



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 22 JUNE 2023 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 Deputy Mayor Cassin

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members		
	Cr Cassin (Deputy)	Cr Baird
	Cr Burden	Cr Davidson
	Cr Manera	Cr Neale (via zoom in attendance for part of the meeting)
	Kw Tumahai (via zoom in attendance for part of the meeting)	Cr Phelps
	Kw Madgwick	
Also in attendance	Paul Zaanen and Jason Mills – Joseph & Associates (via zoom)	

NGĀ WHAKAPAAHA

APOLOGIES

Cr Gillett

Cr Neale – Apologies for lateness

Kw Tumahai – Apologies for lateness

ABSENT

Nil

Moved Cr Phelps seconded Deputy Mayor Cassin and **Resolved** that the apology from Cr Gillett be received and accepted.

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. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams.

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**

Nil

**5. NGĀ MENETI O TE HUI KAUNIHĒRA
MINUTES OF MEETINGS**

The Minutes of the previous Meetings had been included in the Council Agenda:

- **Ordinary Council Meeting Minutes – 25 May 2023**
- **Extraordinary Council Meeting Minutes – 7 June 2023**

Moved Cr Baird seconded Cr Phelps and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 25 May 2023 and the Extraordinary Council Meeting held on the 7 June 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 25 May 2023 and the Extraordinary Council Meeting Minutes of 7 June 2023.

6. ACTION LIST

The Chief Executive spoke to the Action List and provided updates. Paul Zaanen and Jason Mills from Joseph & Associates were in attendance via zoom to speak to the Racecourse Update as part of the Action List.

Item	Status	Update
Pakiwaitara & Council Office	Water issues to be repaired. Quote for works will be considered by Council. Financial & valid information relating to repairs/EQ strengthening/fit out etc will be revisited for these buildings. Further workshop with Council re: Council buildings with report expected to be tabled at August CM.	Work is still being evaluated and revisited. Some work has started on guttering that was failing. Butanol replacement needs to be done as well as guttering. The roof was assessed in the last fortnight and the recommendation was to re-roof. One quote obtained for a total roof replacement is \$170k. Further quotes to be obtained for comparison. There is a budget allocated mainly for structural repairs to ensure building is water tight.
Government Building	Funding options still being worked through. Refer to update from Andrew Coleman, Heritage NZ	Update from Heritage NZ as part of agenda from CEO Andrew Coleman who advises that they are still working through aspects of the design and funding requirement to complete the work. Currently evaluating commercial options that they have given us to date. The intention is to have another workshop (within the next 30 days) with council to review numbers.
Hokitika Racecourse	2 Engagement sessions have been held, and a public meeting held on 10 June 2023. Paul Zaanen to provide a verbal update during this session.	Engagement sessions have been completed. Paul Zaanen advised that they have received 45 written submissions with 30-40 at each workshop and 80 in attendance for the drop-in session. Joseph & Associates will come back to council in July with a full written report on the engagement findings and the civil cost certainty updates. The submission process closes on 30 June 2023. Any questions or concerns – would be good to get feedback.

		Workshop has been pencilled in on the 30 June 2023 with Councillors to summarise the engagement feedback.
Better Off Funding Tranche 1	Standard report to Council as part of the agenda	A report was provided at the last Council meeting in May. On discussion with the Mayor, it has been decided this report is not required monthly – unless there is a significant update. Will be included as part of CE update.
Financial Performance – Summary of Subsidies & Grants received & what it was spent on	This will be included as part of the CE’s report in July 2023.	Planning to include this information as part of the CE’s update at July Council Meeting. Will go back over 3 years.
Stafford Cemetery	To check museum records & GPR use. Further Report to come back to Council.	An MOU is tabled with Heritage Hokitika for ground maintenance is yet to be signed. Scoping work is being done around the agreements and Fencing & panel work to be done.
Risk & Assurance	Amended appointments to the Committee	Completed.
CBD Maintenance	Full review of how CBD is maintained	Workshop to be arranged.

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

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Waka Kotahi NZ Transport Agency Update**

James Caygill, Director of Regional Relationships, West Coast/Canterbury/Otago & Southland.

- **Maintenance and Operations Programme**
- **Speed Management Planning**
State Highway Speed Management Plans
Waka Kotahi will only look at speed management changes where:
 1. The top 1% dangerous highways in the Country (none in the South Island)
 2. Areas where the state highway goes through urban – (where there is a speed change)
 3. Where community want a speed change (high hazard areas)
- **Government Policy Statement on Land Transport (GPS)**
- **Indicative Strategic Priorities for GPS 2024**
- **Special Purpose Roads (SPR)**
 - Westland District – Haast to Jackson Bay Road
 - SPR roads are part of the nation-wide transition of SPR roads to local road status planned for -1 July 2024.
 - The transition will be preceded by formal engagement between Waka Kotahi and Council at Officer and then Governance level.
- **Network Resilience**

Cr Burden left the chambers at 1:59pm and returned at 2:00pm

- **Transport System Resilience**
- **Recommendations of National Resilience PBC**
- **National Resilience PBC – Current Risks**

- **Budget 23 Resilience Funding**
- **He Tohu Huarahi Māori Consultation**
 Consultation open on 94 bilingual traffic signs grouped by type
 Signs that need to be replaced (particularly in cyclone hit regions) will be rolled out first. This is a low-cost implementation as the new signs will be rolled out when new signs or replacements are needed.

The Chief Executive advised that Westland District Council will compile a list of speed issues in the area and key issues to send through to Mr Caygill at Waka Kotahi NZ Transport Agency.

Moved Cr Phelps seconded Cr Cassin and **Resolved** that the presentation from James Caygill from Waka Kotahi NZ Transport Agency be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance: May 2023**

Cody Nabben, Financial Accountant spoke to this item and advised the purpose of the report was to provide an indication of Council’s financial performance for the month to 31 May 2023.

Moved Cr Manera seconded Cr Davidson and **Resolved** that:

1. The Financial Performance Report for 31 May 2023 be received

- **Rates Write Offs and Remissions 2022-2023**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of the report was to request Council approval to write off rates debts deemed uncollectable, and to apply remissions, for the financial year ended 30 June 2023.

Moved Cr Baird seconded Cr Cassin and **Resolved** that:

1. The report be received.
2. Council approves the total proposed rates write offs and remissions of \$282,037 including GST.

- **Remits to Local Government New Zealand**

Simon Bastion, Chief Executive spoke to this item and advised the purpose of the report was to seek endorsement of suitable Local Government New Zealand (LGNZ) remits. The remits must have formal support from at least one zone or sector group meeting, or five Councils, prior to their being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal.

Cr Gillett arrived in Chambers 2:49pm

Moved Cr Phelps seconded Cr Burden and **Resolved** that:

1. The report be received.
2. Council support the endorsement of remits (as below) being submitted to the Local Government New Zealand Annual General Meeting on the 26 July 2023 as follows:

Remit	Supported / Not Supported
Remit 1 - Allocation of Risk & Liability in the Building Sector	Supported
Remit 2 - Rates Rebate	Supported

Remit 3 - Roading/Transport Maintenance Funding	Supported
Remit 4 - Local Election Accessibility	Supported
Remit 5 - Ability for Co-Chairs at Formal Meetings	Supported
Remit 6 - Parking Infringement Penalties	Supported
Remit 7 - Rural and Regional Public Transport	Supported
Remit 8 - Establishing Resolution Service	Supported
Remit 9 - Earthquake Prone Buildings	Supported
Remit 10 - KiwiSaver Contributions for Elected Members	Not Supported
Remit 11 - Audit NZ Fees	Supported

3. Council endorse Her Worship the Mayor as Presiding Delegate to vote at the Local Government New Zealand Annual General Meeting 2023 on behalf of Westland District Council.

- **Update on Capital Works Projects 2022-2023**

Scott Baxendale, Group Manager, District Assets spoke to this item and advised the purpose of the report was to provide an update to Council on the status of the 2022-2023 Westland District Council, Capital Works Projects.

The Group Manager introduced elected members to Jan Visser, Facilities and Properties Manager.

Moved Cr Cassin seconded Cr Burden and **Resolved** that:

1. The Report be received

*Moved Cr Baird seconded Cr Phelps and **Resolved** that the meeting extends beyond the 2 hours in accordance with Clause 4.2 of Standing Orders.*

PRESENTATIONS CONTINUED...

Citizenship Ceremony June 2023

Her Worship the Mayor extended a very warm welcome to Westland District's seven new citizens who were in attendance to undertake their Oath of Allegiance/ and Affirmation of Allegiance and bear true Allegiance to His Majesty King Charles the Third, King of New Zealand, the following people received their Certificate of Citizenship before the Mayor and Councillors:

Given Name	Family Name
Juliane	Pfeifer
Cassandra	Mealey
Hanoilize	Hills
Frederik	Gerhardus
Wendy	Pangan
Mark	Pangan
Andrea	Pangan

The new citizens watched a video and welcome from the Governor-General, Her Excellency the Rt Hon Cindy Kiro, and also the Hon Barbara Edmonds, the Minister of Internal Affairs, sang the National Anthem of New Zealand, received a copy of the NZ Citizenship Story from Internal Affairs, and received a native tree from Council.

*Moved Cr Phelps, seconded Cr Gillett and **Resolved** that the meeting adjourn at 3.30 pm to have afternoon tea with the new citizens, their families, and supporters. The meeting reconvened at 3.50 pm.*

REPORTS CONTINUED...

Cr Neale was not online for this part of the discussion

- **Westland Holdings – Final Statement of Intent 2023-2026**

Joanne Conroy, Chair of Westland Holdings Limited joined via zoom and spoke to this report and advised the purpose of the report was:

1. To present the Final 2023-2026 Statement of Intent (SOI) for approval by Council.
2. This issue arises from the statutory requirement for Westland Holdings Limited (WHL) to present the final SOI for adoption prior to the end of June.

Moved Cr Burden seconded Cr Davidson that:

1. The report be received.
2. Council approve the Westland Holdings Limited 2023-2026 Statement of Intent as presented.

The motion was put to the vote and was lost on a show of hands:

Cr Manera supported the motion.

Cr Baird, Cr Phelps, and Deputy Mayor Cassin abstained from voting.

Cr Gillett recorded his vote against the motion.

After further discussion and clarification at the meeting with the approval of the original mover and seconder to the resolution, it was resolved as follows:

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

1. The report be received.
2. Council approve the Westland Holdings Limited 2023-2026 Statement of Intent as presented.

The motion was carried.

Cr Gillett 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 4:08 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
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1.	Confidential Minutes – 25 May 2023	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.	CCO Review – Phase 2	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 (Schedule (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 (Schedule 7(2)(b)).
2	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 the protection of such members, officers, employees, and persons from improper pressure or harassment; (Schedule (7)(2)(f))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; (Schedule (7)(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

Moved Cr Phelps 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 5:11pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 20 JULY 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5:11 PM

Confirmed by:

Mayor Helen Lash
Chair

Date: 20 July 2023