



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 25 JANUARY 2024 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 read by Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members	Cr Cassin (Deputy Mayor)	
	Cr Burden	Cr Neale
	Cr Davidson	Cr Baird
	Cr Gillett	Cr Manera
	Cr Phelps	
Iwi Representatives	Kw Madgwick	Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Nil.

ABSENT

Nil.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory Planning and Community Services; L. Crichton, Group Manager: Corporate Services Risk & Assurance; S. Baxendale, Group Manager District Assets; D.M. Maitland; Executive Assistant and Council Secretary, E. Rae, Strategy and Communications Advisor (via Zoom).

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams.

The following amendment to the Interest Register was made; Deputy Mayor Cassin, removal of West Coast Sports Award Trust.

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

There were no urgent items of business not on the Council Agenda.

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

The Minutes of the previous meetings were circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 14 December 2023**

Moved Deputy Mayor Cassin, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 14 December 2023 be confirmed as a true and correct record of the meeting.

The Chair approved that their digital signature be added to the confirmed Council Meeting Minutes of 14 December 2023.

MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:

- Nil.
 - A request was made that the Community and Civic Awards including the Citizenship Ceremonies be held outside of the Ordinary Council Meetings.

6. ACTION LIST

Simon Bastion, Chief Executive spoke to the action list as follows:

Pakiwaitara Building and Council Headquarters –	About to issue contracts for Geotech work on these buildings which will be undertaken in the near future. A review has been undertaken on the Council Headquarters building with regard to healthy building status. The report shows some elevated levels, some spores and some Co2, these levels are not outside of critical. This information will be presented to staff. If upgrades are to proceed on either building the next step is to have design drawings prepared. The current status is to keep the buildings weather tight and minor maintenance work.
Hokitika Racecourse Development –	A list of costs has been prepared for the consultancy work.

**7. NGĀ TĀPAETANGA
PRESENTATIONS**

Nil.

**8. PŪRONGO KAIMAHI
STAFF REPORTS**

- **Chief Executive’s Quarterly Report**
Simon Bastion, Chief Executive spoke to the report.

Charlotte Bradley-Peni, Westland Workforce Coordinator, Mayors Taskforce for Jobs provided a presentation on the Mayors Taskforce for Jobs.

Topics covered included –

- Statistics
- Taramakau to Haast
- Support offered to:
 - Youth 16 – 24 YO
 - Other adults at risk in the labour market
 - Employers offering jobs to youth
 - Whanau and family caregivers
- YEP, career expos, training, study nights and other community events
- MSD investment since 2020: \$1.975m
- MSD investment 23/24: \$325,000.00
- Total number of outcomes: 294
- 2023/24 outcomes: 35 / 38
- Youth not in employment: 30
- Staff: 2.4FT

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

1.1. That the Quarterly Report from the Chief Executive dated 25 January 2024 , including the update from the Westland Workforce Coordinator be received.

- **Financial Performance – 31 December 2023**

Cody Nabben, Graduate Accountant spoke to the report.

Moved Deputy Mayor Cassin, seconded Cr Neale and **Resolved**:

1.1. That the Financial Performance Report dated 31 December 2023 be received.

- **Performance Measures for Long Term Plan 2024-2034**

Emma Rae, Strategy and Communications Advisor spoke to the report.

With the change in legislation to revert back to current LGA around 3 waters, the assumption at this point in time is that the measures won't change, however the measures under the LGA that have been set as mandatory are different from the measures that are reported to the water regulator. This potentially may result in a change within those measures prior to the final plan being adopted.

The animal control activity has requested an amendment to the proposed measure that currently reads –

“99% of known dogs registered by 30 June each year” as follows;

“100% of know dogs registered or infringed for failure to register by 1st of September each year”

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

1.1. That the report be received.

1.2. That Council adopt the amended performance measures as notified above, for inclusion in the Draft Long Term Plan 2024-2034.

9. ADMINISTRATIVE RESOLUTIONS

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

- **Warrants of Appointments**

<p>David LOUW</p>	<p>Warrant of Appointment - Enforcement Officer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and • an Enforcement Officer under the Westland District Council Bylaws; and • a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and • an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and • an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and • an Engineer under the Water Supplies Protection Regulations 1961; and • a Ranger under Sections 8, 10 of the Reserves Act 1977; and • an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and • an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and • an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008.
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<p>Yolanda KNOETZE</p>	<p>Warrant of Appointment - Alcohol Licensing Inspector</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • Licensing Inspector pursuant to s.197 Sale and Supply of Alcohol Act 2012. • Enforcement Officer pursuant to s.38 – Resource Management Act 1991. • Authorised Officer pursuant to s.332 and s.333 – Resource Management Act. • Authorised Officer pursuant to s.174 – Local Government Act 2002. • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act. • Inspector and Authorised Officer to enforce Westland District Council Bylaws.
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED
(to consider and adopt confidential items)**

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that Council move into the Public Excluded Section at 2.06 pm and thanked everyone in attendance and the viewers watching online.

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 – 14 December 2023	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	Administrative Resolution – Hokitika Airfield Deed of Sublease	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	Organisation Change Proposal	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.	Westland Holdings Limited (WHL) 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)
5.	Hokitika Racecourse Development	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
1, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons.

		Section 7(2)(a))
1, 4, 5	Protect information where the making available of the information: (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.	Section 7(2)(b))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
3	Protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
3, 4	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.	Section 7(2)(f)
5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

Moved Cr Neale, seconded Cr Gillett 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 4.20 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 22 FEBRUARY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.20 PM

Confirmed by the Council at their meeting on 22 February 2024.

Mayor Helen Lash
Chair

Date: 22 February 2024.