



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, 28 NOVEMBER 2024 COMMENCING AT 1 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

The following items were taken out of order to the Agenda papers, with the Public Excluded section being held first, resulting in the live-stream commencing at 1.20pm.

Moved Cr Baird, seconded Cr Burden and **Resolved** that the Agenda papers be taken out of order with the Public Excluded section moved to the start of the meeting, followed by the Open section of the meeting.

10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED (to consider and adopt confidential items)

Moved Cr Phelps, seconded Cr Gillett 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 1.02 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 – 24 October 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Minutes to be received: Risk and Assurance Committee Minutes – 8 August 2024	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.	Minutes to be received: Extraordinary Risk and Assurance Committee Minutes – 17 October 2024	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.	Chief Executive Appointment	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, 2, 4	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
2	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
2	Avoid prejudice to measures protecting the health or safety of members of the public. (S. 7(2)(d))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (S. 7(2)(e))
1, 2	Maintain the effective conduct of public affairs through: (ii) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
2	Maintain legal professional privilege; or (S. 7(2)(g))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
2, 3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))
2	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr Gillett, seconded Cr Davidson 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 1.14 pm.

1. **KARAKIA TĪMATANGA**
OPENING KARAKIA

The opening Karakia was read by Cr Neale

2. **MEMBERS PRESENT AND APOLOGIES**

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

NGĀ WHAKAPAAHA
APOLOGIES

Kw Tumahai

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the apology from Kw Tumahai be received and accepted.

STAFF PRESENT

L. Crichton, Acting Chief Executive, Group Manager Corporate Services and Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland; Executive Assistant; E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

3. **WHAKAPUAKITANGA WHAIPĀNGA**
DECLARATIONS OF INTEREST

The Interest Register had been circulated.
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

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.

- **Ordinary Council Meeting Minutes – 24 October 2024**
- **Extraordinary Council Meeting Minutes – 30 October 2024**

Moved Cr Baird, seconded Cr Gillett and **Resolved** that the Minutes of the:

- Ordinary Council Meeting 24 October 2024 and the
- Extraordinary Council Meeting 30 October 2024 (with the amendment made to the finishing time of the meeting of 3.45 pm

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 24 October 2024 and 30 October 2024.

Minutes to be Received from Standing Committees

- **Risk and Assurance Committee Meeting – 8 August 2024**
- **Extraordinary Risk and Assurance Committee Meeting – 17 October 2024**

Moved Cr Gillett, seconded Cr Baird and **Resolved** that the Minutes from the Risk and Assurance Committee Meeting held on 8 August 2024 and the Extraordinary Risk and Assurance Committee Meeting held on 17 October 2024 be received.

6. ACTION LIST

Lesley Crichton, Acting Chief Executive, Group Manager Corporate Services and Risk Assurance spoke to the Action List and provided the following updates:

Item	Update
Pakiwaitara Building	There were no further updates provided at the meeting. A report will come to Council in 2025.
Council Headquarters	There will be a report tabled in the January meeting of Council.
Lower Hokitika Gorge Swing Bridge	There is a report on the Council Agenda.
Hokitika Museum Trust Board Formation	<ul style="list-style-type: none">• This item is in progress and will return to Council at a later date.• The Community Services Manager will reach out to other Local Government bodies of similar size around the country to gather information on how they structure their Museum Boards.
Department of Conservation General Items	<ul style="list-style-type: none">• No further updates.• The item relating to rubbish bins is to be removed from the Action List.

Moved Cr Gillett, seconded Cr Baird and **Resolved** that the updated Action List from the Acting Chief Executive be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

Nil

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Acting Chief Executive Quarterly Report (10 August to 1 November 2024)**

Lesley Crichton, Acting Chief Executive, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report was to provide an update on all aspects of what is happening in the Westland District and update Council on any matters of significance and priority.

Items discussed included:

- Council thanks everyone for the help over the recent storm event.

- The Animal Control van is now fitted with a dash cam and the Animal Control Officer has a slash vest and wears a body cam while out in the community.
- Master planning for Cass Square will begin in 2025.
- Otira public toilets are opening on 10 December.
- Hokitika Central Business District Master planning will begin in 2025, a working group will be created for this purpose.
- Carnegie building.
- Hokitika Racecourse, creating a visual media release for the public with all the information that can be shared at this point.
- Cycling and Walking Committee.

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

1. The Quarterly Report from the Acting Chief Executive dated 28 November 2024 be received.

- **Proposed Road Name at Jacksons**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report was to seek confirmation of a new road name for a short section of legal formed road opposite the Jacksons Hotel.

- Kw Madgwick requested that this item be delayed until December 2024 to enable further conversations regarding the suggested name for this road.

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

1. The report be received.
2. This item be deferred to the December Council Meeting.

- **Transportation Funding**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report was to provide an update to Council on the final outcome of the National Land Transport Programme (NLTP) funding bid for the 2024-2027 Triennium.

- Small weather events funding has changed, this will now have to be covered from existing budgets if the weather event doesn't qualify for emergency funding.
- The budget for structure replacement is very low.

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

1. The report be received.

- **Hokitika Gorge Lower Suspension Bridge Progress Report**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of this report was to table the "Project Status Report – Lower Hokitika Gorge Suspension Bridge" (Appendix 1 on the agenda) by Department of Conservation (DOC) and presented to Council staff on 14 November 2024.

- The timeline for project completion is still on track.
- Maintenance forward projection cost should be minimal in the near future.
- Life of the new bridge is close to 100yrs, there are some components that will need replacement in 25 and 50 years.
- The understanding when this project was decided on was that DOC would take ownership once the project was complete.

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

1. The report be received.

- **Urgent Rolleston Street Stormwater Remediation – Unbudgeted Expenditure Approval**

Erle Bencich, Acting Group Manager District Assets spoke to this item and advised the purpose of this report was to seek approval for unbudgeted expenditure relating to the replacement of collapsing infrastructure, beneath the railway line on Gibson Quay at the south end of Rolleston Street, Hokitika.

- Kiwirail have insisted the trains using this track are not over the weight limit.
- A concrete case will be fitted over the top of the new pipes.
- Staff will continue discussions and negotiations with interested parties.
- There are 7 pipes along this line, these have been inspected and the remaining 5 were found to be in good condition at this point.
- Some projects can be deferred to cover this cost.

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

1. The report be received.
2. Council approve the unbudgeted expenditure required to undertake the urgent remedial works to the stormwater pipeline at the end of Rolleston Street on Gibson Quay, under the rail corridor.

Cr Gillett recorded his vote against the motion.

- **Council Controlled Organisation Oversight Committee Appointments**

Lesley Crichton, Acting Chief Executive, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report was to appoint elected members to the Council Controlled Organisation (CCO) Oversight Committee. The Terms of Reference for the Oversight Committee had been adopted at the Council meeting on the 27 June 2024.

- The independent chair will govern this committee.
- The Mayor and Chief Executive are direct appointments to this committee.
- All recommendations from this committee will be brought to Council.
- An offer has been made to an individual chair; this is currently going through the checks required.
- All recommendations will be brought to the Council from this committee, there is no decision making on this committee.

- Cr Neale made note that she would like to see another council member with a business background on this committee.

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

1. The report be received.
2. Council appoint Deputy Mayor Cassin and Councillor Burden to the Council Controlled Organisation Oversight Committee.
3. Council adopt the amended and updated Terms of Reference for the Council Controlled Organisation Oversight Committee.

Cr Gillett and Cr Neale recorded their votes against this motion.

- **Adoption of Meeting Schedule for 2025**

Her Worship the Mayor spoke to this item and advised the purpose of this report was to provide a schedule of meetings for 2025 for Ordinary Council, Committee and Subcommittee meetings including Long Term Plan (LTP) Workshops.

- Updates to the calendar after the report was written are as follows –

- Council Opex Workshop will be held on the 27 January 2025.
- Council Capex Workshop will be held on the 30 January 2025.

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

1. The report be received.
2. The 2025 Schedule of Meetings as attached to the agenda be adopted with the following updates:
 - a. Council Opex Workshop will be held on the 27 January 2025.
 - b. Council Capex Workshop will be held on the 30 January 2025.

- **Hokitika Museum: Visitor Entry Fee for Kura Pounamu – Our Treasured Stone (Temporary Exhibition)**

Marcus Waters, Community Services Manager spoke to this item and advised the purpose of this report was to seek approval to charge \$10.00 for non-Westland resident adults (over the age of 16 years) to enter the temporary, touring *Kura Pounamu – Our Treasured Stone* exhibition at the Hokitika Museum. The entry fee would be in place for the duration of the exhibition from 4 December 2024 to 27 April 2025.

A robust discussion followed, including:

- This exhibition is wonderful and making it free will increase the number of people coming to Hokitika.
- Donations would be welcome rather than a charge for entry.
- No charge at all for entry to the Kura Pounamu exhibition.

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

1. The report be received.
2. There will be no charge for entry to the Kura Pounamu Exhibition.

Cr Phelps recorded his vote against this motion.

Moved Cr Burden, seconded Cr Neale and **Resolved** that the meeting go beyond 2 hours (at 3.08 pm) in accordance with Council's adopted Standing Orders, Clause 4.2.

Cr Baird, Cr Phelps, Cr Manera and Cr Davidson left the meeting at 3.08 pm, returning to the meeting at 3.11 pm.

- **Financial Performance – October 2024**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of this report was to provide an indication of Council's financial performance for the month to 31 October 2024.

- Items discussed included the following:
 - Grant debtors.
 - Swaps.
 - Improvement to the balance sheet as the financial year progresses.
 - Custom House.

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

1. The Financial Performance Report for 31 October 2024 be received.

9. ADMINISTRATIVE RESOLUTIONS

Warrant of Appointment –

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that Council confirm its Seal being affixed to the following documents:

<p>Enforcement Officer – Andrew Thompson</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to s 174 of the Local Government Act; AND • An Officer under the Westland District Council Bylaws; AND <p>• Enforcement officer pursuant to s 38 of the Resource Management Act 1991, including the power of entry pursuant to s 332 and s 333 of the Resource Management Act 1991.</p>
<p>Noise Control Officer – Linda Catherine Craw</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • A Ranger pursuant to Section 8 of the Impounding Act 1955. • Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.
<p>Noise Control Officer – Marina Johansen</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • A Ranger pursuant to Section 8 of the Impounding Act 1955. <p>Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.</p>

**DATE OF NEXT ORDINARY COUNCIL MEETING – 17 DECEMBER 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.30 PM

Confirmed by Council at their meeting held on the 17 December 2024.

Mayor Helen Lash
Chair

Date