ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD AT LAZAR PARK HALL, 147 HALL STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 1 OCTOBER 2026 COMMENCING AT 1.00 PM

The Council Meeting was recorded and posted on the Westland District Council YouTube Channel.

1. KARAKIA TĪMATANGA
OPENING KARAKIA

The opening Karakia was led by Her Worship the Mayor.

2. MEMBERS AND APOLOGIES

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

NGĀ WHAKAPAAHA
APOLOGIES

Apologies were received from Deputy Mayor Burden.

Moved Councillor Munns, seconded Councillor Gillett and **Resolved** that the apology from Deputy Mayor Burden be received and accepted.

Staff Present
B. Phillips, Chief Executive; S. Lewis, Chief Financial Officer; E. Bencich, General Manager District Assets; L. Webster, General Manager Regulatory and Compliance; D. Maitland, Quality Assurance Manager; R. Parekh, Principal Communications Advisor; S. Hewett, Governance Administrator.

Also in attendance for part of the meeting via Zoom:
David Ward, Chair, Risk and Assurance Committee

3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST

There were no Conflicts of Interest noted at the meeting on any items on today's agenda.

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE
URGENT ITEMS NOT ON THE AGENDA

Nil.

5. PUBLIC FORUM

Nil.

6. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS TO BE CONFIRMED

The minutes of the Ordinary Council Meeting held on 27 August 2026 were tabled for adoption.

Moved Councillor Martin, seconded Councillor Gillett and **Resolved** that:

1. The Minutes of the Ordinary Council Meeting held on 27 August 2026 be confirmed as a true and correct record of the meeting.

The Chair approved that her digital signature be added to the confirmed Council Meeting Minutes.

7. ACTION LIST

The Chief Financial Officer provided an update to Council on the action list as follows:

Item	Action
Lake Kaniere Water Quality	This item will be updated at the 29 October 2026 Council Meeting.
Freedom Camping	A report on Freedom Camping Bylaw options will be presented to Council in October.
Kumara Endowment Fund	An update will be provided to Council at the 29 October 2026 Council Meeting.
Changes to staff numbers	The Chief Executive informed Council that the report was ready however would be better presented alongside a report on Core Services of Council to come to the 29 October 2026 Council Meeting.

Moved Councillor Martin, seconded Councillor Gillett and **Resolved** that the updated Action List be received.

8. NGĀ TĀPAETANGA
PRESENTATIONS

Nil.

9. MAYOR'S REPORT

Her Worship the Mayor provided a report on the activities undertaken since the last report to Council.

Council suggested that the information within the report should be better communicated to the public to show the community what events and meetings the Mayor has attended each month. The Chief Executive offered to take the feedback back to staff to explore the best ways that this could be achieved.

Question raised about when information on the Franz Josef Plan would be seen by Council to which the Mayor informed the Council that preliminary discussions are still underway with Central Government and other key stakeholders but will provide an update at the following Council meeting on progress.

Moved Councillor Manera, seconded Councillor Martin and **Resolved** that the report from Her Worship the Mayor be received.

10. CHIEF EXECUTIVE'S UPDATE

The Chief Executive (CE) gave a verbal update to Council on the status of the headquarters at 36 Weld Street, highlighting the following:

- Following changes to legislation regarding Earthquake Prone buildings, the Chief Executive requested that staff have all Council-owned buildings reassessed, starting with 36 Weld Street.
- A previous assessment conducted in 2021 rated 36 Weld Street at 34% New Building Standard (NBS) however, the new assessment showed a result of 25%NBS.
- The CE decided to take the temporary action of moving all staff out of the building, most of whom are working from home, while more detailed engineering analysis is done.
- The Business Continuity Plan has been enacted to ensure that there is no lapse in Council services.
- A report will come back to Council with options for Council to consider once the engineering report is complete.

Moved Councillor Munns, seconded Councillor Gillett and **Resolved** that the verbal report to Council be received.

10. PŪRONGO KAIMAHI
STAFF REPORTS

10.1 Risk and Assurance Chair's Report

The Independent Chair of the Risk and Assurance Committee, David Ward, was in attendance for this part of the meeting via audio-visual link and spoke to the report.

The following items were highlighted:

- The Chair acknowledged the work that the Committee has achieved to date, both staff and elected members sitting on the committee.
- A summary of the work that the Committee has undertaken so far this year.
- The previous Committee meeting focussed on the review of a series of Council policies that have recently been updated, taking an approach of 3 key questions:
    - Why does the policy exist?
    - Does it need to exist?
    - How often should it be reviewed?

Moved Councillor Martin, seconded Councillor Gillett and **Resolved** that:

1. The report be received.

10.2 Customer and Community Conduct and Communications Policy

The Independent Chair of the Risk and Assurance Committee, David Ward, spoke to the report providing a summary to Council on the policy and why it was developed and highlighting the following:

- Community Conduct and Communications Policies are not uncommon in Council's across the country and this was drafted based off Local Government New Zealand Templates.
- The policy promotes guidelines for interactions and defines conduct considered acceptable, does not prevent them nor impede the complaint process.
- If no policy is in place there is nothing that can be managed or controlled by either the public or staff. Having a policy would also open up the process to regular review.

Councillors raised concerns that they haven't seen evidence that the policy is required and worry that it might be used to silence members of the community and would therefore like further work done on the wording of the policy.

The Chief Executive and the Chair of the Risk and Assurance Committee agreed to look at the policy further but requested that those Councillors who do have concerns submit them by End of Day Tuesday, 6 October to be discussed at the Risk and Assurance Committee meeting being held on 8 October 2026.

Moved Councillor Mackenzie, seconded Councillor Maitland and **Resolved** that:

1. The report be received.
2. The policy be brought back for review at the next Risk and Assurance Committee meeting following further feedback submitted to the Independent Chair.

10.3 Sensitive Expenditure Policy
The Chief Financial Officer spoke to the report, noting that this policy has been reviewed by the Risk and Assurance Committee before coming to Council and merges four existing policies into one. It was also explained that all sensitive expenditure is reviewed by SLT once per month and relates to values totalling less than $10,000 per annum.

Moved Councillor Manera, seconded Councillor Martin and **Resolved** that:
1. The report be received.
2. Council adopts the revised Sensitive Expenditure Policy.

10.4 Councillors Allowance Policy
The Chief Financial Officer spoke to the report, noting that the policy has been updated to reflect new allowance figures set by the Remuneration Authority.

Moved Councillor Manera, seconded Councillor Mackenzie and **Resolved** that:
1. The report be received.
2. Council adopts the amended Elected Members' Allowances Policy.

10.5 Treasury Management Policy
The Chief Financial Officer spoke to the report, noting that this policy has also been reviewed by the Risk and Assurance Committee and highlighted the following:

- This policy merges two previously existing policies into one.
- Staff are working on the basis that the Council's water debt will be transferred to the new Water Council Controlled Organisation (CCO) on the 1st of July 2027.
- Current policy only allows up to $10 million to be held by a single institution; this would be increased to $15 million in the new policy. This prevents the need for Council to open new bank accounts once the $10 million threshold is exceeded, as is currently the case.
- Under the Local Government Funding Agency (LGFA) all councils are guarantors to each other's debt.
- The policy can be amended through the Long Term Plan process.

Moved Councillor Gillett, seconded Manera and **Resolved** that:
1. The report be received.
2. Council adopts option 1 and agrees to the merger of the Investment Policy and the Liability Management Policy into the Treasury Management Policy and accepts the proposed amendments as follows:
    a. Under the Liability Management section, Liquidity and Funding Risk Control Limits, add the following sentence: "Where the non-compliance relates specifically to Local Water Done Well matters, the breach is accepted, and retrospectively reported to Council."
    And;
    b. Under the Counterparty Credit Risk section, the matrix guide amount relating to NZ Registered Bank maximum exposure has been increased from $10m to $15m, allowing Council sufficient room to hold reserves for proposed capital works while not requiring Council to engage with additional counterparties.

10.6 Finance Report
The Chief Financial Officer spoke to the report noting the following:

- Council are currently undergoing the audit process for the Annual Report, nothing of note has been brought to staff's attention so far.
- No significant variance from budget at this stage of the year.
- $1.4 million rate debtor - this is higher than previous years however, staff noted that this is largely due to the increase in rates rather than an increase in community members who are unable to make payments.
- There has been a 30% increase in rates rebates from central government, showing an increase in awareness of the availability of the rates rebate scheme attributed to increased efforts by staff to communicate this to the community.

Council requested more information in future reports on capital projects expenditure and forecasts for the year.

Moved Councillor Mackenzie, seconded Councillor Walker and **Resolved** that:
1. The report be received.

10.7 Dog Control Policy and Practices Report
The General Manager Regulatory and Compliance spoke to the report highlighting the following:

- Council has seen a reduction in service requests which coincides with an increase in the number of people adopting the doggone programme.
- Staff still play a role in education to prevent further incidents after a dog is returned to its owner through the doggone programme.
- Council has received positive feedback from the community on the dog control officer and programme of work.

Moved Councillor Gillett, seconded Munns and **Resolved** that:
1. The report be received.
2. Council adopts the Annual Dog Control Policy and Practices Report.

11. ADMINISTRATIVE RESOLUTIONS

The following Officers were presented to Council to be considered for warrant of appointments:

RMA Compliance Officer Megan Kenny	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.
Animal Control and Compliance Officer Gavin Reginald John Bird	To act in the Westland District as: • An Authorised Officer Pursuant to s 174 of the Local Government Act 2002; AND • An Enforcement Officer Pursuant to s 177 of the Local Government Act 2002; AND • An Enforcement Officer pursuant to s 38 of the Resource Management Act 1991; AND

	• A Dog Control Officer pursuant to S 11 of the Dog Control Act 1996; AND • A Dog Ranger pursuant to S 12 of the Dog Control Act 1996; AND • A Deputy Poundkeeper pursuant to S 9 of the Impounding Act 1955; AND • A Litter Control Officer under s 5 of the Litter Act 1979; AND • Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer. • 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. • Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger. • Authority pursuant to the Impounding Act 1955 to carry out the powers and duties of a Deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act. • Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position. • Authority pursuant to the Dog Control Act 1996: o a. To seize and remove a dog pursuant to Section 15 o b. To classify a dog as dangerous pursuant to Sections 31 and 33ED; o c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED; o d. To require a menacing dog to be neutered pursuant to Section 33EB; o e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and o f. To return a dog to its owner pursuant to Section 70 • 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.

Moved Councillor Mackenzie, seconded Councillor Gillett and **Resolved** that Council confirms to its seal being affixed to the warrant of appointments as presented above.

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

Moved Councillor Gillett, seconded Councillor Munns 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 2.30 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 27 August 2026	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.	Hokitika Wastewater Treatment Plant	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.	Livingstone Street Stormwater Mains Tender	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	Protect information where the making available of the information:		(S.7(2)(b))
	(i)	would disclose a trade secret; and	
	(ii)	would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.		(S.7(2)(h))
3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);		(S.7(2)(i))
3	Prevent the disclosure or use of official information for improper gain or improper advantage.		(S.7(2)(j))

Moved Councillor Walker, seconded Councillor Martin and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed. Accordingly, the meeting went back to the open part of the meeting at 4.04 pm.

MEETING CLOSED AT 4.04 PM

Next Ordinary Council Meeting – 29 October 2026
TBC Hokitika and via Zoom

Confirmed by:

Mayor Helen Lash **Date: 29 October 2026**
Chair