



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 28 JULY 2022 COMMENCING AT 1 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 Councillor Latham Martin

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Deputy Mayor Carruthers	
Members		
	Cr Davidson	Cr Hart
	Kw Madgwick	Cr Neale
	Kw Tumahai	Cr Martin
Guests	Jackie Gurden – Westland Industrial Heritage Park	Ian Gilbertson – Westland Industrial Heritage Park
	Bruce Hackett – Westland Industrial Heritage Park	Rob Daniel – Westland Industrial Heritage Park
	Paul Zaanan – Joseph & Associates	Jason Mills – Joseph & Associates

NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor
Councillor Keogan
Councillor Hartshorne

Moved Acting Mayor Carruthers (Chair) seconded Cr Neale and **Resolved** that the apologies from His Worship the Mayor, Councillor Keogan and Councillor Hartshorne be received and accepted.

STAFF PRESENT

L. Crichton, Group Manager: Corporate Services; S. Baxendale, Group Manager District Assets; L. Truman, Finance Manager, K. Jackson, Transportation Manager, P. Oliver, Information Technology Manager, R. Morris, Information Manager, D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; S. Johnston; Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council table. 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.

- **Ordinary Council Meeting Minutes – 23 June 2022**
- **Extraordinary Council Meeting Minutes – 30 June 2022**

Moved Acting Mayor Carruthers (Chair) seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 23 June 2022, and the Extraordinary Council Meeting Minutes held on the 30 June 2022 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 23 June 2022 and 30 June 2022.

MINUTES TO BE RECEIVED:

The Minutes of Committee Meetings to be received are:

- **Planning Committee Meeting – 29 March 2022**
- **Capital Projects and Tenders Committee Meeting – 11 May 2022**
- **Community Development Committee Meeting – 13 June 2022**

Moved Acting Mayor Carruthers (Chair) seconded Cr Neale and **Resolved** that the Minutes of the Planning Committee Meeting 29 March 2022, the Capital Projects and Tenders Committee Meeting 11 May 2022 and the Community Development Committee Meeting 13 June 2022 be received.

6. **ACTION LIST**

The Group Manager, District Assets: Scott Baxendale spoke to the Action List and provided the following updates:

Otira Toilets

Whilst this item was not on the action list, as a point of interest it was advised that the Otira Community will have the previous temporary toilets re-installed as of next week and further substantial discussions to be had to come up with a permanent solution. This to be added to the action list moving forward.

Speed Limit Review

This will be partially covered by the Transportation Manager in the Transportation update to Council today.

Ross Chinese Garden:

The work is near completion with the outlet now in place – in final stages.

Pakiwaitara Building:

This has been deferred and no further progress made.

Pakiwaitara Business Case:

As above – this has been deferred and no further progress made.

Racecourse Development Submission Bid:

A report and presentation is in the Confidential section of the Council Agenda today.

Gambling Policy:

This has been deferred to August Council meeting due to the Consultant extending their timeline for this.

Hokitika Beach Sign:

Stakeholder has been engaged and will be tied into beach access and also requires resource consent.

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the updated Action List be received. With the below requirements:

1. A full report of where the Beach Access project is at including resource consent, commencement date, a clear timeline and communications. Westland District Council staff to engage with Regional Council Staff regarding this.

7. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Westland Industrial Heritage Park Strategic Plan**

Jackie Gurden, Ian Gilbertson, Bruce Hackett and Rob Daniel from Westland Industrial Heritage Park spoke to this presentation:

The vision is all about restoring the industrial heritage machines. This is a community facility and a park that is used by a lot of people.

PowerPoint Slides:

- Contents
- Executive Summary
- SWOT Analysis
- Health & Safety
- Westland Industrial Heritage Park Map
- Park Infrastructure Plan
- Entry Experience
- Big Engine Shed
- Heritage and Learning Centre
- The Boat Shed
- Mudfish Bush Railway
- Museum of Fire
- The Livery
- The Engineering Workshop
- The Steam Shed
- Outdoor Recreation and Biodiversity Area
- Colonial Sewing Centre
- Heavy Machinery Display Shed
- Other Considerations
- Promotional Plan

Councillors applauded the community feel, the personal contact and volunteer input into Westland Heritage Industrial Park (WHIP) and were impressed by the big vision and asked how WHIP expected to fund this vision.

Jackie Gurden and Rob Daniel advised that the operational costs work out to approximately be \$20k per year. Around 1000 hours of volunteer time per month goes into WHIP, and external funding opportunities are constantly sought through seed funding, lotteries, regeneration fund, grants, and fundraising.

Regarding the question about potential duplication with the Hokitika Museum and WHIP, Jackie Gurden advised that WHIP considered themselves to be an extension of the Hokitika museum – it is like the outdoor part of the museum and considered the museum and WHIP to be as one entity with a good working relationship.

Moved Cr Neale seconded Cr Davidson and **Resolved** that the presentation from Jackie Gurden, Ian Gilbertson, Bruce Hackett and Rob Daniel from Westland Industrial Heritage Park be received.

- **Information Management & Information Technology Update**

Information Manager, Richard Morris & Information Technology Manager, Peter Oliver provided the following update and presentation.

Information Management – Current Projects

Information Manager Richard Morris spoke to the following current projects:

Online Forms – Dog Registration:

- Registration & ID via digital process
- Can be monitored in real time
- Gives greater opportunity to improve the service
- System is currently live and so far, proving successful and more efficient regarding staff time, but also noted is the big reduction in paper used.

Digitisation of Property Files:

- The vision is to digitise and electronically store the property files at Westland District Council, and to make this information easily accessible to the customer online, the ability to pay online and receive files digitally.
- The current system is laborious and time consuming for both customer and staff.
- Digitising the files will require the physical papers to be scanned and stored and a system created to electronically file.
- Council is currently in the design and testing stage of this, with no set timeframe for completion.
- The benefit of digitising the files is that risk is reduced in the event of a natural disaster, the files are not lost forever.
- Older documents with historic value will be kept in paper form in a secure location.

Self Service Kiosks:

- Looking at further ways to engage with rate payers and finding new ways to access Council information and services by having the ability to complete a number of tasks utilising a kiosk (such as: request a service, pay online, search databases, submit complaint).
- This project is in its infancy. If a trial proves successful, kiosks would be placed around the district to allow members of the community to access to services, information and

complete tasks that they would otherwise have to go into a Council building to do.

Information Technology – Update

Information Technology Manager Peter Oliver spoke to this item.

Business Continuity Plan

Business Continuity Plan (BCP) – a plan on how to manage events that interrupt business as usual.

Plan for incidents:

- Severe weather
- Loss of utilities
- Loss of premises or restricted access
- Loss of key personnel
- Theft / vandalism
- Flood / fire
- Earthquake
- Global pandemic

Things to consider:

- Temporary relocation of business functions and operations
- Staff taking on different roles
- Working from home
- Sourcing new supplies and contractors
- Backing up key data

Why Bother?

- Disasters have no boundaries – it is important to be prepared
- Important for Council has a prepared response to events to ensure it can get back to business as usual as soon as practicable

Business Continuity Plan (BCP)

- Information Technology Team have been tasked with creating a BCP for the Council.
- A plan council will utilise to return to business as usual as quickly as possible after an event that has disrupted Council's ability to conduct business as usual.
- Each department within Council will develop their own BCPs
- The IT's Departments component of the BCP is the IT Disaster Recovery Plan

Migration to the Cloud

- Part of the BCP is to move Council functions to the cloud as and when appropriate
- Currently on the Cloud is:

Azure/365 Tenancy	MyHR	Microsoft Exchange
Datacom	Zoom	CSVue
Quantate	Eroad	Laevo
Kotui	IBIS Breeze	eTXT
Proxyclick	Remote Support	Archive Social
D4H	AlphaOne	

- Next move to the Cloud is the Finance System – MagiQ software. As an added bonus e-invoicing will be a key function of moving the finance system to the Cloud.

Satellite Redundancy

- Current fibre link is a risk
- New Technology – portable satellite
- Affordability

The IT Department hope to have something in place in 6 months' time, as things need to be refined and worked through.

Moved Cr Davidson seconded Cr Neale and **Resolved** that the presentations from Information Manager Richard Morris and Information Technology Manager Peter Oliver from Westland District Council be received

- **Transportation Update – (Including Footpath Presentation)**

Karl Jackson – Transportation Manager to spoke to this item and advised that;

1.1 The purpose of this presentation is to provide Council with an update of what has been achieved and what is coming up in the Transportation department.

Presentation: Transportation Update July 2022

- 2021/22 Achievements
- Forward Works Programming (FWP) 2021-2027
- Reseals Planned for 2022/2023
- Forward Works Programming for Bridges
- Footpath Works – Success and Ongoing Improvement
- Indicative Footpath Works 2022/2023
- Changes in Temporary Traffic Management Requirements

Councillor Neale asked about the bitumen component of the reseal cost in order to understand how price increases of bitumen affect sealing rates. The transportation manager did not have that detail on hand but would find out the cost analysis and report back to Council.

Cr Martin left the council chambers at 2:42pm and returned to the chambers at 2:43pm

- Changes in Temporary Traffic Management Rules
- Common Feedback Comments
- Speed Limits & Changes to Speed Management Nationally
- Speed Management Plan Engagement & Development Process
- What is a Speed Management Plan?
- Roding Efficiency Group (REG) Update
- dLoS Pictorially

Councillors asked questions about the use of yellow bollards at Kaniere Crossing, which they felt were unsightly. The Transportation Manager outlined the requirement to delineate between pedestrians and traffic at that location. It was agreed that staff would report to a later Council meeting outlining the approach to road safety design and the road safety parameters within which Council must operate when designing new road and pedestrian layouts. It is anticipated that this report will be produced early in 2023.

Regarding Old Christchurch Road Culvert Replacement, the Transportation manager advised that the culvert replacement is in the Long-Term Plan (LTP) and was proposed for the current round of funding but wasn't approved by the Agency. It needs to be re-worked through and scoped. The Transportation Manager agreed to advise Councillors of the costings, the budget and approximate timeframe for this.

Regarding the Berm Mowing policy that was previously adopted, councillors asked if there was a schedule for which berms get mowed. The Transportation Manager advised that the berms are most likely on a 6 monthly rotation, and generally on a 'as needed' basis, and agreed to check on the adopted policy to confirm frequency.

Moved Cr Neale seconded Cr Latham and **Resolved** that he update presentation from the Transportation Manager be received.

Moved Acting Mayor Carruthers (Chair) & seconded Cr Neale and Resolved that the meeting be extended beyond 2 hours before a break in accordance with Standing Orders.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Carryover Report 2022 / 2023**

Finance Manager, Lynley Truman spoke to this item and advised that:

- 1.1. The purpose of this report is to seek Council approval for the carry forward of funding of projects and operating costs and revenues that were scheduled from previous financial years but were not completed by 30 June 2022.

Moved Acting Mayor Carruthers (Chair) seconded Cr Hart and **Resolved** that:

1. The report be received.
2. Council approves the carry forward of funds for the projects and operational costs itemised in Appendix 1 and 2 to the financial year 2022-23.
3. Council approves the future allocation of funds for specific purposes.

- **Community Funding Policy**

Group Manager, Corporate Services, Lesley Crichton spoke to this item and advised that:

- 1.1 The purpose of this report is to provide Council with a Draft Community Funding policy for consideration and adoption.

After much discussion surrounding the Community Funding Policy Report, Councillors agreed that this policy needs further review.

Moved Acting Mayor Carruthers (Chair) seconded Cr Davidson and **Resolved** that:

1. The Community Funding Policy be revisited, and a further report be brought back to Council for review and adoption.

Cr Martin left the council chambers at 3:31pm and returned at 3:34pm

- **Better off Package Funding**

Group Manager, District Assets, Scott Baxendale spoke to this item and advised that:

- 1.1. The purpose of this report is to provide an update for Council on the 3 Waters Reform “Better off Package Funding” and seek a resolution on the options put before Council.

The Group Manager, District Assets advised that this report follows on from the Council Workshop that was held recently, and the recommendations on the report are a result of the workshop.

Moved Cr Martin seconded Cr Hart and **Resolved** that:

1. The report be received.
2. Council endorses the allocation of funding based on the attached table as attached as appendix 1 and directs the CE to engage with the relevant parties to identify projects under each initiative.
3. The CE reports back to council through a workshop of the 15th August to allocate the funding towards individual projects.

- **Glenfern Villas Water Supply Pipeline**

Operations Manager, Erle Bencich spoke to this item and advised that:

- 1.1 The purpose of this report is to accept the proposal from Glenfern Property Ltd, transferring ownership of this pipeline to council for operation and maintenance purposes.

Moved Acting Mayor Carruthers (Chair) seconded Cr Martin and **Resolved** that:

1. The report be received.
2. Council agrees to the proposal from Glenfern Property Ltd and accept possession and ownership of the 610m of pipeline extension and associated fittings along State Highway 6.

Councillors adjourned at 3:45pm for an afternoon tea break and reconvened at 3:55pm

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

(to consider and adopt confidential items)

Moved Acting Mayor Carruthers (Chair), seconded Cr Davidson 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 3:55 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 – 23 June 2022	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 Planning Committee Minutes – 29 March 2022 Confidential Minutes Capital Projects & Tenders Committee Meeting 11 May 2022	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.	Audit & Risk Committee – Report back to Council	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	Infrastructure Acceleration Fund – Joseph & Associates	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)

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 (Section 7(2)(a))
1,2,4	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 (Schedule 7(2)(b)).
1, 2,3,4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
3	Maintain Legal professional privilege (Section 7(2)(g))

Moved Acting Mayor Carruthers (Chair) seconded Cr Davidson 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 5:38pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 AUGUST 2022
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5:38 PM

Confirmed by:

**Deputy Mayor Carruthers
Chair**

Date: 25 August 2022