



# CAPITAL PROJECTS AND TENDERS COMMITTEE MINUTES

## MINUTES OF THE CAPITAL PROJECTS AND TENDERS COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON TUESDAY, 3 AUGUST 2021 COMMENCING AT 3.00PM

The Committee Meeting was live streamed to the Westland District Council Youtube Channel and presentations are made available on the council website.

His Worship the Mayor advised the Committee that Deputy Mayor Carruthers was unable to join us in Chambers as Chair today and that he has been appointed as Acting Chair for this meeting.

### 1. MEMBERS PRESENT APOLOGIES

Chairperson	His Worship the Mayor (Acting)	
Members	Cr Davidson	
	Cr Hart	Kw Madgwick (via Zoom)

### NGĀ WHAKAPAAHA APOLOGIES

Deputy Mayor Carruthers

#### ABSENT

Cr Hartshorne  
Kw Tumahai

Moved Cr Davidson, seconded Cr Hart and **Resolved** that the apology from Deputy Mayor Carruthers be received and accepted.

#### STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services; D. Maitland; Executive Assistant, M. Smith, Committee Secretary.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. There were no changes to the Interest Register 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 Agenda.

### 4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

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

- **Capital Projects and Tenders Committee Meeting – 2 February 2021**

Moved Cr Davidson, seconded Cr Hart and **Resolved** that the Minutes of the Capital Projects and Tenders Committee Meeting held on the 2 February 2021 be confirmed as a true and correct record of the meeting.

- **Extraordinary Capital Projects and Tenders Committee Meeting – 11 March 2021**

Moved His Worship the Mayor, seconded Cr Davidson and **Resolved** that the Minutes of the Extraordinary Capital Projects and Tenders Committee Meeting held on the 11 March 2021 be confirmed as a true and correct record of the meeting.

- **Extraordinary Capital Projects and Tenders Committee Meeting – 16 April 2021**

Moved His Worship the Mayor, seconded Cr Hart and **Resolved** that the Minutes of the Extraordinary Capital Projects and Tenders Committee Meeting held on the 16 April 2021 be confirmed as a true and correct record of the meeting.

His Worship the Mayor, as the appointed Chair, **Approved** that Deputy Mayor Carruthers digital signature be added to the committee confirmed minutes of the:

- Capital Projects and Tenders Committee Meeting held on 2 February 2021
- Extraordinary Capital Projects and Tenders Committee Meeting held on 11 March 2021
- Extraordinary Capital Projects and Tenders Committee Meeting held on 16 April 2021

## 5. ACTION LIST

The Group Manager: District Assets spoke to the Action List and provided the following updates:

- **Establish a WCWT Trail Sub-Committee**

The Westland Wilderness Trust held its final meeting to wind up the Trust on 25 February 2021, the Minutes of this meeting were received, and confirmed as being a true and correct record of the meeting at the Ordinary Council Meeting held on the 29 July 2021. This action is now completed.

- **Advert for Old Christchurch Road. Road Closure**

The advert was checked and confirmed as correct. This action is now completed.

Moved Cr Hart, seconded Cr Davidson and **Resolved** that the updated Action List be received with the below items being removed from the list:

- Establish a WCWT Trail Sub-Committee
- Advert for Old Christchurch Road. Road Closure

## 6. NGĀ TĀPAETANGA PRESENTATIONS

- **Capital Projects at Westland District Council**

The Group Manager: District Assets spoke to this presentation and updated the Committee on the current Capital Projects happening in the Westland District. The project topics covered were:

- Annual Plan Projects 2020 – 2021
  - Three Waters:
    - Water Supply
    - Wastewater
    - Stormwater
    - Solid Waste
  
  - Leisure Services:
    - Hokitika Cemetery
    - West Coast Wilderness Trail Lake Kaniere Stage 1
    - Custom House
    - Waterfront Development
    - Sunset Point Development
    - Pakiwaitara Project
  
- Provincial Growth Fund (PGF) Projects 2020 - 2021
  - Solid Waste:
    - Fox Landfill removal to butlers.
    - Construction of Butlers Landfill Cell
  
  - Leisure Services:
    - Hokitika Swimming Pool
    - Carnegie Building
    - Town Halls
    - Jacksons Bay Wharf
    - Capital Projects Footpaths
    - Transportation
  
- Government 3 Waters Reform – Stimulus Funding
  - 3 Water Reform Update

During the presentation the Chief Executive advised the Committee that discussions are being held with Westland Milk regarding Town Belt East and the factories future stormwater water aspirations, with the potential for WDC to collaborate on this. The intention is for the pipeline to go up to the racecourse for utilisation by Council for drainage.

In regards to community town hall projects, the Chief Executive noted that a potential source of loan funding could become available through Development West Coast for projects brought to Council.

*Actions taken from the presentation:*

- *Group Manager District Assets to provide Cr Davidson with a brief on the Wharf Street Stormwater Pipe Project.*
- *Seismic report on Westland district bridges to be provided to the Committee for informational purposes.*

Moved Cr Hart, seconded Cr Davidson and **Resolved** that the Capital Projects at Westland District Council Presentation from the Group Manager: District Assets be received.

## 7. PŪRONGO KAIMAHI STAFF REPORTS

### • Terms of Reference – Cycling and Walking Subcommittee

The Chief Executive spoke to this item and advised the purpose of this report is for the Committee to adopt the Terms of Reference (ToR) and appointment of members for the Cycling and Walking Subcommittee.

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

- A) The report be received.
- B) The Capital Projects and Tenders Committee adopt the change of name of the Subcommittee to the Cycling and Walking Subcommittee, adopt the amended Terms of Reference, including the additional membership as noted below:

Current:

- Chairperson (WDC appointed representative and appointed by the Chair of the Capital Projects and Tenders Committee)
- Iwi Representation
- Ex-Officio – Mayor
- Grey District Council Representative
- Chair - West Coast Wilderness Trail Trust
- Trail Manager - West Coast Wilderness Trail Trust
- Trustpower Representative
- Department of Conservation – Hokitika Operations Manager (or representative)

Additional:

- **Walking Access NZ District representative**
- **Westland Mountain Bike Club representative.**

### • 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 Committee to adopt the Terms of Reference (ToR) and appointment of members for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.

Kw Madgwick wanted to acknowledge the meaningful partnership Westland District Council and Treaty Members have on this project. Noting this was an incredible achievement for the future collaboration between Council and Iwi.

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

- A) The report be received.
- B) The Capital Projects and Tenders Committee adopt the Terms of Reference, including the membership for the Hokitika Waste Water Treatment Plant Project Oversight Subcommittee.
- C) The Hokitika Waste Water Treatment Plant Project Oversight Subcommittee adopt the Terms of Reference at their meeting on the 4 August 2021.

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

(to consider and adopt confidential items)

Moved Cr Davidson, seconded Cr Hart and **Resolved** that the Capital Projects and Tenders Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at **3.57pm**.

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 – Capital Projects and Tenders Committee Meeting, 2 February 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 – Extraordinary Capital Projects and Tenders Committee Meeting, 11 March 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 Capital Projects and Tenders Committee Meeting, 16 April 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)

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	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)).
1,2,3	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2) (i)).

Item No.	Interest
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 (Section 7(2) (b)).
1,2,3	Prevent the disclosure or use of official information for improper gain or improper advantage (Section 7(2) (j)).

Moved His Worship the Mayor, seconded Cr Hart 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 **4.01pm**.

**DATE OF NEXT CAPITAL PROJECTS AND TENDERS COMMITTEE MEETING – 2 NOVEMBER 2021  
 COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 4.01PM**

Confirmed by:

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**His Worship the Mayor – Bruce Smith**  
**Acting Chair**

**Date: 9 February 2022**