



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 18 DECEMBER 2025 COMMENCING AT 1.03 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 Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

B. Phillips, Chief Executive; E. Bencich, General Manager District Assets; S. Lewis, Chief Financial Officer; D. Maitland, Quality Assurance Manager; N. Martin, Governance and Communications Officer; T. Suchanek, Senior Administrator.

Staff present for part of the meeting:

Lee Webster, General Manager Regulatory and Compliance.

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

There were no urgent items to be added to the agenda.

The following item was taken out of order to the agenda paper:

8. NGĀ TĀPAETANGA PRESENTATIONS

- **Lez Morgan – Waste Minimisation**

Mr Morgan requested an update following the waste minimisation submissions and asked about the position regarding waste minimisation when it comes to events, i.e. Wildfoods and the limited size of Butlers Landfill, and asked that Council look to the future when it comes to waste.

- Her Worship the Mayor instructed the Chief Executive to bring a report back to Council in the New Year regarding waste management.

- **Lynette Beirne – Taxi Shuttle Service**

Ms Beirne spoke regarding the taxi shuttle service and improving transport options in Westland District, including a vehicle based in Hokitika to cover South Westland and Hokitika.

- Cr Mackenzie advised that he would discuss this matter with Nelson Coachlines.
- Her Worship the Mayor advised that she has discussed this matter with Hato Hone St John.
- Ms Beirne advised that she would look to organising a public meeting in the New Year to undertake a comprehensive engagement process.

5. NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS TO BE CONFIRMED:

- **Ordinary Council Meeting Minutes – 27 November 2025**

Moved Cr Walker, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 27 November 2025 be confirmed as a true and correct record of the meeting.

Her Worship the Mayor approved that her digital signature be added to the confirmed Ordinary Council Meeting Minutes of 27 November 2025.

6. ACTION LIST

The Chief Executive spoke to the Action List.

Item No.	Date Added	Item	Action	Current Status	Date and Next Steps
1.	26.08.21	Council Headquarters, 36 Weld Street / Pakiwaitara Building, 41 Weld Street, Hokitika	Business case for the scope of work after structural analysis and report. Options to be reported back to Council at	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) Demolish and rebuild on the Pakiwaitara site.	The intention is that the community will be provided with information once preparatory work has been completed by the end of November 2025. The Chief Executive advised that work was progressing. They were waiting on further information relating to the new policies on

Item No.	Date Added	Item	Action	Current Status	Date and Next Steps
			the 26 June Ordinary Council meeting.	ii) To occupy the Hokitika Government Building.	<p>earthquake strengthening and would report back in February 2026.</p> <p>Kw Madgwick requested an update be provided on the status of assessing earthquake-prone public and private buildings in the district, particularly St Mary's Catholic Church. The Chief Executive would provide an update at the December Council meeting.</p>
2.	26.09.24	Hokitika Museum Trust Board Formation	Information regarding the formation of a Trust Board	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.	A report was being prepared by the new General Manager, Business Enablement who will liaise with Kw Madgwick before being presented to Council.
3.	28.11.24	Hokitika CBD Strategy	Working Group to be established.	<p>This process is currently underway.</p> <ul style="list-style-type: none"> Community parking questionnaire closed 20 December 2024. Review current feedback and hold further workshops from February 2025. 	The remit of the Hokitika CBD Strategy Group may widen to include Kumara and Franz Josef townships.
4.	17.04.25	Hokitika Racecourse Development			A quarterly update was on the agenda for the 27 November 2025 Council meeting.
5.	22.05.25	Lake Kaniere	Request for a round table meeting to discuss issues at Lake Kaniere.	Various items relating to Lake Kaniere were raised at the 22 May 2025 Extraordinary Council Meeting.	A noting paper was on the agenda of the 27 November 2025 Council meeting.

Item No.	Date Added	Item	Action	Current Status	Date and Next Steps
6.	22.05.25	Hokitika Westland isite		Councillors discussed the costs for the isite and West Coast Wilderness Trail at their meeting on the 22 May 2025.	A paper to be provided to the new Council for consideration in February or March 2026.
7.		Lake Kaniere		Meeting to be organised with local Iwi, Lake Kaniere Community Organisation, West Coast Regional Council and Mr P. Breeze.	Round table meeting is required. A paper to be prepared for the February 2026 Council meeting to help inform the conversation.
8.		Terms of Reference		Consenting and Compliance Committee	Noting that all Committees are disestablished at the time of the local body elections. A new paper to be prepared for Council with a refreshed Terms of Reference.

Moved Cr Maitland, seconded Cr Martin and **Resolved** that the updated Action List be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Westland Industrial Heritage Park**

Bob Gaiger, President and Mark Pizey, Committee Member, representatives of the Westland Industrial Heritage Park attended the meeting and provided background information relating to the setting up of the Westland Industrial Heritage Park Inc, and advised they conserve and maintain items of cultural interest, are a registered charity, receive funding from entities, are an industrial museum, registered with Te Papa as a Museum, also the Hokitika Branch of the Mens Shed Organisation, and the entire collection is the property of Council.

A five year Building Maintenance Plan was tabled for Councillors information.

The organisation has a Memorandum of Understanding with Council which is out of date.

- *Councillors are invited to visit the Industrial Park in the New Year.*
- *A round table meeting be undertaken with the Council's Chief Financial Officer and interested parties and what the contribution could be from Council.*

- **Tim Cadogan, Engagement Specialist, and Jim Graham, Principal Science Advisor, Water Services Authority, Taumata Arowai**

Mr Cadogan and Mr Graham from the Water Services Authority, Taumata Arowai attended the meeting via Zoom and provided a presentation for Council regarding safe water every day for everyone. Taumata Arowai was formed as a consequence of the Havelock North water situation

which resulted in a contamination of a water supply. The presentation outlined getting the basics in place and multi-barrier protection, water treatment options and the purpose of exemptions.

- *Representatives to be invited to come back to a future Council meeting early in the New Year.*

Cr Maitland left the meeting at 1.58 pm and returned at 2.02 pm.

Cr Manera left the meeting at 1.57 pm and returned at 2.02 pm.

Kw Madgwick left the meeting at 2.02 pm and returned at 2.06 pm.

9. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Report**

The Chief Financial Officer spoke to the report and advised that the purpose of the report was to provide an indication of Council's financial performance for the month to 30 November 2025.

Kw Madgwick left the meeting at 2.38 pm and returned at 2.39 pm

Moved Cr Manera, seconded Cr Mackenzie and **Resolved** that the Financial Performance Report for 30 November 2025 be received.

- **Confirmation of Appointments to Community Committees and Organisations**

The Chief Executive spoke to the report and advised that the purpose of the report is to confirm Council appointments to committees, community organisations, liaison roles, and other appointments for the 2025-2028 Triennium.

Moved Cr Manera, seconded Cr Maitland and Resolved that the committee structure be confirmed subject to the following amendments:

Local Waters Done Well

- Addition of Cr Gillett to the Committee.
- Remove Cr Maitland from the Committee.

Te Tai o Poutini Plan (TPPP)

- Addition of Her Worship the Mayor

Liaison Roles with Community Organisations

- Liaison roles with community groups and organisations will be reviewed after one year.

Central Business District Working Group

- **Hokitika Ward Councillor**
Addition of Cr Walker

- **Adoption of Terms of Reference for Committees and Subcommittees**

The Chief Executive advised that the purpose of the report is for the Council to adopt the Terms of Reference and appointment of members for the Chief Executive's Review Committee, Council Controlled Organisation Oversight Subcommittee, Risk and Assurance Committee, Hokitika Wastewater Treatment Plant Project Oversight Subcommittee, and the Tenders Subcommittee.

1.1 That the report be received.

1.2 That the Council adopts the Terms of Reference for the following Committees and Subcommittees:

Standing Committees

- Chief Executive's Review Committee
- Council Controlled Organisation Oversight Committee
- Risk and Assurance Committee

Subcommittees

- Hokitika Wastewater Treatment Plant Project Oversight Subcommittee.
- Tenders Subcommittee with the addition of Cr Mackenzie to the Subcommittee.

Noting that a full Council paper is required for the January or February 2026 Council meeting to enable the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee to be dissolved.

- **Manatu Whakaaetanga Partnership Agreement**

The Chief Executive spoke to this report and advised the purpose of the report is to present the agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio (together known as Poutini Ngāi Tahu) and Westland District Council -Te Kahui o Poutini.

A previous partnership agreement was established in 2018 for a three-year term, which expired in 2021. The agreement was renewed from 27 June 2024 to 27 June 2027. It is now timely to align the agreement with the local authority election cycle; therefore, the proposed renewal period is 18 December 2025 to 18 December 2028.

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

- 1.1. That the report be received.
- 1.2. That Council confirms the Manatu Whakaaetanga partnership agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio, together known as Poutini Ngāi Tahu and Westland District Council -Te Kahui o Poutini for the 2025-2028 Triennium.

- **Hokitika Racecourse Street Names**

The Facilities and Property Manager spoke to the report and advised that the purpose of the report is to seek approval for names of the newly formed roads at the Hokitika Racecourse Crestview Development.

Park Street and Dalton Street have been extended, and there are two newly formed roads that need to be named.

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

- 1.1 The report be received.
- 1.2. Council approve the naming of the 2 newly formed roads at the Hokitika Racecourse Crestview Development as Keenan Place and Steward Lane as per the drawing attached as Appendix 1 to the agenda.
- 1.3 The Road Naming Policy be reviewed.

- **Responsible Freedom Camping Bylaw Update**

The General Manager Regulatory and Compliance advised that the purpose of the report is to provide Council with an overview of the work undertaken to date and to provide an update regarding the Responsible Freedom Camping Bylaw and a proposed timeline for 2026.

Kw Madgwick advised that the areas below had previously been identified to be excluded:

- Bruce Bay
- Arahura
- Toilets at Cass Square

Moved Cr Martin, seconded Cr Gillett and **Resolved** that the Information Paper regarding Responsible Freedom Camping be received.

*Moved Cr Gillett, seconded Cr Maitland and **Resolved** that the meeting be extended past the two-hour break at 2.30 pm.*

- **Proposed Alcohol Restriction Bylaw 2026**

The General Manager Regulatory and Compliance advised that the purpose of the report is for Council to consider the proposed Alcohol Restriction Bylaw 2026 for public consultation.

The previous Alcohol Control Bylaw 2018 was not reviewed within the legislative timeframe, resulting in the bylaw being revoked in July 2025 in accordance with the Local Government Act 2002.

Councillors discussed Map B on Page 97 with regard to the Alcohol Ban Area and the General Manager Regulatory and Compliance advised he will check on the proposed boundary.

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

1.1 That the report be received.

1.2 That Council approves the proposed Alcohol Restriction Bylaw 2026 for public consultation.

The General Manager Regulatory and Compliance then provided clarification for Councillors with regard to the District Licensing Committee and advised that the Committee is independent of Council, and in January 2026, staff will be calling for expressions of interest for the Committee, then there will be a committee that comes to Council on proposed appointments to the committee.

- **Her Worship the Mayor's Monthly Update to Councillors**

Her Worship the Mayor provided a verbal update on activities she had been involved in and tabled a summary to Councillors for their information.

Moved Cr Walker, seconded Cr Maitland and **Resolved** the Mayor's report as tabled be received.

10. ADMINISTRATIVE RESOLUTIONS

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

- **Warrants of Appointment –**

<p>Bethan Dickens Noise Control Officer</p>	<p>STATUTORY DELEGATIONS AND ENFORCEMENT</p> <p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • 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.
<p>Quentin Jay Building Control Officer</p>	<p>STATUTORY DELEGATIONS AND ENFORCEMENT</p> <p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • 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.

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

Moved Cr Gillett, seconded Cr Maitland 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 3.52 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 November 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)

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
2.	Land Disposal	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.	Director Remuneration	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.	Appointment of Independent Chair – Risk and Assurance Committee	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, 4, 5, 6	Protect the privacy of natural persons, including that of deceased natural persons	(S.7(2)(a))
1	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, 3	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 the protection of such members, officers, employees, and persons from improper pressure or harassment.	(S.7(2)(f))

Item No.	Interest	Section
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(S. 7(2)(h))
1	Prevent the disclosure or use of official information for improper gain or improper advantage.	(S.7(2)(j))

Moved Cr Manera, seconded Deputy Mayor 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 5.13 pm.

MEETING CLOSED AT 5.13 PM

**DATE OF THE NEXT ORDINARY COUNCIL MEETING – 29 JANUARY 2026 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

Her Worship the Mayor
Chair

Date: 29 January 2026