



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 27 FEBRUARY 2020 COMMENCING AT 1 PM

1. MEMBERS PRESENT

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

NGĀ WHAKAPAAHA APOLOGIES

Cr. Keogan

Moved Cr. Kennedy and Seconded Cr. Martin and resolved the apology from Cr. Keogan be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services, F. Scadden, Planning and Customer Services Manager; L. Sparks, Group Manager District Assets; M. Bell, Senior Administration Assistant, E. Rae, Strategy and Communications Advisor.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register was circulated around the Council Table, and no amendments were noted.

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 KAUNIHĒRA MINUTES OF MEETINGS**

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

- **23 January 2020 – Council Minutes**

Moved Cr Kennedy, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Meeting of Council held on the 23 January 2020 be confirmed as a true and correct record of the meeting.

5. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Local Government Funding Agency (LGFA)**

John Avery LGFA Director and Andrew Michl Senior Manager attended the meeting and provided a presentation of an overview of the function and establishment of LGFA and what they provide to local Councils.

His Worship the Mayor thanked their representatives for attending the meeting and providing an update for Councillors.

- **Price Waterhouse Cooper**

Brett Johanson from Price Waterhouse Cooper attended the meeting and provided a presentation regarding long term forecasts, treasury management and the proposed liability management and investment policy changes.

His Worship the Mayor thanked their representatives for attending the meeting and providing an update for Councillors.

Cr Neale left the meeting at 1.59 pm and returned at 2.01pm

- **Bioplant**

- Anthony Manu, Managing Director of Bio Plant NZ Ltd
- Ming Lim-Pollard, Director of Endeavour Services Ltd, Consultant for Global Green International Investments Pte Ltd
- Dr Peng Koh, Director of Viroment NZ Limited
- Danny Liufalani, Director of Viroment NZ Limited
- Taupo Tani, Director Mana Pacific Consultant Ltd
- Thorsten Rehling, German Migrant Investor
- Evy Lai, CEO of Gold Stone Farm, Hokitika

The above group attending the meeting and provided a presentation regarding renewable energy, turning municipal waste into biofuel and electricity.

His Worship the Mayor thanked their representatives for attending the meeting and providing an update for Councillors.

- **Enviroschools**

Zoe Watson the West Coast Regional Coordinator for Enviroschools and Hokitika Primary School students Melah Allen and Greta Thompson attended the meeting and provided a presentation regarding the progress of Enviroschools within the district.

There are over 1300 Enviroschools, this is over a third of NZ schools.

The funding for Enviroschools comes from waste minimisation levy

There is a demand from other schools in Westland wanting to join the program.

His Worship the Mayor thanked their representatives for attending the meeting and providing an update for Councillors.

The meeting adjourned at 3.22pm for afternoon tea with the Mayor, Councillors, the guests from Enviroschools and Bioplant.

The meeting reconvened at 3.35pm

- **Department of Conservation**

Nicole Kunzmann, Operations Manager and Karen Jury, Regional Improvement Manager Western South Island attended the meeting and provided a presentation regarding an overview of what the Department of Conservation do within the Westland District.

His Worship the Mayor thanked their representatives for attending the meeting and providing an update for Councillors.

- **Westland Holdings Limited**

Joanne Conroy (Chair) and Chris Rea attended the meeting and provided a presentation regarding their half yearly report, ending 31st December 2019.

Ms Conroy clarified that the reference to Westland Holdings limited on page 3 of the report should read Destination Westland Ltd.

Cr. Kennedy left the meeting at 4.16pm and returned at 4.17pm

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

7. PŪRONGO KAIMAHI STAFF REPORTS

- **WHL Strategic Plan**

Joanne Conroy spoke to this item and advised that the purpose of this report is to present the Westland Holdings Limited Strategic Plan 2020 -2023

Moved Deputy Mayor Carruthers, seconded Cr Davidson and **Resolved** that Council receive the Westland Holdings Ltd Strategic Plan 2020 - 2023.

Cr Martin abstained from voting

- **WHL Draft Statement of Intent**

Joanne Conroy Services spoke to this item and advised that the purpose of this report is to present the Draft Westland Holdings Limited Statement of Intent for the 3 years commencing 01 July 2020.

Moved Deputy Mayor Carruthers, seconded Cr Hart and **Resolved** that Council receive the draft Westland Holdings Ltd Statement of Intent for the years commencing 01 July 2020.

Cr Martin abstained from voting

- **WHL Remuneration Review**

Joanne Conroy spoke to this item and advised the purpose of this report is to set the Directors fees for Westland Holdings Limited.

His Worship the Mayor declared that Cr Martin has a conflict of interest.

Moved His Worship the Mayor, seconded Deputy Mayor Carruthers and **Resolved** that Council receive the report from Westland Holdings Limited and that Council confirm that the following fees for Directors of Westland Holdings Limited be set from 01 April 2020: Chair \$31,416 and Directors, \$17,802.

Cr Davidson and Cr Kennedy recorded their votes against the motion.

Kw Madgwick left the Council Meeting at 5.00pm and didn't return.

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.
 - This item is a work in progress.

- Manatu Whakaaetanga Partnership Agreement – Agreement to be signed by the Chair of Te Rūnanga o Makaawhio at the Bruce Bay Marae.
- 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.
 - Cass square concepts will be parked due to overarching plan to incorporate the Race Course.
 - Playground safety aspects will still be done.
 - The Skate Park is not in the annual plan.
- 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.
 - Still waiting on consent from John Cowan sale of purchase needs to be finalised.
- 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.
 - Jackie Gurden is putting in an application for funding
- 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.
 - No update on when this work will be started.
- 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.
- 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.
- 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.

Moved Cr Davidson, seconded Cr Kennedy and **Resolved** that the updated Action List be received.

7. PŪRONGO KAIMAHI STAFF REPORTS continued

- **Adoption of Audit and Risk Committee Terms of Reference**

The Group Manager: Corporate Services spoke to this item and the purpose of this report is for the Council to adopt the Terms of Reference and appointment of members of the Audit and Risk Committee.

Cr Martin requested the resume of the Independent Chair be circulated.

The remuneration for the position of Chair will be \$20,000.

Moved Deputy Mayor Carruthers, seconded Cr Hartshorne and **Resolved** that the Council adopt the draft terms of reference and appoint the following to the Audit and Risk committee, Racheal Dean as Independent Chair, His Worship the Mayor, Councillor Hart, Councillor Neale and Kw Madgwick and Kw Tumahai.

- **Adoption of Terms of Reference for Standing Committees**

The Chief Executive spoke to this item and advised the purpose of this report is for the Council to adopt the Terms of Reference and appointment of members for the Capital Projects and Tenders Committee, Community Development Committee, Economic Development Committee and the Planning and Regulatory Service Committee.

Moved Cr Kennedy, seconded Cr Hart and **Resolved** that Council adopts the Terms of Reference for the following Committees:

- Capital Projects and Tenders Committee
- Community Development Committee
- Economic Development Committee
- Planning and Regulatory Services Committee

That Council appoint the following Committee Members:

- i) Capital Projects and Tenders Committee:**
 - Deputy Mayor Carruthers (Chairperson)
 - His Worship the Mayor
 - Cr Davidson
 - Cr Hart
 - Cr Hartshorne
 - Kw Madgwick
 - Kw Tumahai
- ii) Community Development Committee:**
 - Cr Martin (Chair)
 - Deputy Mayor Carruthers
 - Cr Davidson
 - Cr Keogan
 - Cr Neale
 - Kw Madgwick
 - Kw Tumahai
- iii) Economic Development Committee:**
 - His Worship the Mayor (Chair)
 - Cr Martin

- Cr Hart
- Cr Keogan
- Kw Madgwick
- Kw Tumahai

iv) Planning and Regulatory Services Committee:

- Cr Martin (Chair)
- Cr Davidson
- Cr Kennedy
- Cr Hartshorne
- Kw Madgwick
- Kw Tumahai

That the Terms of Reference for the Committees be added to Part III of the Delegations Manual – “Delegations to Standing Committees”.

That any changes to the Committee Structure be updated as required, in the Local Governance Statement.

• Te Tai o Poutini Plan Committee Deed

The Chief Executive spoke to this item and advised the purpose of this report is to formally adopt the document “Te Tai o Poutini Plan Committee (TTPPC) Deed of Agreement”.

Moved Cr Hartshorne, seconded Cr Hart and **Resolved** that Council adopts the document “Te Tai o Poutini Plan Committee Deed”.

8. ADMINISTRATIVE RESOLUTIONS

Moved Cr Martin, seconded Cr Hartshorne and **Resolved** that Council confirm its Seal being affixed to the following documents:

<p>Lorraine MOLLOY</p>	<p>Warrant of Appointment - Enforcement Officer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act • Inspector and Authorised Officer to enforce Westland District Council Bylaws. • Enforcement officer pursuant to s.32 of the Freedom Camping Act.
<p>Benjamin Graham MONK</p>	<p>Warrant of Appointment - Enforcement Officer</p>	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this

		Act and all infringement offences provided for by regulations made under s.259 of this Act
		<ul style="list-style-type: none"> • Inspector and Authorised Officer to enforce Westland District Council Bylaws. • Enforcement officer pursuant to s.32 of the Freedom Camping Act.
Frank Richard MOLLOY	Warrant of Appointment - Enforcement Officer	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act • Inspector and Authorised Officer to enforce Westland District Council Bylaws. • Enforcement officer pursuant to s.32 of the Freedom Camping Act.
Michele Mary LAUGESEN	Warrant of Appointment - Enforcement Officer	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act • Inspector and Authorised Officer to enforce Westland District Council Bylaws. • Enforcement officer pursuant to s.32 of the Freedom Camping Act.

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 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 5.16 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) for this resolution	Section under the passing of this resolution
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1	Confidential Minutes – 23 January 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)
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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	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))

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 – 26 MARCH 2020
VENUE TO BE CONFIRMED**

MEETING CLOSED AT 5.24 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date