



EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON 7 JUNE 2023 COMMENCING AT 9AM

The Council Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members	Cr Cassin (Deputy Mayor)	
	Cr Baird (via zoom as connectivity allowed)	Cr Burden (via zoom for morning portion)
	Cr Davidson	Cr Gillett
	Cr Manera (joined for afternoon portion)	Kw Madgwick
	Cr Neale	Cr Phelps

NGĀ WHAKAPAAHA APOLOGIES

Cr Baird – connected to the meeting via zoom at various times due to connectivity issues

Cr Manera tendered his apologies for the morning portion of the meeting and attended in person for the afternoon.

Kw Tumahai

Moved Cr Neale, seconded Cr Phelps and **Resolved** that the apologies from Cr Baird, Cr Manera and Kw Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager, Community, Planning and Regulatory Services (for part of the Meeting due to being on Fire Duty); L. Crichton, Group Manager Corporate Services, Risk and Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; S. Johnston; Governance Administrator (via zoom); K. Jackson, Transportation Manager; E. Bencich, Operations Manager were both in attendance during deliberations

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council table. There were no changes to the Interest Register noted.

3. PŪRONGO KAIMAHI STAFF REPORTS

- **Hearing, Deliberation and Decisions on Submissions to the Draft Annual Plan 2023/2024**

Emma Rae, Strategy and Communications Advisor spoke to this item and advised that the purpose of this report is to receive and hear feedback from the community on the proposals in the Draft Annual Plan 2023/2024 (DAP), deliberate on the feedback and make decisions for the final Annual Plan 2023/2024.

The following members of the public were in the Council Chambers to speak to their submission:

Anthea-Rose Keenan
Diane Gordon-Burns
Anne Daniel
Gerard O'Malley
Don Neale
Fiona Thomson
Latham Martin
Rajnikant Patel (email read by Her Worship the Mayor)
Bruce Watson
Fiona Anderson
Melanie Anderson
Patrick Phelps
James Sutherland

The following people had requested speaking rights, but were unable to attend the meeting on the day:

Stuart Paul
Sonja Barker
Jose Watson
Greg Maitland
Bede O'Connor, Federated Farmers

Schedule of Verbal Submissions 7 June 2023

(All full submissions are available for viewing on the Westland District Council Website)

Submitters	Submission Number	Topics Spoken to:
Anthea-Rose Keenan	1	<ul style="list-style-type: none"> • Consultation and Engagement • Stafford Cemetery • Spending for Projects • Tabled extra information at the meeting. • Pakiwaitara Building
Diane Gordon-Burns	14	<ul style="list-style-type: none"> • Otira Toilets
Anne Daniel representing Westland Arts Incorporated, Westland Creative Fibre, WestREAP Art for Me Programme and the Hokitika Art Group.	15	<ul style="list-style-type: none"> • Fees & Charges for Carnegie Gallery • Requested an affordable rate be set for hire of the Gallery; and asked for consultation going forward.
Gerard O'Malley	17	<ul style="list-style-type: none"> • Otira toilets • Thanked the Elected Members and CE for visiting Otira as part of their Northern Ward induction.

		<i>Cr Baird connected to the meeting at 9.32 am.</i>
Don Neale	22	<ul style="list-style-type: none"> • Cass Square Charges • Waste Management Charges • Museum Funding Proposal • Exhibition Charges • Rates Increase • Coastal Hazards • Hokitika Racecourse
Fiona Thomson on behalf of Cement Lead Road Residents	24	<ul style="list-style-type: none"> • Cement Lead Road, Blue Spur– Sealing of road.
Latham Martin, President of Hokitika Lions Club	25	<ul style="list-style-type: none"> • 2 Requests for works to be undertaken at Lazar Park (Fencing and Drinking Fountain) • Toilets at Lazar Park; cleaning & maintenance • Westland Matariki Festival Grant Funding • Funding for maintenance for Hokitika CBD
Rajnikant Patel (email read out by Her Worship the Mayor)	31	<ul style="list-style-type: none"> • Cost of Living and Rates • 3 Waters • Fees and Charges • Otira Public Toilets
Don Neale on behalf of Bruce Watson & Hokitika Regent Theatre. Mr Neale tendered apologies from Bruce Watson and acknowledged the passing of John White who had been heavily involved in the Regent Theatre.	38	<ul style="list-style-type: none"> • Regent Theatre grant - inflation adjustment provided for in the AP

Councillors adjourned for morning tea at 10:45am and reconvened at 11:00am

Melanie Anderson; CEO from Destination Westland	46	<ul style="list-style-type: none"> • Jackson Bay – Health & Safety • Boat Trailer Car Parking • Boat Ramp • Noted that designs had already been completed at Council for a boat ramp at Jackson Bay.
Fiona Anderson	45	<ul style="list-style-type: none"> • Racecourse Development funding • Noted the Riding for the Disabled had been around for 10 years and serves a wide-ranging sector of the community.
Patrick Phelps	50	<ul style="list-style-type: none"> • Council Spending • Public Toilets - consider asking DoC to purchase a plot of land from

		Council and fund the toilet at Otira.
<i>Council adjourned for 5 minutes at 11:41am and reconvened at 12:15pm</i>		
James Sutherland – on behalf of Federated Farmers Members (via zoom)	40	<ul style="list-style-type: none"> • Rates / Rural Rates • Do not support 3 Waters Depreciation • Rural Rate Cap of 10% • Water Charges • Carbon Credits

Cr Manera attended the meeting at 12.25 pm.

Council adjourned for lunch at 12:30pm and reconvened the meeting at 1:07pm

Cr Burden was present in the Council Chambers for the afternoon portion of the Extraordinary Council Meeting to undertaken Deliberations.

DELIBERATIONS

Council deliberated on submissions received, and the decisions to the feedback from the Draft Annual Plan 2023 / 2024 and a copy of the analysis of all submissions are attached to the minutes as Appendix 5.

#	TOPIC	COUNCIL DECISION
1	<p>General Rates <u><i>This does not include any other rate types</i></u></p> <ul style="list-style-type: none"> • Removing funding of the 3 waters depreciation from the targeted rates only, reduces the rates of those properties that use the 3 waters services. • Properties that have not used or been charged for 3 waters services will not see a benefit as they were never paying towards those services so there was no cost to remove. <p>Option 5 is the preferred option of Council Staff: 20% UAGC with the Rural differential reduced from 1 to 0.95, and Rural Residential differential reduced from 0.75 to 0.7</p>	<p>Moved Cr Neale, seconded Cr Manera and Resolved that Council remove the 3 Waters Depreciation from the Rating.</p> <p>Cr Gillett and Cr Phelps recorded their votes against the motion.</p> <p>Moved Cr Cassin, seconded Cr Burden and Resolved that Council adopt the preferred Option 5: 20% UAGC with Rural differential reduced from 1 to 0.95, and Rural Residential differential reduced from 0.75 to 0.7.</p> <p>Cr Neale recorded her vote against the motion.</p>
2	<p>Otira Toilets</p> <p>Option 1 Build a permanent public toilet block and fund ongoing caretaking, cleaning, and maintenance</p>	<p>Cr Phelps removed himself from the Council table for this item and did not participate in the discussion and did not vote regarding this matter.</p> <p>Moved Cr Burden, seconded Cr Neale and Resolved that Option 1 be proceeded with – which is to build a permanent public toilet block and fund ongoing caretaking, cleaning, and maintenance.</p> <p>Cr Davidson and Cr Manera recorded their votes against the motion.</p>

		Discussions also to be held with Fulton Hogan, New Zealand Transport Association, Department of Conservation and KiwiRail regarding contributing/supporting the option of toilets in Otira.
3	Fees & Charges <ul style="list-style-type: none"> • Carnegie Gallery Fees and Charges • Hokitika Museum Entrance Fees • Venue Hire Rates 	Moved Cr Burden, seconded Cr Cassin and Resolved to maintain the 2022/2023 Fees and Charges for the Carnegie Gallery, Hokitika Museum, and Venue Hire rates and review charges during the Long-Term Plan process.
4.	<ul style="list-style-type: none"> • Council Chambers Hireage 	Moved Cr Burden seconded Cr Phelps and Resolved that the Council Chambers be removed from the fees and charges and the Council Chambers be unavailable for hire.
5.	<ul style="list-style-type: none"> • Swimming Pool Entry Fees 	Moved Cr Phelps, seconded Cr Neale and Resolved that the Hokitika Swimming pool maintains its current entry fees at 2022/2023 rate and that the entry fees be reviewed during the Long-Term Plan process.
6.	<ul style="list-style-type: none"> • Resource Management Fees 	Moved Cr Manera, seconded Cr Gillett and Resolved to support the increased costs within the Resource Management Fees.
7.	<ul style="list-style-type: none"> • Metered Water Rates 	Moved Cr Neale, seconded Cr Burden and Resolved that this submission is noted, and clarified that it falls under the 3 waters entity.
8.	<ul style="list-style-type: none"> • Increased fees for Supporting Sporting Facilities 	<p>Move Cr Gillett, seconded Cr Davidson and Resolved that Council accept the proposed charges.</p> <p>Cr Neale recorded her vote against the motion.</p>
<p><i>Moved Cr Cassin, seconded Cr Burden and Resolved that in accordance with Clause 4.2 of Standing Orders the meeting continue for more than 6-hours.</i></p>		
<p><i>Council adjourned for afternoon tea at 3pm and reconvened at 3:13pm</i></p>		
9	<ul style="list-style-type: none"> • Waste Management Charges. Increase in fee reflects cost recovery from users. 	<p>Moved Cr Manera, seconded Cr Burden and Resolved that the car disposal fee stay as is.</p> <p>Moved Cr Manera, seconded Cr Phelps and Resolved that the proposed fees & charges for septic discharge of waste be increased as per the fees and charges.</p> <p>Cr Davidson, Cr Gillett, and Cr Neale recorded their votes against the motion.</p>
10.	<ul style="list-style-type: none"> • Increase in Rates 	Submission noted and this topic had been dealt with in the Rates model.

11.	<ul style="list-style-type: none"> • Major Project Spending 	<p>Moved Cr Gillett, seconded Cr Burden and Resolved that the following items are noted and accepted as already committed to:</p> <ul style="list-style-type: none"> • Swimming Pool • Pakiwaitara • West Coast Wilderness Trail
	<ul style="list-style-type: none"> • Cass Square Playground & Skate Park 	<p>Moved Cr Neale, seconded Cr Burden and Resolved that Cass Square Playground is under scope with the Working Group and the Skate Park project can be deferred for discussion with Council at a future date.</p> <p>Cr Phelps abstained from voting on this matter.</p>
	<ul style="list-style-type: none"> • Museum & Carnegie 	<p>Moved Cr Cassin, seconded Cr Gillett and Resolved that the comments regarding the Museum Refurbishment and Digital interactive spending be noted; and that the comments regarding the Carnegie exterior upgrade also be acknowledged, noting the exterior work has been dealt to with the current repairs that are being done.</p> <p>Cr Phelps abstained from voting on this matter.</p>
<p><i>Cr Phelps left the meeting at 3.42 pm and returned at 3.43 pm.</i></p>		
12.	<ul style="list-style-type: none"> • Heritage Park Expenditure 	<p>Moved Cr Manera, seconded Cr Neale and Resolved to support the one-off funding that has been allocated to the Heritage Park. (\$80k to resolve sewage to main system and other deficiencies on site.)</p> <p>Cr Phelps abstained from voting.</p>
13.	<ul style="list-style-type: none"> • West Coast Wilderness Trail 	<p>Moved Cr Burden, seconded Cr Cassin and Resolved that the comments are noted and continue with the current funding process that Council manages.</p> <p>Cr Phelps abstained from voting.</p>
14.	<ul style="list-style-type: none"> • Tourism Marketing Infrastructure 	<p>Moved Cr Davidson, seconded Cr Burden that signage goes ahead.</p> <p>The motion was put to the meeting and was lost.</p> <p>Moved Cr Cassin, seconded Cr Gillett and Resolved that signage proceeds providing Tourism Infrastructure Fund application is successful.</p> <p>The motion was put to the meeting, became the substantive motion, and was CARRIED.</p>

15.	<ul style="list-style-type: none"> • Inefficient use of staff time 	Moved Cr Cassin, seconded Cr Neale and Resolved that this submission be noted.
16.	<ul style="list-style-type: none"> • Hokitika Racecourse 	<p>Moved Cr Neale, seconded Cr Cassin and Resolved that the current submissions be moved to the public engagement process which is currently underway.</p> <p>Cr Phelps abstained from voting.</p>
17.	<ul style="list-style-type: none"> • Town Planning 	Moved Cr Phelps, seconded Cr Neale and Resolved that this item is noted.
18.	<ul style="list-style-type: none"> • Road Funding 	<p>Moved Cr Burden, seconded Cr Davidson and Resolved that the comments be noted regarding the Special Purpose Road (Haast-Jackson Bay Road) and look forward to future updates as this progresses.</p> <p>It was noted that the submission referring to the 1200 metres of road refers to Gillams Gully Road.</p> <p>Moved Cr Cassin, seconded Cr Phelps and Resolved that a Business Case for the seal extensions for Cement Lead Road and Gillams Gully Road be developed, with a view to them being included as projects in the National Land Transport Programme for the 2025 year.</p>
19.	<ul style="list-style-type: none"> • Waste Management 	<p>Moved Cr Neale, seconded Cr Gillett and Resolved that the points are noted and are already being worked on as future management.</p> <p>The submission relating to the Waste to Energy Plant was acknowledged.</p>
20.	<ul style="list-style-type: none"> • Borrowing 	Moved Cr Burden, seconded Cr Gillett and Resolved that the submission be noted and note the staff comments in Appendix 5 – Submissions Analysis.
21.	<ul style="list-style-type: none"> • Vehicle Costs 	Moved Cr Cassin, seconded Cr Phelps and Resolved that the comment be noted and is in alignment with Council’s vehicle policy and management plan for upgrading vehicles.
22.	<ul style="list-style-type: none"> • 3 Waters 	Moved Cr Cassin, seconded Cr Manera and Resolved that the comments be noted and note the staff comments in Appendix 5 – Submission Analysis for clarification. Note the decisions council has made regarding 3 waters depreciation funding.

23.	<ul style="list-style-type: none"> • Elected Members 	Moved Cr Phelps, seconded Cr Burden and <u>Resolved</u> that the comments be noted.
24.	<ul style="list-style-type: none"> • Biodiversity 	Moved Cr Burden, seconded Cr Manera and <u>Resolved</u> that the comments be noted and note the staff comments in Appendix 5 – Submissions Analysis.
25.	<ul style="list-style-type: none"> • Public Access - Walking and cycling <p>Footpaths</p>	<p>Moved Cr Davidson, seconded Cr Phelps and <u>Resolved</u> that the comments be noted and note the staff comments in Appendix 5 – Submissions Analysis.</p> <p>Moved Cr Gillett, seconded Cr Neale and <u>Resolved</u> that the comment regarding footpath funding be noted, and confirming that the Walk 21 Charter has already been signed and adopted by Council.</p>
26.	<ul style="list-style-type: none"> • Sport and Recreation 	Moved Cr Burden, seconded Cr Phelps and <u>Resolved</u> that the comments be noted.
27.	<ul style="list-style-type: none"> • Coastal Hazards 	Moved Cr Phelps, seconded Cr Cassin and <u>Resolved</u> that the comments be noted.
28.	<ul style="list-style-type: none"> • Sealing Cement Lead Road 	It was noted that this item had already been considered in Item #18 above (Road Funding)
29.	<ul style="list-style-type: none"> • Lazar Park 	<p>Cr Burden declared a conflict of interest as a member of the Lions Club of Hokitika and did not participate in the discussion or vote regarding this matter.</p> <p><i>Cr Burden left the meeting at 4.22 pm and returned at 4.23 pm.</i></p> <p>Fencing of Lazar Park (\$20,000 plus GST)</p> <p>Moved Cr Davidson, seconded Cr Neale and <u>Resolved</u> that Council support the \$20k funding for fencing at Lazar Park.</p> <p>Cr Burden abstained from voting.</p> <p>Drinking Fountain (\$5,000 plus GST) Moved Cr Cassin, seconded Cr Phelps and <u>Resolved</u> that the Drinking Fountain is not funded.</p> <p>Cr Neale recorded her vote against the motion.</p> <p>Cr Burden abstained from voting.</p> <p>Maintenance Grant (the \$11,341.87 incl. GST)</p> <p>Moved Cr Davidson, seconded Cr Neale and</p>

		<p>Resolved that the Maintenance Grant be increased to \$11,341.87(incl. GST) from \$2,500 to include costs of maintaining the toilets for public use.</p> <p>Cr Gillett and Cr Phelps recorded their votes against the motion.</p> <p>Cr Burden abstained from voting.</p>
30.	<ul style="list-style-type: none"> Grant Funding 	<p>Matariki Festival (\$10,000 + GST)</p> <p>Moved Cr Manera, seconded Cr Phelps, and Resolved that Grant Fund of \$10,000 for the Matariki Festival be declined.</p> <p>Cr Davidson and Cr Burden abstained from voting.</p> <p>Hokitika Regent Theatre</p> <p>Moved Cr Gillett, seconded Cr Burden and Resolved that the Annual Grant to the Hokitika Regent Theatre be continued and to include inflation adjustment.</p> <p>Cr Manera & Cr Phelps recorded their votes against the motion.</p>
31.	<ul style="list-style-type: none"> Hokitika CBD Maintenance and grant to Lions Club of Hokitika for Maintenance. 	<p>Moved Cr Phelps, seconded Cr Manera and Resolved that the comments be noted and to be raised at a later date for further in-depth discussion, and to come back to Council with a report.</p> <p><i>Cr Manera left the Chambers at 4:47pm and returned at 4:48pm</i></p>
32.	<ul style="list-style-type: none"> Hari Hari Civil Defence for generator security cage and wiring (\$50,000 incl. GST) 	<p>Moved Cr Davidson, seconded Cr Cassin and Resolved That \$50,000 incl. GST for a generator, security cage and wiring be agreed in principle - subject to several quotes being obtained; the Community can apply for funds from Hari Hari Complex Reserve Fund.</p> <p>Cr Neale and Cr Manera recorded their votes against the motion.</p>
		<p><i>Moved Deputy Mayor Cassin, seconded Cr Burden and Resolved that in accordance with Clause 4.2 of Standing Orders, the meeting be extended beyond 2 hours.</i></p>
33.	<ul style="list-style-type: none"> Health & Social 	<p>Moved Cr Phelps, seconded Cr Davidson and Resolved that the points be noted with the request of further communication regarding</p>

		health and social services and aligned with further public consultation.
34.	<ul style="list-style-type: none"> • Fox Glacier Community Development Funding 	<p>Moved Cr Cassin, seconded Cr Manera and Resolved that Council support the significant contribution of the funding of \$13,000 for Fox Glacier Development and Glacier Country from the Tourism Promotions Rate.</p> <p>Cr Phelps recorded his vote against the motion.</p>
35.	<ul style="list-style-type: none"> • Carbon Credits 	<p>Moved Cr Burden, seconded Cr Phelps and Resolved that the comments regarding Carbon Credits be noted; and the submission regarding planting the racecourse with trees be forwarded to the Hokitika Racecourse engagement process.</p>
36.	<ul style="list-style-type: none"> • Jackson Bay – installation of a new fit-for-purpose boat ramp and a boat trailer carpark with fee system implemented for boat users. 	<p>Moved Cr Cassin, seconded Cr Phelps and Resolved that the comments be noted, with a full strategic review for both commercial and community to be completed of Jackson Bay.</p>
37.	<ul style="list-style-type: none"> • Federated Farmers 	<p>Moved Cr Cassin, seconded Cr Burden and Resolved that the submission be received, that the incorrect wording in the submission is clarified, and noted that future communication from Council be worked on moving forward.</p>
38.	<ul style="list-style-type: none"> • Federated Farmers cont. • Carbon Credits • Rural Rates Cap • Rates Remissions Policy 	<p>Moved Cr Manera, seconded Cr Burden and Resolved that the comments regarding carbon credits, be noted; the item regarding a rural rates cap be noted and provide clarity; and the item regarding rates remission policy be noted.</p>

After the analysis of submissions had been deliberated on, the Chief Executive also raised an additional item for discussion regarding the Stafford Cemetery and advised that Council is keen to progress an MoU with an organisation regarding Maintenance, with an Annual Maintenance cost of \$6,000 being sought from Council, noting that if Council was to take over the Maintenance, it would cost a lot more than this.

Moved Cr Burden seconded Cr Neale and **Resolved** that \$6,000 be approved for Annual Maintenance costs of Stafford Cemetery.

Kw Madgwick sought clarification on the Financial Risk section of the Strategy & Communications Advisor and Finance Managers Report regarding a potential breach regarding pensioner housing.

The Strategy & Communications Advisor advised that it was a mistake that the sentence was included in the report and advised that it most likely was a carryover from a previous report.

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

1.1. Council receive the report.

- 1.2. Council hear and receive the written and verbal submissions.
- 1.3. Council deliberates on the submissions to the Draft Annual Plan 2023/2024 in the open part of the meeting.
- 1.4. The CE be instructed to make the necessary amendments to the Draft Annual Plan, including amending the Cemetery charges as outlined in cl. 3.6 and the preferred rating model.

The Mayor closed the meeting by thanking the Councillors and all those from the Community who took the time to enter a submission and to those who presented in person and online.

Cr Manera also acknowledged and thanked the Group Manager, Corporate Services Risk and Assurance and her team for all their hard work in behind the scenes in preparation for the meeting.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 22 JUNE 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5:41 PM

Confirmed by:

**Her Worship the Mayor
Chair**

Date: 22 June 2023