



# 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 23 NOVEMBER 2023 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 Her Worship the Mayor.

### 2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
<b>Members</b>		
	Cr Cassin (Deputy)	Cr Burden
	Cr Neale	Cr Davidson
	Cr Baird	Cr Manera
	Cr Gillett	Cr Phelps
	Kw Tumahai	Kw Madgwick

### 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.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams. The following amendment had been made to the Interest Register prior to the meeting:

Cr Neale  
Remove interest relating to Westland A & P Show.

### 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 – 26 October 2023**

Moved Cr Phelps, seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 26 October 2023 be confirmed as a true and correct record of the meeting.

- **Extraordinary Council Meeting Minutes – 31 October 2023**

Moved Cr Gillett, seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on 31 October 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 26 October 2023 and the Extraordinary Council Meeting Minutes of 31 October 2023.

### **MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:**

- **2 August 2023 – Risk and Assurance Committee Meeting**

Moved Cr Burden, seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 2 August 2023 be received.

- **17 August 2023 – Cycling and Walking Subcommittee Meeting**

Moved Cr Gillett, seconded Cr Neale and **Resolved** that the Minutes of the Cycling and Walking Subcommittee Meeting held on 17 August 2023 be received.

Kw Madgwick made reference to the representatives appointed to the Cycling and Walking Subcommittee Meeting and asked that we have a discussion going forward on the representation on Committees.

- **17 October 2023 – Extraordinary Risk and Assurance Committee Meeting**

Moved Cr Burden, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Extraordinary Risk and Assurance Committee Meeting of the 17 October 2023 be received.

## 6. **ACTION LIST**

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

- |   |   |
|---|---|
| 1. Pakiwaitara Building, 41 Weld Street Hokitika  | Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building. Geotech work for both buildings is also being progressed.                      |
| 2. Council Headquarters, 36 Weld Street, Hokitika | Both buildings are being assessed for healthy buildings.  |
| 3. Central Business District Maintenance          | Cr Baird, Cr Burden and the Operations Manager have walked around the Central Business District viewing proposed maintenance and a programme has been decided for plantings in the Central Business District. |

4. Hokitika Racecourse Development Project

Paul Zaanen, Josephs and Associates Ltd joined this part of the meeting via Zoom and spoke to the following:

- The ROI has been active for 2 weeks, with 2 further weeks till closure
- 48 companies have downloaded the information package via GETS
- No responses have been received yet – however expectation is these will begin to come through on Friday 24 November 2023.
- A briefing was held on Monday the 20<sup>th</sup> November 2023.
- Small attendance, however high aspiration shown by local West Coast Developer.
- Post closure of the ROI the working group will re-establish to work through assessment and criteria
- A community open day will be held at the Boys Brigade on the 9<sup>th</sup> December 2023 from 12 noon to 4.00 pm to begin engagement on Recreational opportunities on remainder of site
- A key stakeholder group meeting was held earlier in the month with good attendance and high levels of engagement for the evening.

Moved Cr Baird, seconded Cr Manera and **Resolved** that the updated Action List from the Chief Executive be received with the item relating to the Central Business District maintenance being removed.

7. **NGĀ TĀPAETANGA PRESENTATIONS**

• **Isaac Construction Ltd - Hokitika Cenotaph**

Arnold Louw, Regional Manager – West Coast, Isaac Construction Ltd provided a presentation on the Hokitika Cenotaph Strengthening that was undertaken.

Topics covered included:

- The deconstruction of the Cenotaph which started in April 2021.
- Designing the solution
- Constructing the new base
- Repairing the Hokitika Cenotaph components and reducing the weight
- Re-erecting the Hokitika Cenotaph.

*Her Worship the Mayor thanked Mr Louw for his presentation to Council.*

Moved Cr Burden, seconded Cr Baird and **Resolved** that the verbal presentation from Arnold Louw, Regional Manager – West Coast, Isaac Construction Ltd be received.

• **Enviroschools in Westland Update**

Lauren Kelley, Regional Coordinator and Laura Neale, Facilitator, Enviroschools provided a presentation and update on Enviroschools Vision which is to create a healthy, peaceful and sustainable world through learning and taking action together.

Topics covered included:

- Organisation model for the Enviroschools Programme
- Sustainability Actions
- Regional/Unitary Council Boundaries
- 8 Enviroschools in Westland District
- Enviroschools contribution to Council's Vision
- Waste Minimisation and Management
- Partnerships, Opportunities and Next Steps

Councillors instructed the Chief Executive to write to the Chief Executive, West Coast Regional Council urging the Council to become a partner agency of the Enviroschools Programme.

*Her Worship the Mayor thanked Ms Kelley and Mrs Neale for their presentation to the Council.*

Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved** that the presentation from Lauren Kelley, Regional Coordinator and Laura Neale, Facilitator, Enviroschools be received.

- **Transportation Update**

Karl Jackson, Transportation Manager provided a Transportation Update for November 2023.

Topics covered included:

- 2024-2027 National Land Transport Programme Bid
- What does a road cost to maintain?
- Asset Retreat and Levels of Service Changes – Roads/structures for consideration
- 2023-2024 Reseal List
- 2023-2024 Footpath Works Programme including renewals and maintenance.
- Jackson Bay Road Special Purpose Road and where to from here.
- Update on Parking in Hokitika, including campervan parking, coach parking and mobility parking.
- Regional Speed Management Plan Update noting that there will need to be a Council Workshop regarding this item.

*Her Worship the Mayor thanked Mr Jackson for his presentation to Council.*

Moved Cr Manera, seconded Cr Burden and **Resolved** that the presentation from Karl Jackson, Transportation Manager be received.

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **2022-2023 Annual Report for Westland Holdings Limited**

Jo Conroy, Chair, Westland Holdings Limited attended this part of the meeting via Zoom to present the 2022-2023 Annual Report for Westland Holdings Limited.

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

- 1.1. The report be received.
- 1.2. The Westland Holdings Ltd Annual Report 2022-23 be received and published to the Westland District Council Website.

- **Westland Holdings Limited – Review of Directors Fees**

Jo Conroy, Chair, Westland Holdings Limited advised the purpose of the report is to consider a review of the fees paid to the Directors of Westland Holdings Limited.

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

1.1. The report be received.

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

1.2. The fees for the Westland Holdings Directors be increased to \$39,087 for the Chair and \$27,605 for the Directors from 1 December 2023; and

1.3. The Director fees be assessed externally in 2024 if the current Governance structure is retained.

*Cr Gillett and Cr Phelps recorded their votes against the motion.*

- **Financial Performance – October 2023**

Cody Nabben, Graduate Accountant advised the purpose of the report is to provide an indication of the Council's financial performance for the month ending 31 October 2023 and provided an update on the grants paid in November 2023.

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the Financial Performance Report for the month ending 31 October 2023 be received.

- **Amendment to Adopted Council Vision**

Emma Rae, Strategy and Communications Advisor advised that the purpose of the report is to make a minor revision to the adopted Council Vision whereby the word "Region" should be replaced with the word "District" as this is a District Vision, not a Regional Vision.

Kw Madgwick asked that the Council include Manua Whenua in the revised Council Vision.

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

1.1. The report be received.

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

1.2. Council amends the Council Vision to read:

*By investing in our people, caring for the environment, respecting the Mana Whenua cultural heritage, and enabling investment, growth, and development we will enrich our district and the people that reside here.*

Moved Cr Neale, seconded Cr Burden and **Resolved** that in accordance with Standing Orders, the Council meeting continue past two hours without a break.

*The following items were taken out of order to the Agenda papers.*

**9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI**  
**RESOLUTION TO GO INTO PUBLIC EXCLUDED**  
(to consider and adopt confidential items)

Moved Cr Phelps, 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 3.03 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.	<p>Confidential Minutes – 26 October 2023</p> <p>Confidential Extraordinary Council Minutes – 31 October 2023</p> <p><b>Confidential Minutes to be Received:</b></p> <p>Confidential Risk and Assurance Committee Minutes – 2 August 2023</p> <p>Confidential Cycling and Walking Sub-Committee Minutes – 17 August 2023</p> <p>Confidential Risk and Assurance Committee Minutes – 17 October 2023</p>	<p>Good reasons to withhold exist under Section 7</p>	<p>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.</p> <p>Section 48(1)(a)</p>
2.	<p>Council Controlled Organisation (CCO) Review</p>	<p>Good reasons to withhold exist under Section 7</p>	<p>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.</p> <p>Section 48(1)(a)</p>

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:

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

Moved Cr Baird, seconded Cr Phelps 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 4.07 pm.

Apologies for this part of the meeting had been received from Cr Davidson, Cr Neale and Kw Madgwick.

Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved** that the apologies from Cr Davidson, Cr Neale and Kw Madgwick be received and accepted.

- **Local Government New Zealand Special General Meeting – Future of Local Government Position Paper**

Simon Bastion, Chief Executive advised the purpose of the report is to confirm the Council delegates to vote on the Future of Local Government Paper at the Special General Meeting of Local Government New Zealand to be held on Monday 11 December 2023.

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

1.1. The report be received.

- 1.2. Council endorse Her Worship the Mayor as Presiding Delegate to vote at the Special General Meeting of Local Government New Zealand Annual General Meeting on behalf of Westland District Council.

*The following items were taken out of order to the Agenda papers:*

- **Schedule of Meetings for 2024**

Simon Bastion, Chief Executive advised the purpose of the report is to provide a schedule of Ordinary Council, Committee and Subcommittee meetings, including Long Term Plan Workshops for 2024.

The following amendments were noted to the schedule:

- Addition of Thursday 23 May 2024 – Ordinary Council Meeting
- Confirmation of the December Ordinary Council Meeting being held on Tuesday 17 December 2024.

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

- 1.1. The report be received.
- 1.2. The Schedule of Ordinary Meetings Meetings for 2024 be adopted with the inclusion of a 23 May 2024 Council Meeting; and the Council Meeting for December 2024 be confirmed as Tuesday 17 December 2024.

- **Council Resolution to Change Land Designation – Ross Cemetery to Local Purpose (Public Cemetery) Reserve**

Erle Bencich, Operations Manager advised the purpose of the report is to resolve to designate Council-owned freehold land adjoining the Ross Cemetery as part of the Ross Cemetery grounds and suitable for burials.

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that:

- 1.1. The report be received.
- 1.2. Council resolve to declare the two land parcels being:  
Rural Section 1351, 1.6997ha, being all the land in Record of Title WS3A/925.  
Rural Section 1565, 2.3396 ha, being all the land in Record of Title WS3A/587.  
As Local Purpose (Public Cemetery) Reserve under Section 14 of the Reserves Act 1977.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 14 DECEMBER 2023  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 4.55 PM**

Confirmed by Council at their meeting on the 14 December 2023.

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**Mayor Helen Lash**  
**Chair**

**Date: 14 December 2023**