



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, 25 NOVEMBER 2021 COMMENCING AT 1 PM

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 (arrived at 1.06pm)
	Cr Keogan (arrived at 1.05pm)	Cr Martin
	Cr Neale	Kw Madgwick
	Kw Tumahai	

NGĀ WHAKAPAAHA APOLOGIES

An apology for lateness was received from Cr Kennedy.

Moved Cr Neale, seconded Cr Hart and **Resolved** that the apology for lateness from Cr Kennedy be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council table. Kw Madgwick and Kw Tumahai noted an interest in the Pounamu Pathway Presentation to be presented as part of the public excluded section of this meeting.

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.

Minutes to be confirmed:

- **Ordinary Council Meeting Minutes – 28 October 2021**

Moved Deputy Mayor Carruthers, seconded Cr Davidson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 28 October 2021 be confirmed as a true and correct record of the meeting.

- **Extraordinary Council Meeting Minutes – 11 November 2021**

Moved Deputy Mayor Carruthers, seconded Cr Hart and **Resolved** that the Minutes of the Extraordinary Council Meeting held on the 11 November 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 Ordinary Council Meeting Minutes of 28 October 2021 and the Extraordinary Council Meeting Minutes of 11 November 2021.

Minutes to be received:

- **Audit and Risk Committee Meeting Minutes – 10 August 2021**

Moved Cr Hart, seconded Cr Davidson and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 10 August 2021 be received.

6. ACTION LIST

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

- **Kaniere School Students – Cycle trail**
Presently no change to the previous update.

Cr Keogan entered the Council Chambers at 1.05pm.

- **Speed Limit Register Review – Stage 2**
Waka Kotahi has advised it is okay to start having conversations and consulting with the public in the lead up to rule changes being finalized toward mid-2022. Consultation to start in February 2022.
- **Ross Chinese Gardens – Flooding issues**
The resource consent application is with the West Coast Regional Council, an expected update is due next week based on the 20 day notice period. Further work is to be done with the community post resource consent regarding the execution of the consent.
- **Kumara Gardens**
Westland District Council are still working with the community group on the tender process. Action in progress.

- **Revell Street Trial – Stage 2**
Revell Street works are well underway with stamped concrete completed, concept interpretation panels installed and decking on site.

Cr Kennedy entered the Council Chambers at 1.06pm.

- **Hokitika Waste Water Treatment Plant Project Update**
A formal update will be presented to Council today by Stantec the project lead.
- **Old Christchurch Road Seal Extension**
Scoping of works is still being completed. Once final costing have been received this will be revisited as part of the Annual Plan process.
- **Investigate costs to bring the WDC HQ & Pakiwaitara buildings up to 100% National Building standards**
A formal report will be presented to Council today on the WDC HQ Building. The Pakiwaitara report will be presented to Council once costings are received.
- **Pakiwaitara Building Business Case Timeline**
A workshop is to be held today at the end of the Council meeting on the concept.
- **Seek Arborist advice on the removal and relocation to the 2 large palm trees outside the swimming pool.**
Following discussions with the project manager and the architects, it is not practical to reposition the palm trees within the same site. We will be talking to local contractors to identify the costs of moving the palm trees to the beachfront location previously discussed.
- **Maintenance Programme for Cement Lead Road**
Traffic counting that was carried out has indicated there is an average traffic volume of just 105 vehicles per day with 82% of that traffic travelling below 60km/h. Dust generation at this speed is considerably lower than what is generated at the posted speed limit (80km/h).
No changes required to the maintenance program.
- **Road Maintenance Action Updates**
A presentation is being delivered to Council today. A letter has been sent to Waka Kotahi in the past regarding road maintenance conditions, a further letter is to be sent.
- **Revell Street Trail Budget – Stage 2**
Suggest we differ this until the full final costings have been received, an updated budget will then be supplied.
- **Pakiwaitara Building**
A workshop is to be held today at the end of the Council meeting.
- **Revell Street – Community Communication**
Staff contacted businesses owners and the concept has been displayed on Revell St.

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

- **Revell Street Trail Budget – Stage 2:**
The CE to circulate the provisional budget to the elected members. Cr Keogan requested that this include a breakdown of past funding approved by past Council's for projects that have rolled into this current trial.

- **Relocation of the 2 large palm trees outside the swimming pool:**
Kw Madgwick and Cr Neale noted their objections to moving the trees. After discussion the elected members collectively agreed to move forward with relocating the trees to the beachfront.
- **The following completed items be removed:**
 - Hokitika Waste Water Treatment Plant Project Update.
 - Seek Arborist advice on the removal and relocation to the 2 large palm trees outside the swimming pool.
 - Maintenance Programme for Cement Lead Road.
 - Pakiwaitara Building.
 - Revell Street – Community Communication.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Hokitika Waste Water Treatment Plant Project Business Case Update**

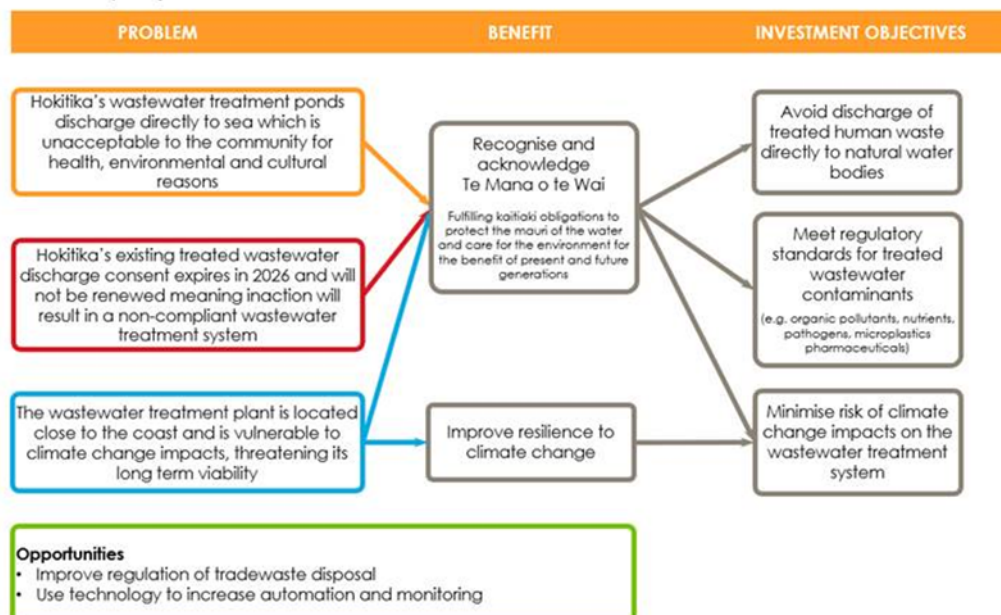
John Strange and Kylie Huard from Stantec spoke to this presentation to provide a brief overview on the progress of the Hokitika Wastewater Treatment Plant Project business case. The key milestones to date include:

- **Inaugural meeting with Oversight Subcommittee (4th August 2021)**
Stantec presented an overview of the business case process and outlined the key stages. The project team sought input from the subcommittee on the project outcome statement, potential stakeholders, communications and engagement and discussed the project scope and risks.
- **Problem Definition Workshop (21st September 2021)**
Stantec facilitated an online workshop to identify the need for investment, focusing on defining the root cause and effect of the problems, and the consequences of not addressing the problems. The potential benefits of investment were also explored. The key outcome of this workshop was an Investment Logic Map (ILM), which tells the story of investment on a single page. This workshop was attended by Poutini Ngāi Tahu representatives and Westland District Council staff.
- **Oversight Subcommittee meeting (12th October 2021)**
The purpose of this meeting was to present the outcomes of the problem definition workshop and seek endorsement of the ILM (see below). Advice was also sought to identify and agree on stakeholders to attend the Options Development Workshop (to be held on 24th November).

- Hokitika Wastewater Treatment Plant Project - Investment Logic Map

Hokitika Wastewater Treatment Plant Project Westland District Council

Outcome Statement: Improving health, environmental and cultural outcomes. By delivering a fit for purpose resilient wastewater treatment system for Hokitika



- Technical Workshop (20th October 2021)

The purpose of this workshop was to seek inputs and advice from project partners that will be used to guide option development and assessment. This included defining the minimum requirements of the investment, further definition of project scope and risks, potential project constraints and dependencies

This workshop was attended by Poutini Ngāi Tahu representatives, WDC staff, West Coast Regional Council (WCRC) planning/compliance staff, and Stantec engineering/planning persons.

- Draft Strategic Case Report issued to WDC for review (11th November 2021)

Engagement to date has included Poutini Ngāi Tahu representatives and staff from WDC and WCRC. An Options Development Workshop is scheduled for 24th November 2021. Attendees at this will be Poutini Ngāi Tahu representatives, WDC staff, and stakeholder representatives from WCRC, Department of Conservation and Community Public Health. At this workshop the project team will provide a summary of the Strategic Case Report, including evidence to support the agreed problems. Participants will then explore potential options for key elements of the WWTP including locations, discharge, treatment, storage, capacity, funding and technology.

- Next steps – 2022

- Options Assessment
- Identify a shortlist of options
- Detailed investigation/assessment of shortlisted options
- Identify the preferred option
- The Commercial Case
- The Financial Case
- The Management Case
- Completed Business Case

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the Hokitika Waste Water Treatment Plant Project Business Case Update Presentation from John Strange and Kylie Huard from Stantec be received.

- **Parking in Westland**

The Transportation Manager spoke to this presentation and provided Council with the following information:

- Quick Wins
- Planned Changes
- Wider Conversations (with our customers)
- Longer Term Strategy and Planning

After discussion Elected Members advised that they would like to see the bus parking remain in the CBD, and for the numbers of bus parks not to be reduced, potentially increased. Discussions to be had around the correct locations.

Moved Cr Kennedy, seconded Cr Hart and **Resolved** that the Parking in Westland Presentation from the Transportation Manager be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Hokitika Airport Lease Extension**

His Worship the Mayor advised that this report has been deferred to the 9 December Council Meeting.

- **Financial Performance: October 2021**

The Finance Manager spoke to this item and advised the purpose of this report is to provide an indication of Council's financial performance for four months to 31 October 2021.

Moved Cr Neale, seconded Deputy Mayor Carruthers and **Resolved** that the Financial Performance: October 2021 Report from the Finance Manager be received.

- **Representation at Council Controlled Organisations AGM**

The Chief Executive spoke to this item and advised the purpose of this report is for Council to resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the whole of Council at the Annual General Meeting of Westland Holdings Ltd (WHL).

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

- A) The report be received.
- B) Council resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the whole of Council at the Annual General Meeting of Westland Holdings Ltd.

- **Railway Terrace Entry – Exit Options**

The Transportation Manager spoke to this item and advised the purpose of this report is to get Council to resolve whether or not to make Railway Terrace officially a One Way Street, or alter the Entry/Exit designation.

Cr Martin left the Chambers at 3.01pm and returned during the public excluded section of the meeting.

Moved His Worship the Mayor, seconded Deputy Mayor Carruthers and **Resolved** that:

- A) Council receive the report and;
- B) Council adopt Option 2 - Alter the Direction for Exit and Entry onto Weld Street/Railway Terrace such that Traffic cannot enter Railway Terrace from Weld Street but can Exit onto Weld Street from Railway Terrace and this change is registered within the current Traffic and Parking Bylaw.

- **WDC HQ Building – Estimate of Cost for Building Strengthening and Refurbishment**

The Group Manager: District Assets spoke to this item and advised the purpose of this report is to advise Council of the high-level costs for earthquake strengthening the council offices and associated remediation work.

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the WDC HQ Building – Estimate of Cost for Building Strengthening and Refurbishment Report from the Group Manager: District Assets be received and the contents noted.

- **2022 Council and Committee Meeting Calendar**

The Chief Executive spoke to this item and advised the purpose of this report is to provide a Schedule of Meetings for 2022 for Ordinary Council, Committee and Subcommittee meetings including Annual Plan Workshops.

Cr Kennedy left the chambers at 3.18pm.

Moved Deputy Mayor Carruthers, seconded Cr Hartshorne and **Resolved** that:

- A) Council receive the report.
- B) The 2022 Schedule of meetings at Appendix 1 be adopted.

Cr Keogan requested that the Standing Committee Membership lists be distributed to the elected members.

Cr Kennedy re-entered the Chambers at 3.20pm.

9. ADMINISTRATIVE RESOLUTION

Moved Cr Neale, seconded Cr Hart and **Resolved** that that Council confirm its Seal being affixed to the Warrant of Appointment as listed on the Agenda and stated below:

Clare	Warrant of	To act in the Westland District as:
LOMAX	Appointment -	<ul style="list-style-type: none">• An Officer pursuant to Section 174 of the Local Government Act 2002; AND
	Dog Ranger	<ul style="list-style-type: none">• An Officer under the Westland District Council Bylaws; AND

- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger and Pound keeper pursuant to Section 8 of the Impounding Act 1955; AND
- An authorised officer under the Local Government Act 1974; AND
- A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996; AND
- An Officer under Section 5 under the Litter Act 1979.

His Worship the Mayor advised the following:

- **Resource Consent:** Correspondence regarding a resource consent was received addressed to the Mayor and Councillors, this was circulated to the Elected Members and the CE, and an update will be provided at the December Council Meeting.
- **Resignation:** Cr Kennedy tendered his resignation from the Westland District Council effective as of 6.00pm Thursday, 25th November 2021. The Elected Members commended Cr Kennedy on his contribution to Council.

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

(to consider and adopt confidential items)

Moved Keogan, seconded Cr Kennedy 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 3.31pm.

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, 28 October 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: Audit and Risk Committee Meeting Minutes, 10 August 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.	Pounamu Pathway	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)
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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	Protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(a)
1,2,3	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. Schedule 7(2)(b)
2	Maintain the effective conduct of public affairs through— (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,2	Maintain Legal professional privilege Section 7(2)(g)
1,2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Schedule 7(2)(i)
1,2	Prevent the disclosure or use of official information for improper gain or improper advantage. Section 7 (2)(j)

Moved Cr Neale, seconded Cr Kennedy 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 4.25pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 9 DECEMBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.25PM

Confirmed by:

Mayor Bruce Smith
Chair

Date: 9 December 2021