



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, 26 SEPTEMBER 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.

A minute's silence was held in the Council Chambers to honour the life of previous Westland District Council Mayor, Bruce Smith. Bruce Smith was Mayor of Westland from 2016 to 2022. Her Worship the Mayor, Councillors and staff thank him for his service to the Westland District and for his many contributions to the wider community.

Her Worship the Mayor laid the Mayoral Chains on the table, followed by Cr Neale with red roses. All Councillors and staff attending wore red roses in honour of the life of Bruce Smith.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor and Cr Neale.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden
Hokitika Ward Members:	Cr Baird, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Cr Phelps and Cr Davidson were an apology for the meeting as they were attending the funeral of ex-Mayor Bruce Smith.

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that the apologies from Cr Phelps and Cr Davidson be received and accepted.

STAFF PRESENT

S. Baxendale, Acting Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting 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 and the amendments noted from Deputy Mayor Cassin were as follows:

Removal of Versatile West Coast.

Addition of West Coast Treetop Walk and Tower Zipline

Addition of Destination Hokitika, committee member.

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 had been circulated.

- **Ordinary Council Meeting Minutes – 29 August 2024**

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 29 August 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 29 August 2024.

6. **ACTION LIST**

Scott Baxendale, Acting Chief Executive spoke to the Action List and provided the following updates:

- Pakiwaitara Building
 - The Geotech report was on the agenda at the August Council meeting. The building will be put forward for sale as part of Council's Long Term Plan.
- Council Headquarters Building
 - Staff are progressing with the rates affordability calculations.
- Hokitika Gorge Lower Swing Bridge
 - The successful tenderer for the project has signed the contract, and the project is on track.
- Community Housing Trust
 - A meeting had been held with Whare Iraia from Development West Coast. There is a lot more work to be done on this project before it can move forward. Clarification on this item will be required going forward. This item is to be removed from the action list.

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

1. The updated Action List from the Acting Chief Executive be received with the one item to be removed and ensure that the component stays with the housing forum group going forward.

7. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Hokitika Museum**

Laureen Sadlier, Museum Director and Marcus Waters, Community Services Manager spoke to this presentation.

- The Kura Pounamu temporary exhibition will serve as a soft opening for the Museum.
 - A walk-through for Councillors will be held in November 2024. The Kura Pounamu temporary exhibition will open in December.
- The construction of the permanent exhibitions will begin in April 2025.

- Currently the budget for the permanent fitout will be \$210k.
- Entry fees to the Museum will be \$10 per visitor. Children under 16 and local residents will be free to enter.
- There will be an evolving renewing exhibition space, with a focus on locally based exhibitions that will renew every 6 months.
- The Museum currently has a lotteries funding application in for the value of \$300k.
- The Kura Pounamu temporary exhibition will give the Museum team a good opportunity to see how staffing will work for the Museum going forward

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

1. The presentation from the Hokitika Museum be received.

Cr Burden asked the progress as to the formation of the Hokitika Museum Trust. This item will be reported back to the next Council meeting.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – August 2024**

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 30 August 2024.

- Rates debtors is slightly up, this is partially due to the increase in rates. This is not of concern at this point.

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

1. The Financial Performance Report to the 30 August 2024 be received.

- **Asset Management Policy**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of the report was to adopt the draft Asset Management Policy.

- Asset Management Planning is completed every 3 years, this policy is reviewed and adjusted as part of that 3-year cycle.
- There is a new system in place to keep track of Council Assets and how they are managed and recorded.

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

1. The report be received.
2. Council adopts the Asset Management Policy.

- **Procurement Policy**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of the report was to adopt the draft Procurement Policy.

- The thresholds for procurement measures have been amended.
- Short form agreements and additional information has been included in the policy.
- This policy will be reviewed every 3 years.
- This policy was written with the help of an external procurement professional.

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

1. The report be received.
2. Council adopts the Procurement Policy.

- **Land Acquisition and Disposal Policy**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of the report was to adopt the draft Land Acquisition and Disposal Policy.

- The policy provides a strategic framework for Council regarding the sale or purchase of land.

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

1. The report be received.
2. Council adopts the Land Acquisition and Disposal Policy.
3. Council revokes the Sale of Property Policy as at today's date.

- **Responsible Freedom Camping Bylaw**

Alicia Paulsen, Asset Strategy and Development Manager spoke to this item and advised the purpose of the report was to seek the adoption of the Statement of Proposal and Draft Responsible Freedom Camping Bylaw allowing for public consultation to occur using the Special Consultative Procedure as per Section 83 of the Local Government Act 2002.

- Council must permit freedom camping unless there is a bylaw in place.
- Council cannot prohibit freedom camping across the entire Westland District.
- The bylaw ensures that people can be moved on if they are camping in an incorrect area.
- Management
 - There is no funding from the Government to manage this.
 - The regulatory department are working to gather information on enforcement costs. This information will be shared with Council once compiled.

Her Worship the Mayor requested that staff collaborate with DWC to make sure that the marketing of the West Coast includes requirements and expectations of visitors to Westland, along with educating visitors on the cultural and environmental significance of areas.

Her Worship the Mayor requested that elected members speak to their communities for feedback regarding freedom camping.

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

1. The report be received.
2. A workshop be held regarding freedom camping in in October 2024.

- **Euphemia Brown Bequest Fund**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of the report was to provide Council with information regarding the use of the Euphemia Brown Bequest Fund.

- The fund was left with the provisor that it be used each year to provide Christmas cheer or comforts for such poor orphan children, or poor aged and infirm person residing in and around the Borough of Hokitika.
- The recipient of this donation each year is at the Mayor's discretion.
- A media release will be prepared to get community support for the worthy cause.

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

1. The report be received.
2. Council resolve to gift a total of \$1500 each year, and to be used annually going forward, to worthy causes at the Mayor's discretion in line with the Bequest Fund.

- **Waste Management and Minimisation Plan Verbal Update**

Erle Bencich, Acting Group Manager District Assets gave a verbal update on this item.

- The draft Waste Management and Minimisation Plan has now been adopted by Buller and Grey District Councils.
- Consultation will close in early December 2024 and this item should come back to Council for final adoption in January 2025.
- There has been a lot of interest from contractors, and many will be attending site visits in early October 2024.
- Waste assessments have been undertaken, with tourism contributing 27% of waste going to landfill.
- A company has started collecting used tyres in Westland District to recycling and repurpose.

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

1. The verbal update from the Acting Group Manager District Assets be received.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Neale, seconded Cr Baird 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 2.50pm.

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 – 29 August 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.	Animal Control Verbal Update	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	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2	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	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (S. 7(2)(e))
1	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	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 Manera, seconded Cr Baird 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 3.55pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 OCTOBER 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.02 PM

Confirmed by Council at their meeting held on 24 October 2024.

Mayor Helen Lash
Chair

Date