



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 24 JUNE 2021 COMMENCING AT 1.00 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 Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	His Worship the Mayor	
Members	Cr Carruthers (Deputy)	
	Cr Davidson	Cr Hart
	Cr Hartshorne (via Zoom)	Cr Kennedy
	Cr Keogan (from 1.03 pm)	Cr Martin (in attendance from 2.11 pm)
	Cr Neale	Kw Madgwick
	Kw Tumahai	

NGĀ WHAKAPAAHA APOLOGIES

Cr Martin for lateness.

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

STAFF PRESENT

S.R. Bastion, Chief Executive (CE); S. Baxendale, Group Manager: District Assets; L. Crichton, Group Manager: Corporate Services; T. Cook, Group Manager: Regulatory and Community Services; F. Scadden, Planning Manager; D. Maitland; Executive Assistant.

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

District Economic Stimulus Fund Applications

The Group Manager: Regulatory and Community Services spoke to this item.

Moved Cr Kennedy, seconded Cr Hart and **Resolved** that in accordance with Section 46A of the Local Government Official Information and Meetings Act 1987, the following item be added as an urgent item of business not on the Council Confidential Agenda due to the following:

- A) The reason why the item is not on the Confidential Agenda.**
Due to timing considerations, the expressions of interest for funding from the District Economic Stimulus Funding have been received and a recommendation is required to be made by Council on the applications received to forward to Development West Coast (DWC).
- B) The reason why the discussion of the item cannot be delayed until a subsequent meeting.**
The recommendation is required to be forwarded to Development West Coast to coincide with the end of their financial year.

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

- A) The urgent item District Economic Stimulus Fund Applications, be heard in the public excluded section of today's meeting to protect the information where making the information available would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information (LGOIMA 1987 Section 7(2)(b)).

Deputy Mayor Carruthers left the meeting at 1.03 pm and returned at 1.04 pm.

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 – 27 May 2021**

Moved Cr Hart, seconded Cr Keogan and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 27 May 2021 be confirmed as a true and correct record of the meeting.

- **Extraordinary Council Meeting Minutes – 15 June 2021**

Moved Cr Kennedy, seconded Cr Hart and **Resolved** that the Minutes of the Extraordinary Council Meeting held on the 15 June 2021 be confirmed as a true and correct record of the meeting.

The Chair approved that his digital signature be added to the confirmed Council Meeting Minutes of 27 May 2021, and the Extraordinary Council Meeting Minutes of the 15 June 2021.

6. ACTION LIST

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

- **Hokitika Wastewater Treatment Plant Project Oversight Committee**
The Hokitika Wastewater Treatment Plant Project Oversight Committee has been established.

In terms of a monthly update from the Committee, this will be added as a standing item in future reports.

All significant items will also be raised as standing items going forward for future reporting.

- **Speed Limit Register Review Stage 2** – this item is on hold awaiting Waka Kotahi NZ Transport Agency speed limit review.
- **Ross Chinese Gardens - flooding issues.**
Lake level management – a meeting has been held, an engineering design will be completed, and an application for a resource consent will be submitted to the West Coast Regional Council.
- **Lake Level Project** – onsite meeting with Department of Conservation. The engineering design will be completed and application for resource consent will be submitted to the West Coast Regional Council, with an endeavour to have this completed through the summer period.
- **Mark Davies, Director Operations (Western South Island), Department of Conservation: Presentation to Council**
The CE advised that a letter will be forwarded to Mark Davies, Director Operations (Western South Island), inviting him to present to Council on various subject matters, with a view for the July or August Council meeting.
- **Workshop with WHL Directors and DWL** – Report to Council regarding the SOIs were tabled at the June 2021 Council meeting.
- **Kumara Chinese Gardens** – The CE has a meeting with Kumara representatives to confirm the next steps.
- **National Bowel Screening Programme** – the Project Manager for the programme will be invited to attend a future Council meeting.
- **Road Naming Policy** – the policy is current in draft form and will come back to the July-August Council meeting.
- **LTP Submissions Action Point – Rates Remissions, Adverse Possession** – awaiting adoption of the 2021-2031 Long Term Plan.
- **LTP Submissions Action Point – Rates increase in Glacier Country** - this item has been completed.
- **Kaniere School Crossing** – Design scope for the footpath and intersection has been passed to Westroads Limited for pricing. The location for the crossing has been revised.
- **Fox Glacier Landfill** – this item has been completed, with the final execution of the contract to Rosco Contractors, with work starting shortly.
- **Iwi representation around Council** - with the local government review underway, this may be addressed as part of that process.
- **Update from Cr Keogan** - Cr Keogan provided an update on the Kumara and Ross Chinese Gardens and advised there is work underway with the respective community groups and really good progress is being made.

- **Westland Puanga-Matariki Festival**

Cr Martin and Cr Keogan are working with engaging Te Rūnanga o Makaawhio and Te Rūnanga o Ngati Waewae to promote the Westland Puanga-Matariki Festival and work is progressing on the Festival to be open to the public.

- **Submissions to the 2021-2031 Long Term Plan**

Kw Madgwick noted the concern about the lack of notification to some submitters to the 2021-2031 Long Term Plan. The CE advised that due to the time period from the close off of submissions, to the submissions being heard, there were some challenges in contacting submitters and staff will be reviewing their processes on contacting submitters going forward.

Deputy Mayor Carruthers advised that there were connectivity issues with some of the submitters that phoned in to present their submission. The CE advised that this process will also be reviewed going forward.

Moved Cr Kennedy, seconded Cr Davidson and **Resolved** that the updated Action List be received, with the removal of the item relating to the Fox Glacier Landfill.

7. **NGĀ TĀPAETANGA PRESENTATIONS**

- Nil.

8. **PŪRONGO REPORTS**

- **Westland Holdings Limited: Statement of Intent 1 July 2021**

Joanne Conroy, Chair and Chris Gourley, Director of Westland Holdings Limited spoke to this item and advised the purpose of this report is to present the Westland Holdings Ltd (WHL) Statement of Intent (SOI) for the 3 years commencing 1 July 2021.

The Board of a Council-Controlled Organisation must deliver to its shareholders the complete Statement of Intent to the shareholders on or before 30 June each year.

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

- A) Council receive the report.
- B) Council approve the Westland Holdings Ltd Statement of Intent for the 3 years commencing 1 July 2021 and approve for public release.

- **Destination Westland Limited - Longer Term Structure Review**

Joanne Conroy, Chair, and Chris Gourley, Director of Destination Westland (DWL) spoke to this item. The purpose of the report is to provide Council with a series of options for the longer-term governance structure of Destination Westland Limited and provide a recommendation for the preferred option.

Westland Holdings Limited had agreed to complete a review of DWL's governance structure and present this review to Council.

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

- A) Council receive the report.

B) Council supports option 4.6 to establish a Transitional Independent Board for Destination Westland Limited at a cost of \$56,000 p.a. noting that that this is a three year transition; and the comments made by the Directors relating to remuneration.

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

- **Financial Performance - May 2021**

Prabath Jayawardana, Finance Manager spoke to this item and advised that the purpose of the report is to provide an indication of Council's financial performance for 11 months to 31 May 2021.

His Worship the Mayor acknowledged that this is the Finance Manager's last Council Meeting, as he is leaving the District and on behalf of Council, thanked him for his contribution to the organisation, and wished him well for the future.

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

- **Rates Write Offs and Remissions - 2020–2021**

The Group Manager: Corporate Services spoke to this item and advised the purpose of the report is to request Council approval to write-off rates debts deemed uncollectable, and to apply remissions for the financial year ended 30 June 2021.

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

A) Council receive the report.

B) Council approves the total proposed rates write offs and remission of \$454,417 excluding GST for the financial year ending 30 June 2021.

- **Adoption of the Westland District Council Urban Berm Maintenance Policy**

The Group Manager: District Assets spoke to this item and advised the purpose of the report is to adopt the Westland District Council (WDC) Urban Berm Maintenance Policy that has recently been developed.

It was noted that in the Urban Berm Maintenance Policy there was reference to the Date of Review being June 2021 which should have read June 2024.

Cr Martin attended the meeting at 2.11 pm.

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

A) Council receive the report.

B) Council adopts the proposed Westland District Council (WDC) Urban Berm Maintenance Policy, with the amendment to the Date of Review being changed to June 2024.

- **Adoption of Sale of Land Policy**

The Planning Manager spoke to this item and advised the purpose of the report is to adopt the Westland District Council (WDC) Sale of Land Policy that has recently been developed.

Deputy Mayor Carruthers asked that reference in the Sale of Land Policy to "Chief Executive Officer" be amended to "Chief Executive".

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

- A) Council receive the report.
- B) Council resolve to adopt the Sale of Land Policy attached as appendix 1 to the Agenda, subject to the following amendment to wording of “Chief Executive Officer” to “Chief Executive”.

- **Alignment of Franz Josef Strategy, Carparking Requirements and Signage Requirements with Te Tai o Poutini Plan Process**

The Planning Manager spoke to this item and advised the purpose of this report is to consider aligning the process for the Franz Josef Strategy; and review of carparking requirements and signage requirements with the Te Tai o Poutini Plan process.

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

- A) Council receive the report.
- B) Council resolve to incorporate the matters of the Franz Josef Strategy, Signage and Carparking into the Te Tai o Poutini Plan process.
- C) Franz Josef Signage and carparking matters be reported regularly to the Westland District Council’s Planning Committee.

- **Revell Street Trial Stage 2 Update**

The Planning Manager spoke to this item and advised the purpose of the verbal update is to update Council on Stage 2 of the Revell Street Trial.

The Planning Manager provided a concept plan depicting what the last part of the Revell Street Trial will look like, including crossing points, loading bays, street furniture and speed pacifiers. Work is being done on concept designs on what long-term decking could look like, and angle parking on the west side of the road. The majority of bollards have been removed, and the picnic tables have been removed in front of Addisons and relocated to Weld Lane. The planter boxes would be placed once picnic tables have been relocated.

The following items were agreed upon:

- A) The concept for Revell Street be workshopped with Councillors within a three week period, incorporating a breakdown of costings to date being provided to Councillors.
- B) The repainting of the traffic lines, traffic calming mechanisms and pedestrian crossing work to be paused and deferred to the workshop for discussion.
- C) The seating areas and elevated platforms (decking structure) be progressed with urgency.

Moved Cr Keogan, seconded Cr Hartshorne that the Revell Street Trial Stage 2 be extended to the 31 March 2022.

The motion was lost on a show of hands.

The Workshop to consider if the trial should be extended to incorporate the summer months.

Moved Deputy Mayor Carruthers, seconded Cr Martin and **Resolved** that the Revell Street Trial Stage 2 Verbal Update from the Planning Manager be received.

- **Remits to Local Government New Zealand**

The Chief Executive spoke to this item and advised the purpose of this report is to seek endorsement of suitable Local Government New Zealand (LGNZ) remits. The remits already have endorsement from at least five other councils before being submitted to the LGNZ Annual General Meeting (AGM).

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

- A) Council receive the report.
- B) Council support the endorsement of the following remits being submitted to the Local Government New Zealand Annual General Meeting on the 17 July 2021:
 - Remit 2 – Rating Value of Forestry Land
 - Remit 3 – Funding of Civics Education
 - Remit 4 – Promoting Local Government Electoral Participation
 - Remit 5 – Carbon Emission Inventory Standards and Reduction Targets
 - Remit 6 – WINZ Accommodation Supplement
 - Remit 7 – Liability – Building Consent Functions.
- C) Remit 1 – Tree Protection was not endorsed by Council.
- D) Council endorse Cr Martin to vote at the Local Government New Zealand Annual General Meeting 2021 on behalf of Council.

9. ADMINISTRATIVE RESOLUTION

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

Officer	Item	Warrant Delegation
Hamish Gordan WEBSTER	Warrant of Appointment - Project Manager	To act in the Westland District as: <ul style="list-style-type: none"> • An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and • an Enforcement Officer under the Westland District Council Bylaws; and • a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and • an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and • an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and • an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and • an Engineer under the Water Supplies Protection Regulations 1961; and • a Ranger under Sections 8, 10 of the Reserves Act 1977; and • an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and • an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974.
Kate Elle BAIRD	Warrant of Appointment - System Data Coordinator	To act in the Westland District as: <ul style="list-style-type: none"> • An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and • an Enforcement Officer under the Westland District Council Bylaws; and

Officer	Item	Warrant Delegation
		<ul style="list-style-type: none"> • an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and • an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and • an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and • an Engineer under the Water Supplies Protection Regulations 1961; and • a Ranger under Sections 8, 10 of the Reserves Act 1977; and • an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and • an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974.

**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED**
(to consider and adopt confidential items)

Moved His Worship the Mayor, seconded Deputy Mayor Carruthers 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 3.30 pm and adjourned for afternoon tea.

The meeting then reconvened at 3.45 pm in the Public Excluded section of the meeting.

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 – 27 May 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 or withholding exists. Section 48(1)(a)
2.	Time Extension for Roothing Maintenance Contract and Endorsement of Waka Kotahi Approved Procurement Strategy	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)
3.	DESF Applications	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, 3	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, 2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (Section 7 (2)(h))
1, 2	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, 2	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))

Moved His Worship the Mayor, seconded Deputy Mayor Carruthers 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 4.16 pm.

PUBLIC EXCLUDED INFORMATION RELEASED INTO THE PUBLIC ARENA

The Council resolved in the "Public Excluded" section of the meeting to release the following information into the public arena:

- A) The two qualifying applications received for funding from the District Economic Stimulus Fund be forwarded to Development West Coast.

APPRECIATION TO CHIEF EXECUTIVE AND EXECUTIVE TEAM

Cr Martin recorded his appreciation to the Chief Executive and Executive Team for actioning a myriad of tasks during the last fortnight and advised that this has been noticed and appreciated.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 29 JULY 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.16 PM

Confirmed by:

Mayor Bruce Smith

Date: 29.07.21