



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 27 MARCH 2025 COMMENCING AT 1.02 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 led by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA APOLOGIES

Apologies had been received from Cr Phelps and Cr Davidson.

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

STAFF PRESENT

B. Phillips, Chief Executive; L. Crichton, 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 (via zoom).

Staff present for part of the meeting:

L. Sadlier, Museum Director; M. Waters, Community Services Manager; L. Truman, Finance Manager; A. Paulsen, Asset Strategy and Development Manager; C. Spliid Nielsen, HR Advisor.

Also in Attendance for part of the meeting:

S. Reindler, Chair Council Controlled Organisation Oversight Committee (via zoom).

Withdrawal of Agenda Items:

The Chief Executive advised that two items had been withdrawn from the Council Agenda:

- Department of Conservation Update regarding Feral Cats.
- Local Water Done Well Consultation Document.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated to the Mayor and Councillors.

The following amendments were noted to the Interest Register:

- Cr Burden removed “Love Hokitika” and added “St John West Coast Area Committee”.

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Moved Cr Baird, seconded Cr Manera and **Resolved** that in accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of Council’s adopted Standing Orders, the following item be added as an urgent item not on the Agenda for Council’s consideration.

- **Establishment of a Water Services Internal Business Unit – Local Water Done Well – Resolution Rescind**
 1. The reason the item is not on the agenda is that the need for this agenda item arose after the agenda was released.
 2. The reason why the discussion of the item cannot be delayed until a subsequent meeting is to enable staff to follow the correct process regarding an item being delayed due to further investigations.

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous meeting were circulated.

- **Ordinary Council Meeting Minutes – 27 February 2025**

Moved Cr Gillett, seconded Cr Baird and **Resolved** that the Minutes of the Ordinary Council Meeting held on 27 February 2025 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 27 February 2025.

Minutes to be received:

- **Risk and Assurance Committee Meeting Minutes – 7 November 2024**

Moved Cr Burden, seconded Cr Neale and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 7 November 2024 be received.

6. ACTION LIST

The Chief Executive spoke to the Action List and provided the following updates:

No.	Item	Update
1.	Council Headquarters	This item will be tabled at the April Council Meeting.
2.	Hokitika Museum Trust Board Formation	This item is on the March Council Agenda.
3.	Department of Conservation – Feral Cats	This item has been rescheduled to the April Council Meeting.
4.	Hokitika Central Business District Parking Strategy	An initial meeting was held. Her Worship the Mayor is working on a list of attendees for future meetings. This item to be amended to read Hokitika CBD Strategy for future Council Meetings.
5.	Consenting and Compliance Committee Terms of Reference	The Terms of Reference will be tabled at the May Council Meeting.
6.	Waste Management and Minimisation Plan	A report will tabled at the April Council Meeting along with the Waste Management and Minimisation Plan for adoption.
7.	Museum Window Repairs	The window cost of \$50,000 has been included in the Long Term Plan.
8.	Tourism Waste Cost	This information has been forwarded to Her Worship the Mayor.
9.	West Coast Wilderness Trail	Her Worship the Mayor advised that there will be another Working Group meeting held, after which time the Terms of Reference will be tabled at a future Council meeting. This item to be added to the Action List for future meetings.

Moved Cr Baird, seconded Deputy Mayor Cassin and **Resolved** that the updated Action List from the Chief Executive be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Dashboard Hokitika Westland isite**

The Chief Executive circulated the Mayor and Councillors with a monthly dashboard reporting from the Hokitika Westland isite.

- **Hokitika Museum**

The Museum Director, spoke to this presentation as follows:

- Kura Pounamu: Whakawatea has been held from 4 December to 27 April 2025, which has attracted 12,180 visitors.
- Hosted a Pounamu sector workshop, with local artists and businesses, and launched a new retail space.
- Partnered with Heritage New Zealand on a West Coast Photo Competition launched on 15 March 2025.
- Engaging with local schools to develop an educational programme. Supporting Kaniere School in hosting a Hei Tiki exhibition.
- Donations received totalled \$5,269.50.
- Working towards the 27 June 2025 Grand Opening of the Hokitika Museum.
- It is intended to refresh the visual identity branding for the Hokitika Museum.

Moved Cr Gillett, seconded Deputy Mayor Cassin and **Resolved** that the presentation be received.

- **Council Controlled Organisation (CCO) Oversight Committee - 6 Monthly Update**

The Chair of the CCO Oversight Committee joined the meeting via Zoom and was introduced to the Council. Mr Reindler provided an update from the CCO meeting held on 27 March 2025, which included presentations from the Chairs of Westroads Limited and Destination Westland Limited on the 6-monthly financial performance through to 31 December 2024 and they also presented the Statements of Intent for FY 2026 and beyond.

Her Worship the Mayor instructed the Acting Group Manager District Assets to provide the Chair of the CCO Oversight Committee with a definition of the scope of works funded for the Hokitika Airport.

Cr Gillett asked for a briefing at the April Council Meeting on who owns the Hokitika Airport, if it is a strategic asset and if it's a strategic asset, should it be consulted in the LTP that this work is being undertaken, if there are cost overruns, where will the extra money come from?

Moved Cr Baird, seconded Cr Manera and **Resolved** that the presentation be received.

The following item was taken out of order to the agenda papers:

- **Council Controlled Organisation Oversight Committee - Letters of Expectation for Westroads Limited and Destination Westland Limited**

Mr Reindler spoke to this item and sought approval from the Council to send the draft letters of expectations to both the Chairs of Westroads Limited and Destination Westland Limited.

Destination Westland Limited and Westroads Limited had forwarded their Statements of Intent to the Council by the due date of 1 March 2025.

The Council meeting adjourned for 10 minutes at 2.05 pm to enable the Mayor and Councillors to read the Draft Letters of Expectation for the CCOs. The meeting resumed at 2.15 pm.

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

1. The Letters of Expectation from the Council Controlled Organisation Oversight Committee be received.
2. Council approve the Letters of Expectation for Destination Westland Limited and Westroads Limited to be released to the respective Chairs.

8. **PŪRONGO KAIMAHI
STAFF REPORTS**

- **Formation of the Hokitika Museum Trust Board**

The Community Services Manager spoke to this item and advised that the purpose of the report is to consider the establishment of a Hokitika Museum Trust Board.

Mr Waters advised that the Council resolved to establish a Hokitika Museum Trust Board on 26 May 2022, however, the establishment of the Museum Trust Board has not advanced since that meeting.

Her Worship the Mayor advised that before a Trust is established, there needs to be an understanding of the current management structure, staffing, operational costs, a full set of financial records, including operational costs, the proposed future plans, and the future projections of the Museum.

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

1. The report be received.
2. Her Worship the Mayor form a working group including Iwi Representation to consider the purpose of the Hokitika Museum Trust Board.
3. The draft Terms of Reference (or Trust Deed) be brought back to the 24 July Council meeting for full Council consideration ahead of formally establishing a Trust.

Kw Madgwick left the meeting at 2.38 pm.

- **Financial Performance Report - February 2025**

The Finance Manager spoke to this item and advised that the purpose of the report was to provide an indication of the Council's financial performance to 28 February 2025.

The Finance Manager provided the following update:

- Essential services - unlikely that this will be met before the end of the year, due to the New Zealand Transport Agency's final budget and the Hokitika Wastewater Treatment Plant (deferred project).
- Debtors - there has been information added as requested last month, and there is a good business practice of debt collection, which is followed.
- Building consents – of the 34 outstanding building consents, 21 are notices to fix.
- Grants debtors – the only outstanding amount relates to Welcoming Communities, with an outstanding amount of \$57,500.

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that the Financial Performance Report for 28 February 2025 be received.

Kw Madgwick returned to the meeting at 2.40 pm.

- **Adoption of the Draft Infrastructure Strategy and Draft Activity Management Plans**

The Asset Strategy and Development Manager spoke to this item and advised that the purpose of the report was to provide the Draft Infrastructure Strategy and Draft Activity Management Plans.

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

1. The report be received.
2. Council adopt the Draft Infrastructure Strategy and Draft Activity Management Plans.
3. Council directs staff to undertake consultation with the community alongside the 2025–2034 Long Term Plan.

LATE AGENDA ITEM

- **Establishment of a Water Services Internal Business Unit – Local Water Done Well – Resolution Rescind**

Her Worship the Mayor spoke to this item.

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

1. The report be received.
2. That Council approves to progress with the establishment of an internal business unit for the delivery of water services, with an expectation that any alternative opportunities will be fully investigated. Council will consult separately to the 2025–2034 Long Term Plan on Local Water Done Well and a decision paper will be brought back to Council post consultation.

- **Adoption of Supporting Policies and Documents to the Revenue and Financing Policy for consultation concurrent with the Draft Long Term Plan 2025 – 2034 Consultation**

The Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of the report was to seek Council approval of the Draft Funding Needs Analysis, the Draft Rating Policy the Draft Funding Impact Statement and the Audit Report as supporting policies and principles to the Revenue and Financing Policy, and for consultation as components of the draft Long Term Plan 2025–2034 (Long Term Plan).

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

1. The report be received.
2. Council adopts the following documents as supporting policies and principles to the Revenue and Financing Policy, and for consultation components of the Long Term Plan 2025–2034:
 - a. Draft Funding Needs Analysis.
 - b. Draft Rating Policy.
 - c. Draft Funding Impact Statement.

- **Adoption of the Revenue and Financing Policy for Consultation Concurrent with the Draft Long Term Plan 2025–2034 Consultation**

The Group Manager Corporate Services and Risk Assurance spoke to this item and advised that the purpose of the report was to seek Council approval of the Revenue and Financing Policy for consultation.

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

1. The report be received.
2. Council adopts the Revenue and Financing Policy for consultation concurrently with the draft Long Term Plan 2025–2034 consultation as provided by the Local Government Act, section 83A.

- **Adoption of the Draft Consultation Document and Draft Long Term Plan (LTP) 2025-2034**

The Strategy and Communications Advisor spoke to this item and advised that the purpose of the report was to provide the Draft Long Term Plan 2025–2034 (LTP) and Draft Consultation Document for adoption.

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

1. The report be received.
2. Council adopt the Draft Long Term Plan 2025–2034 and Consultation Document.
3. Council directs staff to undertake consultation with the community.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Gillett, seconded Cr Manera 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 3.25 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 – 27 February 2025	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.	Confidential Minutes to be Received – Risk and Assurance Committee - 7 November 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.	Ross and Franz Josef Watermains Upgrade – Contract Number 24/25/05 – Tender Approval	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.	EY Closing Report for the Audit of the 2025-34 Consultation Document	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	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2, 3	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))
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, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1, 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))
1, 2, 3	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr Gillett, seconded Cr Burden 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 3.46 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 17 APRIL 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.46 PM

Confirmed by Council at their meeting held on the 17 April 2025.

**Mayor Helen Lash
Chair**

Date: 17 April 2025

CONFIRMED