 – 2034 and directs that it be made available to the public, subject to the following amendments:
  - I. Hire fees for the Carnegie Gallery be amended to read \$100.00 per week rather than \$1,000.00 per week (page 31).
  - II. Cemetery Charges. Muslim burial charges be amended to read base cost of a new grave plus additional costs incurred (page 41).
  - III. Subdivisions 2-5 lots to read \$1,340.00 (page 44).

Cr Manera left the meeting at 3.47 pm, and returned 3.50 pm.

- **Rates Resolution 2025-2026**

The Group Manager Corporate Services and Risk Assurance spoke to this item.

- There may be slight changes to the rating database up until the 30 June 2025.

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

- 1.1 The report be received.
- 1.2 Council adopts all the rates described and quantified in the Rates Resolution 2025-26 in the Report to Council.

- 1.3 Council instructs the Chief Executive to strike the rates for the year ended 30 June 2026 in accordance with the Long Term Plan 2025/2034.

*Cr Gillett recorded his vote against the motion.*

**MEETING CLOSED AT 4.20 PM**

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 JULY 2025 AT 1.00 PM  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by the Council at their meeting held on 24 July 2025.

**Mayor Helen Lash  
Chair**

**Date: 24 July 2025**