



# 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, 27 FEBRUARY 2025 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 Phelps.

### 2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy and 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

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; M. Waters, Community Services Manager; 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

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 Meeting were circulated.

- **Ordinary Council Meeting Minutes – 30 January 2025**

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 30 January 2025 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 30 January 2025.

**6. ACTION LIST**

Barb Phillips, Chief Executive spoke to the Action List and provided the following updates:

ITEM	UPDATE
Council Headquarters	Taking a comprehensive look at options for the Council Headquarters. A report will come to Council in April for consideration.
Hokitika Museum Trust Board Formation	A report will be provided to Council at the March Council meeting.
Department of Conservation (DOC) – Feral Cats	A DOC representative will speak to Council in March regarding this item.
Hokitika Central Business District (CBD) Parking Strategy	A CBD Strategy workshop was held on 4 February. Her Worship the Mayor is working on a list of attendees for the next meetings which will involve some members of the public.
Emergency Road Maintenance Expenditure	This expenditure was for Jackson Bay Road and can be claimed back in full.
Consenting and Compliance Committee Terms of Reference (ToR)	The ToR will be resubmitted to Council in the March Council meeting.

The Chief Executive advised that a table will be created for closed action list items to ensure they are easily accessible in future if needed.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that the updated Action List from the Chief Executive be received.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that the following items be taken out of order to the Agenda.

- **Submission on the Draft West Coast Waste Management and Minimisation Plan**  
Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to hear submissions on the Draft West Coast Regional Waste Management and Minimisation Plan.
  - The Acting Group Manager District Assets will have further discussions with Inger Perkins and Cr Neale before the March Council meeting.

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

1. Council receive the report.
2. Council hear and receive the written and verbal submissions.
3. Council deliberates on the submissions to the Draft West Coast Regional Waste Management and Minimisation Plan in the open part of the meeting.
4. Council instruct staff to make desired amendments to the Draft West Coast Regional Waste Management and Minimisation Plan based on the submissions (if applicable).

5. Council instruct staff to bring the final Draft West Coast Regional Waste Management and Minimisation Plan to Council for adoption.

**Lez Morgan was present to speak to his submission.**

- Suggest Councillors visit the Cape Valley landfill and watch the movie Dark Waters for reference.
- Burying waste is not sustainable.
- Too much waste from packaging, the government needs to regulate this.
- Different size bins (80L, 120L, 240L) with comparable charges for the size of the bin as some people produce less waste than others.
- Waste to energy, natural biogas.
- Future proof of the minimisation of waste.
- Incinerators substantially reduce waste.

A discussion commenced which included the following:

- Many submission items are already being addressed, always looking for improvement.
- Regional deals.
- There is a difference between incineration and using landfill for energy.
- Variable bin size and charge.
- Ratepayers can opt out of rubbish collection.
- Glass collection will commence in July 2025.
- Education in the community regarding contamination of recycling.

Her Worship the Mayor thanked Mr Morgan for speaking to his submission and thanked all the submitters.

## **7. NGĀ TĀPAETANGA PRESENTATIONS**

- **Better off Funding**

Jan Visser, Facilities and Properties Manager and Kate Baird, Asset Management Officer spoke to this presentation.

- Westland District Council received \$2.79M in 2022 from the Central Government in Better off Funding.
- Council split this funding across five portfolios, as follows:
  - Community Halls.
  - Culture and Heritage.
  - Community Resilience.
  - Township Development.
  - Community Funding.
- Some of the community halls have allocations in the LTP for further works, mainly due to results from the seismic assessments.
- A seismic assessment was undertaken for the Hokitika Town Clock. Staff will cost the repairs required for the Town Clock for a future project.
- The remaining budget is to be allocated to water related projects as specified in the Better Off Funding Agreement.

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that the presentation be received.

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

- **Financial Performance – January 2025**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to provide an indication of Council's financial performance for the month to 31 January 2025.

- Revenue expenditure is 8% more than budgeted, this is due to a combination of various expenditure and revenue allowances.
- The waste cost regarding to tourism is currently over \$75k, this will increase before the end of the season.

*Cr Gillett asked that it be recorded that the outstanding amount, in the Financial Performance report relating to the Custom House be removed.*

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

1. The Financial Performance Report for 31 January 2025 be received.

- **Road Naming for New Subdivision off Sewell Street**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report was to adopt a name for a new subdivision road (off Sewell Street) being vested in Council.

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. Council adopts to name the new road, in the subdivision off Sewell Street, "Liz Camerson Lane".

- **Hari Hari Water Treatment Plant – Budgetary Allocation Adjustment**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to seek approval to bring funding for the Hari Hari Water Treatment Plant Project Components (WSHAR), allocated in the 2025/26 financial year, forward to this financial year.

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

1. The report be received.
2. Council approves the funding, for the Hari Hari Water Treatment Plant Project, being brought forward to this financial year so work can proceed to restore water quality to the legislative standard.

- **Establishment of a Water Services Internal Business Unit**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of this report was to provide Council with an update on the Local Water Done Well Legislation and a recommendation for the delivery of water services in the long term.

- This encompasses water supply, wastewater and stormwater, as there is no option to continue with the status quo.
- Evaluation of each option was attached to the Council agenda.
- The Water Services Delivery plan will need to be written by 3 September 2025 and done in conjunction with the LTP.
- A governance arrangement will be required for the Internal Business Unit.
- The plan ringfences all the incoming and outgoing financials of the Internal Business Unit.

Her Worship the Mayor acknowledged the difficulties over the last 5 years relating to water legislation changes and thanked the staff for their work with this matter.

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

1. The report be received.

2. Council approves to progress with the establishment of an Internal Business Unit for the delivery of water services with an expectation that the model is consulted on in conjunction with the 2025-2034 Long Term Plan and a decision paper is brought to Council post consultation.
3. Council notes the requirements for Westland District Council from Local Water Done Well Legislation, including delivery of a Water Services Delivery Plan and changes to requirements for water services delivery.

**9. ADMINISTRATIVE RESOLUTION**

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that Council confirm its Seal being affixed to the following document:

• **Warrant of Appointment –**

NOISE CONTROL OFFICER – Ayush Yadav	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> <li>• An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li> <li>• An officer under the Westland District Council Bylaws; AND</li> <li>• An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND</li> <li>• A Ranger pursuant to Section 8 of the Impounding Act 1955</li> <li>• Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991</li> </ul>
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI**

**RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Moved Cr Phelps, seconded Cr Manera 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 2.13 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 – 30 January 2025	Good reason to withhold exist under Section 7	<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.	Key Performance Indicators	Good reason to withhold exist under Section 7	<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>

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
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; or (ii) Would 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	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 or use of official information for improper gain or improper advantage (S.7(2)(j))

Moved Cr Phelps, 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 2.58 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 27 MARCH 2025  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2.58 PM**

Confirmed by Council at their meeting held on 27 March 2025.

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

**Date: 27 March 2025**