



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 23 JANUARY 2020 COMMENCING AT 1.02 PM

1. MEMBERS PRESENT

Chairperson	His Worship the Mayor	
Members	Cr Carruthers (Deputy)	
	Cr Davidson	Cr Hart
	Cr Hartshorne	Cr Kennedy
	Cr Keogan	Cr Martin
	Cr Neale	Kw Madgwick
	Kw Tumahai	

NGĀ WHAKAPAAHA APOLOGIES

Nil.

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services; F. Scadden, Planning and Customer Services Manager; D.M. Maitland, Executive Assistant and Council Secretary; E. Rae, Strategy and Communications Advisor; Te Aroha Cook, Regulatory Services Manager; K. Hibbs, People and Capability Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register was circulated around the Council Table, and the following amendments were noted:

Cr Ryan Kennedy:

- Okarito Community Association (Member)

Cr Latham Martin

- Chair, Westland High School (MDI Funds) – Actual, non-pecuniary
- Treasurer, Lions Club of Hokitika – Perceived, non-pecuniary
- Member of the Institute of Directors – Potential, non-pecuniary
- Trustee, Techspace (West Coast Technology Education Trust) – potential, non-pecuniary
- Member, Lottery Grants Board West Coast, Nelson-Marlborough Distribution Committee – Potential, non-pecuniary
- Chair, Marlborough- Nelson, West Coast Regional Executive of the New Zealand Schools Trustee Association (NZSTA) – Potential, non-pecuniary

3. 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.

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the meeting had been circulated to the Mayor and Councillors separately via Microsoft Teams.

- **12 December 2019 – Council Minutes**

Moved Cr Carruthers, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Meeting of Council held on the 12 December 2019 be confirmed as a true and correct record of the meeting.

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

6. ACTION LIST

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

- Kaniere School – a design for the crossing at Kaniere School has been developed. As part of the design, the footpath requirements will be looked at, including repair and potential upgrade. The concept proposal will be presented to Kaniere School.
- Speed Limits – The consultation process will commence in February 2020, and this will lead into a Bylaw review. The Transportation Manager will take the lead on the full consultation process. The Bylaw will be updated by June 2020.
- Transfer of Pensioner Housing to Destination Westland – the Economic Development Committee will form a subgroup to work through this item, with other interested parties. Consultation will form part of the Long Term Plan process.
- Manatu Whakaaetanga Partnership Agreement – Agreement to be signed by the Chair of Te Rūnanga o Makaawhio at the Bruce Bay Marae in March 2020.
- Cass Square – the future of Cass Square falls under the Community Development Committee. Cr Keogan queried what the overall concept is for Cass Square. The CE advised that Council did meet with stakeholders of Cass Square in 2019, however a finalised draft overarching concept needs to be referred to the Community Development Committee.
- Haast Civil Defence and Community Development – proceeds of the sale of property on Marks Road are still being worked through. Discussion with the community in Haast on the 15 February 2020.
- Carnegie Building Project – the last detailed design being finalised with the preferred tenderer. The anticipated completeness of the project will be in the calendar year.

- Fox Landfill – the Chief Executive has met with Ministry for the Environment officials to discuss the long-term remediation of the Fox landfill. Follow-up discussion required regarding the Waste Minimisation Levy.
- Sunset Point Hardfill – resource consent has been completed and work is continuing on the project.
- Local Governance Statement – this item has been completed and will be removed from the listing.
- Delegations Manual – this item has been completed and will be removed from the listing.
- Recruitment for the Committee support person is underway and will be removed from the listing.
- Code of Conduct – Appointment of Independent Investigator – this item has been concluded and will be removed from the listing.
- Confirmation of appointments to outside organisations – the Community Development Advisor is actioning.
- Audit Management Report on Council Website – this item has been completed and will be removed from the listing.
- Marks Road, sale of land to FENZ – the consultation process has been commenced and will be completed in the New Year. This item will be combined with the Haast Township community consultation that is being undertaken by the Community Development Advisor.
- Hari Hari Complex Reserve Fund – a letter is required. A purchase order has been raised for the work.
- Tohu Whenua Pou – A Memorandum of Understanding is to be developed for the installation of the Tohu Whenua Pou at the Tancred Street Viewing Platform in Gibson Quay on the 14 February 2020.
- Heritage Area – a meeting has been held with Heritage Hokitika on the maintenance required at the Heritage area.
- Iwi representation around the Council Table – His Worship the Mayor advised that he had written to Internal Affairs seeking assistance to find a pathway to allow full and permanent voting rights around the Council table for Iwi.
- Warrants of Appointments for staff – this item has been completed and will be removed from the listing.
- Press Release – His Worship the Mayor read out the Press Release regarding Central Government approving a \$5m fund to help small businesses in Whakatane following the Whakaari/White Island eruption; which referenced support for those affected by the recent flooding in Westland. The CE advised that he will follow up regarding the fund and what it will mean for Westland.

Moved Cr Kennedy, seconded Cr Keogan and **Resolved** that the updated Action List be received, and that the following items be removed from the listing:

- Sunset Point Hardfill
- Local Governance Statement
- Delegations Manual
- Recruitment for Committee support person
- Code of Conduct – Appointment of Independent Investigator
- Confirmation of appointments to outside organisations
- Audit Management Report on the Council Website.

7. PŪRONGO KAIMAHI STAFF REPORTS

• CE's Report

The Chief Executive spoke to this item and advised that the purpose of the report is to provide an update on the positive aspects that are happening in the Westland District; and update Council on any matters of significance and priority.

The following updates were provided:

- The December weather event in Westland diverted Council's focus to civil defence and emergency management mode with the following damage to Council's infrastructure at Johnny Walker Road in Harihari and the Milltown Road area in general.
- Epitah Slip at Knights Point – asked that His Worship the Mayor revisit a letter to the Minister of Tourism, Hon Kelvin Davis and Minister for Transport, Hon Phil Twyford.
- Westland Racing Club land – takeover date of the 28 February 2020.
- Ocean Outfall – still discussing with Westland Milk Products on the way forward.
- The Billion Trees Fund – applying for funding to upgrade the entrance to the Hokitika Township and beautifying the north-town belt.
- The report from Golders regarding the Fox River Landfill will be shared with the Councillors.
- Fox Water Treatment Plant - \$468,000 received to go towards the upgrade of the plant. The project is currently on hold due to data missing from the tender.
- Arahura Water Supply – recent meetings with Iwi held on completing this upgrade. Once agreement is reached from stakeholders, then work will proceed.
- Sunset Point – prices have been received for the works.
- Franz Josef Campervan Dump Station – this will be located behind the Community Hall in Franz Josef.
- Responsible Camping Initiatives – three new initiatives have been completed.
- West Coast Wilderness Trail – Zone 1 has been completed, Zone 2 has work underway and Zone 3 – work is underway with the landowner concerned. Work is underway with funding from Central Government. Noted that a consultant will be tasked with the Asset Management Plan for the West Coast Wilderness Trail.

- Westland Sportshub – noted the opening is the 6 March 2020.
- Signage at Hokitika Beach has been installed with regard to swimming in the area.
- Council asked that Peter Connors, NZTA be invited to present to Council regarding the roading network in South Westland, considering the option of road access via the Inland Pack Track.
- Earthquake Prone Buildings – enquired as to how many letters have gone out to building owners. The Regulatory Services Manager will check and report back towards the end of the meeting.

Moved Cr Davidson, seconded Cr Neale and **Resolved** that the Quarterly Report from the Chief Executive dated 23 January 2020 be received.

5. **NGĀ TĀPAETANGA PRESENTATIONS**

- **West Coast Wilderness Trail Trust**

Jackie Gurden gave a Powerpoint Presentation on the West Coast Wilderness Trail. Topics covered at the meeting were:

1. There are 70 paid up official partners who are part of the trail.
2. Trail counters have been installed at Macpherson Bridge, Cowboy Paradise.
3. NZCT have survey work done on their trails and that's where all their statistics come from.
4. Work is commencing on a marketing campaign. Looking at putting an application into DWC to put into that marketing.
5. Investigating shelters at the weirs.
6. Interpretation signage and panels erected, mainly in Greymouth.
7. Photo frame in Ross has been installed.
8. Mahinapua Loop work is ongoing.
9. Noted the current cost of maintenance of the Trail is \$72,000 per year.
10. Cr Davidson required if iron rangers have been installed to enable riders to make a donation for use of the trail.

Mrs Gurden thanked the Council for their support of the Trail over the last 6 years and commended the Council staff on the work done to date.

- **Quarterly Performance Report to 31 December 2019**

The Strategy and Communications Advisor, and also the Accountant spoke to this item and advised that the purpose of the report is to inform Council of its financial and service delivery performance for the three months ended 31 December 2019.

Cr Martin advised that the report be circulated via the Council's Good News Stories and social media channels.

Moved Cr Hart, seconded Cr Neale and **Resolved** that Council receive the Quarterly Report Q2 for the period September 2019 to 31 December 2019.

- **Westland Holdings Limited - Constitution**

The Group Manager: Corporate Services spoke to this item and advised that the purpose of the report is for Council to approve the changes to the Constitution for Westland Holdings Limited.

Moved Cr Hartshorne, seconded Cr Hart and **Resolved** that Council approve the changes to the Westland Holdings Limited's Constitution.

The meeting adjourned for a short break at 2.50 pm and reconvened at 3.02 pm.

**5. NGĀ TĀPAETANGA
PRESENTATIONS cont.**

- **Community Service Award**

His Worship the Mayor presented a Community Service Award to Janna Bradley in recognition of implementing and organising the Christmas markets for the past 3 years, noting that the profits are received by a different charity each year.

- **Citizenship Ceremony**

The following new Citizens for Westland District attended the meeting to undertake their Form or Oath and Swear Allegiance to Her Majesty the Queen of New Zealand before His Worship the Mayor and Councillors:

NAME	FORM OF OATH
Ms Diana Jane Calumpang DURAN	Oath
Miss Sheena Mae Presillas LIPARDO	Oath
Mrs Shirlyn Villafuerte MAJADAS	Oath
Mr Dennis Mejia MAJADAS	Oath
Miss Claire Jane Villafuerte MAJADAS	No Oath
Mr Dinesh Chandra SAHU	Affirmation
Miss Yashvi Dineshchandra SAHU	No Oath
Mr Charitha Deepthi Bandara SAMARATUNGE	Oath
Mrs Kami Doma SHERPA	Oath

The meeting then adjourned at 3.34 pm for afternoon tea with the Mayor, Councillors, new citizens, families and supporters.

The meeting reconvened at 3.56 pm.

- **Franz Josef Master Plan**

The Planning and Customer Services Manager spoke to this item and advised that the purpose of the report is to provide options to progress management of land issues at Franz Josef/Waiiau in a report that had been prepared by Lynda Murchison. Lynda Murchison, Consultant Planner, Murchison Planning was then introduced to the Council. Ms Murchison will be looking at options to progress management of land use issues at Franz Josef/Waiiau.

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

- A) Council approve Option Three of this report being the development of a strategy to provide for a comprehensive and integrated approach to managing land use issues associated with natural hazards, area growth and development, infrastructure, and urban design for the Franz Josef/Waiiau community.

- B) Council approach Te Rūnanga o Makaawhio to discuss how they would like to partake in decision-making on the process in accordance with s14(1)(d) the Local Government Act 2002.
- C) A proposal for developing the strategy including a scope of issues; a proposal for engagement with the Franz Josef/Waiau community and consultation with other stakeholders; and proposed timeframe, resource and reporting requirements be presented to the Planning and Regulatory Committee for approval.

• **Council Chambers Layout**

The Property and Projects Supervisor spoke to this item and advised that the purpose of the report is to present the Council Headquarters redevelopment plan layout, and request Council move the Council Chambers to the ground floor of the office building.

The following items were discussed by Councillors:

- The need for costings to be provided of the proposed relocation/renovation of the Council building.
- The long-term future of where the Council staff and Chambers be located.
- The future of the current Council building and if it would be better repurposed.
- The possibility of potential partnerships being explored of a co-shared office building, taking into consideration Civil Defence and Emergency Management.

The CE then advised that an earthquake strengthening assessment needs to be carried out on the Council building.

Moved Deputy Mayor Carruthers, seconded Cr Kennedy and **Resolved** that the proposal to move the Council Chambers to the ground floor be deferred until an engineer’s report is obtained as to the seismic condition of the Council offices at 36 Weld Street, Hokitika; and that a quantity surveyor provide a costing for the work involved in the potential move.

8. ADMINISTRATIVE RESOLUTIONS

Moved Cr Neale, seconded Cr Davidson and **Resolved** that Council confirm its Seal being affixed to the following document:

Warrant of Appointment – Building Control Officer

<p>Gavin Reginald John BIRD</p>	<p>Warrant of Appointment - Building Control Officer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002 • An Authorised Officer pursuant to Section 22 of the Building Act 2004 • An Enforcement Officer pursuant to Section 371b of the Building Act 2004 • An Officer under the Westland District Council Bylaws • An Enforcement Officer pursuant to Section 38 if the Resource Management Act 1991.
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Moved Cr Martin, seconded Cr Hart 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	Confidential Minutes – 12 December 2019	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 Cr Martin, 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 5.11 pm.

The Regulatory Services Manager advised that in response to the query regarding the number of letters that have been sent out regarding earthquake prone assessments; this number was 108 buildings were found to get reports, 39 letters have now come back to Council for engineering reports and 36 reports are outstanding.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 27 FEBRUARY 2020
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

MEETING CLOSED AT 5.11 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date