



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 24 AUGUST 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 Kw Tumahai.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members		
	Cr Cassin (Deputy)	Cr Baird (via zoom)
	Cr Burden	Cr Davidson
	Cr Gillett	Cr Manera
	Cr Neale	
	Kw Tumahai	Kw Madgwick

NGĀ WHAKAPAAHA APOLOGIES

Nil

ABSENT

Cr Phelps

Also in attendance for part of the meeting
Sally Cox, Senior Project Manager, Joseph & Associates Ltd (via zoom)
Paul Zaanan, Senior Project, and Development Manager, Joseph & Associates Ltd
Jason Mill, Architecture, Graphics and Project Management, Joseph & Associates Ltd
Bruce Lachore, Chief Executive Officer, New Zealand Motor Caravan Association
Chris Purchas, Sector Director, Tonkin & Taylor (via zoom)

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services, Risk & Assurance (via zoom); S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator; C. Nabben, Financial Accountant (part of the meeting); E. Bencich, Operations Manager (part of the meeting), J. Visser, Facilities Manager (part of the meeting)

**3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST**

The Interest Register had been circulated via Microsoft Teams.

Cr Cassin (Deputy) advised that he had made an update to the Interest Register noting that he has been appointed to the Te Tai O Poutini / West Coast Conservation Board. ¹(~~Non Pecuniary / Potential Pecuniary~~) effective as at (~~put date in here~~) 24 August 2023.

**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 separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 20 July 2023**

Cr Cassin noted that the comment regarding his conflict of interest at the last meeting should read that he spoke to the “Office of the Auditor General”, not the Auditor General, and requested this be amended in the minutes of 20 July 2023.

Moved Cr Cassin seconded Cr Gillett and **Resolved** that the amended minutes of the Ordinary Council Meeting held on the 20 July 2023 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed amended Council Meeting Minutes of 20 July 2023.

Committee Minutes to be received

- Risk & Assurance Committee Minutes – 11 May 2023
- Cycling & Walking Sub-Committee Minutes – 18 May 2023

Moved Cr Burden, seconded Cr Neale and **Resolved** that the minutes of the Risk & Assurance Committee dated 11 May 2023 and Cycling & Walking Sub-Committee dated 18 May 2023 be received.

6. ACTION LIST

Simon Bastion, Chief Executive spoke to the Action List and provided the following updates:

1. Pakiwaitara Building & Council Office/HQ

A Workshop was held with Councillors on the 10 August 2023 and from that workshop there were a number of points Council wanted actioned and/or investigated. These actions are underway and an update to be brought back to Council at a future date.

2. Hokitika Government Building

A workshop was held with Councillors on the 10 August 2023 and one of the outcomes from that workshop was that Council were not keen to proceed with the option of tenancy with Heritage New Zealand. The Chief Executive advised that Heritage New Zealand have been notified of Councils intended direction

3. Hokitika Racecourse Development

¹ Amended at 28 September 2023 Council Meeting.

Item for discussion on the agenda today.

4. Stafford Cemetery

The Memorandum of Understanding has been signed by Heritage Hokitika and is now operational. This item can be removed from the action list.

5. CBD Maintenance

A date is yet to be set for a workshop with Council. The carparking strategy will also be reviewed at this workshop as well.

6. Waka Kotahi NZ – List of areas with Speed Issues

A list of locations has been identified and a workshop has been set for the 14 September 2023 to review the compilation of proposed speed limit changes. Action will be taken from this one the list has been reviewed.

7. Te Tai Poutini Kai Puku

A meeting has been booked with Jade Winter for 1 September 2023 to go through potential Council properties/land that may benefit their requirements.

Cr Davidson queried whether the decision was ever brought to a formal Council meeting to proceed or not to proceed with utilising Hokitika Government House.

The Chief Executive advised that the item was never formally tabled, however, it was an option for Council to consider and see if it had any merit, and if Council requested for it to be formally withdrawn as an opportunity, that could be done.

Kw Madgwick expressed his concern about the outcomes from the Council Workshop held on the 10 August 2023 regarding the Hokitika Government Building and felt decisions had been made and media release prepared without proper conversation in an open Council meeting and expressed his concern about the process that was taken.

Her Worship advised that no formal decision was made in the Workshop and advised that the cost to get Hokitika Government Building up to standard, plus the on-going annual costs to the owners of the building were significant – all of which was part of the discussion process of the workshop.

After further discussion with the Councillors, the Chief Executive also advised that he would table a report regarding the Hokitika Government Building - including financial pros and cons at the 28 September 2023 Council meeting with recommendations and would also contact Heritage Hokitika to advise of the formal report being brought back to Council.

Moved Cr Davidson, seconded Cr Manera and **Resolved** that the updated Action List be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

• Introduction to the New Zealand Motor Caravan Association (NZMCA)

Bruce Lochore, Chief Executive Officer, New Zealand Motor Caravan Association spoke to this item and advised that the presentation was about who the NZMCA is, and provided the following information:

- **Who Are We?**

Cr Manera left the Chambers at 1:26pm and returned to the Chambers at 1:27pm

- **Single largest organised domestic tourist group in New Zealand**

- **Relationship of the NZMCA with Councils and the Community**
 - Events Calendar
 - Dump station program
 - Bylaw Advice
 - Freedom Camping Initiative

Cr Gillett left the chambers at 1.28pm returned to the Chambers at 1:32pm

- **67th NZMCA National Rally – Reefton**
Marketing the West Coast for the entire summer
Committed \$60k value of promotions to the NZMCA Members
- **NZMCA App**
Connecting local businesses on the West Coast with the NZMCA Members by utilising the App.
- **Protecting traditional, affordable camping for Kiwi families**
Partnership with Councils for campgrounds.
- **Camp Saver Brand**
Turn liability into asset
Bring a customer base
Share the profits with the Community
Open to the public

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the presentation from Bruce Lochore, CEO of NZ Motor Caravan Association be received.

- **Tonkin & Taylor – Westland Waste & Recycling Services**
Chris Purchas, Sector Director, Tonkin & Taylor joined the meeting via zoom, spoke to the presentation and provided the following information:
 - **Why are we talking about this?**
The current contract for kerbside collections (both waste & recycling) and transfer stations will expire soon. Council staff have been considering how to procure and contract services more effectively – with potential for the three Councils on the West Coast to collaborate.

Cr Burden left the chambers at 1:53pm and returned at 1:55

- **What is changing?**
Costs are increasing (waste levy and emissions trading scheme)
The Government are aiming to standardise kerbside recycling – meaning Council will need to start collecting glass and collecting food waste.
- **Opportunities for collaboration**
By collaborating it makes best use of Council staff, time, and resources, improves efficiency and with coordinated management and reporting - it can be done extremely well for all of the West Coast.
- **What are the options?**
 - **Westland-Only Procurement & Contract Management:**
The Council could handle the procurement & contract management solely within the Westland region – which is a continuation of the status quo.
 - **Joint Procurement with Individual Contracts:**
The council could collaborate with other entities for joint procurement efforts but maintain separate contracts and contract management for each entity.
 - **Joint Procurement with Individual Contracts and Joint Contract Management:**

Collaborative procurement could lead to individual contracts for each entity with contract management could be shared/coordinated for improved efficiency.

- **Joint Procurement with a Single Contract and Contract Management:**
The Council could opt for joint procurement leading to a single, consolidated contract, along with shared contract management.

- **Options vs objectives**

Green – is good against criteria - Orange – average - Red – not a good option

No perfect solution – however right 2 columns appear to be the best options.

	Westland only	Joint procurement Individual contract (one supplier) Westland management	Joint procurement Individual contract (one supplier) Joint Management	Joint procurement Single contract Joint Management
Cost Management	This approach is expected to be the most expensive, reflecting limited economies of scale.	While the contractor should be able to leverage a coast wide presence, separate management of each contract may make it difficult or limit the ability to achieve cost savings to be passed on to the Council/community.	The contractor should be able to leverage a coast wide presence across the three contracts. Joint management of the contracts will make it easier to achieve cost savings, particularly if reporting and contract management activities are combined where practical.	The contractor will be able to leverage a coast wide presence within a single contract (avoiding multiple reporting lines and associated costs). The economies of scale are expected to be in the range 5-10% (MfE, 2007)
Resilient Service Delivery	Limited ability to reallocate resources in the event of disruptions.	Contract specifications can be designed to provide for use of regional resources to address disruptions. Any adjustments will require coordination between individual Council contract managers.	Contract specifications can be designed to provide for use of regional resources to address disruptions. Coordinated contract management will make this easier to achieve at a practical level.	A single contract specifications should provide for reallocation of resources to address localised disruptions.
Efficiency	Westland specific Council and contractor time/effort for contract management and reporting.	Savings are expected through a joint procurement process. Westland specific Council and contractor time/effort for contract management and reporting	Savings are expected through a joint procurement process. Joint contract management and reporting will reduce contractor and Council costs.	Savings are expected through a joint procurement process. Managing a single contract including reporting will reduce contractor and Council costs.
Effectiveness	A Westland specific contract can be specified to deliver on community outcomes.	A Westland specific contract can be specified to deliver on community outcomes. By retaining the contract management Council will retain the ability to focus on Westland specific activity and outcomes.	A Westland specific contract can be specified to deliver on community outcomes. A joint management approach may reduce Council's ability to maintain a focus on Westland specific activity and outcomes.	A joint specific contract will need to balance outcomes across the region. A joint management approach may reduce Council's ability to maintain a focus on Westland specific activity and outcomes.

- **Comments**

- ✓ If cost is the key focus, then joint procurement, a single (regional) contract and joint contract management is likely to be procured.
- ✓ Coordinated delivery across the region with a single supplier is likely to provide more resilience than a Westland only arrangement.
- ✓ Both procurement and contract will be more efficient if undertaken at a regional level.
- ✓ Effectiveness is a balance between achieving shared outcomes and the ability to focus on Westland specific matters.
- ✓ Joint approach is recommended particularly for procurement of services
- ✓ The analysis suggests that there are significant benefits from joint management of services in the region

Cr Manera left the chambers at 2:10 and returned to the Chambers at 2:15pm.

Moved Cr Gillett, seconded Cr Davidson and **Resolved** that the presentation from Chris Purchas, Sector Director, Tonkin & Taylor be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – July 2023**

Cody Nabben, Financial Accountant spoke to the report and advised that the purpose of the report was to provide an indication of the Councils financial performance for the month to 31 July 2023 and highlighted the following:

- Sustainability report on page 32 of the agenda: the interest revenue exceeds expenses for this month due to the interest rates swaps and is basically a timing issue, as well as high official cash rate that is giving favourable interest rates.

- Budget figures throughout the report for revenues/operation expenditure and capital expenditure are subject to change as the budget is yet to be finalised.
- Sundry Debtors on page 39 of the agenda – \$1.275M of the \$2M relates to a swimming pool grant that is yet to be received, and \$195k is due to a community development grant received in August.
- Debt position forecasted in August is due to a loan draw down and the funds being used for term deposit which will mature in April.
- Capital Report– noting that there is less information than usual on this report due to unforeseen circumstances and due to delays in finalising the annual report.

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

1. The Financial Performance Report to the 31 July 2023 be received.

- **Hokitika Gorge Lower Suspension Bridge Closure**

Scott Baxendale, Group Manager, District Assets spoke to the report and advised that the purpose of the report was to update the Council on the closure (in October) of the Westland District Council owned Hokitika Gorge Lower Suspension Bridge.

Deputy Mayor Cassin made a statement regarding this item and acknowledged that it wasn't great that Council was having to make this decision, nor the pathway that brought Council to this place, and also acknowledged that the timing of the bridge closure in relation to the up-coming tourism season wasn't ideal and felt that clarity needed to be provided on what has been in the media and social media.

He wanted it made known that options that are being explored to bring the asset back online or a replacement built – that Council is not simply closing the bridge and walking away, and Council will continue to work closely with the Department of Conservation until a longer-term sustainable solution is decided upon.

Deputy Cassin wanted to make it very clear that the only part that will be closed from 1st October 2023 is the bridge and the areas surrounding its access, that it is purely due to the heightened risk of structural failure that simply cannot be ignored.

Her Worship the Mayor acknowledged the impact of the closure of the bridge on the tourism operators, however reminded everyone that the beauty of the area is still here and is still able to be visited and viewed – and advised that it is all about how the area is promoted and felt confident that a resolution regarding the swing bridge will happen fairly quickly.

Kw Madgwick queried how the media release regarding the bridge happened before the discussion with Council.

The Chief Executive acknowledged Kw Madgwick's sentiments and advised that he took responsibility for the decision made and would ensure a better process happens in the future. He also advised that there is balance between Council and the CE to take operational responsibility for assets on an ongoing basis, and calls are made frequently regarding safety on an operational basis.

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

1. The report be received
2. The following engagement has already been undertaken:
Westland District Council and the Department of Conservation will create a media release and advertising for the October closure of the Hokitika Gorge Lower Suspension Bridge

- **Voting Systems**

Lesley Crichton, Group Manager Corporate Services, Risk & Assurance spoke to the report and advised that the purpose of the report was for Council to consider the choice of Electoral Voting System for the 2025 and 2028 Local Government Triennial Elections.

Moved Cr Manera, seconded Cr Cassin and **Resolved** that:

1. The report be received
2. Council resolve to continue to use the First Past the Post Electoral System for the 2025 and 2028 triennial elections.

*Deputy Mayor Cassin, Cr Baird, Cr Davidson, and Cr Manera voted for the motion.
Cr Gillett and Cr Neale asked that their votes be recorded against the motion.
Cr Burden abstained from voting.*

- **Adoption of Terms of References – Hokitika Racecourse Development Working Group**

Paul Zaanan & Jason Mills from Joseph & Associates spoke to this item and advised that the purpose of the report is for the Council to adopt the Terms of Reference and appointment of members for the Hokitika Racecourse Development Working Group.

Paul Zaanan advised that the Working Group is there as a guiding hand and any recommendations in the process comes back to Council for approval.

The Chief Executive advised that the Mayor and himself worked together to establish who from the community could be on the Working Group and took into consideration the skills and wider connections that would be beneficial for this Working Group project.

Jason Mills advised that the Working Group is to ensure that the information from the community engagement is well represented and any changes that need to made will be done.

Paul Zaanan introduced Sally Cox – Project Manager from Joseph & Associates who was online for this portion of the meeting and advised that Sally is working collaboratively with Paul and Jason on this project.

Cr Cassin abstained from voting due to his previous noted conflict of interest at the July 2023 Council Meeting.

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

- 1 The report be received.
- 2 Council adopts the Terms of Reference for the Hokitika Racecourse Development Working Group and confirms the appointment of the following members:
 - Mayor Helen Lash
 - Councillor Gillett
 - Councillor Burden
 - John Strange
 - Rebecca Pearson
- 3 That the Delegations Manual be updated.
- 4 That the Local Governance Statement be updated.

- **Meeting Duration**

Moved Cr Cassin, seconded Cr Burden and **Resolved** that the meeting go beyond 2 hours in accordance with Section 4.2 of Standing Orders.

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 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 2:58 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 – 20 July 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.	Risk 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. 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	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)).
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))

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2	Maintain legal professional privilege; or (Schedule 7(2)(g))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; (Schedule 7(2)(h))

Moved Cr Gillett, seconded Cr Neale 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 3:17pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 SEPTEMBER 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3:16 PM

Confirmed by:

Mayor Helen Lash
Chair

Date: 28 September 2023