



# 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 14 DECEMBER 2023 COMMENCING AT 1.00 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel and presentations were made available on the Council Website.

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

### 2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
<b>Members</b>	Cr Cassin (Deputy Mayor)	
	Cr Burden	Cr Neale
	Cr Davidson	Cr Baird
	Cr Gillett	
	Kw Madgwick	

### NGĀ WHAKAPAAHA APOLOGIES

Cr Manera, Cr Phelps, Kw Tumahai

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the apologies from Cr Manera, Cr Phelps and Kw Tumahai be received and accepted.

### ABSENT

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; S. Baxendale, Group Manager District Assets; D.M. Maitland; Executive Assistant and Council Secretary, E. Rae, Strategy and Communications Advisor (via Zoom).

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams.  
There were no amendments made to the Interest Register.

### 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 meetings were circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 23 November 2023**

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 23 November 2023 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 23 November 2023.

### MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:

- **Chief Executive’s Review Committee Extraordinary Minutes – 25 May 2023**

Moved Cr Burden, seconded Deputy Mayor Cassin and **Resolved** that the Extraordinary Minutes of the Chief Executive’s Review Committee dated the 25 May 2023 be received.

## 6. ACTION LIST

Simon Bastion, Chief Executive spoke to the action list as follows:

Item	Current Action
1. Pakiwaitara Building, 41 Weld Street, Hokitika.	Items 1 and 2 were considered together.
2. Council Headquarters Building, 36 Weld Street, Hokitika.	Further work to be done on Geotech assessments for both the Pakiwaitara Building and Council Headquarters Buildings in Weld Street, Hokitika which has yet to be commissioned. Final quotes for the Geotech work will be received on the 15 December 2023.

Paul Zaanen, Senior Project and Business Development Manager for Josephs and Associates Ltd attended the meeting via Zoom and provided an update on the Hokitika Racecourse Development Project with regard to the engagement session held on Saturday 9 December 2023 and the registration of interest process. The Registration of Interest was released on the 6 November 2023 with a site visit on the 20 November 2023 with responses received by the 1 December 2023. There were responses received from the private sector indicating an interest in the site (Superlots 1, 2 and 3), and a meeting with the Working Group will be held on the afternoon of the 14 December 2023 to score the responses against the criteria previously circulated, with a full report to come back to the January Council Meeting.

Moved Cr Baird, seconded Cr Davidson and **Resolved** that the updated Action List from the Chief Executive, including the update from Mr Zaanen be received.

## 7. NGĀ TĀPAETANGA PRESENTATIONS

- **Civic Awards and Young Achiever Awards**

The recipients of the Civic Awards and Young Achiever Awards (awarded on behalf of Council and the Lions Club of Hokitika) were in attendance at the meeting as follows:

Name	Award
<b>Jack Matthews</b>	Percy Atkinson Trophy for Sporting Achievement
<b>Rishjarn-Karlos Hereaka</b>	Ron Wieblitz Trophy in Arts and Culture
<b>Charlotte Provis</b>	Brian McCarthy Trophy for Community Involvement
<b>Scott Matthews</b>	George Groufsky Presidential Trophy for a single outstanding achievement in any category and the Westpac Trophy: Overall winner.
<b>Ella Stewart</b>	Westland Scholarship
<b>Helene Hindman</b> (unable to attend the ceremony)	Local Hero Award to recognise often-unnoticed service to the district or a township within a district.
<b>Te Hono O Ngā Waka</b>	Community Group/Organisation of the Year to recognise a group of people that together have made an outstanding difference to their community.
<b>Eileen Jones</b> (unable to attend the ceremony)	Senior Westlander of the Year to recognise those aged 60 and over who have made a positive contribution to our district.
<b>Mike Keenan</b>	Westlander of the Year to honour the achievements and contribution of an inspirational person who has made a significant contribution to their district.

- **Westland District Youth Council and Strategy**

Deputy Mayor Cassin, Samuel Bastion and Te Haeata Nikau-Tootell provided a Powerpoint presentation regarding the Westland District Youth Council and Strategy prepared in conjunction with Mayors Taskforce for Jobs and also supported by Jade Mahuika and Cr Burden.

Topics covered included:

- Work in conjunction with youth to redevelop the youth plan.
- Build on the success other districts have had with their youth councils.
- Invest in the future by enhancing youth autonomy within the district.
- Encourage youth engagement in local decision-making.
- Engagement and connectedness with youth in our district.
- A chance to fulfil the adopted 2005 Youth Strategy obligations.
- Key insights from other Councils.
- Mana Taiohi – Code of Ethics.
- Positive Youth Development in Aotearoa Framework.
- Bringing together 12-16 youth of different ages, locations and backgrounds.
- Westland MTFJ is currently funded for another 18 months.
- Willing to share a space for hosting.
- Open to helping to recruit youth to the Youth Council.

- Offering consultation to Council for supporting youth.
- Agreement in principle to support this process.
- Allowing the group to return with a report and costings to the February Council meeting for a formal decision to form the Youth Council.

Her Worship the Mayor acknowledged Deputy Mayor Cassin being nominated for the Young Elected Member of the Year Award, LGNZ, which had posthumously been awarded to Louis Rāpihana, former Ōpōtiki District Councillor and YEM, who passed away earlier in the year.

Moved Cr Baird, seconded Cr Davidson and **Resolved** that the Youth Council Strategy presentation be received.

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Reallocation of Better off Funding**  
Scott Baxendale, Group Manager District Assets spoke to this item.

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

- 1.1. That the report be received.
- 1.2. That Council reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$19,000) to the Westland Industrial Heritage Park Project; and reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$50,000) to the Carnegie Fit-out Design; and reallocate cost savings in the Better Off Funded, Community Halls Portfolio (\$40,000) to the Ross Swimming Pool Emergency Works.

- **Draft Significance and Engagement Policy**  
Emma Rae, Strategy and Communications Advisor spoke to this item.

Kw Madgwick enquired as to why the Pakiwaitara Building, 41 Weld Street, Hokitika is listed as a strategic asset. The Group Manager Corporate Services advised that when the building was purchased it was resolved to be added as a strategic asset to the Significance and Engagement Policy, however, it was not added at that time.

Kw Madgwick advised that items 2.2 (Appropriate Forms of Engagement) and 3.7 (In Determining Appropriate Forms of Engagement) in the policy refer to Iwi and Rūnanga which are one and the same which require amendment.

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

- 1.1. That the report be received.
- 1.2. That the draft Significance and Engagement Policy be adopted for inclusion in the draft Long Term Plan 2024 – 2034, subject to Items 2.2 and 3.7 being amended with reference to Iwi and Rūnanga.
- 1.3. That the following engagement and consultation will be undertaken: inclusion of the Significance and Engagement Policy in the Long Term Plan consultation process.

- **Sale of Land**  
Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

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

1.1. That the report be received.

1.2. That Council declare the land (situated in Kumara, SH73, DP404269) as surplus and to be sold.

**9. ADMINISTRATIVE RESOLUTIONS**

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

- **Annexure Schedule – Consent Form**  
Shooting Creek Limited – Record of Title 1058774 – Consent to Partial Surrender of Easement Instrument for Right to Convey Water.
- **Warrants of Appointments**

<b>Christina Lee TAPSEL</b>	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none"><li>• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act</li><li>• Inspector and Authorised Officer to enforce Westland District Council Bylaws.</li><li>• Enforcement officer pursuant to s.32 of the Freedom Camping Act.</li></ul>
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<b>Anthony Eric KENNEDY</b>	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none"><li>• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act</li><li>• Inspector and Authorised Officer to enforce Westland District Council Bylaws.</li></ul>
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<ul style="list-style-type: none"> <li>Enforcement officer pursuant to s.32 of the Freedom Camping Act.</li> </ul>
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<b>Liam Ray TAILBY</b>	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none"> <li>Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act</li> <li>Inspector and Authorised Officer to enforce Westland District Council Bylaws.</li> <li>Enforcement officer pursuant to s.32 of the Freedom Camping Act.</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 Baird, seconded Cr Davidson 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 2.37 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 – 23 November 2023  <b>Confidential Minutes to be Received:</b> <ul style="list-style-type: none"> <li>CE’s Review Committee Minutes – 25 May 2023</li> </ul>	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)

2.	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)
3.	District Licensing Commissioner	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.	Briefing to the Incoming Government	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, 3	Protect the privacy of natural persons, including that of deceased natural persons. Section (7)(2)(a)
1, 3	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. Section 7(2)(b)
4	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information. (ii) would be likely otherwise to damage the public interest. Section 7(2)(c)(ii)
3	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. Section 7(2)(f)
2	Maintain legal professional privilege

		Section 7(2)(g)
2, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
1, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

Moved Cr Baird, 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 3.17 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 JANUARY 2024  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 3.17 PM**

Confirmed by the Council at their meeting on 25 January 2024

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

**Date: 25 January 2024**