



INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING MINUTES

MINUTES OF THE INAUGURAL COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 29 JANUARY 2025 COMMENCING AT 1 PM

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

Chairperson:	Stephen Reindler
Members:	Her Worship the Mayor Deputy Mayor Cassin Cr Burden

1. INTRODUCTIONS:

1.1 Chairperson

The Chairperson provided a brief introduction for the Committee on his history and previous rolls.

1.2 Mayor and Committee Members

Her Worship the Mayor, Deputy Mayor Cassin, Councillor Burden, Chief Executive and Council staff in attendance then introduced themselves.

1.3 Board Chair of Destination Westland Limited and Westroads Limited

The following attendees introduced themselves as follows:

- Mark Rogers, Chair, Westroads Limited.
- Rob Caldwell, Director, Westroads Limited.
- Graeme Kelly, General Manager, Westroads Limited.
- Chris Gourley, Chair, Destination Westland Limited (via zoom).

2. NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai. Kw Madgwick

Moved Her Worship the Mayor, seconded Cr Burden and **Resolved** that the apologies from Kw Tumahai and Kw Madgwick be received and accepted.

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, Group Manager Corporate Services and Risk Assurance; 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.

The following changes were noted to the Interest Register as follows:

Deputy Mayor Cassin advised of the following changes to the Interest Register as at 27 January 2024:

- Removal of the following interests:
 - Hokitika Touch Rugby
 - Kiwi Rugby Football Club
 - Community Organisation Grant Scheme

4. **PŪRONGO KAIMAHI STAFF REPORTS**

Council Controlled Organisation Oversight Committee – Terms of Reference

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this and advised the purpose of this report was to present the draft Council Controlled Organisation (CCO) Oversight Committee Terms of Reference (ToR) for adoption.

- The Terms of Reference had been adopted by Council on 28 November 2024.
- The ToR are for the Committee and not for the CCO Boards.
- An amendment to be made to the ToR as follows -
 - 2. Responsibilities - Review of Strategy Documents (point 2)
 - Making recommendations to Council regarding approval endorsement of strategic plans and business plans.

Moved Her Worship the Mayor, seconded Deputy Mayor Cassin and **Resolved** that:

1. The report be received.
2. The Committee adopt the amended Council Controlled Organisation Oversight Committee Terms of Reference as follows:
 - 2. Responsibilities - Review of Strategy Documents (point 2)
 - Making recommendations to Council regarding approval endorsement of strategic plans and business plans.

5. **ESTABLISH THE MEETING SCHEDULE**

- As per the ToR, the Committee will meet at least quarterly in each financial year.
- Considerations to be made on when these meetings should be taking place.
- Meetings to be coordinated around the preparation of documents to be endorsed by the Committee from Westroads Ltd and Destination Westland Ltd.
- A letter of expectation will be a key document for the boards to work under.
- At the conclusion of the meeting, the Chair and Chief Executive will create a draft meeting calendar for circulation to the Committee for their input and confirmation.

6. **FUTURE AGENDA ITEMS**

6.1 Committee Workplan

- A workplan is to be developed by the Chair of the Committee and Council's Chief Executive, around the key milestones and expectations of the Committee and CCO Boards.
- A letter of expectation will be the starting point for the Workplan, and this will be written and circulated to the Committee by the Chief Executive before being finalised.

**DATE OF NEXT COUNCIL CONTROLLED ORGANISATION OVERSIGHT COMMITTEE MEETING – TBC
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.21PM

Confirmed by the Council Controlled Organisation Oversight Committee at their meeting on ____.

Stephen Reindler
Chair

Date:

CONFIRMED