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File Number	23.24.23

LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

Request from:	Janna Sherman – Hokitika Guardian
Information requested:	Minutes from Council workshops and relevant correspondence
Response by:	Simon Bastion, Chief Executive

20 September 2023

Janna Sheman
Hokitika Guardian

Via Email: jannas@hokitikaguardian.co.nz

Dear Janna

Official information request for minutes on the Government House decision

I refer to your official information request dated 24 August 2023 for minutes on the Government House decision.

As per LGNZ guidelines and Westland District Council standing orders, minutes are not required for workshops or briefings. No resolutions can be made at a workshop/briefing.

You can find the information of these guidelines here https://www.lgnz.co.nz/assets/Standing-Order-templates/StandingOrder_16_09_22.pdf

And the WDC standing orders here: <https://www.westlanddc.govt.nz/your-council/mayor-and-councillors/elected-members-policies/>

Minutes are not taken at workshops/briefing, a written record is taken.

Enclosed is the written record of the workshop and any relevant correspondence.

Some information has been redacted under the following sections of LGOIMA:

- section 7(2)(a) of LGOIMA to protect the privacy of natural persons, including that of deceased natural persons.
- Section 7(2)(i) of LGOIMA to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

There is no charge in supplying this information to you.

Council has adopted a Proactive Release Policy and accordingly may publish LGOIMA responses on the Council Website at <https://www.westlanddc.govt.nz/lgoima-responses>. The collection and use of personal information by the Westland District Council is regulated by the Privacy Act 2020. Westland District Council's Privacy Statement is available on our website [here](#)

If you wish to discuss this decision with us, please feel free to contact Mary-anne Bell, Business Analyst at LGOIMA@westlanddc.govt.nz, 03 756 9091.

Sincerely,



Simon Bastion | Chief Executive
SB/MB



Council Workshop Council Buildings

BRIEFING HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 10 AUGUST 2023 COMMENCING AT 1:00 / 1:30 PM.

1. MEMBERS PRESENT AND APOLOGIES

Facilitators:	Jacob Fone - O'Connor Partners Michael O'Connor – O'Connor Partners Richard Bullet – RDB Project Management (via zoom)	
Members	Her Worship the Mayor	Cr Cassin (Deputy)
	Cr Baird (via zoom)	Cr Burden
	Cr Davidson	Cr Gillett
	Cr Manera	Cr Neale
	Cr Phelps	

NGĀ WHAKAPAAHA

APOLOGIES

Kw Tumahai

Absent

Kw Madgwick

STAFF PRESENT

S. Bastion, Chief Executive; L. Crichton, Group Manager Corporate Services Risk and Assurance; T. Cook, Group Manager, Regulatory, Community & Planning Services; D. Maitland, Executive Assistant; E. Rae, Strategy & Communications Advisor (via zoom); S. Johnston, Governance Administrator (via zoom); J. Visser, Property and Facilities Manager

2. WORKSHOP TOPICS:

Jacob Fone, O'Connor Partners spoke to the following presentation:

Buildings and Facilities Options – August 2023

Purpose:

To discuss the building options for the Council offices; to seek clear direction from Council on Government House, Strengthening the existing Council HQ Building vs a new build at the Hokitika Airport

- **Inten**
Council Building: 3 options
Fix up
Renting another building
New Build

Conventional Approach to Financial Analysis

Express different cash flows in present value terms for valid comparison
Discount rate = 5% (using NZ Treasury)

- **Information Fact Sheet – Pros & Cons** (pre-read circulated prior to meeting)
Contains updated costings and financial analysis summary
Non-Financial Considerations - Pros & Cons
- **Government House**
A poor option financially under the current assumptions.
Limited practical upside.
 1. Does Council want to continue with Government House
 2. Consensus with Councillors – is no. Nice sentimental idea, but not going to work for Council.
- **Investigate New Build at Airport**
 1. Is Council willing to consider moving to a new build at the airport?
 - What is the cheapest way to acquire a fit for purpose building?
 - Do the non-financial benefits outweigh the non-financial drawbacks?

Richard Bullett advised that a new build is looking between [REDACTED] – [REDACTED] & looking at just over 1500sqm for a single level purpose-built building at the airport. (Current footprint in HQ is 2027sqm)

- 32 carparks would be approximately [REDACTED] at the airport
- Upgrades to water, sewage and power would need to be done at airport also – which would potentially open up further commercial development in the future.
- Looking at well over [REDACTED]

- **To strengthen Council HQ:**

Strengthening [REDACTED]
Compliance Upgrade [REDACTED]
Fitout [REDACTED]
TOTAL approximate cost of [REDACTED] per sq./m)

Section 7(2)(i)

- **To strengthen and refurbish Pakiwaitara** (from previous Library figures)

Building strengthen [REDACTED]
Compliance [REDACTED]
Fitout [REDACTED]
TOTAL of [REDACTED]

- Having Council out of town – what does that do to/for Hokitika?

Direction moving forward:

- Further detailed numbers around the Hokitika Airport option
- Further detailed work looking at Pakiwaitara Building reconfigured into office space
- Pending valuation from Bayley's on both buildings (as is and upgraded)
Arrange further workshop

Future of the Pakiwaitara Building (depending on above decisions)

1. Decanting staff during strengthening and refurbishment

Pakiwaitara Cost Update - [REDACTED] for total strengthening and upgrade based on it being a library – broken down as follows: [REDACTED] strengthen; [REDACTED] compliance upgrade, total fit out based on architect plans for library/café/visitor centre/museum display area/office complex for rent/lease = [REDACTED] in total.

Potential Alternative Uses for the Pakiwaitara Building:

Section 7(2)(i)

1. Library
2. Community Hub
 - WestREAP
 - Whare
 - Digital Visitor Hub (replacing iSite)

Next Steps

1. Social Service / Community Hub with a potential return for Pakiwaitara – for further figures
 - How much rent return would make it worthwhile?
2. 7 September 2023 for a further Council Workshop for stage 2 discussions and review.

The workshop closed at 3:27 pm

WDC 23.24.23 Released under LGOMA

Meeting Notes – Wednesday 1 February 2023 held in Simon’s Office, 36 Weld Street, Hokitika commencing at 12 noon

Council staff attending:

Scott Baxendale, Te Aroha Cook, Lesley Crichton, Diane Maitland

Heritage New Zealand

Racheal Western

Robin Miller, Origin, Registered Building Surveyor. Origin Consultants, Offices in Arrowtown and Dunedin.

<https://www.originteam.co.nz/>

Apologies from Simon Bastion

Booked the Chambers for a Design Group Meeting today.

Full design proper – full steam ahead, do some inspection work on the site today, and Victor will be asking a few questions about the enabling works and what consenting processes we will need to go through for the work.

Robin not familiar with the District Plan. Trying to understand the protection of the building under the two plans at the moment, his understanding under the operative plan it is unclear as to what interiors are protected and its very much a conversation with Council planning officers and Heritage NZ.

Te Aroha – planning manager and building manager will be available via Zoom when they get to those issues. Open to that any time when they know what works will be required.

Racheal’s team looking at doing some remediation and removing hazardous materials in the next few months.

Robin would like to talk to Council staff next couple of weeks, engineering design, electrical design and they would start to know what their parameters as they would like to know any resource consent issues in advance.

Te Aroha – said if they are working like for like then it will likely be more building consent issues. Her team are working around simplifying work around templates etc.

Robin – accessibility, fire etc need to be picked out now.

Scott – have they closed the funding gap that they had?

Racheal – letter of variation from CIP, given them go ahead for full design phase then a check in at the end of June 2023. By that time they will be in a position to determine what funding application WDC could make. Get the design done, costings fine tuned by the end of June 2023.

Scott advised that Pakiwaitara and 36 Weld Street have contracted someone to do some work on these buildings and work required to bring up to spec.

Scott requested Rachel to provide more clarity at this stage.

Section 7(2)(i)

Te Aroha asked what impact could be a change of Govt have?

Racheal has a model of the building that could be shared. Email it through to Di to circulate to everyone

Meeting closed at 12.33 pm

WDC 23.24.23 Released under LGOIMA

Archived: Monday, 18 September 2023 2:27:58 pm

From: [Diane Maitland](#)

Sent: Fri, 18 Aug 2023 02:26:11

To: AColeman@heritage.org.nz

Cc: [Helen Lash](#); [Simon Bastion](#)

Subject: 18.08.23 - Mayor Lash - Heritage NZ (Hokitika Government Building)

Importance: Normal

Sensitivity: None

Attachments:

[18.08.23 - Mayor Lash - Heritage NZ \(Hokitika Government Building\).pdf](#)

Good afternoon Andrew,

Please find attached a letter from Mayor Helen Lash regarding the Hokitika Government Building.

With regards

Diane

Diane Maitland | Executive Assistant

Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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the final day to pay your rates has changed



Make your payment by 20 August 2023 to avoid late payment penalties.

Questions? Contact the rates officer on 0800 474 834

See our website for more information: <https://www.westlanddc.govt.nz/paymentdates/>



OFFICE OF THE MAYOR

Her Worship the Mayor
Helen Lash

Westland District Council
36 Weld Street, Private Bag 704
Hokitika 7842

P: 027 242 7484
E: mayor.lash@westlanddc.govt.nz

FILE REF: CCL 7

18 August 2023

Andrew Coleman
Chief Executive
Heritage New Zealand Pouhere Taonga
PO Box 2629
Wellington

Via email: AColeman@heritage.org.nz

Dear Andrew

HOKITIKA GOVERNMENT BUILDING

We thank you for the opportunity given to consider the tenancy of the Hokitika Government Building once renovations to this historic iconic building have been completed.

The Council has invested resources in assessing the building and the tenancy options proposed by Heritage NZ. After extensively deliberating and analysing the pros and cons of utilising the building as a future Council Headquarters, the Council has agreed not to pursue this option due to a number of unique challenges that could potentially compromise an effective Council function.

We thank you for your patience whilst we undertook the evaluation process, and we wish you all the best in the future of the building refurbishment project.

Kindest regards,

Helen Lash
Mayor

HL/DM

Archived: Monday, 18 September 2023 3:20:41 pm

From: [Simon Bastion](#)

Mail received time: Thu, 15 Jun 2023 20:13:30

Sent: Thu, 15 Jun 2023 20:13:19

To: [Diane Maitland](#); [Susannah Johnston](#)

Subject: FW: HGB Project Update for WDC

Importance: Normal

Sensitivity: None

Attachments:

[WDC HGB Update_June 2023.docx](#);

Hi Diane & Soozie,

Andrew Coleman the CEO of Heritage NZ has provided an update as per the attached for the action of the Government House update. I will refer councillors to it as part of my briefing. Please add it as a reference document

Regards

Simon Bastion | Chief Executive

Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9033 |  +64 27 838 5268 |  simon.bastion@westlanddc.govt.nz

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From: Andrew Coleman <acoleman@heritage.org.nz>

Sent: Thursday, 15 June 2023 2:34 pm

To: Simon Bastion <simon.bastion@westlanddc.govt.nz>

Subject: HGB Project Update for WDC

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

Kia ora Simon,

As discussed, please find attached a short project update for your meeting/workshop with the Mayor and Council on 22 June 2023.

Let me know if you have any questions or comments.

Ngā mihi
Andrew

Andrew Coleman | Chief Executive | Heritage New Zealand Pouhere Taonga | PO Box 2629 Wellington | Ph: (64 4) 472 4341 |
DDI: 494 8030

Tairangahia a tua whakarere; Tātakihia ngā reanga o āmuri ake nei
Honouring the past; Inspiring the future

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WDC 23.24.23 Released under LG OIMA

Archived: Monday, 18 September 2023 3:22:41 pm
From: [Racheal Western](#)
Mail received time: Tue, 28 Mar 2023 01:07:39
Sent: Tue, 28 Mar 2023 01:07:29
To: [Diane Maitland](#)
Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023
Importance: Normal
Sensitivity: None

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Thankyou Diane

I will certainly do that. Can we keep in touch re timing of other commitments so we can ensure she is appropriately brought into the hui etc. as required.

Kind Regards
Racheal

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Sent: Tuesday, 28 March 2023 1:50 PM
To: Racheal Western <rwestern@heritage.org.nz>
Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

Hi Racheal, many thanks for your follow-up email. I do apologise as this must have come in when I was down south with the Elected Members Induction Tour of South Westland.







Yes please if you could please formally send an invite to helen.lash@westlanddc.govt.nz and a copy to me would be really appreciated. We do have Rod Tolley here as well that day, hence it may depend on the timing of the Hui on when the Mayor can attend.

Thanks Racheal, and look forward to hearing from you soon.

Warm Regards

Di

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   
 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Racheal Western <rwestern@heritage.org.nz>
Sent: Tuesday, March 28, 2023 1:14 PM
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

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Kia ora Diane

I am keen to extend this invitation to Mayor Lash for next week.

Are you able to advise or pass this invitation on to her?

Nga mihi
Racheal

From: Racheal Western
Sent: Thursday, 16 March 2023 11:44 AM
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: Hokitika Government Building Hui at Arahura Marae 5 April 2023

Kia ora Diane

You may have heard that that Heritage New Zealand Pouhere Taonga and the Hokitika Government Building Project Team will be attending a Hui at Arahura Marae on 5 April 2023 to formally receive the Cultural Narrative from Ngati Waewae.

I understand that Mayor Lash is keen to attend and am seeking advice as to how best to approach making that invitation and whether there are any formal protocols I need to observe in doing so.

I ought to also say that I understand that Simon Bastion, while interested in attending, is not available on that day, if that is no longer the case the invitation is also open to him.

Nga mihi
Racheal

Racheal Western Programme Co-ordinator Kairuruku Kaupapa | Heritage New Zealand Pouhere Taonga | Southern Region Office, 64 Gloucester Street, Christchurch, 8013 | Ph: (03) 357 9629 | DDI: (03) 357 9610 | Mob: [REDACTED]

Section 7(2)(a) of LGOIMA

Tairangahia a tua v hakaere; Tātakihia ngā reanga o āmuri ake nei – Honouring the past; Inspiring the future

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Archived: Monday, 18 September 2023 3:22:47 pm

From: [Diane Maitland](#)

Sent: Wed, 2 Nov 2022 01:05:22

To: [Tatum Hoskin](#)

Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

Importance: Normal

Sensitivity: None

Thanks, have a great afternoon.

Regards

Diane

Diane Maitland | Executive Assistant

Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | 

 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>

Sent: Wednesday, 2 November 2022 2:01 pm

To: Diane Maitland <diane.maitland@westlanddc.govt.nz>

Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

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Yes of course – I'll ask then send you confirmation :) thanks so much

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>

Sent: Wednesday, 2 November 2022 2:00 pm

To: Tatum Hoskin <thoskin@heritage.org.nz>

Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

Perfect. I will update the calendar invite to you.

Perhaps let us know who will be attending from your end then Simon will be prepped.

Many thanks

Diane

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | 

 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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WESTLAND
District Council | Te Kahui o Poutini



From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Wednesday, 2 November 2022 1:59 pm
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

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How about 1pm?

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Sent: Wednesday, 2 November 2022 1:58 pm
To: Tatum Hoskin <thoskin@heritage.org.nz>
Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

Hi Tatum, are we talking 1.00 pm or 12.30 pm just after lunch?
Di

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | 

 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Wednesday, 2 November 2022 1:50 pm
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

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Kia ora Diane – 11.30am would work!. Even a bit later if that suits him

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Sent: Wednesday, 2 November 2022 1:45 pm
To: Tatum Hoskin <thoskin@heritage.org.nz>
Subject: RE: Possible meeting - next week 10 November at Hokitika Government Building

Hi Tatum, would 11.30 am on site at the Hokitika Government Building be suitable or would the steering group like to meet earlier at 10.30 am? I could shift Simon's 10.30 am meeting that day and make it later to accommodate the steering group?

Kind Regards
Diane

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   
 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Tuesday, 1 November 2022 11:50 am
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: Possible meeting - next week 10 November at Hokitika Government Building

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Kia ora Diane,

Our HNZPT Steering Group will be making the trip to Hokitika for meetings and a site visit at HGB. Would Simon be available to meet with them at HGB next Thursday, anytime after 10.30am?

Looking forward to your reply.

Thanks

Tatum Hoskin | she/her/ia | Governance Administrator Kaitohutohū a-Kawana | Heritage New Zealand Pouhere Taonga |
Wāhi mahi: P.O.Box 2629, Wellington 6140, New Zealand | Wāhi mahi: +64 (04) 470 8050 | www.heritage.org.nz

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WDC 23.24.23

Released under LGOIMA





Archived: Monday, 18 September 2023 3:23:05 pm
From:
To:
Subject: RE: Andrew Coleman presenting at tomorrow's WDC meeting
Importance: Normal
Sensitivity: None

Morning Tatum, hope your day is going well? As discussed with Andrew, we will get a key cut to the Hokitika Government Building and then courier it to you.

Kind Regards

Di

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | 
 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Wednesday, 7 December 2022 12:49 pm
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Cc: Susannah Johnston <Susannah.Johnston@westlanddc.govt.nz>
Subject: RE: Andrew Coleman presenting at tomorrow's WDC meeting

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Thank you for that confirmation!. He'll be there at 12.45pm :)





From: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Sent: Wednesday, 7 December 2022 2:38 pm
To: Tatum Hoskin <thoskin@heritage.org.nz>

Cc: Susannah Johnston <Susannah.Johnston@westlanddc.govt.nz>
Subject: RE: Andrew Coleman presenting at tomorrow's WDC meeting

Hi Tatum, Andrew is presenting at 1.00 pm tomorrow so he needs to be here at 12.45 – 12.50 pm please if that's okay. I have copied to Soozie who is organising the speaking order.

Kind Regards
Di

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | 
 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Wednesday, 7 December 2022 1:21 pm
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: RE: Andrew Coleman presenting at tomorrow's WDC meeting

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Simon just called Andrew – confirmed for 1pm meet up, for 1.30pm presentation.

From: Tatum Hoskin
Sent: Wednesday, 7 December 2022 1:01 pm
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: RE: Andrew Coleman presenting at tomorrow's WDC meeting
Importance: High

Hey Diane, what time is Andrew presenting? Just so he can make sure he's there promptly :)

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Sent: Wednesday, 7 December 2022 11:36 am
To: Tatum Hoskin <thoskin@heritage.org.nz>
Subject: RE: Andrew Coleman presenting at tomorrow's WDC meeting

Good morning Tatum, hope your morning is going well.
Many thanks for sending that through. Soozie will share the presentation tomorrow for Andrew.
Kind Regards
Diane

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   
 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Wednesday, 7 December 2022 9:40 am
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: Andrew Coleman presenting at tomorrow's WDC meeting
Importance: High

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

Kia ora Diane,

Andrew will be speaking at the Council meeting tomorrow in Hokitika. The attached is the powerpoint presentation that he will be speaking to.
He will also have this loaded on to a USB – if that helps, for the meeting.

Any questions, please feel free to contact me on [REDACTED]

Section 7(2)(a) of LGOIMA

Thanks

Tatum Hoskin | she/her/ia | Governance Administrator Kaitohutohu ā-Kawana | Heritage New Zealand Pouhere Taonga |
Wāhi mahi: P.O.Box 2629, Wellington 6140, New Zealand | Waea mahi: +64 (04) 470 8050 | www.heritage.org.nz
Tairangahia a tūwhakare; Tātākihia ngā reanga o amuri ake nei – Honouring the past; Inspiring the future

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Archived: Monday, 18 September 2023 3:23:13 pm
From:
To:
Subject: RE: HGB and WDC Discussion
Importance: Normal
Sensitivity: None

Good morning Tatum, many thanks for your email.

Yes Simon is available tomorrow at both those times. Can I suggest the 9.00 am slot. Will they both be here in person or via Zoom?

Kind Regards

Diane

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 | 

 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Tatum Hoskin <thoskin@heritage.org.nz>
Sent: Tuesday, 18 October 2023 9:06 am
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: FW: HGB and WDC Discussion
Importance: High

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

Kia ora Diane,

I am the Governance Administrator for Heritage New Zealand Pouhere Taonga (HNZPT), among my duties I am the Executive Assistant to Andrew Coleman.

Would Mr Simon Bastian be free to meet with CE's Graham Mitchell (Crown Infrastructure) and Andrew Coleman (HNZPT) on either of these times tomorrow?:

- 9.00am – 10.00am
- 10.30am – 11.30am

Ngā mihi,

Tatum Hoskin | [she/her/ia](#) | Governance Administrator Kaitohutohu ā-Kawana | Heritage New Zealand Pouhere Taonga |
Wāhi mahi: [P.O.Box 2629](#), Wellington 6140, New Zealand | Waea mahi: +64 (04) 470 8050 | www.heritage.org.nz

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WDC 23.24.23 Released under GOIMA

Archived: Monday, 18 September 2023 3:23:18 pm

From: [Racheal Western](#)

Sent: Tue, 28 Mar 2023 01:36:04

To: [Diane Maitland](#)

Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

Importance: Normal

Sensitivity: None

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Hi Diane

Some back ground and an outline (may prove to be a little flexible)

Section 7(2)(a) of LGOIMA

Ngati Waewae Representatives [redacted] and [redacted] have been working on the writing of a Cultural Narrative, the document to inform the design of the Hokitika Government Building, in addition to being involved in the design meetings as they have progressed.

We have been invited to Arahura Marae on the 5th of April to formally receive that narrative.

The Powhiri is due to begin at 10:00 AM we will gather earlier to prepare to enter.

The hui is being attended by representatives of the HNZPT Steering Group not all but including our CE Andrew Coleman, Representatives from the Design Team Consultants involved, some members of the Christchurch Office who will have ongoing roles re the building and relationships with Ngati Waewae

We will be welcomed onto the Marae

Whakawhanaungatanga/people will be invited to share a mihi

Korero re Ngāti Waewae, this will all be integrated into the cultural narrative the document that will be being received on the day and the marae will be used to share that narrative.

Printed versions of the narrative will be shared and we will discuss anything that has picked up on from that cultural narrative document.

Karakia and closing.

Timing to be determined, aim to have a quality conversation for as long as it takes but it may not take all day.

I'm thinking that the afternoon may be of less interest for Mayor Lash where we are likely to be going over some of the detail in the Cultural Narrative.

Kind Regards

Racheal

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>

Sent: Tuesday, 28 March 2023 2:19 PM

To: Racheal Western <rwestern@heritage.org.nz>

Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

Hi Racheal, many thanks. Do you have any supporting information that the Mayor could have as it may be that some of our other Elected Members may wish to attend also.

Our thinking is that the Mayor attends the first part if that is okay?

I am wondering if I have missed some supporting information somewhere along the way on what it is about?

Warm Regards

Di

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Racheal Western <rwestern@heritage.org.nz>

Sent: Tuesday, March 28, 2023 2:15 PM

To: Diane Maitland <diane.maitland@westlanddc.govt.nz>

Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

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Thanks Diane...that could dovetail in quite well then...we gather at Arahura Marare around 9.45 am

WDC 23.24.23 Released under GOIMA

Out of Scope

Out of Scope

24.23 Released under LGOIMA

From: Racheal Western <rwestern@heritage.org.nz>

Sent: Tuesday, March 28, 2023 2:07 PM

To: Diane Maitland <diane.maitland@westlanddc.govt.nz>

Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

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Thankyou Diane

I will certainly do that. Can we keep in touch re timing of other commitments so we can ensure she is appropriately brought

into the hui etc. as required.

Kind Regards
Racheal

From: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Sent: Tuesday, 28 March 2023 1:50 PM
To: Racheal Western <rwestern@heritage.org.nz>
Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

Hi Racheal, many thanks for your follow-up email. I do apologise as this must have come in when I was down south with the Elected Members Induction Tour of South Westland.







Yes please if you could please formally send an invite to helen.lash@westlanddc.govt.nz and a copy to me would be really appreciated. We do have Rod Tolley here as well that day, hence it may depend on the timing of the Hui on when the Mayor can attend.

Thanks Racheal, and look forward to hearing from you soon.

Warm Regards

Di

Diane Maitland | Executive Assistant
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 704, Hokitika 7842 |   
 +64 3 756 9038 |  +64 27 503 9111 |  diane.maitland@westlanddc.govt.nz

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From: Racheal Western <rwestern@heritage.org.nz>
Sent: Tuesday, March 28, 2023 1:14 PM
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: RE: Hokitika Government Building Hui at Arahura Marae 5 April 2023

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Kia ora Diane

I am keen to extend this invitation to Mayor Lash for next week.

Are you able to advise or pass this invitation on to her?

Nga mihi
Racheal

From: Racheal Western
Sent: Thursday, 16 March 2023 11:44 AM
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: Hokitika Government Building Hui at Arahura Marae 5 April 2023

Kia ora Diane

You may have heard that that Heritage New Zealand Pouhere Taonga and the Hokitika Government Building Project Team will be attending a Hui at Arahura Marae on 5 April 2023 to formally receive the Cultural Narrative from Ngati Waewae.

I understand that Mayor Lash is keen to attend and am seeking advice as to how best to approach making that invitation and whether there are any formal protocols I need to observe in doing so.

I ought to also say that I understand that Simon Bastion, while interested in attending, is not available on that day, if that is no longer the case the invitation is also open to him.

Nga mihi
Racheal

Section 7(2)(a) of LGOIMA

Racheal Western Programme Co-ordinator Kairuruku Kaupapa | Heritage New Zealand Pouhere Taonga | Southern Region Office, 64 Gloucester Street, Christchurch, 8013 | Ph: (03) 357 9625 | FDI: (03) 357 9610 | Mob: [REDACTED]

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WDC 23.24.23 Released under LGOIMA

Archived: Monday, 18 September 2023 3:23:31 pm

From: [Racheal Western](#)

Sent: Mon, 5 Dec 2022 22:17:23

To: [Scott Baxendale](#)

Cc: [Diane Maitland](#)

Subject: RE: Hokitika Government Building

Importance: Normal

Sensitivity: None

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Morning Scott

Just checking in to see if there is anything further I can do to assist your consultants and let you know that we are having the building digitally scanned next week and may have some info/detail that we can share subsequent to that.

Regards

Racheal

From: Scott Baxendale <Scott.Baxendale@westlanddc.govt.nz>

Sent: Wednesday, 23 November 2022 9:32 AM

To: Racheal Western <rwestern@heritage.org.nz>

Cc: Diane Maitland <diane.maitland@westlanddc.govt.nz>

Subject: RE: Hokitika Government Building

Hi Racheal,

Further to my last e-mail how would the virtual tour on the 5th Dec work. Would we have access to view the site and then some-one be on a video link, or would it be a desk top tour talking to someone who had filed the site internally and will be speaking with us by video link.

Kind Regards

Scott

Scott Baxendale | Group Manager District Assets
Te Kahui o Poutini | **Westland District Council**

36 Weld Street, Private Bag 104 Hokitika 7842 |   

 +64 3 756 9034 |  +64 27 362 0355 |  Scott.Baxendale@westlanddc.govt.nz

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Meeting Notes

Visit of Andrew Coleman to Hokitika

Thursday 13 October 2022

Hokitika Government Building

In Attendance

- Andrew Coleman
- Andrew Harrison
- Nicola Jackson (DCE Operations)
- Racheal Western (Hokitika Government Building (HGB) Project Coordinator)
- Mayor Elect Helen Lash
- Chief Executive Simon Bastion
- Group Manager District Assets, Scott Baxendale
- Group Manager Corporate Services, Lesley Critchford
- Group Manager Regulatory Planning and Community Services, Te Aroha Cook
- Executive Assistant, Diane Maitland

The above group met in the Westland District Council Chambers and discussed the following:

- Department of Conservation Media Release on 20 October 2022 regarding the Hokitika Government Building.
- Heritage New Zealand (HNZ) representatives advised:
 - Project structure in place, concept design completed.
 - They have a Quantity Surveyor.
 - Happy to share the numbers, working into the detailed design.
 - WDC to be added to the Steering Group.
 - Currently only at the concept stage for the HGB.
 - There is now a cultural narrative for the building.
 - Connection to Hui via Te Runanga O Makaawhio and Te Runanga o Ngati Waewae.
 - Discussion on where the project stops and the tenant takes on the tenancy. HNZ advised they are prepared to talk about rent holidays with a tenant.
 - Crown Infrastructure Partners are providing clarification if HNZ needs to go back to the Ministers.
 - Still working to a [REDACTED] Section 7(2)(b)(ii) of LGOIMA
 - Heritage NZ is seeking an opportunity to talk to the Council in the Confidential section of the meeting.
 - With regard to parking issues, the landowner is keen to sell the area of land at the back of the Hokitika Government Building to the Council.
 - Green energy to support the building.

- Westland District Council:
 - Need a business case to put before the Council in February-March 2023.
 - Keen to view inside the building.
- Heritage New Zealand:
 - A site manager will be appointed very soon. WDC offered the Pakawara Building for them to use for this purpose.
 - Andrew Harrison talked about the development of the strategic brief and the methodology for doing that.
 - Malcolm Walker is involved in the project; he is working in the programme.
 - Heritage NZ would maintain the building in perpetuity, subject to a lease.
 - Heritage NZ will have a soft copy of the plans that can be emailed in two weeks' time.
- Westland District Council:
 - WDC talked about the June 2027 target for 36 Weld Street, Hokitika for earthquake strengthening.
 - WDC would like to take Councillors on a tour of the building as well and the group agreed on a date of 8 December 2022 to take a tour with Council, including Rachael Western, Andrew Coleman, and Nicola Jackson.
 - WDC to work through their process.
- Heritage New Zealand:
 - Andrew Coleman and Simon Bastion are keen to work on a formal relationship.
 - Andrew Coleman and Simon Bastion to talk to Graham Mitchell and Crown Infrastructure Partners.
 - 67% NBS requirements for WDC. Anything less is deemed to be an earthquake risk.
 - Geotech work is being planned.
 - CBD floor heights – the Proposed Te Tai o Poutini Plan (TPPP) document has new floor heights.
 - The statue of Richard Seddon may be put in storage and then restored while the project is being done.

The meeting then concluded with a site visit to Seddon House and also the Carnegie Building.

Archived: Monday, 18 September 2023 3:19:57 pm
From: [Tatum Hoskin](#)
Sent: Tue, 6 Dec 2022 20:39:52
To: [Diane Maitland](#)
Subject: Andrew Coleman presenting at tomorrow's WDC meeting
Importance: High
Sensitivity: None
Attachments:
[HGB Presentation to WDC.pptx](#);

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Kia ora Diane,

Andrew will be speaking at the Council meeting tomorrow in Hokitika. The attached is the powerpoint presentation that he will be speaking to.
He will also have this loaded on to a USB – if that helps, for the meeting.

Any questions, please feel free to contact me on [REDACTED]

Section 7(2)(a) of LGOIMA

Thanks

Tatum Hoskin | [she/her/ia](#) | Governance Administrator Kaitohutohū a-Kawana | Heritage New Zealand Pouhere Taonga |
Wāhi mahi: [P.O.Box 2629, Wellington 6140, New Zealand](#) | Wāhi mahi: +64 (04) 470 8050 | [www.heritage.org.nz](#)

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WDC 23.24.23

Released under LGOIMA



Westland District Council
36 Weld Street
Private Bag 704
Hokitika 7842

Phone 03 756 9010
Fax 03 756 9045

Email council@westlanddc.govt.nz

24 May 2022

Andrew Coleman
Chief Executive
Heritage New Zealand

Via email: acoleman@heritage.org.nz

Dear Andrew

LETTER OF INTENT – HOKITIKA GOVERNMENT BUILDING PROJECT

Following our previous conversations please take this letter as confirmation that the Westland District Council (WDC) would like to pursue options as a potential tenant for the Government building in Hokitika.

We understand that Heritage NZ has secured funding to renovate the building back to its former glory and that the current expectation is that the Department of Conservation (DOC) is the proposed tenant. If for any reason DOC do not wish to proceed with a tenancy agreement, we wish to ensure that the WDC has the opportunity to negotiate a potential lease for the betterment of both organisations.

Obviously, such an agreement will need to go through local government processes to seek a resolution of council. Until such time we will wish to complete due diligence on any offer to satisfy the pros/cons of the opportunity and will seek support from your team to enable that to happen.

Looking forward to updates as they arise and we wish you all the best in your restoration plans.

Sincerely

Simon Bastion | Chief Executive