



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 WEDNESDAY 26 APRIL 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	Cr Phelps
	Cr Neale	Cr Burden
	Cr Baird	Cr Davidson
	Cr Gillett (via zoom)	Cr Manera
		Kw Madgwick

NGĀ WHAKAPAAHA

APOLOGIES

No apologies

ABSENT

Kw Francois Tumahai

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager, Regulatory & Community Services & Planning; L. Crichton, Group Manager, Corporate Services, Risk & Assurance, Group Manager: Corporate Services, Risk & Assurance Manager; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator (via zoom), L. Truman, Finance Manager;

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

- **Adoption of the Draft Annual Plan 2023/2024 and Draft Consultation Document**
Emma Rae, Strategy & Communications Advisor spoke to this report and advised that the purpose of this report was to provide Council with the Draft Annual Plan 2023/2024 (Appendix 1) and Draft Consultation Document (Appendix 2) for adoption, prior to community engagement.

The Strategy and Communications Advisor also advised that an updated feedback form where a comments section had been included had been circulated to Councillors prior to the meeting.

Questions

Cr Davidson asked if there were any updates from when the report was written.

The Group Manager, Corporate Services, Risk & Assurance advised that there were no changes.

The Chief Executive advised that the plan was taken from the workshops from Council and the plan reflects those conversations.

Cr Phelps queried Otira Public Toilets under planned capital expenditure and wondered if this was still in the plan.

The Group Manager, Corporate Services, Risk & Assurance confirmed that it is in the budget and read from the notes from the Budget Managers Briefing to give clarification on this:

1. It has been kept in budget
2. Put in a proposal for recommendation to remove it and get feedback for this

The Group Manager, Corporate Services, Risk & Assurance advised that after the Budget Managers Briefing that the CBD Maintenance figures were tightened up (as requested) and went back over 3 years of actuals. The actuals were less than the budgets for Parks and Reserves, and advised they were dropped down towards actuals and added 10% on as there was going to be a new contract. Also Reallocated \$30k from that budget into a new budget as it was noted it was in the wrong place and is now in the correct place. The service in the CBD (re: bins) has not been reduced.

The Chief Executive advised that at the end of the day, the rates determine the outcome. The budget was held consistent over the last 3 years, nothing much has been added to it over the years other than a cost vs actual review = cost + 10% increase. Council is aware that a Parks & Reserves contract to re-issue again.

Kw Madgwick expressed concern that the Maintenance Contract was not up to standard, and felt that it needed serious attention, and thought that cutting the budget back was not advantageous.

Her Worship the Mayor advised that she had emailed the Chief Executive asking for a breakdown of current budget and what that covers and if there is a maintenance contract for the CBD and asked if the Chief Executive could report back on that.

The Chief Executive reinforced that there is a review of the parks and reserves contract which needs to be issued this financial year and advised that he has taken on board what has been stated in the meeting and would look at the contract in terms of what was being put out to tender to ensure it meets the objectives.

The Group Manager, Corporate Services, Risk & Assurance reminded Councillors that because Council hadn't been spending that budget, that there were carryovers as well. The intention of carryovers for Council was to reduce the debt of the smoothing, but if it needs to be carried forward to increase that budget, then Council can do that.

Cr Burden commented there is hardly any gardens/greenery in the CBD and seems to be a lack of maintenance.

The Group Manager, Corporate Services, Risk & Assurance advised that if Council want service levels lifted/increased, this needs to be done in the Long-Term Plan (LTP). Some councillors around the table also agreed with this sentiment and the Chief Executive advised that it would be noted and would be taken as an action.

Her Worship the Mayor advised that it is important that the interpretation of the draft is clear to avoid confusion, and any discrepancies addressed.

The Group Manager, Corporate Services, Risk & Assurance advised that Council go out to Consult with this AP, but also advised that in the next meeting after the submission period, if the work gets done and get the contractors in, then this can be increased at the time of submissions, hearings, and deliberations.

Cr Baird queried the funding for the Pakiwaitara Building carried forward 2022-2023 for earthquake strengthening and water proofing and advised that she would not like to see any money spent on the building.

The Group Manager, Corporate Services, Risk & Assurance advised that it is already in the plan, it is only a carry-forward, and it will not affect rates until it is spent; so, if unspent, it will not affect rates, and advised there is no point taking it out until a decision has been made as to what is happening with the building.

Kw Madgwick queried the budget of \$2M for the fitout of the Museum, and felt it needed serious review in the current environment and felt there was nothing wrong with the Museum – so why spend a further \$2M on this.

Her Worship the Mayor advised that this is an issue still up for discussion and there was no more room for budget overruns anymore.

The Group Manager, Corporate Services, Risk & Assurance advised that this does not impact the rates and the budget can be carried forward until a decision is made on those projects.

Discussion ensued around the charges for the Museum facility (that goes towards power, maintenance, facility, and staff), and Her Worship the Mayor advised that those charges were not there to 'make money out of' but to control the environment and to ensure the rate payers aren't paying for a sub-cost.

The Group Manager, Corporate Services, Risk & Assurance advised that purpose of going out to the public to hear their feedback is so that Council can then make decisions based on those submissions/feedback.

The Chief Executive referred Councillors to the costs outlined in the Agenda.

Cr Baird asked whether the prices of the charges were comparable to those around the Country and presumed that Museum and Council staff had looked at this collaboratively.

The Chief Executive advised that Council would take note of that as an action to look at it internally.

Cr Cassin queried the cash equivalents and borrowings.

The Group Manager, Corporate Services, Risk & Assurance advised that cash reduction is because of a saving in the rates in the past and is now showing which is seen clearly in the financial statement. Borrowings is because Council is expecting less in the budget this year.

Cr Cassin queried assets under construction - \$10.7m under construction.

The Group Manager, Corporate Services, Risk & Assurance advised that these are assets in progress that won't be completed in the following year - it is basically carrying the cost from one year to the next year.

Cr Cassin also queried repayment borrowings.

The Group Manager, Corporate Services, Risk & Assurance advised that Council offset it when it's drawn down in the budget, so it's coming out of reserves. When we drawdown we offset the retainment.

Cr Neale questioned the issue around the Otira Toilets and the options provided.

The Chief Executive asked if there was a consensus around the table that Option 2 is preferred over Option 3 and briefly summarised the options that were provided:

Option 1 is the full capex for a public toilet – which would be for consultation.

Option 2 is retaining the temporary structure, with ongoing cleaning/care and maintenance

Option 3 to have no toilets

Her Worship the Mayor commented that she thought what was agreed with Councillors was that the temporary toilets were to stay until the consultation period was completed regarding replacement. The wording appears to be inaccurate to what was preferred. The preferred option was to keep the toilets there – not to remove them altogether.

The Group Manager, Corporate Services, Risk & Assurance advised that the change could be made during the meeting today provided that Option 2 was what Council wanted.

Her Worship the Mayor advised that she would like the wording to be changed to reflect accordingly and asked for consensus around the table: Councillors gave their consensus and agreed.

Kw Madgwick sought clarification regarding the resolution made at the workshop and thought resolutions were not allowed to be made in that environment.

Her Worship the Mayor advised that it was not a formalised vote or resolution, but purely went around the table for a consensus – which is an indication of how this would be moved going forward, not a resolution of what would happen.

The Chief Executive advised that staff need clarification in terms of direction for providing a consultation document and advised that things will stay as status quo (option 2), until there is a significant shift for or against.

Cr Phelps questions the Public toilets being funded through the uniform annual charge – can this be looked to be funded through targeted community rates? That way the cost and benefit is more explicitly for those paying for it. It seems diluted sharing out across the rating base.

The Chief Executive advised that it is not the general public that utilise the toilets the most, but the visitors. All the new toilets that have been put into Westland have been co-funded by the Tourism Infrastructure Fund. Rate payers are covering the Opex costs.

The Chief Executive advised that sub-standard toilets get made known about straight away through feedback, and that most toilets have been upgraded across the region except for Hokitika CBD. The issue is the service standard to be maintained across the District which comes at a cost.

Her Worship the Mayor advised that the idea of having toilets where they have been placed was to bring benefit to each town, they were in. It was intended to be a cross-section of gain to each community.

Cr Phelps asked about the West Coast Wilderness Trail Works budget – was it for spending this year or future?

The Chief Executive commented on the various projects that are in different stages of progress and that some money would be spent, and some were carry overs.

Cr Gillett commented that he was fine with the Annual Plan. The only thing that concerned him was if the money is sitting in the budget, there is could potentially be a mandate to spend it. Otherwise, happy to proceed to consultation part of process. Providing discussion is had prior to any money being spend, was happy with the Draft Plan.

Cr Neale required clarification regarding money sitting in the budget that is not going to be spent, and whether that needed to be made clearer in the consultation document, so the public realise this as well.

The Chief Executive advised that the Consultation Document is a standard operation of Council, and that it comes back to whether himself as the CE deems it significant enough that Council has full business case proposal for each single item.

The Group Manager, Corporate Services, Risk & Assurance advised that after consultation when come to adopt the plan, Councillors could make a proviso by resolution that these projects be brought back to council before they are executed.

The Chief Executive advised Council not to get involved in the small projects of Council, but perhaps the larger ones could have full business cases to be brought back to Council for discussion.

Kw Madgwick queried the discussions around Cass Square and thought the skate park consensus was that it was being funded by skating community rather than rate payers funding the bill.

Her Worship the Mayor advised that unless instructed to remove it from annual plan – it will stay in the plan. If discussion is not formalised and resolved, it would stay. Discussions are not decisions. Resolving / putting a motion through is formalising and advised that the meeting today was about the Draft Annual Plan, the public can come back and say they don't agree with whatever part of the Draft Annual Plan and then Council can discuss the submissions and comments accordingly.

Cr Cassin stressed the importance of communication and consultation on the Draft Annual Plan, that it was important Council gets the point across regarding various rates rises so everyone is clear about it.

The Group Manager, Corporate Services, Risk & Assurance advised that the biggest form of consultation and engagement is Councillors in their communities talking about the document and explaining / bring that next level of clarification of what each thing means.

Moved Cr Davidson seconded Cr Cassin and **Resolved** that:

1. The report be received.
2. Council adopt the Draft Annual Plan 2023/2024 and Draft Consultation Document.
3. Engagement with the community will be undertaken from 9am, Thursday 27 April to 4pm, Friday 26 May 2023.
4. An amendment is made to the preferred option regarding Otira toilets – with Option 2 be the preferred option of council.

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 27 APRIL 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 10:01 AM

Confirmed by:

**Deputy Mayor Cassin
Acting Chair**

Date: 25 May 2023