



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, 27 MAY 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.

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 Carruthers (Deputy)	
	Cr Davidson	Cr Hart
	Cr Hartshorne (via zoom)	Cr Kennedy (via zoom at 1.11pm)
	Cr Keogan (from 1.13pm)	Cr Martin (from 2.45pm)
	Cr Neale	Kw Madgwick
	Kw Tumahai (via zoom at 2.14pm)	

NGĀ WHAKAPAAHA APOLOGIES

Apologies for lateness were noted from Cr Keogan, Cr Kennedy, Cr Martin and Kw Tumahai.

Moved Cr Neale, seconded Cr Hart and **Resolved** that the apologies for lateness from Cr Keogan, Cr Kennedy, Cr Martin and Kw Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory and Community Services Manager; L. Crichton, Group Manager: Corporate Services; F. Scadden, Planning Manager; 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. 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 KAUNIHERA MINUTES OF MEETINGS

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

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

Moved Deputy Mayor Carruthers, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 29 April 2021 be confirmed as a true and correct record of the meeting.

- **Extraordinary Chief Executive’s Review Committee Meeting Minutes – 29 April 2021**

Moved Cr Deputy Mayor Carruthers, seconded Cr Neale and **Resolved** that the Minutes of the Extraordinary Chief Executive’s Review Committee Meeting held on the 29 April 2021 be received.

- **Extraordinary Council Meeting Minutes – 7 May 2021**

Moved Cr Hart, seconded Cr Davidson and **Resolved** that the Minutes of the Extraordinary Council Meeting held on the 7 May 2021 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed meeting minutes of the Ordinary Council Meeting held on the 29 April 2021 and the Extraordinary Council Meeting held on the 7 May 2021.

6. ACTION LIST

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

- **Kaniere School Crossing and Intersection Alignment**
The estimated delivery time is 2 – 3 months as a Tender process applies to this project.
- **Fox Landfill**
The Tender for the Fox Landfill project is to be awarded at this meeting. Remediation works completed.
- **Iwi Representation around the Council table**
Workshop to be scheduled with Cr Martin and Cr Hart.
- **Hokitika Waste Water Treatment Plant (WWTP)**
The Terms of Reference for the WWTP Oversight Committee are to be considered today in the staff reports section of the Council meeting.
- **Committee and Subcommittee Meetings Restructure**
This action was completed at the 29 April 2021 Council meeting and can be removed from the list.
- **Speed Limit Register Review – Stage 2**
This item is on hold until the Waka Kotahi (NZTA) National Speeds Limit Review has been completed.

- **Ross Chinese Gardens**
The groups involved have agreed on a concept. A further meeting is scheduled for the 7th June 2021 to meet with the stakeholders involved. The design will then need to go through the resource consent process.
Cr Keogan is taking the lead on behalf of Council in working with the Community to create a masterplan.
- **Enviroschools Letter**
A letter has been sent to the elected members via Microsoft Teams. This item is complete and can be removed from the Action List.
- **Mark Davies, Department of Conservation (DOC), to speak at an upcoming Council Meeting**
Mark Davies was scheduled to speak at this month's Council Meeting but was no longer able to attend, the presentation is to be rescheduled to June.
- **Workshop with Westland Holdings Limited Directors and Destination Westland**
The Draft Statement of Intent and Governance Structure is to be presented at the June Council Meeting.
- **Kumara Gardens**
Council have advised the Kumara Community of the process for applying for additional funding and are awaiting feedback from the community.
- **Job for Nature**
A program update was to be presented to Council by Mark Davies (DOC) as part of the scheduled presentation for today, the presentation is to be rescheduled.

Moved Cr Hart, seconded Cr Davidson and **Resolved** that the updated Action List presented by the Chief Executive be received. With the below amendments/updates:

- Iwi Representation around the Council table: Meeting scheduled with Cr Martin and Cr Hart.
- Committee and Subcommittee Meetings Restructure: Remove from the action list.
- Enviroschools Letter: Remove from the action list.
- Mark Davies, Department of Conservation (DOC), National Park Masterplan and Jobs for Nature: Presentation to be rescheduled and actions merged.

7. **NGĀ TĀPAETANGA PRESENTATIONS**

- **National Park Management Plan**

The presentation, National Park Management Plan, is to be rescheduled as Mark Davies, Director of Operations – Western South Island, Department of Conservation was unable to attend the meeting.

- **Westland Covid-19 Vaccine Rollout**

David Smith, Manager of Integrated Services – Southern spoke to this presentation and updated Council on the Covid-19 Vaccination Rollout across the Westland District and advised the elected members on the strategy, process and procedures undertaken. He advised that they are working in partnership with health providers across the region and are on target to have

the rollout completed by Christmas of 2021 as per National directives. He credited the staff and teams involved on their efforts to make this rollout work.

Cr Kennedy joined the meeting via zoom at 1.11pm.

Cr Keogan entered the chambers at 1.13pm.

Moved Cr Neale, seconded Cr Hart and **Resolved** that the presentation from David Smith, Manager of Integrated Services – Southern from the West Coast District Health Board be received.

- **National Bowel Screening Programme**

Manaia Cunningham, Project Manager spoke to this topic, the programme now being rolled out on the West Coast is a preventative measure to try and detect bowel cancer early, when it can often be successfully treated. It then benefits the patients and their families and reduces treatment costs. The programme is a free National screening programme for people aged between 60 – 74 and is to be run between 1 June 2021 – 1 June 2022. The test kit is sent out to the target group via mail, completed at home and then returned via post.

Moved Cr Davidson, seconded Cr Neale and **Resolved** that the presentation from Manaia Cunningham, Project Manager from the West Coast District Health Board be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance: April 2021**

The Finance Manager spoke to this item and advised the purpose of this report is to provide an indication of Councils financial performance for the ten months to 30 April 2021.

Moved Cr Neale, seconded Cr Hart and **Resolved** that the Financial Performance: April 2021 Report from the Finance Manager, Westland District Council be received.

- **Councillor Remuneration**

The Group Manager: Corporate Services spoke to this item and advised the purpose of this report is to resolve on a solution to the administrative error when informing the Remuneration Authority of Councils decision on the allocation of the remuneration pool as set by the Remuneration Authority in 2019.

Deputy Mayor Carruthers abstained from the discussion due to the Deputy Mayors remuneration been the subject of this report.

Kw Tumahai joined the meeting via zoom at 2.14pm.

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

- A) Council receive the report.
- B) Council resolve on the Councillor Remuneration as set out in the remuneration tool to take effect from 1 July 2021.
- C) Council request staff to inform the Remuneration Authority of the resolution.

- **Adoption Of Terms Of Reference: Hokitika Waste Water Treatment Plant Project Oversight Subcommittee**

The Chief Executive spoke to this item and advised the purpose of this report is for the Council to adopt the Terms of Reference for the Hokitika Waste Water Treatment Plant (WWTP) Project Oversight Subcommittee.

Moved His Worship the Mayor, seconded Cr Neale and **Resolved** that:

- A) Council receive the report.
- B) Council adopts the Terms of Reference, including the membership for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.
- C) The Terms of Reference for the Committee be added to Part III of the Delegations Manual – “Delegations to Standing Committees/Other Committees”.
- D) Any changes to the Committee Structure be updated as required, in the Local Governance Statement.

The above motion was not put to the meeting.

Moved His Worship the Mayor, seconded Cr Davidson and **Resolved** that:

- A) Council receive the report.
- B) Council adopts the Terms of Reference, including the membership for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.
- C) The Terms of Reference for the Committee be added to Part III of the Delegations Manual – “Delegations to Standing Committees/Other Committees”.
- D) Any changes to the Committee Structure be updated as required, in the Local Governance Statement.

The above motion was carried.

- **Road Naming for Unnamed Roads in Kumara and Takutai**

The Group Manager: Regulatory and Community Services spoke to this item and advised the purpose of this report is to assign road names to two unnamed roads within the Westland District. This is the second time the report has been presented, it was brought before Council at the 29 April 2021 Council Meeting.

Cr Martin entered the chambers at 2.45pm.

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

- A) Council allocates the Maori name put forward in consultation with the land owner of Takutai Terrace and Iwi Representatives, to name the unnamed road within the Takutai Terrace Development and seek public consultation for the unnamed road at Kumara.

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

- A) Council receive the report.

Action: Council's Road Naming Policy to be reviewed.

The following agenda items were taken out of order.

9. ADMINISTRATIVE RESOLUTION

The Group Manager: Corporate Services advised that the Council Seal was required to the ANZ Bank Master Mandate to allow investments to be undertaken with ANZ Bank.

Moved Cr Keogan, seconded Cr Neale and **Resolved** that Council confirm its Seal being affixed to the ANZ Bank Master Mandate.

10. CITIZENSHIP CEREMONY

As citizenship ceremonies were cancelled in 2020 due to COVID-19. Council decided to invite those that had received their citizenship through the mail out process to be acknowledged during the April and May Council Meetings. The following new citizens to the Westland District attended the ceremony:

2020 COVID – 19 Lockdown Recipients Acknowledged	
Name:	
-	Sebastian Israel AMARO
-	Karen Denisse LOPEZ MORAGA
-	Pranaykumar Rajankumar SHAH
-	Gargi Pranaykumar SHAH
-	Ruslan BAYTEMIROV
-	Susan Hilary HEWITT

The meeting then adjourned at 3.23pm for afternoon tea with the Mayor, Councillors, new citizens, families and supporters.

The meeting reconvened at 3.46pm.

Kw Tumahai left the meeting at 3.23pm, tendered his apology and did not return to the meeting via zoom.

8. PŪRONGO KAIMAHI STAFF REPORTS cont.

• Capital Projects Update

The Chief Executive spoke to this item and advised the purpose of this report is to update Council as to the current situation around its Capital Projects. The projects covered were:

- 3 Waters: Works recently completed
- Capital Projects: Water Supply 2020/2021
- Capital Projects: Wastewater 2020/2021
- Capital Projects: Stormwater 2020/2021
- Capital Projects: Solid Waste 2020/2021
- Capital Projects: Leisure Services and Facilities 2020/2021
- Capital Projects: Leadership 2020/2021
- Capital Projects: Transportation 2020/2021
- Capital Projects: Footpaths 2020/2021
- Capital Projects: Transportation 2020/2021, Upcoming work (2 – 3 months)
- Provincial Growth Funding(PGF): Community Halls and War Memorials Renovations
- Infrastructure Reference Group Funding Projects (PDU)
- Hokitika Swimming Pool Upgrade
- Franz Josef: Cron Street Extension

- Fox Landfill Waste Removal and Butlers Landfill Cell
- Old Christchurch Road Seal Extension
- Jacksons Bay Wharf
- Government 3 Waters Reform Stimulus Funding

The Chief Executive thanked the Council staff for their efforts on the number of projects that they are managing.

Moved Deputy Mayor Carruthers, seconded Cr Davidson and **Resolved** that the Capital Projects Update from the Chief Executive be received.

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

(to consider and adopt confidential items)

Moved Cr Davidson, seconded Cr Neale 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 4.12pm.

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 – Council Meeting 29 April 2021.	Good reason 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 – Extraordinary Chief Executive’s Review Committee Meeting 29 April 2021.	Good reason 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.	Tender Award: 2020/21/06 Butlers Landfill Cell 2.	Good reason 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.	Chief Executive Recruitment.	Good reason 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, 2, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))
1, 3	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	Maintain the effective conduct of public affairs through: (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(i))
1,3	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))

Moved Cr Hart, seconded Cr Neale 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 5.24pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 JUNE 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5.24PM

Confirmed by:

Mayor Bruce Smith
Chair

Date: 24.06.21