

## **THE WEST COAST REGIONAL COUNCIL**

### **MINUTES OF MEETING OF THE TE TAI O POUTINI PLAN COMMITTEE HELD ON 19 DECEMBER 2019, AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, PAROA, GREYMOOUTH COMMENCING AT 12.00 P.M.**

#### **PRESENT:**

R. Williams (Chairman), A. Birchfield, J. Cleine, S. Roche, T. Gibson, B. Smith, A. Becker, L. Coll McLaughlin,  
F. Tumahai, P. Madgwick,

#### **IN ATTENDANCE:**

J. Armstrong (Project Manager), L. Easton, E. Bretherton, M. Meehan (WCRC), S. Bastion (WDC), S. Mason (BDC), P. Morris, (GDC), T. Jellyman (Minutes Clerk)

#### **APOLOGIES:**

**Moved** (Birchfield / Smith) *That the apologies from Crs Haddock and Latham be accepted.*

*Carried*

#### **CONFIRMATION OF MINUTES**

**Moved** (Smith / Becker) *That the minutes of the meeting dated 9 September 2019, be confirmed as correct.*

*Carried*

#### **WELCOME**

The Chairman welcomed everyone to the meeting, especially the newly elected Councillors. He reminded those present that this is a public meeting and members of the public as well as media are welcome to attend.

The Chairman asked if there were any comments regarding membership. It was agreed that the Mayors and one other Councillor would be on the committee as well as the Chairman of the Regional Council and another Councillor.

The Chairman advised that Standing Orders were previously adopted at the inaugural meeting. The Chairman stated that rules around meetings and decisions are contained in previous minutes.

It was confirmed that the members of the Steering Committee are M. Meehan, S. Bastion, P. Morris (as acting CE GDC), F. Tumahai and P. Madgwick, S. Mason. The Chairman stated that the role of the Steering Committee is to ensure that the resources of the participants are available to contribute.

J. Armstrong advised that the Technical Advisory Team consists of Michael McEnaney (GDC), Carissa du Plessis (BDC), Fiona Scadden (WDC), Lillie Sadler (WCRC), and Philippa Lynch (Ngai Tahu).

#### **PROJECT TO DATE**

J. Armstrong has been providing reports and supplementary technical material to the TTPPC which has been written by the TTPP planning team. The Chairman asked if there were any further requirements from staff in relation to report requirements for each meeting.

#### **STANDING ORDERS**

The Chairman requested confirmation of the adoption of Standing Orders.

**Moved** (Birchfield / Smith)

*That Standing Orders are adopted as per the Local Government Commission's Order in Council.*

*Carried*

## **FINANCIAL REPORT**

The financial report for the five months up to the end of November was tabled. M. Meehan advised that J. Armstrong has been setting her team up as this was not able to be done until the budget was approved following the Annual Plan Process. M. Meehan stated that the level of information contained in the financial report is very similar to what is provided to the joint civil defence committee. M. Meehan stated that once large projects such as SNA identification get off the ground, these projects may have a budget of their own and costs will need to be tracked. M. Meehan stated that this committee will need to provide a recommendation to WCRC on what the budget requirement is so that it can be included in WCRC's annual plan. M. Meehan answered questions relating to the current budget, consultant budget, and the setting of future budgets. J. Armstrong advised that she will be sending out an outline of the budget in early January. The Chairman clarified that year to date the budget is \$271,000 with \$193,000 spent and it is likely the remainder will be spent on consultant's fees. M. Meehan explained how the budget works. He stated that WCRC holds the budget for this committee, the committee controls the budget but finances sit on WCRC's books with WCRC being the administration authority. He stated that this is not a WCRC budget. Mayor Smith asked if it is likely there will need to be an increase, The Chairman stated that this is likely, as it will be better to spend more money quickly, in four years, rather than dragging it out over ten years. It was noted that this committee approved the budget.

It was agreed that matters relating to the budget, salaries, leave entitlements and delegated authority would be discussed at the January meeting. It was agreed that in the meantime the Project Manager would act under WCRC's Procurement Policy.

**Moved** (Roche / Coll McLaughlin) *That the financial report is received.*

*Carried*

## **Accountability**

The Chairman advised that members of this committee have final responsibility for the approval of the Plan and the process for the Te Tai o Poutini Plan. He stated that the day to day accountability of ensuring that things are happening in a professional and regular matter comes back to the Chairman. He stated that he is in weekly contact with J. Armstrong.

## **Communications**

The Chairman stated that this process is all about communications. He stated that getting messages out to the community must come from the members of the committee and senior staff. Mayor Cleine suggested that formal reporting and press releases come from the Chairman after each meeting. The Chairman stated that this had previously been agreed to by the former committee prior to the local body elections. The Chairman advised that he and J. Armstrong are available to attend council meetings and to meet with communities as requested. Mayor Smith stated that once minutes are approved they can then be distributed to each Council. Cr Roche asked when community meetings are likely to occur. J. Armstrong advised that community meetings are scheduled for March.

## **Budget Timing**

It was agreed that the committee would provide the budget to WCRC after its Thursday 30 January meeting.

## **Meeting Dates for 2020**

It was agreed that meetings would be held two months apart for the first part of the year, and then monthly later in the year. It was agreed that the meeting dates would be sent out early in the New Year.

## **Community Consultation**

J. Armstrong advised that a roadshow will be scheduled for 16 to 28 March with various towns and settlements included to get locals take on how they would like to see their towns / settlements developed. She advised that evening meetings in the large towns will be included.

J. Armstrong distributed business cards to the meeting and requested that they be displayed at council receptions and libraries throughout the region.

J. Armstrong advised that the website address is [www.ttp.westcoast.govt.nz](http://www.ttp.westcoast.govt.nz). She stated that great feedback has been received to date. Workshop and roadshow dates, along with agendas and minutes will be displayed on the website.

**NEXT MEETING**

The next meeting is scheduled for Thursday 30 January.

**GENERAL BUSINESS**

There was no general business.

The Chairman thanked everyone for their input to date, and wished everyone a Merry Christmas.

The meeting closed at 12.32 p.m.

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Chairman

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Date

**Meeting Dates for 2020:**

Thursday 30 January (West Coast Regional Council)