



# 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 9<sup>th</sup> DECEMBER 2021 COMMENCING AT 2.00PM.

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 Martin.

### 2. MEMBERS PRESENT AND APOLOGIES

| Chairperson | His Worship the Mayor                     |             |
|-------------|---|-------------|
| Members     | Cr Hartshorne (joined via Zoom at 2.08pm) |             |
|             | Cr Keogan                                 | Cr Martin   |
|             | Cr Neale                                  | Kw Madgwick |
|             | Kw Tumahai                                |             |

### NGĀ WHAKAPAAHA APOLOGIES

Apologies were received from Deputy Mayor Carruthers, Cr Davidson and Cr Hart.

Moved Cr Neale, seconded Cr Martin and **Resolved** that the apologies from Deputy Mayor Carruthers, Cr Davidson and Cr Hart be received and accepted.

### STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services; S. Baxendale, Group Manager District Assets; T. Cook, Group Manager: Regulatory and Community Services; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom).

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council table. The following interest was noted:

- Cr Martin – New Interest Added:  
Lake Kaniere Scenic Triathlon Committee, Treasurer – Non pecuniary – Perceived conflict.

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

The below urgent item was added to the Agenda:

- **Adoption of Westland Holdings Limited Annual Report**

(i) The reason why the item was not on the agenda is due to a delay in receiving the final reports from Audit New Zealand.

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting is that the Annual Report needs to be received by Council within 3 months of the year end (30 September), due to audit delays the report was not signed off in time and needed to be presented at this Council meeting.

The report is to be presented at the beginning of the reports section of the meeting.

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

The Minutes of the previous meeting were circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 25 November 2021**

Moved Cr Keogan, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Council Meeting held on the **25 November 2021** be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Ordinary Council Meeting Minutes of 25 November 2021.

## 6. **ACTION LIST**

The Chief Executive (CE) spoke to the Action List and provided the following updates:

- **Kaniere School Students – Cycle trail**

No change to this action, scheduled for an official opening in the New Year.

- **Speed Limit Register Review – Stage 2**

To be out for consultation in February 2022.

- **Ross Chinese Gardens – Flooding issues**

Resource consent has been passed by any potential effected parties. Just waiting on the final consent from West Coast Regional Council. A draft Memorandum of Understanding has been compiled with the Ross Community and under review.

- **Kumara Gardens**

No progress on this action, works are going out for tender.

- **Revell Street Trial – Stage 2**

Budget to be provided as part of the Chief Executive's (CE) pack, the works program has been completed. A table is still to be added to the new pavement extension near Take Note.

- **Old Christchurch Road seal extension**

Final scope of works is still to be completed.

- **Investigate costs to bring the WDC HQ and Pakiwaitara Buildings up to 100% National Building standards**

Works on hold while awaiting a strategic direction from Councillors before moving forward. Workshops to be held early in the New Year with Councillors and Joseph and Associates.

- **Pakiwaitara Building Business Case Timeline**  
Same as above.
- **Road Maintenance Action Updates**  
Footpath for Mitre 10 are in the planning stage. Speed Limit review as update above. Report for Railway Terrace is underway.
- **Revell Street Trail Budget – Stage 2**  
As above with Revell Street Trial – Stage 2 action update.
- **Standing Committee Membership lists**  
Has been circulated to the Elected Members, action is now complete.
- **Resource Consent Correspondence Update to Council**  
This action is still been worked through with the relevant parties. The Planning Manager is working with the applicant.

*Cr Hartshorne joined the meeting via Zoom at 2.08pm.*

Moved Cr Neale, seconded Cr Martin and **Resolved** that the updated Action List be received, with the below amendments/updates:

- The CE to update the Councillors on the lighting poles for Revell Street.
  - The Standing Committee Membership List Action be removed.
- **Urgent Item presented to Council: Adoption of Westland Holdings Limited Annual Report**  
  
Joanne Conroy, Chair from Westland Holdings Limited spoke to this item and advised the purpose of this report is for Council to receive the Westland Holdings Limited Annual Report for the year ending 30 June 2021. The delay in presenting the report to Council was due to the Audit Report only being received the day before.  
  
Moved Cr Keogan, seconded Cr Martin and **Resolved** that the Westland Holdings Limited Annual Report for the year ending 30 June 2021 presented by the Chair of Westland Holdings Limited be received.

## 7. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Westland Holdings Limited Update to Council**

Joanne Conroy, Chair, Chris Gourley, Director and Chris Rea, Director from Westland Holdings Limited spoke to this presentation and updated Council on the below areas:

- Westland Holdings Board Introduction.
- Westland Holdings Update
- Westland Holdings Limited Statement of Comprehensive Income for the year ended 30 June 2021.
- Destination Westland Updates.
- Destination Westland Statement of Comprehensive Income for the year ended 30 June 2021.
- Westroads Updates.

- Westroads Statement of Comprehensive Income for the year ended 30 June 2021.

Moved Cr Neale, seconded Cr Keogan and **Resolved** that the presentation from Joanne Conroy, Chair, Chris Gourley, Director and Chris Rea, Director from Westland Holdings Limited be received.

- **Information Technology and Information Management Update**

Westland District Council's Information Technology Manager and Information Manager spoke to this presentation and the topics below:

- Westland District Council staff, assets and information held.
- Information to be viewed and managed as a valuable asset.
- What is being worked on.
- Current focus.
- What we are doing in the future.
- Summary.

Moved Cr Keogan, seconded Cr Hartshorne and **Resolved** that the presentation from the Information Technology Manager and Information Manager at Westland District Council be received.

## 8. PŪRONGO REPORTS

- **Tai Poutini West Coast 2050 Strategy**

The CE spoke to this item and advised the purpose of this report is to provide a copy of the Tai Poutini West Coast 2050 Strategy (the Strategy) for endorsement by Council. The purpose of the strategy is for a West Coast wide reset of future plans for the region, primarily due to the impacts of Covid-19.

The CE then introduced Johny O'Donnell who spoke on behalf of Development West Coast who developed the strategy for the West Coast Region. Johnny is based in Nelson and works heavily in Economic and Community Development. He spoke to the strategy that has been tabled as an opportunity to communicate a collective set of priorities for economic development across the West Coast into the future.

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

- A) Council receive the report.
- B) Council endorse the Tai Poutini West Coast 2050 Strategy.

- **Hokitika Airport Lease, Extension of Term**

Melanie Anderson, Chief Executive at Destination Westland (DW) spoke to this item and advised the purpose of this report is to request that Council extends the current lease held by Destination Westland Limited (DWL) instead of waiting until 30 June 2023. This will allow DW to secure its current sub-leases for an extended period and encourage new business through future lessees.

Moved Cr Keogan, seconded Cr Martin and **Resolved** that:

- A) Council receives the report.

B) Council resolves to prepare an updated lease between Destination Westland Limited and Westland District Council for the lease of the Airport Land.

- **Amendment to the Significance and Engagement Policy**

The Strategy and Communications Advisor spoke to this item and advised the purpose of this report is to propose an amendment to the Significance and Engagement Policy (SEP) adopted on 12 December 2019 to include Information Technology Infrastructure (ITI) as a strategic asset in clause 2.2.

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

- A) Council receive the report.
- B) Council adopt the amended Draft Significance and Engagement Policy – December 2021.

Kw Madgwick noted an error to be corrected on page 57, 2.3 of the policy – The policy currently refers to tangata whenua, this should be Mana Whenua.

- **Councillor Representation**

The Chief Executive spoke to this item and advised the purpose of this report is to advise that Councillor Ryan Kennedy has resigned and to advise on representation arrangements for the remainder of the Triennium.

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

- A) Council receive the report.
- B) The vacancy in the Southern Ward is not filled.

*The following items were taken out of order to the agenda papers:*

## **11. CIVIC AND COMMUNITY AWARDS**

His Worship the Mayor and Cr Martin presented the following awards to members of the Community:

- Lucan Bradley: Brian McCarthy Trophy for Community Involvement (Young Achievers Award)
- Ian Gilbertson: Senior Westlander of the Year (Civic Award).
- Jimmy Gordon: Westlander of the Year (Civic Award).

The Civic Awards were held in conjunction with the Hokitika Lions Club.

*The meeting was adjourned at 3.38pm for a short break and reconvened at 3.54pm.*

## **8. PŪRONGO REPORTS cont.**

- **COVID-19 Position Statement**

The Group Manager: Regulatory and Community Services spoke to this item and advised the purpose of this report is to seek Council adoption of the COVID-19 Vaccination Position Statement which will apply to all persons working in Council workplaces/facilities.

Moved Cr Keogan, seconded Cr Hartshorne and **Resolved** that:

- A) Council receive the report.
- B) Council adopt the COVID-19 Vaccination Position Statement.

*Cr Martin stated his apology for the remainder of the open part of the meeting at 4.00pm and returned in the Confidential part of the meeting.*

- **Chief Executive's Quarterly Report**

The Chief Executive spoke to this item and advised the purpose of this report is to:

- A) Provide an update on the positive aspects that are happening in the Westland District.
- B) Update Council on any Matters of Significance and Priority.

The following topics were covered in the report:

- Covid-19 Impacts
- Three Waters Reform
- Three Waters Capital Works Program
- The Hokitika Waste Water Treatment Plant
- Provisional Development Unit Funding Projects
- Tourism Infrastructure Funding Applications
- Carnegie Building
- Pakiwaitara Building
- Council Headquarters
- Custom House
- West Coast Wilderness Trail – Enhancements
- Parks and Reserve (Playgrounds)
- Flag Trax
- Hokitika Lighting
- Revell Street
- Racecourse
- Other activities: Corporate Services, Planning, Community Development, Stewardship Land Review
- Staffing Update: Incoming and Outgoing Staff, Recruitment
- LGOIMA Update

Moved Cr Neale, seconded Cr Keogan and **Resolved** that the Quarterly Report from the Chief Executive dated 9 December 2021 be received.

The following actions were noted.

- Water quality summary report be provided to Council with the number of water failings registered for the townships in the Westland District for the February 2022 Council Meeting.
- Revell Street Trial Lighting posts: The CE to update the Councillors on potential funding options for this work and costs.

## 9. MAYOR'S REPORTS AND STATEMENTS

- **Three Waters Campaign - Briefing to Plenary Councils**

His Worship the Mayor spoke to this update on the Three Waters Campaign and that Westland District Council has joined this group of Councils that are opposing the Three Waters Reform.

His Worship the Mayor confirmed that there are now 23 Councils within the group with the potential for 8 – 10 more, equating to approx. 33% of the Councils in New Zealand joining the group representing 1.4 million ratepayers.

The purpose of the group is to convince Government to alter its intention to proceed with legislation that would compel Councils to transfer their Three Waters Asset ownership and operational control to another entity without the agreement of the affected Councils.

Moved Cr Hartshorne, seconded Cr Neale and **Resolved** that the Three Waters Campaign - Briefing to Plenary Councils presented by His Worship the Mayor be received.

- **The Mayor’s End of Year Statement**

His Worship the Mayor again thanked the Councillors and Westland District Council (WDC) Staff for their work during the last few years with many challenging weather and pandemic events. During this time WDC continued to focused on sourcing government funding for, and be successful in receiving said funding towards many projects to benefit the Westland Ratepayers by not increasing Council debt, but still being able to providing required infrastructure and support to the Westland Communities during difficult times.

His Worship the Mayor commented on the success of the close relationship between Westland District Council and our Iwi Representatives and the importance of this continued relationship moving forward for our District. He also commented on the dedication and drive of the CE, WDC Staff, Councillors and Iwi to make this all happen with \$234m secured and injected into the Westland Economy during the last 4 years.

The focus moving forward is on the risks, to minimise them, and recognise opportunities and pursue these and hold a steady direction from the people of Westland.

Moved Cr Keogan, seconded Cr Neale as **Resolved** that The Mayor’s End of Year Statement be received.

## 10. ADMINISTRATIVE RESOLUTION

Moved Cr Neale, seconded Cr Hartshorne and **Resolved** that Council confirm its Seal being affixed to the Warrant of Appointment as listed on the Agenda and stated below:

|  |                          |  |
|--|--------------------------|--|
| <b>Gary Edward<br/>CAMBUS</b>              | Warrant of Appointment - | To act in the Westland District as:  |
| <b>Building<br/>Compliance<br/>Officer</b> |                          | <ul style="list-style-type: none"><li>• An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li><li>• An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND</li><li>• An Enforcement Officer pursuant to Section 371b of the Building Act 2004; 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.</li></ul> |

## 12. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Keogan, seconded Cr Neale 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 4.48pm.

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 – 25 November 2021                    | 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.<br><br>Section 48(1)(a) |
| 2.       | Hokitika Swimming Pool Stage 2, Services – Tender Approval | 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.<br><br>Section 48(1)(a) |
| 3.       | Chief Executive's Report                                   | 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.<br><br>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, 3     | Protect the privacy of natural persons, including that of deceased natural persons<br>Section 7(2)(a)   |
| 1, 2, 3  | Protect information where the making available of the information:<br>(i) would disclose a trade secret; and<br>(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information<br>(Section 7(2)(b)) |
| 1, 2, 3  | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)<br>(Section 7(2)(i))   |
| 3        | Maintain legal professional privilege<br>Section 7(2)(g)  |

Moved Cr Neale, seconded Cr Martin 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 5.39 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 FEBRUARY 2022  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 5.39 PM**

Confirmed by:

\_\_\_\_\_  
Mayor Bruce Smith  
Chair

Date: 24 February 2022