



# 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 THURSDAY, 29 JULY 2021 COMMENCING AT 1.00PM.

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 Kw Madgwick.

### 2. MEMBERS PRESENT AND APOLOGIES

Chairperson	His Worship the Mayor	
Members	Cr Davidson	
	Cr Kennedy	Cr Keogan
	Cr Martin	Cr Neale
	Kw Madgwick	

### NGĀ WHAKAPAAHA APOLOGIES

Deputy Mayor Carruthers  
Cr Hart  
Cr Hartshorne  
Kw Tumahai

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

### STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services; D. Maitland, Executive Assistant; M. Smith, Committee Secretary.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council table. The noted changes are stated below:

- **Cr Martin – New and updated Interests**  
Lions Club of Hokitika Charitable Trust, Chair – Non-pecuniary – Perceived  
Lions Club of Hokitika Incorporated, President – Non-pecuniary – Perceived  
West Coast Regional Skills Leadership Group, Member – Non-pecuniary - Perceived

**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 KAUNIHERA  
MINUTES OF MEETINGS**

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

- **Westland Wilderness Trust Meeting Minutes – 25 February 2021**

Moved Cr Davidson, seconded Cr Neale and **Resolved** that the Minutes of the Westland Wilderness Trust Meeting held on the **25 February 2021** be confirmed as a true and correct record of the meeting.

- **Parks, Reserves and Environment Subcommittee Meeting Minutes – 14 April 2021**

Moved Cr Martin, seconded Cr Neale and **Resolved** that the Minutes of the Parks, Reserves and Environment Subcommittee Meeting held on the 14 April 2021, and confirmed as a true and correct record of the meeting at the Community Development Committee Meeting on the 14 June 2021 **be received.**

- **Economic Development Committee Meeting Minutes – 18 May 2021**

Moved Cr Keogan, seconded Cr Davidson and **Resolved** that the Minutes of the Economic Development Committee Meeting held on the **18 May 2021** be confirmed as a true and correct record of the meeting.

- **Ordinary Council Meeting Minutes – 24 June 2021**

Moved Cr Kennedy, seconded Cr Keogan and **Resolved** that the Minutes of the Ordinary Council Meeting held on the **24 June 2021** be confirmed as a true and correct record of the meeting.

- **Extraordinary Council Meeting Minutes – 30 June 2021**

Moved Cr Kennedy, seconded Cr Davidson and **Resolved** that the Minutes of the Extraordinary Council Meeting held on the **30 June 2021** be confirmed as a true and correct record of the meeting.

His Worship the Mayor **Approved** that his digital signature be added to the confirmed meeting minutes of the:

- Westland Wilderness Trust Meeting held on 25 February 2021
- Economic Development Committee Meeting held on 18 May 2021
- Ordinary Council Meeting held on 24 June 2021
- Extraordinary Council Meeting held on 30 June 2021

## 6. ACTION LIST

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

- **Kaniere School Students – Cycle trail and Crossing**  
Pricing for the realignment of the intersection at Kaniere Bridge has been agreed with Westroads, start date proposed the week starting 2 August 2021.
- **Iwi representation around the Council table**  
No action on this item, the Chief Executive put to the elected members as to whether this stays on the action list.
- **Hokitika Waste Water Treatment Plant Project Oversight Subcommittee**  
The Subcommittee has been formed and the Terms of Reference adopted by Council. The inaugural meeting of the Subcommittee is to be held next Wednesday 4<sup>th</sup> August to finalise the adoption of the Terms of Reference. A meeting with Stantec, who has been appointed as the project lead was held this morning to develop the agenda and scope of works.
- **Speed Limit Register Review – Stage 2**  
Stage two is still awaiting the final outcome of the Waka Kotahi (NZTA) Speeds Review. Stage one sign installation is 60% completed. There is a shortage of signs from the current supplier to roll out the final installations, Council staff are investigating alternate suppliers.
- **Ross Chinese Gardens – Flooding issues**  
A meeting was held yesterday, 28 July regarding the lake management and the lake level to be set at 29 meters. A further meeting is to take place on Monday 2 August with contractors to work through the design with the intention that this be submitted as part of the resource consent.
- **Mark Davies, DOC to speak at an upcoming Council Meeting.**  
A letter was sent and confirmation returned to schedule meetings every 6 months, next presentation scheduled for August or September.
- **Kumara Gardens**  
13<sup>th</sup> August scheduled for next meeting to progress further aspirations.
- **National Bowel Screening Programme**  
To be brought back to Council once the national project has been completed.
- **Road Naming Policy**  
The policy is to be brought before the elected members at the August Council meeting.
- **Long Term Plan Submissions**  
Currently finalising letters to the submitters.
- **Westland Puanga-Matariki Festival**  
Happening currently in the township.

- **Destination Westland Ltd - Longer Term Structure Review**  
Completed and resolved at the July Council Meeting.
- **Franz Josef Strategy, Carparking Requirements and Signage Requirements**  
Has been completed and is now part of the Te Tai o Poutini Plan work.
- **Revell Street Trial – Stage 2**  
A revised plan has been completed and pricing sort to be evaluated. The plan was provided to the elected members of which the Mayor is taking the lead to engage with local effected businesses on the revised plan.
- **Local Government New Zealand (LGNZ) Remits**  
Cr Martin presented at LGNZ Conference.

The Chief Executive then added an additional item to the action list:

- **Stop sign at corner of Sewell and Hampden Street**  
Organising for the stop sign to be installed, coordinating with the road marking contractor to have this all completed at the same time.

The members congratulated Cr Martin and Cr Keogan for their work on the Westland Puanga-Matariki Festival and the large amount of work undertaken to make the festival successful.

His Worship the Mayor asked that the children of the Kaniere School be involved in the final stages of the Kaniere Crossing Project as they were the initial presenters and developers of the concept that was presented at Council at the last Long Term Plan.

The Mayor noted his continued support for Iwi representation around the Council table as well as the National Bowel Screening Programme.

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

Actions added:

- Stop sign at corner of Sewell and Hampden Street
- Actions from the Long Term Plan Submission process added to the Council Action List.
- Hokitika Waste Water Treatment Plant Project (WWTP) finalised program of work to be brought before Council at a future date.

Actions removed:

- Iwi representation around the Council table (2)
- Hokitika Waste Water Treatment Plant Project Oversight Subcommittee (3)
- National Bowel Screening Programme (8)
- Westland Puanga-Matariki Festival (11)
- Destination Westland Ltd - Longer Term Structure Review (12)
- Franz Josef Strategy, Carparking Requirements and Signage Requirements (13)
- Local Government New Zealand (LGNZ) Remits (15)

## 7. NGĀ TĀPAETANGA PRESENTATIONS

- **Website Update Project**

The Group Manager: Corporate Services spoke to this project and provided a powerpoint presentation updating Council on the progress of the new Westland District Council website. The update covered the below topics:

- The Project Team
- A Snapshot of the Website
- Requirements
- Do-it-online
- Mobile friendly
- Feedback
- In the next few weeks
- Into the future

Moved Cr Keogan, seconded Cr Neale and **Resolved** that the presentation Website Update Project from the Group Manager: Corporate Services at Westland District Council be received.

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Chief Executive's Quarterly Report**

The Chief Executive spoke to this item and advised the purpose of this report is to provide an update on the positive aspects that are happening in the Westland District. The report covered the below topics:

Matters of Significance and Priority:

- Three Waters Reform.
- Three Waters Capital Works Programme.
- Arahura Water Supply.
- The Fox Water Treatment Plant Upgrade.

Provisional Development Unit Funding:

- Solid Waste Management: Fox Landfill Waste Removal.
- Butlers Landfill Cell.
- Fox River Remediation.
- Cron Street Extension/ Cron Street Footpath Extension.
- Old Christchurch Road Seal Extension.
- Jacksons Bay Wharf.
- Hokitika Swimming Pool Renovation.

Tourism Infrastructure Funding (TIF) Successful Applications:

- Upgrade of Franz Josef Car Parking Area.
- Public Toilets at Paringa.
- Cass Square Toilets.
- Jacksons Bay Visitor Parking.
- Hokitika Beachfront Infrastructure Development.

Buildings:

- Carnegie Building.
- Council Headquarters.
- Pakiwaitara Building.

West Coast Wilderness Trail – Enhancements, Kaniere Cycle Trail Stage 1.

Other activities:

- Footpath forward planning.
- Corporate Services:
  - Finance.
  - Strategy and Communications.
  - Information Technology.
  - Information Management.
  - Customer Service.
- Staffing Update: Outgoing and Incoming Staff.
- LGOIMA Update.

West Coast Regional Council – Seawall Protection Works.

Members asked clarifying questions of the Chief Executive's Report, discussed the report topics above, and requested the following actions from the updates:

- The Chief Executive to investigate the cost of finishing the proposed sealing of the Old Christchurch Road up to the 12kms.
- Footpath Forward Plan: Report to be presented to August Council Meeting.
- The Chief Executive to investigate with District Assets the costs to bring Council Headquarters and Pakiwaitara buildings up to a 100% National Building Standard.
- Pakiwaitara Building Business Case: Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalised.
- Cass Square toilets extension: Provide the application for informational purposes to Cr Davidson after the meeting.
- New staff roles to Council: Email the elected members on the new staff roles to Council.

His Worship the Mayor invited Cr Davidson to speak to a matter of significance as part of the Chief Executive's Report, Cr Davidson spoke to the Hokitika river catchments and potential flooding concerns in reflection of the July Buller flooding event. The speech encouraged support of the West Coast Regional Council (WCRC) in moving forward with the seawall and river protection projects for Hokitika.

*Cr Davidson's speech and a copy of the Hokitika Flood Extension Map are included on the Council Website as part of this meetings minutes.*

The Elected Members discussed the merits of separating the Seawall and Hokitika River Flood Wall Protection Projects so the river protection could be prioritised in light of the recent flooding in Buller. The Elected Members requested that the Chief Executive write a letter to the WCRC stating Westland District Council's concerns, and to request the separating of these areas of significance so river protection could become a priority and to offer assistance to WCRC where possible. The Hokitika River flooding is identified as a significant area of risk to Council.

Moved Cr Keogan, seconded Cr Martin and **Resolved** that the Quarterly Report from the Chief Executive dated 29 July 2021 be received.

- **Projects and Carry Forwards to 2021-22**

The Group Manager: Corporate Services spoke to this item and advised the purpose of the report is to seek Council approval for the carry forward of funding of projects that were scheduled from previous financial years but were not completed by 30 June 2021.

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

- A) Council receive the report.
- B) Council approve the carry forward of funds for the projects itemised in Appendix 1 to the financial year 2021-22.
- C) Council approve the future allocation of funds for specific purposes.

Moved His Worship the Mayor, seconded Cr Martin and **Resolved** that the meeting continue past the 2 hour break time as per Standing Orders, and to adjourn the meeting for a break before entering into public excluded.

## 9. ADMINISTRATIVE RESOLUTIONS

Moved His Worship the Mayor, seconded Cr Neale and **Resolved** that Council confirm its Seal being affixed to the Warrant of Appointments as listed on the Agenda:

- **Warrant of Appointments**

<b>Scott Graydon</b>	Warrant of Appointment -	To act in the Westland District as:
<b>BAXENDALE</b>	<b>Group Manager: District Assets</b>	<ul style="list-style-type: none"><li>- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 &amp; 177 of the Local Government Act 2002; and</li><li>- an Enforcement Officer under the Westland District Council Bylaws; and</li><li>- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and</li><li>- an Enforcement Officer under Sections 38, 332 &amp; 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and</li><li>- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and</li><li>- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004;</li><li>- an Engineer under the Water Supplies Protection Regulations 1961; and</li><li>- a Ranger under Sections 8, 10 of the Reserves Act 1977; and</li><li>- an Authorised Person under Sections 110 &amp; 111 of the Public Works Act 1981;</li><li>- an Authorised Officer under Sections 355, 357 &amp; 468 of the Local Government Act 1974; and</li><li>- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008</li><li>- an Enforcement Officer under Section 7 of the Transport Act 1972</li></ul>

<b>Victoria Jayne PRICE</b>	Warrant of Appointment - <b>Solid Waste / BSO</b>	To act in the Westland District as: <ul style="list-style-type: none"> <li>- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 &amp; 177 of the Local Government Act 2002; and</li> <li>- an Enforcement Officer under the Westland District Council Bylaws; and</li> <li>- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and</li> <li>- an Enforcement Officer under Sections 38, 332 &amp; 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and</li> <li>- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and</li> <li>- an Authorised Person under Sections 110 &amp; 111 of the Public Works Act 1981;</li> <li>- and</li> <li>- an Authorised Officer under Sections 355, 357 &amp; 468 of the Local Government Act 1974; and</li> <li>- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008</li> </ul>
-----------------------------	--	---

Moved Cr Neale, seconded Cr Kennedy and **Resolved** that Council confirm its Seal being affixed to the ANZ Amendment to Master Mandate as listed on the Agenda:

- **ANZ Amendment to Master Mandate**  
Addition of Lynley May Truman as nominated signatory for Westland District Council.

## 10. ELECTED MEMBER INFORMATION

- **NZ Coastal Restoration Trust Annual Conference - March 2022**

Cr Jane Neale the Northern Ward Councillor spoke to this item requesting support from the Elected Members to hold the 2023 annual conference in Hokitika. The members supported the idea of bringing a conference to town as a benefit to the community.

*Cr Keogan left the chambers at 2.58pm and re-entered the chambers after the break at 3.12pm for the public excluded section of the meeting.*

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

Moved Cr Kennedy, 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 2.58pm.

*The meeting adjourned at 2.59pm for a break and reconvened at 3.12pm.*

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: - Economic Development Committee Meeting 18 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)
2.	Confidential Minutes: - Council Meeting 24 June 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: - Extraordinary Council Meeting 30 June 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.	Tender Award: Hokitika Swimming Pool Stage 1 Sub-Trades	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
2	Protect the privacy of natural persons, including that of deceased natural persons  (Section 7(2)(a))
1, 2, 3, 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  (Section 7(2)(b))

2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	(Section 7 (2)(h))
1	Maintain legal professional privilege	(Section 7(2)(g))
1, 2, 3, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(Section 7(2)(i))
2, 3, 4	Prevent the disclosure or use of official information for improper gain or improper advantage.	(Section 7(2)(j))

Moved Cr Kennedy, seconded Cr Martin 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 3.17pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 26 AUGUST 2021  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 3.17PM**

Confirmed by:

\_\_\_\_\_  
**Mayor Bruce Smith**  
**Chair**

**Date: 26.08.21**