



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 18TH APRIL 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 Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy Mayor & Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, 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; L. Crichton, Group Manager: Corporate Services and Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

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**

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 urgent item is required to be added to the Council agenda:

- **Annual Local Government New Zealand (LGNZ) Membership Subscription**

The reason the item is not on the agenda is due to the fact that:

1. The need for this agenda item arose after the agenda was released.
2. Due to the nature of this agenda item (the Membership Subscription payment is due before the next meeting of Council) it requires urgency which cannot be delayed.
 - a. That item is a minor matter relating to the general business of the local authority, (s.7(A)(i)).

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

1. The item be accepted as a late agenda item and added to 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 – 28th March 2024**

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 28th of March 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 the 28th of March 2024.

6. **ACTION LIST**

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

- The minor waterproofing on the Pakiwaitara building has been completed.
- Geotech Ltd will be doing some intrusive inspections on Monday 22nd April 2024
 - Inside the Council Headquarters assessing where the structural steel beams are, this involves cutting into the ceiling in some parts of the building.
 - Drilling holes outside the Council Headquarters and Pakiwaitara Building to assess the soil and conditions of the foundations.
 - Council offices will be closed Monday 22nd April 2024, and staff will be operating remotely and the iSite will move across the road to the Pakiwaitara Building for the day.
 - The report on these inspections will be presented to Council as soon as possible.

Councillors requested that the Hokitika Gorge Bridge project be added to future Action lists.

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

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

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Transportation Update**

Karl Jackson, Transportation Manager spoke to this presentation as follows:

2024/2027 NLTP Bid and GPS Implications

- New potholes activity class is a grouping of a number of activities that we already do.
- This includes –
 - Sealed and unsealed pavement maintenance.
 - Routine drainage maintenance.
 - Unsealed road metalling.
 - Sealed road resurfacing.
 - Drainage renewals.
 - Sealed road pavement rehabilitation.
- Where in the past we have had a range of flexibilities to transfer money from one area to another the above is locked and cannot have money transferred out of it.
- Walking and cycling, there is a change to this. Investment is only to be made where there is a clear benefit to increase economic growth or where the volumes of pedestrians and cyclists already exist.
- Speed management changes. The blanket reductions that have been done around the country may be returned to where they were but the rule is “where it is safe to do so”.
- Safety. There is a desire to increase road policing and coordinated road safety.
- The traffic calming measures, for example raised pedestrian crossing may not be funded in the future, these may need to be funded by Council.

2024/2025 First Draft Reseal List

- There will be 26.5 km of road targeted in the coming season costing just over \$2 million. This is subject to the final allocation from NZTA which may be as late as September 2024.

2024/2025 Footpath Works

- A full condition reassessment to be carried out on all footpaths, then the programme of work will be developed. This will have to be scaled to suit the size of the available budget.

Update on Parking Strategy

- There will be an engagement package put together by June 2024.
- This will include a map where parking for disabled persons and buses will be clearly marked.

Regional Speed Management Plan Update

- There have been over 60 submissions received for the Westland part of the plan.
- Some positive feedback around the schools.
- Suggestions on making some of the school zones into variable speed limits. There is scope to review this further. The Hokitika Primary School and Westland High School zone is very large. Some good feedback on this.
- Good feedback on the proposed Kaniere road changes, many are happy to remove the current 80km zone in favour of extending the 50km zone.
- Regional changes on speed have been largely left to the West Coast Regional Council to promote and lead the way.
- The summary of submissions will come to the Council for consideration.

The following items were discussed, and it was noted that a report will come back to the May Council meeting on these matters –

- The Parking Strategy for Hokitika’s Central Business District will be made clearer to better identify the disabled parking and a loading zone in Weld Street will be added before the engagement process.
- Speed limits and traffic calming measures at Lake Kaniere, Okarito and Hau Hau Road.
- Results of the traffic counts carried out in Okarito and Lake Kaniere.
- Resealing needs inspection in Arahura, staff have been working with contractors regarding the reseal programme.

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

1. The presentation from the Transportation Manager be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

• Financial Performance – March 2024

Cody Nabben, Graduate Accountant 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 31 March 2024 and provided the following updates:

- An error was noted on the financial report relating to the date on page 26 which should have read “As at 31 March 2024”.
- Land assets Council disposed of/derecognized after a review of the asset register was performed totalling \$158k.
- ⊖ Grant debtors over 90 days sits at almost \$500k. Grants outstanding is better off funding, used for the Hokitika Centennial Swimming Pool and Westland Community Halls. This depends on the stage these projects are at-

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

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

Kw Madgwick raised the item of staffing concerning a recently advertised Manager’s position (Community Services Manager) and sought clarification as to the funding for this position and the previous resolutions regarding employment of new positions within Council.

The Group Manager Corporate Services and Risk Assurance advised that this item was in the Confidential section of a previous meeting and should not be discussed in the open section of the meeting.

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

1. Council instruct the CE to research minutes and recordings of previous meetings to confirm the existence or non-existence of a Moratorium on employment of new positions made by the previous Council.
2. Instruct the CE to research minutes and recordings of confidential meetings held to clarify the position taken by Council on employment of senior staff.
3. The CE put the recruitment for the position of Community Services Manager on hold.
4. The above information to be brought back to the May Council meeting.

- **Representation Review**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is for Council, in accordance with section 19H of the Local Electoral Act 2001 (the ACT) to determine by resolution, whether members of Council are proposed to be elected:

1. By the electors of the District as a whole, or by the electors of 2 or more wards, or a mixture of the two.
 2. Are Communities are well represented.
 3. Should Council create Community Boards.
- The Group Manager Corporate Services and Risk and Assurance. advised that a Representation Review is a legal requirement and is undertaken every 6 years and must be consulted on.

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

1. The report be received.
2. Council resolve to retain the current representation arrangements:
 - 2.1. There be no change to the total number of Councillors.
 - 2.2. The 3 wards, Northern, Hokitika and Southern be retained.
 - 2.3. The Councillors are elected by the electors of 2 or more wards.
 - 2.4. Council not establish community boards.
 - 2.5. Council instruct staff to carry out a consultation as per the Local Electoral Act 2001.

- **Amalgamation of Westland Holdings Ltd with Destination Westland Ltd**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is to present the submissions for the consultation on the amalgamation of Westland Holdings Ltd (WHL) and Destination Westland Ltd (DWL) and to resolve on the proposal.

The Group Manager Corporate Services and Risk Assurance advised that:

- Council would have more transparency over the operations of the CCO's which has been an area that has been of concern.
- There are cost savings to be gained through a flatter structure to the group.
- Risk through airport operations can be managed through a committee with an independent chair with particular experience in governance of airport operations.

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

1. The report be received.
2. Council receives the submissions.
3. Council resolves to amalgamate Westland Holdings Ltd and Destination Westland Ltd as of 30 June 2024.
4. Council resolves to instruct staff to engage with Local Government Funding Agency to take the WHL debt.
5. Instruct the boards of WHL and DWL to undertake a short form amalgamation as at 30 June 2024.

- **Guy Menzie Window Repairs**

Jan Visser, Facilities and Properties Manager spoke to this item and advised the purpose of this report is to seek Council's approval to allocate \$1,497 out of the Guy Menzies Trust towards the replacing of windows at the Guy Menzie Hall in Harihari.

The Facilities and Property Manager advised that:

- The windows on the northern side of the hall need replacement.
- There is a reserve fund allocated for the Guy Menzies Hall.

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

1. The Report be received.
2. Council approves the allocation of \$1,497 from the Guy Menzies Trust towards the replacement of the windows at the Guy Menzie Hall.

Cr Manera recorded an Abstention to the vote, due to a conflict of interest.

LATE AGENDA ITEM

- **Annual Local Government New Zealand (LGNZ) Membership Subscription**

Simon Bastion, Chief Executive spoke to this item and advised the purpose of the report is to request that the Council consider its ongoing membership of LGNZ and to confirm payment of the Membership Subscription for the year 1 April 2024 to 31 March 2025.

The Chief Executive advised that:

- A lot of councils are concerned about the cost of the LGNZ membership this year.
- The information and education the LGNZ have on Akona is very good.
- There is a lot of advocacy work to be done with this government and a lot of work going forward. Westland District Council is a small council and should not isolate themselves, LGNZ keep us communicating together.
- Council use LGNZ for advice and also for submissions as they have more resources in these areas.
- Council is still a member of C4LD, they have not asked for more funding at this point.

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

1. The report be received.
2. Council advise Local Government New Zealand (LGNZ) that Westland District Council will be withdrawing from membership (from 31st March 2024) and will not be paying the membership fee invoice.

Deputy Mayor Cassin recorded his vote against the motion.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Baird, seconded Cr Phelps 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 2.40 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.	Minutes to be confirmed: Confidential Minutes – Council Meeting – 28 th March 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.	Nomination of Trustee to the West Coast Primary Health Organisation.	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)

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	Protect the privacy of natural persons, including that of deceased natural persons (S. 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 (S. 7(2)(b))
1	Maintain legal professional privilege; or (S. 7(2)(g))
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1	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	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr Neale, seconded Cr Gillett 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 2.54 pm.

Her Worship the Mayor advised that due to a Ministerial Visit to the West Coast by Hon Shane Jones, it is proposed to reschedule the May Council Meeting from the 23 May 2024 to the 30 May 2024 at 1.00 pm.

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

1. The May Council meeting be rescheduled to Thursday 30th May 2024 at 1.00 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 30TH MAY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.54 PM

Confirmed by Council at their meeting held on the 30th May 2024.

Mayor Helen Lash
Chair

Date