



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, 30 JANUARY 2025 COMMENCING AT 1 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 read by Kw Tumahai.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps (via zoom)
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett (via zoom)
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Nil.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator; M. Waters, Community Services Manager; L. Truman, Finance Manager (part of the meeting).

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

The Interest Register has been updated as follows:

- Deputy Mayor Cassin removed –
 - Hokitika Touch Rugby
 - Kiwi Rugby Football Club
 - Community Organisation Grant Scheme

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 Meeting were circulated.

• **Ordinary Council Meeting Minutes – 17 December 2024**

Moved Cr Baird, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Ordinary Council Meeting held on 17 December 2024 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 17 December 2024.

6. ACTION LIST

Barbara Phillips, Chief Executive spoke to the Action List and provided the following updates:

No.	Item	Update
1	Pakiwaitara Building	Consultation will be carried out as part of the (Long Term Plan) LTP.
2	Council Headquarters	Taking a comprehensive look at options for Council Headquarters, a wider look than just the current building. This will come to Council in April for consideration.
3	Lower Hokitika Gorge Swing Bridge	Completion is still on target for February 2025. Staff will have discussions with the Department of Conservation staff regarding a soft launch for the opening and what this may look like.
4	Hokitika Museum Trust Board Formation	A report will be provided to Council at the March meeting.
5	Department of Conservation – Feral Cats	A representative from the Department of Conservation will be at the March meeting of Council to discuss this. This is understanding options on how to address the feral cat population in Westland. Councillors wanted to ensure this does not involve 1080 poison.
6	Department of Conservation – Hokitika Gorge Lower Swing Bridge Ownership	Staff reviewed recordings and minutes; the Department of Conservation had said they would look into the bridge ownership, but it was not approved in the Department of Conservation Capital Planning. Ownership of the bridge sits with Council.
7	Carnegie Building Windows	Replacement of the windows will be put forward during the LTP budget meetings.
8	Hokitika Racecourse	The key messages and financials will be presented to Councillors in the Confidential section of this meeting as a discussion item.
9	Hokitika Central Business District (CBD) Parking Strategy	The Mayor is working on a list of attendees for the CBD Strategy workshop. Council will provide staff to do the work on this, but the ideas will come from the workshop group.

10	LTP Timeline	Council received a copy of this timeline.
11	Media Release – Lower Hokitika Gorge Swing Bridge	This item was completed and issued on the 20 December 2024.

Moved Cr Neale, seconded Cr Baird and **Resolved** that the updated Action List be received.

7. NGĀ TĀPAETANGA PRESENTATIONS
Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

• **Financial Performance – December 2024**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to provide an indication of Council's financial performance for the month to 31 December 2024.

- The essential services ratio is a statutory requirement. This is expected to be 100% but that target will likely not be met this year.
- Rates debtors are higher than this time last year but have improved on last month's figures. More ratepayers are moving to direct debits to spread the payments.
- Other expenses - \$225k emergency road maintenance. Councillors asked if this was a recoverable expense. Staff will investigate and provide a response at the February meeting.
- Fees and Charges – Waste disposal levy payments are \$47k over, this is due to higher than expected tourist numbers. Tourists generate, on average, 1-2kg of waste per person per day. This expense will likely increase each year as tourist numbers increase.
- Westroads Ltd have paid \$300k off their debt.
- The Freedom Camping grant should be received within the next few months.

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

1. The Financial Performance Report for 31 December 2024 be received.

• **Consenting and Compliance Committee - Terms of Reference**

Barbara Phillips, Chief Executive advised that this item had been removed from the agenda in accordance with Council's Standing Orders 9.9 –

"Withdrawal of agenda items. If justified by circumstances, an agenda item may be withdrawn by the Chief Executive. In the event of an item being withdrawn the Chief Executive should inform the Chairperson."

- The Chief Executive advised that the amended Terms of Reference needed to be refined and would be resubmitted to Council in March 2025, once the work has been completed.

• **Transfer of Grazing Permit Management – Hokitika Racecourse**

Marcus Waters, Community Services Manager spoke to this item and advised the purpose of this report was to seek approval for Council to take over the grazing agreement management of the Hokitika Racecourse from Destination Westland Limited.

- Destination Westland Ltd requested that Council takes over the management of the grazing agreements due to Council's involvement with the former Hokitika Racecourse.

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

1. The report be received.
2. Council transfer the management of the grazing permits from Destination Westland Ltd to Westland District Council as at 1 February 2025.

Cr Neale declared a conflict of interest and abstained from voting.

- **Updated Safer Westland Terms of Reference**

Marcus Waters, Community Services Manager spoke to this item and advised the purpose of this report was to provide an opportunity for Council to formally adopt the updated Safer Westland Coalition Terms of Reference.

- The Terms of Reference were contained as part of the Chief Executive's report in January 2024.
- Cr Neale, as Chair of the Committee invited other councillors to attend the meetings.
- Councillors and Iwi are to be invited to future Safer Westland Coalition meetings.

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

1. The report be received.
2. Council adopt the updated Safer Westland Coalition Terms of Reference.

- **Verbal Update on the West Coast Wilderness Trail Management Group**

Her Worship the Mayor gave a verbal update regarding the West Coast Wilderness Trail Management Group which included the following points:

- A workshop was held on 6 December 2024 which included Council staff, key stakeholders and Wilderness Trail Trust members.
 - This was to share information and hold discussions regarding the West Coast Wilderness Trail.
 - No decisions were made at the workshop
 - Discussions covered many areas including the Milltown Weirs, Mahinapua, Totara and the Wilderness Trail Trust.
 - As a result of the workshop a Terms of Reference (ToR) would be developed, and a management group formed.
 - The draft has been circulated to the attendees of the workshop.
- The group will report to Council.
- The ToR will come to Council to be approved once finalised.
 - Another meeting of the group will be held to reflect on the feedback of the draft ToR, then the ToR will be finalised.
 - This is a core foundation group and may expand over a period of time.
 - The intent is that the Wilderness Trail Trust will remain in place as will the Trail Manager position.

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

1. The verbal update from Her Worship the Mayor be received.

9. ADMINISTRATIVE RESOLUTION

Moved Cr Neale, seconded Cr Baird and **Resolved** that Council confirm its Seal being affixed to the following document:

- **Warrant of Appointment –**

ANIMAL CONTROL OFFICER – Shanelle Sampson	REPORTING TO – Group Manager Regulatory, Planning and Community Services STATUTORY APPOINTMENT 1. An Authorised Officer pursuant to Section 174 of the Local Government Act 2002
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	<ol style="list-style-type: none"> 2. An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002 3. A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996 4. A Dog Ranger pursuant to Section 12 of the Dog Control Act 1996 5. A Poundkeeper pursuant to Section 8 of the Impounding Act 1955 <p>STATUTORY DELEGATIONS AND ENFORCEMENT</p> <ol style="list-style-type: none"> 1. Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer. 2. Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger 3. Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act <p>DISCRETIONARY STATUTORY DELEGATIONS</p> <ol style="list-style-type: none"> 1. Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position. 2. Authority pursuant to the Dog Control Act 1996: <ol style="list-style-type: none"> a. To seize and remove a dog pursuant to Section 15 b. To classify a dog as dangerous pursuant to Sections 31 and 33ED; c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED; d. To require a menacing dog to be neutered pursuant to Section 33EB; e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; f. To provide information pursuant to Sections 35 and 35A; g. To sell, destroy or otherwise dispose of an impounded dog pursuant to Section 69; h. To implant a dog with a functioning microchip transponder in the prescribed manner or to verify that a dog has been implanted with a microchip transponder pursuant to Section 69A i. To authorise, or refuse, the return of a dog which has been removed under Section 56, 32, or 33E and retained in custody, pursuant to Section 70; j. To retain, or authorise the release of, a dog that is threatening the safety of the public pursuant to Section 71; and k. To exercise the powers and functions of Council pursuant to Section 71A 3. 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.
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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 Neale, seconded Cr Baird 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 1.35 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 – 17 December 2024	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.	Waste And Recycling Services – Contract 2024 / 25 / 01 – Tender Approval	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.	Briefing Paper regarding the Totara Bridge	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 District Library	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 Discussion	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	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))

2, 3, 4	Protect information where the making available of the information: (i) Would disclose a trade secret; or (ii) Would likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
1	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
2, 3, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S.7(2)(i))
2	Prevent the disclosure or use of official information for improper gain or improper advantage (S.7(2)(j))

Moved Cr Davidson, seconded Cr Manera 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 3.35 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 27 FEBRUARY 2025
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.35 PM

Confirmed by Council at their meeting held on the 27 February 2025.

Mayor Helen Lash
Chair

Date: 27 February 2025.