



# CAPITAL PROJECTS AND TENDERS COMMITTEE MINUTES

## MINUTES OF THE INAUGURAL MEETING OF THE CAPITAL PROJECTS AND TENDERS COMMITTEE MEETING, WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 11 FEBRUARY 2020 COMMENCING AT 3.00 PM

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### 1. MEMBERS PRESENT

Chairperson	Cr Carruthers (Deputy)	
<b>Committee Members</b>	His Worship the Mayor	
	Cr Davidson (from 3.05 pm)	Cr Hart
	Cr Hartshorne	
<b>Also in Attendance</b>	Cr Martin	
<b>Ngā Whakapaaha Apologies</b>	Kw Madgwick	Kw Tumahai
	Cr Davidson (for lateness)	

Moved His Worship the Mayor, seconded Cr Hart and **Resolved** that the apologies from Kw Madgwick (full meeting), Kw Tumahai (full meeting) and Cr Davidson (for part of the meeting only) be received and accepted.

### STAFF PRESENT

S.R. Bastion, Chief Executive; F. Scadden, Planning and Customer Services Manager; D.M. Maitland, Executive Assistant and Committee Secretary; E. Rae, Strategy and Communications Advisor; Te Aroha Cook, Regulatory Services Manager; D. Tharandt, Capital Projects Manager; E. Bencich, Operations Manager.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register was circulated, and no amendments were noted.

### 3. TERMS OF REFERENCE FOR THE COMMITTEE

The Chief Executive spoke to this item and advised that there was a minor change required to the Terms of Reference for the Capital Projects and Tenders Committee. A copy of the amended Terms of Reference had been circulated to the Committee.

*Cr Davidson attended the meeting at 3.05 pm.*

The changes to the Terms of Reference were noted as follows:

#### **Delegations to the Committee**

Additional wording:

- The power to establish sub-committees

The Capital Projects and Tenders Committee shall have delegated authority to:

Additional wording and deleted wording as per below:

- ~~• The approval of expenditure not contained within approved budgets (including emergency expenditure)~~
- The approval of significant expenditure not contained within approved budgets (excluding emergency expenditure or for Health & Safety issues)
- ~~• Approval of expenditure~~
- The approval of final policy
- ~~• Power to establish subcommittees~~

### **Membership**

Additional wording:

- Ex-Officio - Mayor

Moved Cr Carruthers, seconded Cr Hartshorne and **Resolved** that the *Amended* Terms of Reference for the Capital Projects and Tenders Committee be adopted.

*The following item was then taken out of order to the agenda paper:*

#### **4. PENSIONER HOUSING – BATHROOM UPGRADES**

The Chief Executive introduced the CE of Destination Westland who advised that the purpose of the report to Council is to seek approval from the Committee for the immediate upgrade of one bathroom of the pensioner flats at 205 Revell Street, Hokitika, and to include the upgrade of three bathrooms in the Revell Street pensioner flats in the 2020-2021 Annual Plan.

The CE of Destination Westland advised that due to Council owning the pensioner housing stock, any capital upgrades is part of the Council funding; and accordingly any upgrades to pensioner flat bathrooms falls within this category. Urgency is required due to the requirement to have the bathroom at 205 Revell Street to a standard that is safe for the tenant.

The Committee sought clarification as there were two amounts included in the Report to the Committee. The amount sort was confirmed to be \$15,110.92 excluding GST.

Moved His Worship the Mayor, seconded Cr Hart and **Resolved** that Council approve \$15,110.92 to upgrade one bathroom immediately; and include \$40,214.62 for the upgrade of three bathrooms in the 2020-2021 Annual Plan. All amounts quoted are GST exclusive.

#### **5. INTRODUCTION TOPICS**

- **Current Large Projects**

The Capital Projects Manager then went through a presentation outlining the current large projects for the Committee as follows:

- 231 capital projects over the next 13 years.

- 74 capital projects ongoing this year having a value of \$9.2 million. These include upgrades, large maintenance activities and building/acquiring of new assets; including:
  - Three waters (water supply, waste water and storm water)
  - Solid Waste
  - Transportation
  - Leisure Services and Facilities
  - Planning and Regulatory
  - Community Services
  - Leadership
  - Resilience

- **Future Projects Update**

The Capital Projects Manager then went through a presentation outlining the following future projects, not part of the Long Term Plan:

- Water Supply
- Wastewater
- Stormwater and Transportation
- Solid Waste
- Leadership
- Planning and Regulatory
- Leisure Services and Facilities.

- **Transportation Update**

The CE noted that there will be a capital programme for bridges in Westland District, noting that there are 280 bridges

- **Parks and Reserves Contract**

The CE advised that the Parks and Reserves Contract is due for re-tender in June 2020.

- **External Funding Projects**

The Operations Manager advised that there are currently the following externally funded projects underway:

- Kumara Toilets
- Ross Toilets
- Whataroa Toilets
- Sunset Point
- Waterfront Development Project
- Carnegie Building
- DWC Westland Sports Hub

### **Unbudgeted Projects for Approval**

- This item had already been covered in the meeting.

## Tenders

- The Group Manager: District Assets was unable to attend the meeting.
- There were no tenders for renewal.

## West Coast Wilderness Trail

- The CE spoke to this item and advised that the purpose of the report is to seek approval from the Committee to establish a West Coast Wilderness Trail Sub-Committee.
- Noted that the Committee will be chaired by a Councillor and then involve representatives of various stakeholder groups including Iwi, Department of Conservation, Trustpower, Grey District Council, West Coast Wilderness Trail Trust, and Destination Westland. Other representatives will be reviewed as part of the development of the Terms of Reference.

A Project Manager will be required which will be funded by enhancements to the Trail.

Cr Davidson had expressed an interest in being the Project Manager for the West Coast Wilderness Trail Trust Sub-Committee.

Moved Deputy Mayor Carruthers, seconded Cr Hart and **Resolved** that:

- A) Council establish the West Coast Wilderness Trail Sub-Committee and a Terms of Reference for that Committee be drafted;
- B) The CE to investigate dissolving the Westland Wilderness Trust, with a report to come back to a future Council meeting.

## 6. 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 Hartshorne 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 5.10 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	Purchase of Land	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 or 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	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)).
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).
	Maintain legal professional privilege (Schedule 7(2)(g)).
	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a)).

Moved His Worship the Mayor, seconded Cr Hart 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 5.21 pm.

**DATE OF NEXT COMMITTEE MEETING – 12 MAY 2020  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

**MEETING CLOSED AT 5.21 PM**

Confirmed by:

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**Deputy Mayor Carruthers  
Chair**

\_\_\_\_\_  
**Date**