

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE GREY DISTRICT COUNCIL****Held in Council Chambers, 105 Tainui Street, Greymouth****on Monday 27 January 2025 commencing at 3.00 pm**

**PRESENT:** Mayor Tania Gibson (Chair)  
Councillor Allan Gibson (Deputy Mayor), Councillor John Canning, Councillor Peter Davy, Councillor Kate Kennedy (via Zoom), Councillor Rex MacDonald, Councillor Robert Mallinson, Councillor Tim Mora, Councillor Jack O'Connor

**IN ATTENDANCE:** Joanne Soderlund (Chief Executive), Aaron Haymes (Group Manager Operations), Neil Engelbrecht (Finance Manager), Nelia Heersink (Community & Recreation Services Manager), Trish Jellyman (Democracy Advisor), Megan Bourke (Communications Officer), Amie Robinson (Solid Waste Officer, arrived 3.55, left at 4.40pm)

Her Worship welcomed all present to the first Council meeting of the year and wished everyone well for the coming year.

**1 APOLOGIES AND DECLARATIONS OF INTEREST****1.1 APOLOGIES**

There were no apologies.

**1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

**1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

**2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****2.1 CONFIRMATION OF THE ORDINARY COUNCIL MEETING HELD ON 9 DECEMBER 2024**

**RESOLUTION** OCM 25/01/001

**Moved:** Mayor Tania Gibson

**Seconded:** Cr Allan Gibson

That the minutes of the Ordinary Council Meeting held on 9 December 2024 be confirmed as true and correct.

**Carried Unanimously**

**2.2 RECEIPT OF MINUTES OF THE TENDERS SUBCOMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 12 DECEMBER 2024**

**RESOLUTION OCM 25/01/002****Moved: Mayor Tania Gibson****Seconded: Cr Allan Gibson**

That the minutes of the Tenders Subcommittee Meeting held on 12 December 2024 be received and noted.

**Carried Unanimously**

**3 LIST OF ACRONYMS USED****4 MATTERS UNDER ACTION****4.1 MATTERS UNDER ACTION**

Refer page 20 of the agenda.

**5 AGENDA ITEMS****5.1 LATE ITEM: ADOPTION OF HARBOUR MASTER DUTIES**

Refer page 22 of the agenda.

**RESOLUTION OCM 25/01/003****Moved: Mayor Tania Gibson****Seconded: Cr Jack O'Connor**

That Council in accordance with Section 46A(7) of the Local Government Official Information and Meetings Act read with Standing Orders 9.12 the following be considered as a late item:

1. Adoption of Harbour Master Duties.

**Carried Unanimously**

**5.11 ADOPTION OF HARBOURMASTER DUTIES (LATE ITEM)**

This item was brought forward in the agenda.

Cr Gibson stated that this matter should stay with West Coast Regional Council (WCRC) and all duties that are currently being covered by what a Harbourmaster would do. He stated that Council cannot afford this at the moment, and Council should wait to see if there is anything big that happens at the Port.

Cr Canning is opposed, as he feels it would be a good thing to have it but Council cannot afford to take the responsibility and expenses off another body as Council is struggling with the LTP and trying to keep rates under control. He stated that now is not the appropriate time to be taking on other responsibilities and expenses.

Her Worship agreed with Cr Canning. She stated that WCRC would not wish to take on any of this Council's responsibilities.

Cr O'Connor agreed with previous comments. He noted that some staff are already carrying out some duties of the Harbourmaster within their current roles. He stated that Council should look at recovery costs from WCRC as Council cannot afford to fund this. He feels WCRC is not taking responsibility for the Harbourmaster role.

Cr Kennedy stated she would like this decision reviewed if Westland Mineral Sands comes into being. She stated if there ends up being Increased commercial activity at the Port it could be prudent to have extra income especially if shipping activity increases. She feels there is still a big question mark at the moment as to whether increased shipping is going to eventuate, and she would like this deferred until then.

Cr MacDonald asked the GMO if not appointing a Harbourmaster is a risk.

The GMO responded that there is sentiment among fishing community that we should have a harbourmaster. He stated that there is a potential outcome if WMS comes along and they bring a large scale shipping operation to the Port. He stated that Maritime NZ may require a Harbourmaster but if so the function would be WCRC's responsibility, and not this Council's.

Cr Mallinson stated that he is aware that WCRC should be carrying out this function but he is unsure if they are under any legal obligation to do so. He is also concerned about legal liability in view of Council staff carrying out some form of Harbourmaster responsibility.

The GMO responded that Council is still the port operator, as Council owns the Port and runs it. He stated that navigation safety has been done by this Council historically as Council manages the navigation lights.

Her Worship asked the GMO if Council should write to WCRC to request that they pick up this function as Council is currently doing this on their behalf and paying for it.

The GMO suggested that Council takes legal advice as owner operator of the Port, around responsibilities.

Cr Gibson feels this function should be left to WCRC.

Cr Gibson stated that the Moana Foreshore group have requested that the WCRC puts a Harbourmaster in place for the last 12 years as it is their responsibility.

Cr Mallinson stated he has previously expressed his concern about the lack of any regulatory function at Lake Brunner. He is concerned about a possible fatality, and he would like this included in the letter to WCRC.

Her Worship agreed that Cr Mallinson's comments would be included in the letter to WCRC.

#### **RESOLUTION      OCM 25/01/004**

**Moved:      Mayor Tania Gibson**

**Seconded:   Cr Allan Gibson**

#### **That Council**

1. Notes the contents of the report,
2. Council thanks WCRC for offering to transfer the Part 3A Maritime Transport Act 1994 functions to Council but, declines the offer, rescinds its 12 November 2018 decision and advises the Minister that the function transfer as earlier advised, will not go ahead.

**Carried Unanimously**

#### **5.2      MAYOR'S UPDATE**

Refer page 23 of the agenda.

#### **RESOLUTION      OCM 25/01/005**

**Moved: Cr John Canning**

**Seconded: Cr Peter Davy**

That the Mayor's activity report for the period 1 to 31 December 2024 be received.

**Carried Unanimously**

### **5.3 CHIEF EXECUTIVE'S UPDATE: 1 DECEMBER TO 31 DECEMBER 2024**

Refer page 25 of the agenda.

**RESOLUTION OCM 25/01/006**

**Moved: Cr Robert Mallinson**

**Seconded: Cr Jack O'Connor**

That the Chief Executive's update for the period 1 December to 31 December 2024 be received.

**Carried Unanimously**

### **5.4 DOCUMENTS EXECUTED UNDER THE COMMON SEAL OF COUNCIL**

Refer page 28 of the agenda.

**RESOLUTION OCM 25/01/007**

**Moved: Cr Robert Mallinson**

**Seconded: Cr John Canning**

That the following documents be executed under the Common Seal of the Council:

1. Agreement for Sale and Purchase between Grey District Council to John Charles Underwood and Elvira Llenas-Underwood for 61 Doyle Street, Blaketown, Greymouth – Freeholding, (Lot 138 DP 728 Record of Title WS5A/1060).
2. Deed of Surrender of Lease between Grey District Council as successor to the Greymouth Harbour Board pursuant to the Local Government (West Coast Region) Reorganisation Order 1989 (as Lessor) and Packers Quay Developments Ltd (as Lessee) for the property located at 1 Packers Quay, Blaketown.
3. Licence to Occupy between Grey District Council and BPA (Business Promotion Association) for body of area known as Nimmo Park on Cobden Island, LINZ Parcel 3688904 to carry out New Year's Eve Fireworks.
4. Cash Bond for Completion of Entranceway for Lot 1 DP 1374 and being all of the land comprised and described in Record of Title 584375 of SD2716/18 (the subdivision) subject to the easements, covenants, conditions and restrictions as set out on the title. Between Grey District Council and Peter Ronald Haddock (the Developer) at 316 Main South Road, Paroa, Greymouth.
5. Agreement for Sale and Purchase between Grey District Council (Incorporating the Greymouth Harbour Board) pursuant to the Local Government (West Coast Region) Reorganisation Order 1989 to Nicholas Simon Braxton for 932 State Highway, Dobson – Freeholding, (Lot Section 82 Town of Dobson, Record of Title WS5A/1354).

**Carried Unanimously**

## 5.5 FINANCE REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2024

Refer page 29 of the agenda.

Cr Mallinson requested that staff expand on other expenses as per page 33 of the agenda.

Cr Mallinson asked the FM if staff are actively taking steps to get Council back to a zero variance situation.

The FM confirmed that staff are working on this and he will report on progress at the next meeting. He will also provide more detail on capital expenditure relating to projects to the next meeting.

Cr Mallinson stated that it would be good to have a variance commentary accompanying these reports.

The FM agreed to this request.

### RESOLUTION OCM 25/01/008

**Moved:** Cr Allan Gibson

**Seconded:** Cr Robert Mallinson

That Council:

- a) Receives the report and notes the contents.

**Carried Unanimously**

## 5.6 REGULATORY, RECREATION, BUSINESS SUPPORT AND CUSTOMER SERVICES REPORT

Refer page 35 of the agenda.

Cr Mora asked if there is a staff resourcing issue in relation to CRM's.

The CRSM confirmed that there is a resourcing issue as many backlogs relate to the Utilities and Roading areas. She said that that 42 CRM's were received in one day in relation to a recent rain event and her staff do struggle to keep ahead during these types of events. She stated that information is required from contractors before a CRM can be closed off and there are sometimes delays getting this information and it is about coping with demand.

Cr Mora asked if this is going to change.

The CE advised that this can be covered at tomorrow's LTP budget workshop as it is difficult to get the optimal level of resourcing in place, as some teams are under resourced.

Her Worship stated there will always be issues during events or problems that community is dealing with, but she agreed that Council wants to do as well as it can.

The CRSM advised that when issues such as the Arnott Heights slip occur, this will always put staff under pressure. She is hopeful things will improve if Council is well resourced.

Her Worship noted that library stats are still high and this is great to see.

Her Worship asked the CRSM if the vacancies in some of the retirement homes are due to upgrades.

The CRSM confirmed that both homes were undergoing upgrades and are now full but commented that it is sometimes difficult to fill homes in Dobson as transportation is a major issue due to tenants needing transport from Dobson into town.

Her Worship asked the FM when the Annual Report would be presented to Council.

The FM confirmed that the audit process for the Annual Report will commence next week, and a draft will be brought to the next Council Meeting.

**RESOLUTION OCM 25/01/009****Moved: Cr Rex MacDonald****Seconded: Cr Jack O'Connor**

That Council:

- a) Receives the report and notes the contents.

**Carried Unanimously****5.7 WEST COAST EMERGENCY MANAGEMENT UPDATE**

Refer page 53 of the agenda.

Cr Mora asked when the co-location of the ECC to the FENZ building is likely to be.

Her Worship responded that another meeting is scheduled for a couple of weeks' time, and further clarification is expected then.

Cr Canning stated that the EOC will remain at the Westland Recreation Centre and the ECC will be at the FENZ building.

In response to a question from Cr Canning, the GMO responded over the last two years very good inroads have been made with civil defence training and Council is now in a relatively good position with around 60% of staff are trained. He stated this needs to be kept up especially as staff come and go. He stated that he would like to see a strong function manager in place for each function.

Her Worship stated it is important that staff are aware of what an important role civil defence is.

The GMO stated that part of the plan is to increase capacity through the use of other agencies such as DoC as they have staff available.

The CE confirmed that Civil Defence is in all staff's employment agreements.

In response to a question from Cr Mora regarding who becomes Controller, the GMO advised that there are a range of controllers either local or regional for both the EOC and ECC. He stated that more depth is required as there are only three or four local controllers for the Grey District.

Her Worship expressed concern about difficulties around staffing the EOC's and ECC's during a civil defence event and stated that it will be hard to put three shifts of staff in place should the event go on for a long time.

**RESOLUTION OCM 25/01/010****Moved: Cr Tim Mora****Seconded: Cr Robert Mallinson**

That Council,

1. Receives the report and notes the contents.

**Carried Unanimously****5.8 ADOPTION OF STANDING ORDERS**

Refer page 57 of the agenda.

Her Worship stated that it is good to see this update as the focus was for Standing Orders to be more easily understood and in plain English.

Cr Mallinson stated this a positive move and anything to make things easier to understand is good.

Cr MacDonald agreed with Cr Mallinson's comments and stated that the new version is a lot easier to understand. He congratulated LGNZ on their work in this area.

#### **RESOLUTION      OCM 25/01/011**

**Moved:      Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

That Council:

1.    Receives the report.
2.    Adopts the attached Standing Orders for use at its meeting.
3.    Approves the Grey District Council Standing Orders so adopted for use by any committee or subcommittee of Council.
4.    Council authorises the Mayor and Chief Executive to make minor amendments of a grammatical nature (if required) to the Standing Orders and circulate the final version to members.

**Carried Unanimously**

#### **5.9      DELEGATIONS**

Refer page 59 of the agenda.

Her Worship commented that this is simply an update to accommodate the changes in committee structures and to accommodate the new group managers that are coming on board.

Cr Gibson asked why the Port Manager has delegation for \$30,000.

The CE stated that this amount is what has historically been set and there is no change.

The GMO advised that there was a time when the Port Manager reported directly to a second tier manager but there has now been a change in structure.

#### **RESOLUTION      OCM 25/01/012**

**Moved:      Mayor Tania Gibson**

**Seconded: Cr Tim Mora**

That Council

1.    Receives the report "Delegations".
2.    Adopts the Grey District Council Delegations Manual Part One – Council and Finance (Appendix 1), to take effect from 27 January 2025.
3.    Revokes the Grey District Council's Delegations Manual 2021 (as amended on 31 October 2024), to take effect from 27 January 2025.
4.    Notes that the Grey District Council Delegations Manual Part Two – Chief Executive will set out the Chief Executive's delegations to staff and will take effect on 27 January 2025, but it will be a living document that is to be continually reviewed and updated by the Chief Executive and Executive Leadership Team.
5.    Notes that Part One of the Delegations Manual will be placed on the Council's website after adoption.

**Carried Unanimously****5.10 OPERATIONS AND CAPITAL PROGRAMME REPORT**

Refer page 64 of the agenda.

Cr Mora asked for an update on the application to government for funding for Arnott Heights.

Her Worship advised that a letter been sent to three Ministers seeking a review and the matter is now sitting with Minister Jones's Secretary who is moving this forward.

Her Worship commented that the creation of new carparks at Moana was a good decision as they are always full.

Her Worship commented that it is great to see gravel from McLeans Pit being used for roading as this is a great cost saving measure for Council.

Cr MacDonald noted that the mouth of Saltwater Creek is currently blocked.

The UIM advised that there were a couple of flood events late last year that caused flooding and ponding at Paroa School. He stated this is because of New River and Saltwater Creek using same outlet and New River taking priority. He stated that staff have met with WCRC, and they are now looking at high level options to mitigate this, the matter is to go to the Greymouth Joint Floodwall committee for discussion.

Cr MacDonald stated that has been approached recently by residents on north side of Paroa School who have had experienced water inundation. He is concerned there could be more issues should there be a heavy rainfall event while both river mouths are blocked.

It was agreed that the UIM would raise this with WCRC.

In response to a question from Her Worship regarding the Code of Compliance for the toilets at Anzac Park, the GMO advised that staff are working through requirements so that the toilets can open to the public.

Cr Davy stated the concrete steps from Cowper Street that go down to the netball courts are dangerous. It was agreed GMO would arrange for staff to check the steps.

Her Worship noted that sewer separation numbers are low.

The CE stated that staff have met internally and have advised that there is budget set aside for consents but uptake hasn't been what was hoped for, and staff are now looking at ways to push this along.

Cr Mora asked if the Anzac Park toilets were over engineered.

The GMO advised that the toilet block is a bespoke type, and is pre-engineered and comes with drawings outlining how the foundations are to be built. He stated in this case the foundation design was slightly different, and another engineer had to be engaged to sign the toilet block off. He confirmed there is nothing wrong with the toilet block.

Cr Mora is concerned that work on the slipway will go over budget.

The GMO advised one of the three options available for the slipway project and one option does fit Council's budget.

Cr Davy asked the GMO if boats are being turned away from using the slipway.

The GMO responded that recertification of the slipway was required and some vessels were too long and therefore access was declined. He said that the slipway can only take a vessel up to 80 tonnes but once the upgrade is completed it will then be able to take vessels up to 150 tonnes.

Cr Davy commented that work on the slipway should not have commenced until after the tuna season.

The CE advised that PGF funding is in place and there was a deadline being worked to and this dictated when the work has to be done to ensure that the funding wasn't lost.



The GMO confirmed that funding was put in this year's Enhanced Annual Plan and funding was received from MBIE and between two funding sources the work will be completed this year.

The GMO stated that he will circulate further information on the slipway upgrade after today's meeting.

**RESOLUTION OCM 25/01/013**

**Moved: Cr Rex MacDonald**

**Seconded: Cr Tim Mora**

That Council

1. Receives the Operations and Capital Programme Report and notes the contents herein.

**Carried Unanimously**

## **6 MISCELLANEOUS ITEMS**

## **7 REPORTS FROM OUTSIDE ORGANISATIONS**

### **7.1 RECEIPT OF MINUTES FROM OUTSIDE ORGANISATIONS**

Refer page 75 of the agenda.

**RESOLUTION OCM 25/01/014**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

"that

The Minutes of the following outside organisation be received:

1. Minutes of the West Coast Emergency Management Joint Committee Meeting held on 8 August 2024.
2. Minutes of the Te Tai o Poutini Committee Meeting held on 12 November 2024.
3. Minutes of the Cobden Aromahana Sanctuary and Recreation Areas Inc (CASRA) Committee Meeting held on 29 October 2024.

**Carried Unanimously**

## **8 IN COMMITTEE ITEMS**

That the public is excluded from this part of the meeting in relation to:

**Agenda items 8.1, 8.2, 8.3, 8.4, 8.5 & 8.6**

The general subject of each matter to be considered while the public is 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 this resolution are as follows:

**RESOLUTION OCM 25/01/015**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

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
8.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF ORDINARY COUNCIL MEETING HELD ON 9 DECEMBER 2024	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	s48(1)(a)(i) - 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 would exist under section 6 or section 7
8.2 - RECEIPT OF IN COMMITTEE MINUTES OF THE TENDERS SUBCOMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 12 DECEMBER 2024	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	s48(1)(a)(i) - 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 would exist under section 6 or section 7
8.3 - IN COMMITTEE MATTERS UNDER ACTION IN COMMITTEE	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for

	has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	which good reason for withholding would exist under section 6 or section 7
8.4 - OVERDUE DEBTORS REPORT	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	s48(1)(a)(i) - 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 would exist under section 6 or section 7
8.5 - LAKE BRUNNER MOTOR CAMP - REQUEST FOR LEASE DECREASE	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - 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 would exist under section 6 or section 7
8.6 - SOLID WASTE CONTRACT	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for

	<p>unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>which good reason for withholding would exist under section 6 or section 7</p>
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Carried Unanimously

**9 COUNCIL RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 4.51 pm.

Confirmed

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T Gibson

Date

Chairperson

