



EXTRAORDINARY COUNCIL MEETING MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 15 MAY 2024 COMMENCING AT 9 AM

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

The purpose of the Extraordinary Council Meeting was to hear, deliberate and decide on submissions to the Draft Annual Plan for 2024-2025.

Her Worship the Mayor welcomed the Council members, members of the public attending and those watching the live stream and for those speaking to their submission today, Council have read the submissions prior to the meeting and will seek points of clarification and questions.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy Mayor & Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden (part of the meeting via Zoom), 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.

ABSENT

Nil

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

Cr Burden attended the meeting via Zoom for the morning part of the hearing, and attended in person from 11.22 am.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory, Planning and Community Services; L. Crichton, Group Manager Corporate Services, Risk and Assurance; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; L. Truman, Finance Manager; P. Coleman, Governance Administrator; E. Bencich, Operations Manager; K. Jackson, Transportation Manager (via Zoom); J. Visser, Facilities and Properties Manager.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated. There were no changes to the Interest Register noted.

4. PŪRONGO KAIMAHI STAFF REPORTS

- **Draft Annual Plan 2024/2025 Hearing, Deliberations and Decisions Report**

Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of this report is to hear submissions, receive and hear feedback from the community on the proposals in the Draft Annual Plan 2024/2025, deliberate on the feedback and make decisions for the final Annual Plan 2024/2025.

5. SUBMISSION HEARINGS

THE FOLLOWING MEMBERS OF THE PUBLIC WERE IN THE COUNCIL CHAMBERS OR CONNECTED VIA ZOOM TO SPEAK TO THEIR SUBMISSION:

Schedule of Verbal Submissions

The following items were taken out of order to the Agenda papers.

Submitters	Topics Spoken to:
Jackie Gurden – Heritage West Coast	<ul style="list-style-type: none">• Heritage West Coast.• Heritage planning.• Creating employment in tourism.• Request for funding.
Bobbie Kincaid	<ul style="list-style-type: none">• Use of the racecourse as a community area for dogs/horses/people.• Create a dog park.• Demolish the Totaliser Building.• Re-fence the grass areas to allow for more grazing.
Mike Keenan	<ul style="list-style-type: none">• Racecourse development.• Relationship between Westland Racing Club and Council.• Memorandum of Understanding.• Demolish Totaliser Building.
Anne Inwood	<ul style="list-style-type: none">• Hokitika Regent Theatre.• Public spaces and community areas are critical so the community can thrive.
Janelle Shaw –	<ul style="list-style-type: none">• Glacier Country Tourism Group (GCTG).• Westland is on the rise post covid.

Glacier Country Tourism Group	<ul style="list-style-type: none"> • 28% of annual tourists in New Zealand visit Glacier Country. • GCTG are working closely with Development West Coast. • Request for Funding.
Ann Bradley – Heritage Hokitika	<ul style="list-style-type: none"> • Hokitika Regent. • The building is classified as Category 2 built in the 1930s, the value for tourism is high. • Community spirit is important.
Kay Godfrey	<ul style="list-style-type: none"> • Ratepayers in the Kokatahi/Kowhitirangi Community. • Community Rate funding. • Request for further details and full disclosure on the above. • <i>Her Worship the Mayor asked that the information Mrs Godfrey read out be circulated for Councillors information.</i>
Anthea Keenan	<ul style="list-style-type: none"> • Ratepayers own Council. • Staffing Costs • Local Government Commission. • Council overheads. • Wild Food Festival costs. • Proposing a vote of no confidence, including petition not presented. • Financials investigation. • Transparency.
Kerry Weston, Ryan Young and Nick Snowdon - Poutini Muay Thai	<ul style="list-style-type: none"> • Whanau orientated martial arts club. • Community wellbeing. • Support for the future of the club. • Positive impacts on all that attend.
Don Neale	<ul style="list-style-type: none"> • Big picture planning for Hokitika township and the risks for the town moving forward. • Coastal erosion. • Council headquarters. • CBD relocation in the future. • Racecourse. • Community groups.
Don Neale – Hokitika Regent Theatre	<ul style="list-style-type: none"> • President of Hokitika Regent Theatre. • Hokitika Regent Theatre. • Town Hall. • Council Obligations. • Vital community asset – 76 submissions that mention the Regent Theatre plus the petition with 1200 signatures. • Making progress with the business plan. • Need this funding to be incorporated into the annual plan.
<p>Cr Gillett left the room at 10.35 am, returning at 10.38 am. Deputy Mayor Cassin left the room at 10.39 am, returning at 10.41 am. Cr Phelps left the room at 10.49 am, returning at 10.51 am.</p>	
Fiona Anderson	<ul style="list-style-type: none"> • RDA. • Racecourse.

	<ul style="list-style-type: none"> • Communication from Council. • Community space.
<p>Moved Deputy Mayor Cassin, seconded Cr Neale and Resolved to adjourn for a morning tea break at 11.05 am. Resuming at 11.07 am.</p>	
Hayley Kirby – Manager - Hokitika Regent Theatre	<ul style="list-style-type: none"> • Hokitika Regent Theatre. • Community. • Tourism. • History and Conservation. • Community space.
Michael Orchard	<ul style="list-style-type: none"> • Hokitika Regent Theatre. • Previously known as the town hall promotion committee. • Community space. • Community events. • Building history.
Charlie McBeath	<ul style="list-style-type: none"> • Joint submission on retaining the Ross swimming pool. • Key asset for Ross Community. • History. • Community space. • Funding repairs to the structure. • Rated for funding.
Samuel Blight – Destination Hokitika	<ul style="list-style-type: none"> • Destination Hokitika relationship with Council. • Promoting Hokitika. • Membership benefits. • Correcting mistakes in the annual plan regarding Destination Hokitika. • Membership is not charged.
Samuel Blight – Hokitika Holiday Park	<ul style="list-style-type: none"> • Community group funding. • Transparency. • Hokitika Regent Theatre. • Community space.
Adam Haugh – Franz Josef Community Council	<ul style="list-style-type: none"> • Franz Josef Community Centre. • Franz Josef and Fox Glacier Community Development Officer roles. • Volunteers. • Community space. • Transparency in rates invoicing, clear line stating “CDO” in Franz Josef and Fox Glacier rates. • 3 year review period.
Cushla Jones	<ul style="list-style-type: none"> • Franz Josef and Fox Glacier Community Development Officer roles. • Community space. • Community contact. • Community hall.
Mary O’Brien – CCS Disability Action	<ul style="list-style-type: none"> • Disabled participation in the community. • Importance of investing in pedestrian networks, these need to be accessible and safe footpaths, ongoing investment in this area.

James Sutherland and Bede O'Connor – Federated Farmers	<ul style="list-style-type: none"> • Roading, this is an important link for the rural community. • Fees and charges, important to keep in line with inflation. • Dog control fees.
Samuel Blight – Destination Hokitika Steven Foskett – Grey Power	<ul style="list-style-type: none"> • Grey power toilets funding – this is a very well used facility, the hall is booked regularly, there will be a hub there soon, grey power/age concern/citizens advice and a local nurse. • Plenty of room for wheelchairs. • Please reconsider funding for these toilets at Grey power.
Neil Bradley and Latham Martin – Hokitika Lions Club	<ul style="list-style-type: none"> • Request for funding. • Lazar Park toilets. • Lazar Park Community garden area. • Memorandum of understanding. • Community space. • Funding for 3 years. • Lazar Park hall upgrade/earthquake strengthen/extension.
<p>Cr Gillett left the room at 12.13 pm, returning at 12.17 pm. Cr Manera left the room at 12.18 pm, returning at 12.25 pm. Cr Baird left the room at 12.32 pm, returning at 12.34 pm.</p>	
<p>Moved Deputy Mayor Cassin, seconded Cr Neale and Resolved to adjourn for lunch at 12.48 pm. Resuming at 1.23 pm.</p>	

The following people had requested speaking rights, but were unable to attend the meeting on the day:

Eli Davis	Laura Robertson
Leana Simpson	Nadeesha Maduranga
Lucretia Maitland	Greg Maitland

DELIBERATION AND DECISIONS ON SUBMISSIONS:

Council were in receipt of a copy of the analysis of all the submissions and deliberated in the open part of the meeting.

As a result of the feedback made to the Council, the following has been agreed to by the Council in relation to the Draft Annual Plan 2024/2025:

The following items were taken out of order to the Agenda papers.

#	Submission Subject and Council Discussion	COUNCIL DECISION
22.	<p>Pakiwaitara Building It was noted that the Pakiwaitara building is a strategic asset. The sale of the building therefore needs to go through either an LTP or an LTP amendment process. Staff were advised to bring a report back to the June Council meeting on the cost of the building including income and the cost of sale.</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved by a show of hands that Councillors recommend that staff progress the sale of the Pakiwaitara Building via the most efficient means possible and within legal process.</p> <p>The motion was put to the meeting and was carried unanimously with the exception of Cr Davidson recorded his vote against this motion.</p>

1.	<p>Council Headquarters June 2027 is the deadline to repair Council Headquarters. WDC Library lease is also due for renewal in 2027.</p>	<p>Moved Cr Baird, seconded Cr Neale and Resolved that Council strengthen and refurbish the current Council Headquarters Building.</p>
2.	<p>Land Transport Level of Service Option 3 (do the minimum) has been budgeted for. The current bid in with New Zealand Transport Agency is option 4 (to preserve our assets).</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved that Council preserve Council assets.</p>
3.	<p>Ross Swimming Pool This will be part of the Ross community rate and rated for through the Ross targeted rate.</p>	<p>Moved Cr Burden, seconded Cr Manera and Resolved that Council repair the Ross Swimming Pool.</p>
4.	<p>Franz Josef/Waiiau & Fox Glacier – Glacier Country Community Development Funding</p> <p>Deputy Mayor Cassin spoke to this item and provided clarification to Councillors.</p> <p>Glacier Country Tourism Group Rate - \$13k comes from Franz and Fox Glacier.</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Davidson and Resolved that Council support the increase in the funding application to \$35,500 per Community Development Officer (CDO) role in both Fox Glacier and Franz Josef/Waiiau, with the 3 year period to be reviewed in the 2025 Long Term Plan.</p> <p>Moved Cr Baird, seconded Deputy Mayor Cassin and Resolved that Council continue the targeted Glacier Country Tourism rate.</p> <p>Cr Phelps recorded his vote against the motion.</p>
5.	<p>Hokitika - Hokitika Area Promotions Rate Hokitika commercial businesses pay into this rate.</p>	<p>Cr Baird declared a conflict of interest and did not vote on this matter.</p> <p>Moved Cr Neale, seconded Deputy Mayor Cassin and Resolved that Council continue collecting the Hokitika Area Promotions targeted rate, with a review to the structure of the Tourism Promotions rate before the Long Term Plan in 2025.</p> <p>Cr Phelps recorded his vote against the motion.</p>
6.	<p>Heritage West Coast Funding - \$25k p/a</p>	<p>Moved Cr Phelps, seconded Cr Manera and Resolved that Council politely decline the request for funding from Heritage West Coast.</p>
7.	<p>Regent Theatre Funding</p>	<p>Moved Cr Neale, seconded Cr Burden and Resolved that the funding to the Hokitika Regent Theatre be reinstated as per the current funding agreement.</p> <p>Cr Phelps and Cr Manera recorded their votes against the motion.</p>

Moved Cr Neale, seconded Deputy Mayor Cassin and Resolved to extend the meeting past 6 hours.		
8.	General Community Grant Funding	Moved Cr Manera, seconded Cr Phelps and Resolved that Council remove the funding for the Christmas lights and Waitangi Day from the General Community Grant Fund.
Cr Phelps left the meeting at 3.14 pm, returning at 3.16 pm.		
9.	Maintenance	This item was noted.
10.	Ross Footpaths Transportation Manager spoke to this item.	This item was noted.
11.	Communities	This item was noted.
Cr Burden left the meeting at 3.23 pm, and returned at 3.25 pm. Cr Manera left the meeting at 3.26 pm, and returned at 3.28 pm.		
12.	Closed Council Workshops Councillors noted that the intention with workshops is to be as open as possible as per advice from the Chief Ombudsman unless the provisions of the Local Government Official Information and Meetings Act apply.	This item was noted.
13.	Debt Kw Madgwick urged caution with regards to debt loading and Councils future debt loading going forward.	This item was noted.
14.	Breach of Local Government Act There has been no breach of the Local Government Act.	This item was noted.
15.	Rates A better job needs to be done at the beginning of a project informing the public – a sign with a start and finish date with the cost and where the money is coming from and how much is rates funded so the public can clearly see what is happening and where the money is coming from for the projects.	This item was noted.
Moved Cr Manera, seconded Cr Gillett and Resolved that the meeting be adjourned for a break at 3.46 pm and resumed at 3.57 pm.		
16.	Staffing Levels and Costs	This item was noted.
17.	Spending	This item was noted.

	Council noted the comments made in the submissions and are well aware of the sentiment out in the public.	
18.	<p>Public Toilets</p> <p>Noted that Drummond Hall toilets are in need of a refurbishment/upgrade. A report on public toilets including Drummond Hall and Weld Lane will come back to Council for the June Council meeting.</p>	<p>Moved Cr Neale, seconded Cr Davidson and Resolved that Council reinstate the funding for the Drummond Hall and the Greypower toilets.¹ The Greypower figure being \$5,000 plus GST.</p> <p>Cr Phelps recorded his vote against this motion.</p>
19.	<p>Lions Club Funding</p>	<p>Moved Cr Gillett, seconded Cr Davidson and Resolved that Council:</p> <ol style="list-style-type: none"> 1. Politely declines funding the Lazar Park Garden. 2. Will fund Lazar Park toilets - \$5000 + GST 3. Will fund Lazar Park ground maintenance - \$2500 + GST <p>Cr Burden abstained from voting.</p> <p>Cr Phelps and Cr Manera recorded their votes against the motion.</p> <p>Moved Cr Baird, seconded Cr Manera and Resolved that Council politely declines the funding for the completion of the Lazar Park wall.</p> <p>Cr Burden abstained from voting.</p>
20.	<p>Racecourse Development</p> <p>Hokitika Racecourse Development is on the Agenda for the May Council Meeting.</p>	<p>This item was noted and will come back to the May Council meeting.</p>
21.	<p>West Coast Wilderness Trail</p> <p>Council discussed the Totara Bridge. The Operations Manager spoke to this item and advised that staff are looking at alternative options for the Totara Bridge, with a detailed report to come back to Council. WSP will be providing a final end of life date on the Totara Bridge.</p>	<p>Moved Cr Phelps, seconded Cr Gillett and Resolved that Council remove the Totara Bridge from the Draft Annual Plan with investigation into other funding options or alternative access.</p> <p>Cr Baird declared a conflict of interest and abstained from voting.</p> <p>Cr Manera, Cr Neale and Cr Davidson recorded their votes against the motion. The motion was carried.</p> <p>Moved Cr Gillett, seconded Cr Baird and Resolved that Council review the structure of the West Coast Wilderness Trail Trust, the trail and maintenance in conjunction with the review of the Tourism rate.</p>

¹ Amended at the Ordinary Council Meeting on 30th May 2024.

23.	Housing	This item was noted.
24.	Investment in Public Spaces	This item was noted.
25.	Building and Resource Consent Processes Council noted that a Planning and Regulatory Committee will be established.	This item was noted.
26.	Hokitika Museum This item is on the agenda for the May Council meeting including operational and capital costs and timeframes. Councillors supported having the Museum open for the upcoming tourism season.	This item was noted and will come back to the May Council meeting.
27.	Contractors and Consultants	This item was noted.
28.	Budgets	This item was noted.
29.	Consultation Process	This item was noted.
30.	Significant Natural Areas (SNAs)	This item was noted.
31.	Haast Water Supply Some residents want an exemption to the chlorination. Request for an exemption to chlorination has been declined. Her Worship the Mayor plans to visit Haast in the near future and will come back with more views from the community.	This item was noted.
<p>Cr Burden left the meeting at 4.48 pm, returning at 4.50 pm. Cr Phelps left the meeting at 5.15 pm, returning at 5.17 pm.</p>		
32.	Library	This item was noted.
33.	Department of Conservation Funding	This item was noted.
34.	Targeted Tourism Promotions Rate .	Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved that Council remain with the status quo for the Glacier Country Tourism Group this year, allowing for a full review of the Tourism Promotion rate in conjunction with the Long Term Plan in 2025.
35.	Councillors Council had already signed off the representation review.	This item was noted.
37.	Community Rating Zones	This item was noted.

	<p>Kay Godfrey tabled some information for Councillors regarding her questions on the rating of the Kokatahi Kowhitirangi community. This information was forwarded to Councillors. It was noted that the Community rating zone has been mislabelled and will be corrected in the final annual plan to a special targeted rate to be adopted by Council.</p>	
38.	3 Waters	This item was noted.
39.	<p>Local Government New Zealand Membership It was noted that Council have withdrawn from membership in 2024.</p>	This item was noted.
36.	<p>Recycling The request for cheaper rates for community group based recycling to be considered in the future.</p>	This item was noted.
40.	Hokitika i-site	Moved Cr Baird, seconded Cr Gillett and Resolved that the Hokitika i-site be brought back into Council control.
41.	<p>Parking This item will be discussed as part of the Central Business District review. Business owners parking in the street all day needs to be part of the CBD review.</p>	This item was noted.
42.	Westland Industrial Heritage Park	This item was noted.
43.	<p>Poutini Muay Thai Council noted this group is a credit to the volunteers and an asset to the community.</p>	This item was noted.
44.	<p>Solid Waste The Operations Manager noted that carting material and developing a site at the Westland Industrial Heritage park is not feasible.</p>	This item was noted.
45.	<p>Responsible Camping This item is dependent on tourism infrastructure funding.</p>	This item was noted.
46.	<p>Volunteers Council continues to support the local volunteers.</p>	This item was noted.
47.	<p>Fees and Charges Fees for Cass square will be reviewed as part of the Long Term Plan in 2025.</p>	This item was noted.
48.	Coastal Hazard Planning	This item was noted.

	Noted that this item is under the Te Tai o Poutini Plan.	
49.	<p>Glacier Country Tourism Group New funding of \$125k over 3years requested. There will be a review of the tourism promotions rate to make sure its distributed evenly. Council invite Glacier Country Tourism Group to raise this as part of the Long Term Plan 2025.</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved that Council:</p> <ol style="list-style-type: none"> 1. Note the request and politely decline the application for \$125k of additional funding for the Glacier Country Tourism Group. 2. Invite Glacier Country Tourism Group to raise this as part of the Long Term Plan in 2025. This will also be in the review of the Tourism Promotion rate.
50.	<p>Improve Transport Accessibility This item was noted as it comes down to budgetary constraints.</p>	This item was noted.
51.	<p>CCO Review</p> <p>Councillors were in support of the maintenance of the West Coast Wilderness Trail remaining with Destination Westland Limited.</p> <p>This item is to be read in conjunction with Item 21.</p> <p>Councillors discussed the review of the West Coast Wilderness Trail Trust and maintenance and had resolved at Item 21 above, as follows:</p> <p>Moved Cr Gillett, seconded Cr Baird and Resolved that Council review the structure of the West Coast Wilderness Trail Trust, the trail and maintenance in conjunction with the review of the Tourism rate.</p>	<p>Moved Cr Gillett, seconded Cr Burden and Resolved that:</p> <ol style="list-style-type: none"> 1. The Hokitika Swimming Pool and Jackson Bay activities be transferred back to Council as at 8 July 2024. 2. The proposal to transfer the West Coast Wilderness Trail maintenance from Destination Westland Limited to Westroads Limited be rescinded. <p>Cr Neale abstained from voting.</p>
52.	<p>Aligned Services Her Worship the Mayor advised that West Coast Mayors talk openly regarding aligned services and work together where possible.</p>	This item was noted.
53.	<p>Rates Remission Policy</p>	This item was noted.

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

1. Council receive the report.
2. Council heard and received the written and verbal submissions.
3. Council deliberated on the submissions to the Draft Annual Plan 2024/2025 in the open part of the meeting.
4. The Chief Executive be instructed to make the necessary amendments to the Draft Annual Plan 2024/2025.

Her Worship the Mayor closed the meeting by thanking the Councillors and all those from the Community who took the time to enter a submission and to those who presented in person and online.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 30 MAY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5.40 PM

Confirmed by Council at the 30 May 2024 Meeting.

**Her Worship the Mayor
Chair**

Date: 30 May 2024