



# 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<sup>TH</sup> MAY 2024 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 Mayor and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden (via zoom), Cr Phelps (via zoom)
Hokitika Ward Members:	Cr Baird (via zoom), Cr Davidson, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

### NGĀ WHAKAPAAHA APOLOGIES

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; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator; E. Bencich, Operations Manager; J. Visser, Properties and Facilities Manager; L. Sadler, Museum Director; L. Truman, Finance Manager; K. Jackson, Transportation Manager.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.  
There were no changes to the Interest Register noted.

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

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of

Council's adopted Standing Orders, the following item be added as an **Urgent Item Not on the Agenda** for Councils consideration due to the following:

- **Long Term Plan (LTP) Amendment estimated costs**

- i) The reason the item is not on the agenda is –  
The need for this agenda item arose after the agenda was released.

The issue arises from Elected Members requesting to consider selling the Pakiwaitara Building outside of the Long Term Plan (LTP) process.

- ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting is –  
To enable Council to advise the consultant and Audit as soon as possible.

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

The Minutes of the previous Meetings were circulated.

- **Ordinary Council Meeting Minutes – 18<sup>th</sup> April 2024**
- **Extraordinary Council Meeting Minutes – 15<sup>th</sup> May 2024 – amendment**
  - Amendment to be made – Submission number 18, Public Toilets, amend to include the figure for the Grey Power toilets of \$5,000 plus GST.

Moved Cr Gillett, seconded Deputy Mayor Cassin and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 18<sup>th</sup> of April 2024 and the Amended Minutes of the Extraordinary Council Meeting held on the 15<sup>th</sup> of May 2024 be confirmed as a true and correct record of the meetings.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of 18<sup>th</sup> of April 2024 and the Confirmed Council Meeting Amended Minutes of 15<sup>th</sup> of May 2024.

### **Committee Minutes to be Received:**

- Risk and Assurance Committee Meeting Minutes – 8<sup>th</sup> February 2024

Moved Cr Neale, seconded Cr Burden and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 8<sup>th</sup> of February 2024 be received.

## 6. **ACTION LIST**

Simon Bastion, Chief Executive spoke to the Action List and provided the following updates:

- Travers Armstrong from Elliot Sinclair provided an update regarding the Pakiwaitara Building and the Council Headquarters as follows:
  - The investigative work has been completed on both buildings.
  - Geotechnical experts have processed this information.
  - Testing analysis models are being made, these will then be tested under different scenarios.
  - Once testing is complete a report will be compiled with all the results. This report is aiming to be completed by the June Council meeting.
  - Depending on the outcome of the analysis, they may have to come back and look at the quality of the fill that sits between the columns underground and the concrete pads that sit below these on more stable soil.
  - Structural analysis to be completed, which will feed into the Geotech analysis reports.

- 25% of the Pakiwaitara building is not piled, this may react differently to the rest of the building which is piled well. This difference may cause some issues if there is a substantial earthquake. The report for the Pakiwaitara building may not be completed until July 2024.
- Hokitika Gorge Lower Bridge –
  - Engineer expects to get the construction drawings out to tender by mid-July.
  - Department of Conservation (DOC) are taking the lead on this project, with Council in a supporting role.
  - The current timeline puts the completion of the lower swing bridge at February 2025.
    - Council have requested to invite DOC to the June 2024 Council meeting to discuss where this project currently sits.

Invite the Department of Conservation to the June Council meeting to present an update on the Hokitika Gorge Lower Bridge project.

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

1. The updated Action List from the Chief Executive be received.

## 7. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Community Housing Trust**

Wharerimu Iraia, Development West Coast spoke to this presentation.

- Looking to establish a Community Housing Trust on the West Coast, to provide affordable housing and social housing.
- There is currently no community housing provider on the West Coast.
- Housing is an issue for everyone across New Zealand.
- The Government is looking at efficiencies and Community housing providers are efficient.
- Funding from the Government for housing is more likely to go to charities as they know this funding then gets exactly where it needs to be.
- The strategic plan needs to be based on assets to start off with.
- Mr Iraia enquired as to what land Council has that could be made available as a suitable site.

Action a report from Staff to Council, for the next Council meeting, on available Council Land that could be used for the Community Housing Trust.

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

1. The presentation be received.

## 8. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Chief Executives Quarterly Report**

Simon Bastion, Chief Executive spoke to this item and advised the purpose of this report is to provide an update on all aspects of what is happening in the Westland District, and update Council on any matters of significance and priority.

- There was a clear mandate from Central Government that Council provide a water service plan.
  - The Chief Executives of the West Coast Councils have discussed this and reached out to Tonkin + Taylor to see what this plan would look like, including what systems Councils currently have.
  - What would this plan look like as a combined Councils project and as a stand-alone Westland project.

- Wastewater Treatment Plant – there is a subcommittee meeting on June 5<sup>th</sup> 2024. There has been conversations with other stakeholders and some sight evaluations done also.
- Currently there is a feasibility study underway on recycling as a collective with Grey District Council.

Council requested the following information:

- More detail on resource consenting in future Chief Executive Reports.
- A report for the June Council meeting regarding The Hokitika Wildfoods Festival with a full detailed break down of funding/sponsorship/income/ticket sales/expenses etc.

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

1. The report be received.

Cr Burden left the meeting at 1.59 pm and returned at 2.00 pm.

- **Reallocation of Better Off Funding**

Jan Visser, Facilities and Properties Manager spoke to this item and advised the purpose of this report is to update Council on the proposed reallocation of Better Off Funding that is currently unallocated as follows:

- Kumara and Kaniere civil defence containers have been received.
- Ross Hall needs more investigation regarding the asbestos.
- Fox Arboretum had an error in the allocation of funds, this is to be corrected by the reallocation of funds.
- 5 projects within the Better Off Funding umbrella – funding can only be reallocated within it's own project category.
- Better off projects need to be delivered by the end of November. There are very strict regulations with this funding.
- The allocation from the Better Off Fund to the Hokitika Lions Club was for the upgrade of the kitchen. The Hokitika Lions Club then returned to Council to request another \$200k which Council declined.
- Any funding remaining in the Better Off Fund at the end of the funding period must be redirected to water projects.

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

1. The report be received.
2. Council reallocates part of the Better Off Funded, Community Halls funding to the Ross Hall (\$20,000.00) and Whataroa Hall (\$4,497.00) to help cover greater than expected project costs. Council also reallocates cost savings from the Community Funding portfolio to the Fox Arboretum (\$40,320.00) and Hari Hari Civil Defence (\$23,000.00).

*Cr Neale and Cr Phelps recorded their vote against the above Motion.  
Cr Gillett recorded an Abstention to the vote due to a conflict of interest.*

- **Financial Performance – April 2024**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report is to provide an indication of Council's financial performance for the month to 30 April 2024.

- The money that was outstanding for the Hokitika Pool project has been paid.
- Kw Madgwick reminded Council of the need to keep a close eye on spending as there are big expenses to come in future years, including the repairs on Council Headquarters and the Hokitika Wastewater Treatment Plant.

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

1. The Financial Performance Report for 30 April 2024 be received.

- **Speed & Traffic Counting for Hans Bay Road and Okarito Village**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report is to provide an update to Council on the outcomes from seasonal traffic/speed monitoring carried out specifically in Hans Bay and Okarito Village.

- 24% of the traffic recorded was speeding in Hans Bay but 90% of those were still under 40 km.
- Rubber speed humps tend to provide a much better yield to reduce the speed, these are removable and relocatable.
- Cost wise the rubber speed humps are approximately three times less than the roading alternative.

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

1. The report be received.
2. Council adopts to endorse the installation of two additional Rubber Speed Humps on Hans Bay Road and three new Rubber Speed Humps in Okarito Village.
3. Staff to carry out consultation with the Communities as to the best placement of the speed humps.

- **Ngā Whakatūranga – Museum Redevelopment**

Laureen Sadlier, Museum Director spoke to this item and advised the purpose of this report is to provide an update on the progress of Ngā Whakatūranga - the Hokitika Museum Redevelopment Project.

- Museum Vision –
  - “Hei Whakahaumako te tangata – Enriching today and tomorrow’s people: By showcasing the culture of the West Coast people who strived to survive, developing self-reliance, adaptability and a raw, rugged optimism, we highlight the unique West Coast attitude to life.”
- Museum Director Vision –
  - To create a museum that leaves a positive and enduring legacy for Hokitika. One that reflects local identity by showcasing the unique cultural, historical, and economic contributions of Hokitika and the West Coast to New Zealand’s national identity. By engaging storytelling, using objects and narratives to tell compelling stories that resonate with both locals and visitors. Within a vibrant and engaging space that creates an atmosphere that encourages exploration and interaction

Kw Madgwick noted that he is the Maori researcher for the Museum project and stated he is not being paid the \$43 k that is in the budget, he will be donating his time to this project.

Council requested a “Plan B” report be brought to Council in June 2024 with details on where the budget can be trimmed with a view to opening before the tourism season starts in 2024.

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

1. The report be received.
2. A full report be brought back to Council in June 2024.

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that the meeting go beyond 2 hours (at 3.10 pm) in accordance with Council’s Adopted Standing Orders.

#### **LATE AGENDA ITEM**

- **Long Term Plan Amendment estimated costs**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is to provide the estimated costs and timings for a Long Term Plan (LTP) Amendment.

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

1. The report be received.
2. Council resolve to include the sale of the Pakiwaitara Building through the Long Term Plan 2025-34 process and include in the Long Term Plan (LTP) consultation document.

Kw Madgwick requested to bring the Organisational Change Report from the Confidential part to the Open part of the meeting. This matter was discussed and Her Worship the Mayor declined the request due to staff privacy issues.

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

Moved Cr Gillett, seconded Cr Burden 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 3.20 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 – 18 <sup>th</sup> April 2024	Good reasons 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.	Confidential Committee Minutes to be Received – Risk and Assurance Committee 8 <sup>th</sup> February 2024	Good reasons 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.	Development West Coast Presentation	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.	Risk Report	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.	CE Verbal Update – Regional Infrastructure Fund (RIF)	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)
6.	Organisational 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)
7.	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, 2, 6	Protect the privacy of natural persons, including that of deceased natural persons  (S. 7(2)(a))
1, 2, 5, 7	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  (S. 7(2)(b))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public.  (S. 7(2)(e))
2, 6	Maintain the effective conduct of public affairs through: (i) The protection of such members, officers, employees, and persons from improper pressure of harassment  (S. 7(2)(f))
1, 2, 4	Maintain legal professional privilege; or  (S. 7(2)(g))
1, 2, 3, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or  (S. 7(2)(h))

1, 2, 7	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(S. 7(2)(i))
1, 2	Prevent the disclosure of use of official information for improper gain or improper advantage.	(S. 7(2)(j))

Moved Cr Gillett, seconded Cr Burden 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 5.37 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 20 JUNE 2024  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 5.37PM**

Moved Cr Burden, seconded Cr Davidson and **Resolved** to change the date of the June Ordinary Council Meeting from the 20<sup>th</sup> of June to the 27<sup>th</sup> of June 2024.

Confirmed by Council at their meeting held on the 27 June 2024.

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

**Date: 27 June 2024**