



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 25 MAY 2023, COMMENCING AT 1.00 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel and presentations were made available on the Council Website.

The Chairperson opened the meeting with an acknowledgement to Westland Milk Products on the significant announcement that has been announced this week on the building of a new \$70 million Lactoferrin Plant at its Hokitika facility, and noted it is a significant investment in the Westland District community.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Nil.

ABSENT

Nil.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager, Community, Planning and Regulatory Services; L. Crichton, Group Manager: Corporate Services and Risk & Assurance; S. Baxendale, Group Manager District Assets; D.M. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom), C. Nabben, Financial Accountant (part of the meeting).

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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 that were not on the Council Agenda.

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

The Minutes of the previous meetings were included in the Council Agenda.

Moved Cr Gillett, seconded Cr Neale and **Resolved** that the following minutes be confirmed as a true and correct record of the meeting:

- Minutes of the Extraordinary Council Meeting - 12 April 2023 and the 26 April 2023.
- Minutes of the Ordinary Council Meeting - 27 April 2023.

The Chair approved his digital signature be added to the confirmed Minutes of the Extraordinary Council Meeting of 12 April 2023, the Extraordinary Council Meeting of 26 April 2023 and the Ordinary Council Meeting Minutes of 27 April 2023.

MINUTES OF COMMITTEES TO BE RECEIVED

The Minutes of the previous Committees and Subcommittees were included in the Council Agenda.

Moved Cr Baird, seconded Cr Burden and **Resolved** that the Minutes of the Risk and Assurance Committee meeting held on the 9 February 2023 and the Cycling & Walking Subcommittee meeting of 7 March 2023 be received.

6. ACTION LIST

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

No.	Item	Current Status
1.	Pakiwaitara Building, 41 Weld Street, Hokitika	Water egress issues need to be repaired. A quote for works will be obtained for Council to consider.
	Council Office, 36 Weld Street, Hokitika	Financial information relating to repairs will be revisited for the Pakiwaitara Building and the Council Offices.
		There will a further workshop with Council regarding the Council buildings, with a report to be tabled at the July Council Meeting.
2.	Hokitika Government Building, Sewell Street, Hokitika	Funding options are still being worked through by Heritage New Zealand.
3.	Hokitika Racecourse Development	Two engagement sessions have been held. A public meeting will be held on Saturday 10 June 2023.
4.	Better off Funding – Tranche 1	A report to Council forms part of the Council Agenda. There will be a standard Report to Council going forward.
5.	Footpaths	The previous report identified some deficiencies in one of the footpath repairs that has started to fail. This item is being addressed with the contractor directly.
6.	Tourism Infrastructure Application (TIF)	Five applications for TIF Funding were made by the 8 May 2023.

Moved Cr Phelps, seconded Cr Neale and **Resolved** that the updated Action List be received and item 4. Better off Funding be removed from the listing.

7. NGĀ TĀPAETANGA PRESENTATIONS

• Hokitika Regent Theatre

Mr Bruce Watson, President of the Westland Community Centre Incorporated provided a Powerpoint Presentation regarding the Hokitika Regent Theatre.

The following topics were discussed:

- A brief timeline on the history of the Regent Theatre and the principles that they operate under.
- Enhancing Wellbeing
- Operational Budget
- \$18.00 is the cost per Hokitika ratepayer to fund Council's contribution to the Theatre.
- Volunteer hours average over 7,000 hours per year.
- Future plans for the 2023 year.
- A request for the following:
 - A Councillor/s be nominated as Council Liaison.
 - Mayor, Councillors and Staff undertake a conducted tour of the Theatre.
 - Clarification of inflation adjustments. *Staff had provided clarification to Mr Watson that the inflation adjustment is the CPI.*

Moved Cr Burden, seconded Cr Phelps and **Resolved** that the presentation from Mr Bruce Watson, President of the Westland Community Centre Incorporated be received.

• Lions Club of Hokitika

Mr Latham Martin, President, Lions Club of Hokitika provided a PowerPoint Presentation regarding the Lions Club of Hokitika.

The following topics were discussed:

- Background to the establishment of the Lions Club of Hokitika.
- Global Causes supported which are Diabetes, Environment, Hunger, Vision, Childhood Cancer, Youth, Disaster Relief.
- Legacy Projects which are Children's Day, Christmas Parade, Stafford Cemetery, Giant Christmas Tree and Christmas Lights, Wheelchair Taxi Van, 50th Anniversary Seat, Lazar Park Hall, Playground and Community Garden, Equipment and Function Hire.
- Finance, Income and Partnerships.

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the presentation from Mr Latham Martin, President of the Lions Club of Hokitika be received.

• Search and Rescue

Senior Sergeant Mark Kirkwood, Area Prevention Manager, OC Search and Rescue, West Coast - New Zealand Police, provided a PowerPoint Presentation regarding the work that Search and Rescue undertake on the West Coast.

The following topics were discussed:

- Background on the work that Search and Rescue (SAR) undertake on the West Coast.
 - Approximately 260 search and rescue jobs are undertaken each year on the West Coast, with most being in South Westland.
 - Landsar Cavesar
 - Coastguard Surf Rescue
 - Alpine Cliff Rescue, Swift Water Rescue
 - Rescue Aircraft NZ Police

- Canyonsar Mines Rescue
- Land Safety Code

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that the presentation from Senior Sergeant Mark Kirkwood, OC Search and Rescue, West Coast – New Zealand Police be received.

Moved Cr Burden, seconded Cr Davidson and **Resolved** that in accordance with Clause 4.2 of Standing Orders, the Council meeting be extended beyond two hours.

- **Police - Future Planning**

Inspector Jacqueline Corner, Area Commander, and Sergeant Nerida Manson, West Coast New Zealand Police provided a verbal update to the meeting.

The following topics were discussed:

- Current staffing numbers in South Westland
Inspector Corner advised that there is nothing changing at the moment regarding current staffing numbers in Haast, Franz Josef/Waiau, and Ross and that Hokitika has had an additional position added to their staffing numbers.
- Social issues and anti-social behaviour.
- Wastewater Testing for Drug Use
There are plans to expand the wastewater testing for drugs into the Westland area. Inspector Corner advised that the results of wastewater testing can be shared with the Mayor to forward to elected members on a monthly basis.
- Gangs and wearing of patches in public
Inspector Corner advised that she would provide the Mayor with information relating to a Bylaw in relation to gang patches.

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the verbal presentation from Inspector Jacqueline Corner, Area Commander, and Sergeant Nerida Manson, West Coast - New Zealand Police, be received.

- **Hokitika Protection Works**

Mr Scott Hoare, Principal, Senior Project Manager, Inovo Projects, provided a verbal update via Zoom regarding the Hokitika IRG Project Update.

The following topics were discussed:

- Seawall Extension
- River Walls – Stage 1 (State Highway bridge to Westland Milk Products), Stage 2 (Kaniere Upstream and downstream of the bridge), Stage 3 (State Highway Bridge to Sunset Point).
- Funding streams
- Programme of works

Moved Cr Baird, seconded Cr Neale and **Resolved** that the presentation from Scott Hoare, Principal, Senior Project Manager, Inovo Projects, be received.

The meeting adjourned at 3.23 pm for afternoon tea and resumed at 3.30 pm.

8. **PŪRONGO KAIMAHI
STAFF REPORTS**

- **Financial Performance Report – April 2023**

Cody Nabben, Financial Accountant spoke to this item and advised that the purpose of the report is to provide an indication of Council's financial performance for the month to the 30 April 2023.

Cr Phelps queried grants and subsidies received and asked what those grants and subsidies were spent on. The Chief Executive advised that a full summary will be provided and circulated to Councillors.

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the Financial Performance Report to the 30 April 2023 be received.

- **Update on Better Off Funding – Tranche 1 Projects**

Scott Baxendale, Group Manager, District Assets spoke to this item and advised that the purpose of the report is to provide an update to Council on the status of the Three Waters Reform, Better Off Funding Tranche One projects.

Cr Burden advised that he had been made aware there were some Community Groups that haven't had agreements signed or followed up. The Group Manager, District Assets advised that there is a staff member overseeing this process and will follow up.

Moved Cr Phelps, seconded Cr Burden and **Resolved** that the report be received.

- **Stafford Cemetery**

The Chief Executive spoke to this item and advised that the purpose of the report is to bring to Council's attention the current status of the Stafford Cemetery and to seek Council direction about the future of the Cemetery. The Chief Executive acknowledged the maintenance work that has been done by organisations and volunteers at the Stafford Cemetery. Councillors then viewed a video of the Stafford Cemetery site.

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the report be received.

Moved Cr Phelps, seconded Cr Manera that staff be directed to formally close the Stafford Cemetery.

The motion was put to the meeting and was lost 6 to 2.

Moved Her Worship the Mayor, seconded Cr Neale and **Resolved** that further enquiries be done surrounding the Stafford Cemetery, including Health and Safety and a report come back to Council at a later stage.

- **Confirmation of Appointments to Risk & Assurance Committee**

The Group Manager Corporate Services and Risk Assurance spoke to this item and advised that the purpose of the report is to confirm the amendment to Council's appointment to the Risk and Assurance Committee.

Moved Cr Baird, seconded Cr Neale and **Resolved** that the report be received.

Moved Cr Burden, seconded Cr Gillett and **Resolved** that Council confirms the amended appointment of Councillor Neale to the Risk and Assurance Committee and the removal of

Councillor Gillett from the Risk and Assurance Committee for the remainder of the 2022-2025 Triennium.

9. ADMINISTRATIVE RESOLUTION

Council is required to confirm its seal being affixed to the following document:

- **ANZ Amendment to Master Mandate**

Removal and addition of nominated signatories for Westland District Council:

- Removal – John Kagagi
- Addition – Cody Nabben

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

- A) Council confirm its seal being affixed to the ANZ Amendment to Master Mandate document.
- B) John Kagagi’s name be removed from the document.
- C) Cody Nabben’s name be added as an authorised signatory for Westland District Council.

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 4.21 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.	Public Excluded Extraordinary Council Meeting Minutes – 12 April 2023 Public Excluded Extraordinary Council Meeting Minutes – 27 April 2023	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)
2.	Public Excluded Risk and Assurance Committee Minutes – 9 February 2023 Public Excluded Cycling and Walking Subcommittee Minutes – 7 March 2023	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.	Public Excluded Risk Report	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)

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
4.	Public Excluded Tender Award: Forks Okarito Road Emergency Reinstatement Contract # 22-23-15	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)
5.	Public Excluded Tender Award: Maintenance of Parks, Reserves & Cemeteries Contract # 2022-23-01	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)

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	The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons. (Schedule 7(2)(a))
1, 2, 4, 5	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- the protection of such members, officers, employees and persons from improper pressure or harassment; (Schedule 7(2)(f))
2, 3	Maintain Legal professional privilege. (Section 7(2)(g))
2, 3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (Section 7(2)(h))
1, 2, 4, 5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Schedule 7(2)(i))
1, 2, 4, 5	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))

Moved Cr Phelps, seconded Cr Gillett 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 4.55 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 22 JUNE 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.55 PM

Confirmed by:

**Helen Lash
Mayor and Chairperson**

Date: 22 June 2023