



CAPITAL PROJECTS AND TENDERS COMMITTEE MINUTES

MINUTES OF A MEETING OF THE CAPITAL PROJECTS AND TENDERS COMMITTEE MEETING, WESTLAND DISTRICT COUNCIL, HELD VIA ZOOM ON TUESDAY 12 MAY 2020 COMMENCING AT 3.00 PM

1. MEMBERS PRESENT

Chairperson	Cr Carruthers (Deputy)	
Committee Members	His Worship the Mayor	
	Cr Davidson	Cr Hart
	Cr Hartshorne	Kw Madgwick
Also in Attendance	Cr Neale (until 3.56 pm)	
Ngā Whakapaaha Apologies	Kw Tumahai	

Moved Deputy Mayor Carruthers, seconded Cr Hart and **Resolved** that the apology from Kw Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Sparks, Group Manager: District Assets; L. Crichton, Group Manager: Corporate Services; 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; K. Jackson, Transportation Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams. There were no changes to the Interest Register noted.

3. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETING

The Minutes of the Capital Projects and Tenders Committee Meeting of the 11 February 2020 had been circulated separately via Microsoft Teams.

Moved His Worship the Mayor, seconded Cr Davidson and **Resolved** that the Minutes of the Inaugural Capital Projects and Tenders Committee Meeting, held on the 11 February 2020 be confirmed as a true and correct record of the meeting.

4. ACTION LIST

The Group Manager: District Assets went through the Action List and the following items were discussed:

- Pensioner Housing – upgrade of one bathroom in the Pensioner Flat in Revell Street has been completed.
- Include \$40,000 for three bathroom upgrades at the Pensioner Flats in the 2020-2021 Draft Annual Plan.
- Establish a West Coast Wilderness Trail Subcommittee.

The Chief Executive advised that the intention is that the Westland Wilderness Trust will be dissolved.

5. NGĀ TĀPAETANGA PRESENTATIONS

The Capital Projects Manager provided an update on all capital projects via a Powerpoint presentation that had been circulated via Microsoft Teams:

- Summary of Capital Projects – 2019/20, 2020/2021
- Water Supplies
- Wastewater
- Stormwater and Solid Waste
- Leadership
- Transport
- Planning and Regulatory
- West Coast Wilderness Trail
- Leisure Services

Cr Davidson asked what the tender process being used for the capital projects is. The Capital Projects Manager advised that the tender process depends largely on the total value of the project.

Moved Cr Hartshorne, seconded Cr Davidson and **Resolved** that the Powerpoint presentation and verbal update from the Capital Projects Manager be received.

6. PŪRONGO KAIMAHI STAFF REPORTS

6.1 Carnegie Building Report

The Group Manager: District Assets spoke to this item and advised that the purpose of the report is to inform Committee Members of the progress made to date with the earthquake strengthening of the Carnegie Building Project and seek direction on how to progress.

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

- A) The Capital Projects and Tenders Committee receive the report.
- B) The earthquake strengthening of the Carnegie Building be allowed to proceed with the condition of obtaining the sufficient external

funding to complete the entire scope of works, being the seismic strengthening requirements as well as meeting Museum standards.

The following items were taken out of order to the Agenda papers:

6.2 Approval of Draft Terms of Reference for West Coast Wilderness Trail Sub-committee

The Chief Executive spoke to this report and advised that the purpose of the report is to adopt the Terms of Reference and appoint members to the West Coast Wilderness Trail Sub-Committee.

Cr Davidson had previously expressed an interest in Chairing the West Coast Wilderness Trail Sub-Committee and had agreed to be nominated for the position. The appointment of the Chairperson of the West Coast Wilderness Trail Sub-Committee remains with the Chair of the Capital Projects and Tenders Committee. The Chair of the Capital Projects and Tenders Committee was requested to appoint Cr Davidson as the first Chair of the Sub-Committee.

Moved His Worship the Mayor, seconded Cr Hart and **Resolved** that the Capital Projects and Tenders Committee adopt the Terms of Reference of the West Coast Wilderness Trail Sub-Committee and appoint the following members:

- Chairperson
- Iwi Representation
- Ex-Officio – Mayor
- Grey District Council Representative
- Chair – West Coast Wilderness Trail Trust
- Trail Manager – West Coast Wilderness Trail Trust
- Trustpower Representative
- Department of Conservation – Hokitika Operations Manager (or representative)

6.3 Cost Plus Services Contract

The Transportation Manager spoke to this item and provided background information on the contract models for the maintenance and service contract. Council currently uses the lump sum and measuring value. The proposal is that as contracts are renewed, Council moves towards a cost plus model.

The Chief Executive advised that the change will potentially require changes to the procurement process and procedures.

6.4 Local Supplier Preference

The Transportation Manager spoke to this item and provided an update on the local supplier preference advising that this has come out of the COVID-19 situation on how tenders are evaluated to help stimulate local economies and help the local economies grow better.

Moved Deputy Mayor Carruthers, seconded His Worship the Mayor and **Resolved** that the Committee receives the verbal updates from the Transportation Manager regarding cost plus services contracts and local supplier preference.

**7. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED**
(to consider and adopt confidential items)

Moved Cr Hart, 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 4.36 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 – 11 February 2020	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)
2	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)
3	Hokitika Reserves Cemetery Contract Parks, and	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)
4	Special Contract Extension	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, 2, 3, 4, 5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).
2	Maintain legal professional privilege (Schedule 7(2)(g)).
2	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a)).

Moved Cr Davidson, seconded Cr Carruthers 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 4.56 pm.

**DATE OF NEXT COMMITTEE MEETING – 11 AUGUST 2020
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

MEETING CLOSED AT 4.56 PM

Confirmed by:



**Deputy Mayor Carruthers
Chair**

Date: 11.08.20