



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 28TH MARCH 2024 COMMENCING AT 1.03 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 Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

| | |
|--------------------------------------|---------------------------------|
| Chairperson | Her Worship the Mayor |
| Deputy Mayor & Southern Ward Member: | Cr Cassin |
| Northern Ward Members: | Cr Neale, Cr Burden, Cr Phelps |
| Hokitika Ward Members: | Cr Baird, Cr Gillett (via zoom) |
| Southern Ward Member: | Cr Manera |
| Iwi Representative: | Kw Madgwick |

NGĀ WHAKAPAAHA APOLOGIES

Cr Davidson and Kw Tumahai

Moved Cr Baird, seconded Cr Burden and **Resolved** that the apologies from Cr Davidson and Kw Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory Planning and Community Services; L. Crichton, Group Manager: Corporate Services, Risk & Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator, K. Jackson, Transportation Manager, C. Nabben, Graduate Accountant; L. Truman, Finance Manager.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

The following changes were noted to the Interest Register:

- Deputy Mayor Cassin added – LGNZ Young Elected Member, Committee Member.

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 KAUNIHĒRA
MINUTES OF MEETINGS**

The Minutes of the previous Meeting had been circulated.

- **Ordinary Council Meeting Minutes – 22nd February 2024**

Moved Deputy Mayor Cassin, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 22nd February 2024 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 22nd February 2024.

Minutes to be Received from Standing Committees.

- **Cycling and Walking Subcommittee Meeting Minutes – 16th November 2023**

Councillor Burden asked that there be an amendment to the Cycling and Walking Subcommittee Minutes of the 16 November 2023 as he was not in attendance at the meeting and Cr Baird was in attendance. The Minutes are required to be amended accordingly.

- **CE Review Committee Meeting Minutes – 20th July 2023**

Moved Deputy Mayor Cassin seconded Cr Burden and **Resolved** that the Amended Minutes of the Cycling and Walking Subcommittee Meeting held on the 16th November 2023, and the Minutes of the CE Review Committee Meeting held on the 20th July 2023, be received.

6. **ACTION LIST**

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

- The waterproofing and soffit repairs on the Pakiwaitara Building are to be completed in April 2024,
- The future of Council Headquarters is in the draft Consultation Document on the Council Agenda. The detailed report will be expected in May 2024 at the earliest.

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

7. **NGĀ TĀPAETANGA
PRESENTATIONS**

- **QV – Westland District Revaluation Overview 2023 Presentation**

Kris Rodgers and David Shaw, Property Valuers from QV spoke to this presentation as follows:

- Valuations are carried out under the Rating Valuation Act 1998 and the Rating Valuation Rules 2008.
- Values get audited by The Office of the Valuer General before they are confirmed.
- A traffic light system is used by QV to determine the level of checks required.
- A discussion with agents and valuers in the district takes place to get that secondary information.
- A lot of properties are virtually inspected, and some also have had field inspections done.
- QV have a team of auditors that will audit the valuations before they go to the independent auditors.

- Tourism is back on the rise in Westland which plays a part in valuation.
- Dairy Capital Value and Land Value are both down by 5.9% and 12.2% respectively. This is consistent with national levels. Half of the Westland District is dairy.
- Residential Capital Value and Land Value are both up significantly by 43.3% and 76.2% respectively.
- Property owners have the right to object to their rating value.
- The market has kept rising after these valuations were completed.
- Nationally, overall objection rates have been low.
- Objections are looked at on an individual basis, these are then inspected in person before the final valuation decision is made.
- Timeline –
 - Effective date of valuation: 1 September 2023
 - Owners notices posted from 21 February 2024
 - Objection period closes 28 March 2024
 - Used for rating purposes from 1 September 2024

Moved Cr Neale, seconded Cr Burden and **Resolved** that the presentation from Kris Rodgers and David Shaw, Property Valuers, QV, be received.

- **West Coast Wilderness Trail Performance Report 2023 Presentation**
- **West Coast Wilderness Trail Economic Assessment and Performance Report 2023**

Jackie Gurden, Chair, West Coast Wilderness Trail spoke to the presentation as follows:

- Direct economic return of \$15 million to the District.
- Ministry of Business, Innovation and Employment (MBIE) multiplier of 3.55 is used to calculate the economic return of the cycle trail.
- 6 k riders annually doing the full cycle trail.
- There are 7 counters on the trail, Ross is the lower counter which is used to calculate the riders doing the complete trail, after 20% is removed off the counter figure (to allow for part use of the trail), a total of 6 k is remaining, this is the total riders doing the full cycle trail.
- 15 k to 16 k visitors total on the cycle trail, these are riders doing a section of the trail.
- Each visiting cyclist spends on average 1 k per visit to the West Coast.
- The growth of small businesses in Kumara and Ross has been noticeable, small towns close to the cycle trail are getting a boost.
- There are a lot of cycle companies, and the growth of other local businesses is happening as a direct result of the cyclists coming in for the trail.
- A lot of local riders, walking, running, and cycling on the trail, and commuting to work.
- Performance of the trail is very high.
- 52% of bikes on the trail are now E-bikes.
- Each cyclist spends an average of 4.5 days in Westland, 75% of these are coming here for the trail.
- Wellbeing, understanding of the environment, and the cultural understanding of the district are great.
- 80% of riders are over 50.
- Auckland and Canterbury are the main regions of origin for visiting riders. Australia is the main international market, and people from all over the world are coming into the trail.
- A lot of enhancement work is happening on the trail, a new website coming soon, accessible ride guide was launched in December and is a wonderful asset.
- MBIE has agreed to cover a portion of the trail maintenance, this will be a great help and see the Chair's role still funded in the future. They will also fund any clean-up for major weather events, Council outlay will be much less with this funding.
- 545 surveys have been completed this year by West Coast Wilderness Trail.

- Ross rail bridge - commission work to be completed, engineering inspection, and a price to fix the bridge, outcome of this survey will be in a couple of months.
- Local businesses that get a boost from the cycle trail should be helping to market the cycle trail.
- Cycle companies are paying the \$10 per rider fee that is asked by the cycle trail. This cannot be enforced, but there are signs around to try and get more people paying.

Cr Burden left the meeting at 1.55 pm and returned at 1.57 pm.

Moved Cr Phelps, seconded Cr Neale and **Resolved** that the presentation from Jackie Gurden, Chair, West Coast Wilderness Trail be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance Report – February 2024 -**

Cody Nabben, Graduate Accountant spoke to this item and advised the purpose of the report is to provide an indication of the Council’s financial performance for the month to 29 February 2024.

- Grants debtors and Grants outstanding have been added to explain in more depth outstanding funds.
- \$3 M loan maturing which is prefunded with a term deposit. There will be a loan drawdown of \$3.5 M in April, debt will increase by \$500 k, funding the term deposit. The debt position is likely to be \$30.3 M for April to June 2024.
- Better off Funding – The expenditure on these projects is capital spend as the assets they relate to are not owned by the Council.

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

1. The Financial Performance report for 29 February 2024 be received.

- **Adoption of the Draft Annual Plan 2024/2025 and Draft Consultation Document -**

Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of the report is to provide Council with the Draft Annual Plan 2024/2025 and Draft Consultation Document for adoption, prior to community engagement.

- Rates on the database will be available in May 2024 (Local Government Rating Act).
- Lazar Park fencing –
 - The Chief Executive had met with Hokitika Lions Club representatives on the 27th March 2024.
 - The budget for fencing is at maximum of \$20k, this is not being carried forward in the 2024/2025 annual plan.
 - Fencing will progress in the current financial year, using agreed carried over funding from the 2023 Annual Plan year.
- Lazar Park toilets –
 - Conversation was had to reduce the number of toilets in Hokitika to minimise the cost of maintenance.
 - The \$2.5 k for grounds maintenance has not been removed from the plan.
 - Council removed the cost of the water fountain, so this will be amended in the budget from \$18 k to \$11 k.
- Regent Theatre –

- Received a business plan from the Regent Theatre, who have been asked for additional financial information that should be included in a business plan to be added, as the plan does not meet the requirements.
- Council can work with the Regent Theatre regarding this but need to see changes made to that business plan.
- This years funding of \$60 k has been held back on the premise of the business plan not being fit for purpose.
- Once the business plan, that is fit for purpose is presented, the funding will be applied, there is currently no funding in next year's budget.
- Regent Theatre is more than welcome to submit to the annual plan.
- Anyone can make a submission on anything they want to during the submission process.

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

1. The report be received.
2. Council adopt the Draft Annual Plan 2024/2025 and Draft Consultation Document with the amendment as follows:
 - a. Council removed the cost of the water fountain and corrected the budget for the Lazar Park Toilets from \$18,000 to \$11,000.
3. Engagement with the community will be undertaken from 9 am, Tuesday 2 April to 12 pm, Friday 3 May 2024.

Meeting Duration:

Moved Cr Manera, seconded Deputy Mayor Cassin and **Resolved** that the meeting be adjourned for a break at 3.05 pm. The meeting reconvened at 3.20 pm.

• **Streamlined Consultation Proposal for the Amalgamation of Westland Holdings Ltd and Destination Westland Ltd -**

Lesley Crichton, Group Manager Corporate Services & Risk and Assurance spoke to this item and advised the purpose of this report is to obtain Council approval to carry out a streamlined consultation process for the amalgamation of Westland Holdings Ltd (WHL) and Destination Westland Ltd (DWL).

- The amalgamation will simplify the ownership structure of the CCOs owned by Council, which will reduce compliance and costs for Council and save money for ratepayers. Council will retain (and now hold directly) 100% ownership of shares in both DWL and WHL.
- The cost of the review is commercially sensitive.
- This amalgamation will allow Council to focus on the core business of DWL and Westroads Ltd (WRL) under the simplified ownership structure. Council will have more oversight into the CCOs through a committee of Council with full council membership and an independent chair.
- WHL does not have a public presence in the district and there will be no change to services provided by Council as a result of the proposal.
- There is a short consulting window (28 March to 11 April 2024) where people can ask some questions if desired.

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

1. The report be received.
2. Council approve in principle to adopt a streamlined consultation process for the amalgamation of Westland Holdings Ltd and Destination Westland Ltd.

• **Approval to Apply for Extension to Current Procurement Strategy -**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of the report is to seek Council approval to apply for an extension of the Council's current NZTA approved Procurement Strategy.

- The present Procurement Strategy is due to expire on 31 May 2024. These documents have to be submitted to NZTA for approval every 3 years but there is the ability to apply for an extension if needed.
- This action has the potential to create significant cost savings through the power of joint procurement for maintenance, renewal and capital projects.
- Buller, Greymouth and Westland District Councils are all planning to align on a singular strategy for the West Coast. If either Buller and/or Grey District Councils decide not to proceed then Council will need to re-evaluate alternative options at that time.
- Early conversations with Waka Kotahi NZ Transport Agency have been positive towards this proposal.

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

1. The report be received.
2. Council resolve to adopt Option 1 - To apply to NZTA for an extension of the existing procurement strategy until July 2025 to allow for time to develop a new strategy in conjunction with Buller and Grey District Councils in order to save costs and align all 3 Councils Procurement strategies into a single West Coast Councils Procurement Strategy.

● **Franz Josef/Waiarau Rating District – Changes to Joint Committee Agreement -**

Simon Bastion, Chief Executive Officer spoke to this item and advised the purpose of this report is to endorse the amended Franz Josef/Waiarau Rating District Joint Committee Agreement.

- Through recent local consultation, the Franz Josef/Waiarau Rating District Joint Committee have supported a move to increase the number of community representatives from one to four from each side of the Waiho River.
- To increase the number of community representatives from two to eight requires an amendment to the Joint Agreement, this needs formal approval from both Westland District Council and West Coast Regional Council.
- Request that meetings be held bi-annually (twice a year).
- Committee Membership –
 - Westland District Council - Mayor Helen Lash, Deputy Mayor Cassin, Councillor Manera.
 - West Coast Regional Council - Councillor Campbell, Councillor Haddock and one vacancy.
 - Te Rūnanga o Mākaawhio – Paul Madgwick.
 - Department of Conservation – Mark Davies
 - New Zealand Transport Agency – James Caygill
 - Eight Community Members (if agreed at this meeting)
- West Coast Regional Council has adopted the changes at its recent meeting.

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

1. The report be received.
2. Council approve the amendments to the Franz Josef/Waiarau Rating District Joint Committee Agreement and shown in Attachment 1 to the agenda, including the following:
 - Amendment of Clause 7 to provide for the appointment of eight community members, four from each side of the Waiho River.
 - Amendment of Clause 13 to alter the required quorum from five to nine and specify the make-up of the quorum needed to hold a meeting.
 - Providing for the appointment of a delegate from each Council to attend meetings in place of appointed Councillors, where necessary;

- Updating the term 'floodwalls' to 'flood defence assets', for accuracy.
- Including a minor amendment to correct a cross-reference in Clause 24.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Manera, seconded Cr Neale 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 3.36 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. | Minutes to be confirmed: Confidential Minutes - Council Meeting - 22nd February 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) |
| 2. | Minutes to be received: Confidential Cycling and Walking Subcommittee Meeting Minutes - 16 th November 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. | Minutes to be received: Confidential Minutes - CE Review Committee Meeting - 20 th July 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) |
| 4. | Minutes to be received: Confidential Minutes - CE Review Committee Meeting - 13 th October 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) |

| | | | |
|----|-----------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Franz Josef/Waiapu Rating District Joint Committee – Appointment of Community Representatives | 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) |
| 6. | 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) |
| 7. | Hokitika Z Line Tender Award | 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, 3, 4, 5 | Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a)) |
| 1, 2, 3, 4, 7 | 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)) |
| 6 | Maintain legal professional privilege; or (S. 7(2)(g)) |
| 6 | Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h)) |
| 1, 2, 3, 7 | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i)) |
| 7 | Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j)) |

Moved Cr Baird, seconded Cr Phelps 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 4.08 pm.

Information Released to the Open part of the meeting:

In accordance with Standing Orders 18.5, the following information was released to the open part of the meeting due to the grounds to withhold the information no longer exist:

Franz Josef/Waiiau Rating District Joint Committee – Appointment of Community Representatives -

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

1. The report be received.
2. Council confirm the appointment of Dale Straight, Graham Berry, Jeremy Williams and Kelley Molloy as the four south side community representatives on the Franz Josef/Waiiau Rating District Joint Committee.
3. Council confirm the appointment of Ian Hartshorne, Grant Gibb, Logan Skinner, and Kim Smith as the four north side community representatives on the Franz Josef/Waiiau Rating District Joint Committee.
4. Council confirm that the above resolutions be moved to the public part of the meeting and thank the nominees.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 18TH APRIL 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.08 PM

Confirmed by Council at their meeting held on the 18th April 2024.

Mayor Helen Lash
Chair

Date