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 27 AUGUST 2026 COMMENCING AT 1.00 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel, and presentations were made available on the Council Website.

1. KARAKIA TĪMATANGA
OPENING KARAKIA

The opening Karakia was led by Kaiwhakahaere Tumahai.

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 Councillor Walker, who will be arriving late, and Chief Executive (CE) Barbara Phillips, noting that Chief Financial Officer Stephen Lewis is Acting CE for this meeting.

Moved Deputy Mayor Burden, seconded Councillor Maitland and **Resolved** that the apology from Councillor Walker and the Chief Executive be received and accepted.

Staff Present
S. Lewis, Chief Financial Officer and Acting CE; E. Bencich, General Manager District Assets; S. Hewett, Governance Administrator.

Staff Present for Part of the Meeting
L. Webster, General Manager Regulatory and Compliance; D. Maitland, Quality Assurance Manager; K. Jackson, Transportation Manager; R. Parekh, Principal Communications Advisor.

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

Paul Elwell-Sutton spoke to council regarding the Westland District Council's procurement policy and requested that it be reviewed to explicitly include a clause preventing council from entering into contracts with any company listed on the UN Human Rights Office's list of businesses involved in the occupation of the West Bank.

It was stressed by council that it is not the role of local government to get involved in international relations matters.

Councillor Maitland requested that further discussion on the matter be had at a future meeting.

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

The following minutes were tabled for adoption:

- **Council Meeting Minutes - 23 July 2026**
- **Extraordinary Council Meeting Minutes - 3 August 2026**

Moved Councillor Manera, seconded Deputy Mayor Burden and **Resolved** that:

1. The Minutes of the Ordinary Council Meeting held on 23 July 2026 be confirmed as a true and correct record of the meeting.
2. The Minutes of the Extraordinary Council Meeting held on 3 August 2026 be confirmed as a true and correct record of the meeting subject to the following amendment to the wording of the 5th resolution:
    a. "Council notes that if Council approves the recommendation" **be changed to** "If approved, Council will".

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

COMMITTEE MINUTES TO BE RECEIVED

- **Risk and Assurance Committee Minutes - 7 May 2026**

Moved Councillor Martin, seconded Councillor Manera and **Resolved** that the Minutes of the Risk and Assurance Committee meeting held on 7 May 2026 be received.

7. ACTION LIST

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

Item	Action
Lake Kaniere Water Quality	A report was presented to Council at the 3 August 2026 meeting. Next steps: staff to request that the West Coast Regional Council investigate further into septic tank management in the area.
Freedom Camping	A report on Freedom Camping Bylaw options will be presented to Council in October.
Kumara Endowment Fund	A report was presented to Council at the 3 August 2026 meeting. Next steps: staff to progress to next stage of work, establishing the historical Kumara Borough boundary.
Westroads Ltd – Statement of Intent	The Statement of Intent was presented to and adopted by Council at the 3 August 2026 meeting and can now be closed.
Changes to staff numbers	A report will be presented to Council at September's Council meeting.

Moved Councillor Martin, seconded Deputy Mayor Burden and **Resolved** that the Action List be received and the item relating to the Westroads Ltd Statement of Intent be removed from the action list.

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, noting the Long Term Plan (LTP) engagement with communities, the findings of which will be presented to Council at the next LTP Workshop. A summary of discussions had at the previous Te Tai Poutini Plan meeting was also provided to Council.

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

10. PŪRONGO KAIMAHI
STAFF REPORTS

10.1 Westroads Limited - Statement of Intent

The following were in attendance and spoke to the Statement of Intent from Westroads Limited:

- Mark Rogers (Chair)
- Rob Caldwell (Deputy Chair)
- Clark Butcher (Chief Executive Officer)

The following items were highlighted:

- Westroads Ltd are currently conducting a values refresh.
- Director Ross Pickworth's tenure with the board concludes at the November Annual General Meeting.
- A Health and Safety review will be taking place over the next 6 months, incorporating any changes to legislation.
- Financial performance was tracking at acceptable levels until the end of January; however, as costs rose, tenders began to decrease. Tenders are now starting to trend back to regular volumes.

Moved Councillor Manera, seconded Deputy Mayor Burden and **Resolved** that:

1. The report be received.
2. Council adopt the Westroads Limited Statement of Intent 2027.
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.

10.2 Lake Kaniere Water Quality Testing Report

The General Manager District Assets introduced Jonny Horrox, Principal Scientist, West Coast Regional Council, who was in attendance for this item to speak to the water testing process.

Results showed E. Coli levels were well under dangerous levels, and between the months of November to March Lake Kaniere is tested weekly; however Council asked that more work be done to investigate the age and condition of septic tanks in the area.

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

1. The report be received.

2. Council directs staff to send a letter to Mr Paul Breeze on the results of the report.
3. Council directs staff to request further reporting from West Coast Regional Council on septic tank management in the area.
4. Council directs staff to notify the Board of Coast Waters of this issue.

10.3 Amended Delegations Manual

The Chief Financial Officer spoke to the report summarising the amendments suggested in the manual, noting the following additional amendment:

- Position title change from "Asset Strategy and Development Manager" to "Asset Management Specialist".
- Keep the original delegated amount for this role at $50,000.

Council raised concerns about the addition of another staff credit card, requesting that the limit be reduced from $5,000 to $2,500 to reduce risk.

Moved Deputy Mayor Burden, seconded Councillor Munns and **Resolved** that:

1. The report be received.
2. Council adopt the amended Delegations Manual with the following changes:
    a. Add Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 200 with a $100,000 per item limit to the Chief Financial Officer, General Manager Business Enablement, General Manager District Assets, and General Manager Regulatory and Compliance.
    b. Reduce the delegated authority of the Strategy and Transformation Manager from $50,000 per item to $10,000 per item.
    c. Add the Civil Defence Controller as a new delegated officer with Contractual Authority for emergency expenditure when a Local State of Emergency has been declared under the Civil Defence Emergency Act 2002 with a $100,000 per item limit.
    d. Change the title of the Asset Strategy and Development Manager to Asset Management Specialist.
    e. Add a Business Visa Card for the Mayor's Taskforce for Jobs Employment Navigator with a credit limit of $2,500.
    f. Remove the section related to Elected Members' Expenses as this is covered by Council's policy on Elected Members' Allowances
3. Council requests that expenses incurred during a local state of emergency be reported back to council.

10.4 Dangerous, Affected and Insanitary Buildings Policy

The General Manager Regulatory and Compliance spoke to the report, noting the following:

- Council is required to have a policy on this which should be reviewed every 5 years.
- The current policy is overdue for review, however this does not mean the previous policy is considered to be lapsed.
- Ministry of Business, Innovation and Employment guidelines have changed since the current version of the policy.
- Only used by Council on rare occasions, with only 4 buildings being identified under the policy in the past 3 years.
- A change in the policy will be required to go through a statutory public consultation process.

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

1. The report be received.
2. Public consultation be undertaken in accordance with the requirements of the Building Act 2004.
3. Council approves the updated Dangerous, Affected and Insanitary Buildings Policy for public consultation.

10.5 Projects and Carry Forwards 2026/27 Update
The Chief Financial Officer spoke to the report which follows on from the provisional numbers provided to, and approved by, council in a report by the same name in June, these numbers have now been updated with the actual numbers in this report.

Moved Councillor Mackenzie, seconded Deputy Mayor Burden and **Resolved** that:
1. The report be received.
2. Council approve the updated carry forward of funds for the projects itemised in the Updated Carry Forward 2026/27 Report.

At 3:00 pm Council agreed to delay the break until the end of the open section of the meeting.

10.6 Kumara Endowment Fund
The Chief Financial Officer spoke to the report, summarising the legal advice received on the Kumara Endowment Fund.

Council suggested that the next step will be determining the historic boundaries of the Kumara Borough at the time of the creation of the Endowment and that any use of the Fund going forward will need to some agreeance from the community.

Officers recommended that once the boundary is determined, it would be better for residents to tell council what they want to use the fund for and then advice is sought on that specific use and whether it falls within the terms of the agreement, noting that any change to the legal document would require ministerial approval.

Moved Councillor Maitland, seconded Councillor Mackenzie and **Resolved** that:
1. The report be received.
2. Council direct staff to proceed to the next stage of work, establishing the Kumara Borough boundary.

10.7 Havill Drive - Declaration of Private Drain as Public Drain
The General Manager District Assets, and the Transportation Manager spoke to the report.

Moved Councillor Walker, seconded Deputy Mayor Burden and **Resolved** that:
1. The report be received.
2. Council notes the statutory public notice requirement under section 462 of the Local Government Act 1974 has been satisfied by this report being placed before Council through the public meeting process.
3. Council declares the specified private drain through Lot 11 DP 338147 Blk X Waimea SD at Havill Drive to be a public drain in accordance with section 462 of the Local Government Act 1974.
4. If the drain is subject to a registered Private Drain Certificate under section 461 of the Local Government Act 1974, Council's Chief Executive notifies Land Information New Zealand so the relevant title records can be updated to show that the drain has become public.

Councillor Maitland abstained from voting.

Electoral System
The Quality Assurance Manager and the Principal Communications Advisor spoke to the report, noting that on 24 August 2023 Council resolved to continue using the First Past the Post (FPP) electoral system for the 2025 and 2028 triennial elections.

Council must make a decision by 12 September 2026 if it wishes to change the electoral system for the next two triennial elections, to be held in 2028 and 2031.

Alternatively, Council may choose to make no decision, in which case the current electoral system will remain in place until it is changed by either a Council resolution or a poll of electors. However, public notice of electors' right to demand a poll must be published by 19 September 2026.

Moved Councillor Manera, seconded Councillor Munns and **Resolved** that:

1. The report be received
2. Council continue to use the First Past the Post Voting System for the 2028 and 2031 local elections.

Councillor Maitland and Councillor Gillett voted against the motion.
Councillor Mackenzie abstained from voting.
Motion was carried 5 - 2.

11. ADMINISTRATIVE RESOLUTIONS

Nil.

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

Moved Her Worship the Mayor, seconded Deputy Mayor Burden 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 3.25 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 23 July 2026 - Ordinary Council Meeting 25 June 2026 - Risk and Assurance Committee Meeting 7 May 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.	Loan Agreement	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.	Major Contractor Hokitika Airport	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	Protect the privacy of natural persons, including that of deceased natural persons		(S.7(2)(a))
1, 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	
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.		(S.7(2)(h))

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 4.08 pm.

MEETING CLOSED AT 4.08 PM

Next Ordinary Council Meeting – 24 September 2026
Council Chambers, 36 Weld Street, Hokitika and via Zoom

Confirmed by:

Mayor Helen Lash **Date: 24 September 2026**
Chair