



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD VIA ZOOM ON THURSDAY, 26 AUGUST 2021 COMMENCING AT 1PM.

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

In accordance with clause 25B of Schedule 7 of the Local Government Act 2002. Elected members attended the Council meeting via Zoom audiovisual link due to COVID-19 Level 4 Lockdown Restrictions.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was given by Kw Madgwick.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	His Worship the Mayor	
Members	Cr Carruthers (Deputy)	
	Cr Davidson	Cr Hart
	Cr Hartshorne	Cr Kennedy
	Cr Keogan	Cr Martin
	Cr Neale	Kw Madgwick
	Kw Tumahai (joined the meeting at 3.02pm during the Public Excluded section of the meeting)	

NGĀ WHAKAPAAHA APOLOGIES

No apologies received at this time.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager: Regulatory and Community Services; L. Crichton, Group Manager: Corporate Services; F. Scadden, Planning Manager; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; M. Smith, Committee Secretary; W. Dowell-de Quadros, Engineer.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams. 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 not on the Council Agenda.

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

The Minutes of the previous meetings were circulated separately via Microsoft Teams.

Meeting minutes to be confirmed:

- **Ordinary Council Meeting Minutes – 29 July 2021**

Moved Cr Kennedy, seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 29 July 2021 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 29 July 2021.

Meeting minutes to be received:

- **West Coast Wilderness Trail Subcommittee Meeting - 13 April 2021**

Moved Cr Davidson, seconded Cr Keogan and **Resolved** that the Minutes of the West Coast Wilderness Trail Subcommittee Meeting held on the 13 April 2021 be received.

- **Capital Projects and Tenders Committee Meeting – 2 February 2021**

Moved Deputy Mayor Carruthers, seconded Cr Hart and **Resolved** that the Minutes of the Capital Projects and Tenders Committee Meeting held on the 2 February 2021 be received.

- **Extraordinary Capital Projects and Tenders Committee Meeting – 11 March 2021**

Moved His Worship the Mayor, seconded Deputy Mayor Carruthers and **Resolved** that the Minutes of the Extraordinary Capital Projects and Tenders Committee Meeting held on the 11 March 2021 be received.

- **Extraordinary Capital Projects and Tenders Committee Meeting – 16 April 2021**

Moved Cr Hart, seconded Cr Martin and **Resolved** that the Minutes of the Extraordinary Capital Projects and Tenders Committee Meeting held on the 16 April 2021 be received.

- **Audit and Risk Committee Meeting – 11 May 2021**

Moved Cr Hart, seconded Cr Keogan and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 11 May 2021 be received.

6. **ACTION LIST**

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

1. Kaniere School Students – Cycle trail

Work started on the project on the 4th August. This work has now been suspended due to level 4 lockdown. An update will be provided on the estimated completion date once we know the impact of lockdown on the project timetable.

Council proposed an official opening with Councillors and the Kaniere School, the school has accepted.

2. Speed Limit Register Review – Stage 2

An information report will be brought to the September Council meeting outlining the nature of the review that is being undertaken by Waka Kotahi NZ Transport Agency, and potential impacts for the Westland District Council (WDC). A Forward Works Plan (FWP) is to be included.

3. Ross Chinese Gardens – Flooding issues

Lake Level Project – an onsite meeting with Department of Conservation was held. The engineering design will be completed and application for resource consent will be submitted to the West Coast Regional Council, with an endeavour to have this completed through the summer period.

4. Mark Davies, DOC to speak at an upcoming Council Meeting

Mark Davies was scheduled to speak at today's meeting. This has now been rescheduled to the September Council Meeting due to COVID-19 Level 4 restrictions.

5. Kumara Gardens

A meeting was held with the community group 2 weeks ago, WDC are supporting the tender's process. Post the tender, the community group will provide an update to Council.

6. Road Naming Policy

The report is to be presented at today's meeting. This action is completed.

7. LTP Action 1: Submission Emails

The submission emails and letters have been sent. This action is completed.

8. Revell Street Trial – Stage 2

A workshop with Councillors was held on the 12 July 2021, and direction was provided to staff on Stage 2 of the trial. WDC has commissioned 2 contractors to do design concepts and costings.

9. LTP Action 2. Stop sign at corner of Sewell and Hampden Street

The stop sign has been installed. This action has been completed.

10. Hokitika Waste Water Treatment Plant (WWTP) Project

A WWTP Project Workshop is tentatively booked for 21 September 2021 with the wider stakeholder group.

11. Old Christchurch Road seal extension

Council staff are investigating external funding with the intent to complete the road sealing to the original 12km.

12. Footpath Forward Plan Report

A forward plan is to be presented at today's meeting. This action is completed.

13. Investigate costs to bring the WDC HQ & Pakiwaitara buildings up to 100% National Building standards

Preliminary figures have been supplied by the structural engineers based upon an outline brief. Architects are being commissioned to draft plans which will help identify additional works required to comply with the building code and what associated costs will go with this. Costs to bring the buildings to 100% NBS are potentially unaffordable, further details to be brought back to Council.

14. Pakiwaitara Building Business Case Timeline

Preliminary figures have been supplied by the structural engineers based upon an outline brief. Architects are being commissioned to produce plans based upon proposed usage and a requirement to conform to ILM2. This will lead to more detailed costings, which will be brought to a future Council meeting.

15. New staff roles to Council

Elected members were sent an email updating them on the new staff roles on the 16.08.21. This action is completed.

16. Cass Square toilet extension.

A copy of the TIF application was provided via teams to the elected members for their information on the 18 August 21. This action is completed.

17. Letter to West Coast Regional Council (WCRC) regarding flood protection works and continued follow up.

A letter was emailed to the WCRC on the 27.07.21. This action is completed.

18. Seek Arborist advice on the removal and relocation to the 2 large palm trees outside the swimming pool.

The District Assets team has reached out to arborists and are awaiting advice. The trees will be left in situ until advice has been received and a clear path of action determined.

19. NZ Coastal Restoration Trust Annual Conference - March 2023

Noted and council supports – recommend removing from the action list. To be kept on the Exec Team agenda list for closer to the time.

Moved Cr Keogan, seconded Cr Kennedy and **Resolved** that the updated Action List be received with the below actions updated:

Items to be removed:

- Road Naming Policy
- LTP Action 1: Submission Emails
- LTP Action 2. Stop sign at corner of Sewell and Hampden Street
- Footpath Forward Plan Report
- New staff roles to Council
- Cass Square toilet extension.
- Letter to West Coast Regional Council (WCRC) regarding flood protection works and continued follow up.
- NZ Coastal Restoration Trust Annual Conference - March 2023

Item to be added:

- Group Manager: District Assets to provide Cr Keogan updated information on the consent timeframes for the Ross Chinese Gardens.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Forward Works Plan – Westland District Footpaths**

The Group Manager: District Assets and the Westland District Council Engineer spoke to this presentation and provided Council with the Forward Works Plan (FWP) for footpaths in the Westland District. The presentation covered:

- Footpath Conditions and Ratings
- Condition Rating Results
- Condition Assessment Inspections
- Priority Factors
- Accessibility Considerations
- Renewal vs Repairs and Maintenance
- FWP Costs and Budgets
- Works Distribution
- Three Year Works Distribution
- Spatial Distribution
- Next Steps

Elected members commented that various volunteer community groups had offered to assist in work required in their respective areas to keep ratepayer costs down. The Chief Executive advised that during the tender process WDC would consider smaller community groups that wanted to volunteer their services subject to any legislative requirements e.g. Health and Safety.

Chemically treating the footpaths after water blasting to extend maintenance timeframes is included as part of the maintenance plan. Councillors advised that they favoured eco-friendly chemicals for protection of the environment. The Group Manager: District Assets advised that investigation was taking place into what was the best option, weighing up eco-friendly vs effectiveness. The WDC Engineer is to stay in contact and update Cr Neale regarding the decisions made around appropriate chemicals.

Cr Keogan praised the WDC Engineer for her report and suggested that the presentation be presented to the individual communities so as to inform them of the works plan going forward for their areas of concern.

Moved Cr Martin, seconded Cr Kennedy and **Resolved** that the presentation from the Group Manager: District Assets and the Westland District Council Engineer be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – July 2021**

The Group Manager: Corporate Services spoke to this item and advised the purpose of the report is to provide an indication of Council's financial performance for one month to 31 July 2021.

Moved Cr Hart, seconded Cr Neale and **Resolved** that the Financial Performance – July 2021 Report from the Finance Manager be received.

- **Application to install a plaque by Soroptimists to commemorate 100 years in New Zealand**

The Group Manager: District Assets spoke to this item and advised the purpose of the report is to seek permission from Council to install a small plaque or story board in Weld Lane, Hokitika.

The Elected Members discussed the merits and disadvantages of both options with the below resolution carried.

Moved Cr Carruthers, seconded Cr Neale and **resolved** that Council approve the small concrete based plaque to be installed in the raised garden bed indicated in Appendix 2 (subject to Council staff receiving a satisfactory maintenance plan before installation starts).

Moved His Worship the Mayor, seconded Cr Neale and **Resolved** that Council received the report.

- **Reviewed Road Naming Policy**

The Group Manager: District Assets spoke to this item and advised the purpose of the report is to adopt a new Road Naming Policy (2021).

Clarification was sort by the elected members as to Poutini Ngai Tahu considerations in the consent process of naming roads within the policy. The Group Manager Regulatory and Community Services advised that the policy allowed Poutini Ngai Tahu consideration in the consultation process as to provide advice and recommendations where locations of Māori significance applied to the naming of a road. This policy would apply to both external developers and internal Council road works.

Moved Cr Keogan, seconded Cr Hart and **Resolved** that:

- A) Council receive the report.
- B) Council adopt the new Road Naming Policy as attached to this report (Appendix 1), and revoke the existing Policy on Road Naming 2018 (Appendix 2).

- **Three Waters Reform – Engagement Process**

The Group Manager: District Assets spoke to this item and advised the purpose of the report is to seek consent from Council to engage with communities regarding the Government’s proposals to Council regarding the Three Waters Reforms.

The Elected Members spoke to their concerns around the 3 Waters Reforms and its proposed effects on the Westland District.

Council supports engaging with the Westland communities to receive feedback, acknowledging that the requirement to do this within the governments short engagement timeframes is an issue due to lockdown and the limited communication options available.

A report on the impacts of the 3 Waters Reform to the Westland District, including feedback after engagement with the community, will be presented to elected members at the September Council Meeting.

Moved Cr Hartshorne, seconded Cr Kennedy and **Resolved** that:

- A) Council receive the report.

- B) Council engages with its communities regarding the proposals on Three Waters Reform.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved His Worship the Mayor, seconded Cr Hart 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 2.37pm.

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 Ordinary Council Meeting - 29 July 2021	Good reasons 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 West Coast Wilderness Trail Subcommittee Meeting – 13 April 2021	Good reasons 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.	Confidential Minutes Capital Projects and Tenders Committee Meeting – 2 February 2021	Good reasons 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.	Confidential Minutes Extraordinary Capital Projects and Tenders Committee Meeting – 11 March 2021	Good reasons 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.	Confidential Minutes Extraordinary Capital Projects and Tenders Committee Meeting – 16 April 2021	Good reasons 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.	Confidential Minutes Audit and Risk Committee – 11 May 2021	Good reasons 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)
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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
1,6	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))
1 2,3 4,5,6	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 (Section 7(2)(b))
1,6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (Section 7 (2)(h))
6	Maintain the effective conduct of public affairs through— (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,6	Maintain legal professional privilege (Section 7(2)(g))
1,2,3,4,5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(l))
1,5	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))

Moved His Worship the Mayor, seconded Cr Keogan 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 3.31pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 30 SEPTEMBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 3.31PM

Confirmed by:

Mayor Bruce Smith
Chair

Date: 30.09.21