



AGENDA

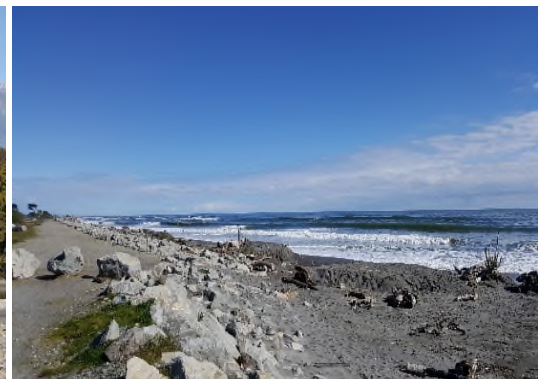
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 28 October 2021** commencing at **1.00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

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



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audiovisual link.

Council Vision:

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. KARAKIA TĪMATANGA

OPENING KARAKIA

2. NGĀ WHAKAPAAHA

APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA

DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE

URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the

public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams.

Meeting minutes to be confirmed:

- **Ordinary Council Meeting Minutes – 30 September 2021**

Meeting minutes to be received:

- **Planning Committee Minutes – 3 June 2021**
- **Community Development Committee Minutes – 14 June 2021**
- **Extraordinary Chief Executive’s Review Committee Minutes – 18 February 2021**
- **Extraordinary Chief Executive’s Review Committee Minutes – 16 March 2021**
- **Extraordinary Chief Executive’s Review Committee Minutes – 29 April 2021**

6. ACTION LIST (Pages 6 - 11)

7. NGĀ TĀPAETANGA PRESENTATIONS

- NIL

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance: September 2021** (Pages 12 - 25)
Lynley Truman, Finance Manager
- **Chief Executive’s Quarterly Report** (Pages 26 - 41)
Simon Bastion, Chief Executive

9. ADMINISTRATIVE RESOLUTIONS

Council is required to confirm its Seal being affixed to the following documents:

- **Warrant of Appointment**

Bernadine LOMBAARD	Warrant of Appointment -	To act in the Westland District as:
	Quality Control Officer	<ul style="list-style-type: none">• An Officer pursuant to Section 174 of the Local Government Act 2002; AND• An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND• An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND• An Officer under the Westland District Council Bylaws; AND• An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

- **Confirmation of Council’s Seal being affixed to the following document:**

Deed of Variation of the Headlease between Westland District Council and Destination Westland Limited. The land is vested in the Lessor as a local purpose reserve for aerodrome and associated purposes subject to the Reserves Act 1977.

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

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.	<p>Confidential Minutes <u>To be confirmed:</u> - Council Meeting, 30 September 2021 <u>To be received:</u> - Planning Committee Minutes, 3 June 2021 - Extraordinary Chief Executive’s Review Committee Minutes, 18 February 2021 - Extraordinary Chief Executive’s Review Committee Minutes, 16 March 2021 - Extraordinary Chief Executive’s Review Committee Minutes, 29 April 2021.</p>	<p>Good reason to withhold exist under Section 7</p>	<p>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)</p>
2.	<p>Council Controlled Organisation Director Appointments</p>	<p>Good reason to withhold exist under Section 7</p>	<p>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)</p>
3.	<p>Westland Holdings Limited - Fitzherbert Street Property Project</p>	<p>Good reason to withhold exist under Section 7</p>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure</p>




			of information for which good reason for withholding exists. Section 48(1)(a)
4.	Chief Executive's Report	Good reason 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	Protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(a)
1,2	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)
4	Maintain Legal professional privilege Section 7(2)(g)
1,2,3,4	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	Prevent the disclosure or use of official information for improper gain or improper advantage. Section 7 (2)(j)



**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 NOVEMBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**





30.09.21 - Council Meeting - Action List


Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	28.06.18		Kaniere School Students – Cycle trail 1. Crossing Progress 2. Crossing Placement 3. Site Visit (3 Actions merged 26.11.20 and updated)	Council staff to get back to the Kaniere School Students regarding the proposal.	Oct 2020	GM, DA & CE	The site for the crossing has been revised based on a site visit by Mayor, CE & GMDA. As part of the works planned at the crossing, additional footpaths are to be created and the road is to be realigned and changed to a T-intersection. Work has started on the project with an expected completion date of 31 st October 2021 Propose an opening invitation with Councilors and the Kaniere School
2	10.12.20		Speed Limit Register Review – Stage 2	Review of the speed limits on the below roads/areas: <ul style="list-style-type: none"> • Kokatahi/Kowhitirangi Area • Old Christchurch Road • Kaniere Road • Lake Kaniere Road and surrounding areas (Hans Bay, Sunny Bight, Lake Kaniere) 	2021	GMDA	This item is on hold awaiting Waka Kotahi NZ Transport Agency speed limit review. A review was presentation to the Council meeting on the 30th Sept 2021.
3	10.12.20		Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	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 was held. 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.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
4	25.03.21		Kumara Gardens	Update to Council at the next meeting.	On going	CE	A meeting with representatives of the Kumara Community Group held on the 13 August 2021. WDC supporting the group with the tender's process. Post the tender the community group will provide an update to council.
5	24.06.21		Revell Street Trial – Stage 2	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.		PM	Workshop with Councillors held on the 12 July 2021, and direction provided to staff on Stage 2 of the trial.
6	26.08.21		Hokitika Waste Water Treatment Plant Project Update	Finalised program of work to be brought before Council at a future date and Council updated during the stages of the project.	In progress – Long Term Project 2026	CE	A formal update will be presented to council in Nov by our project contractors – Stantec.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
7	26.08.21		Old Christchurch Road seal extension	The Chief Executive to investigate the cost of finishing the proposed sealing of the Old Christchurch Road up to the 12kms.	In progress	CE	Review including desk top exercise, site visits and contractor liaison to be completed by 31 st Dec 2021
8	26.08.21		Investigate costs to bring the WDC HQ & Pakiwaitara buildings up to 100% National Building standards	CE to discuss with Group Manager: District Assets	In progress	CE & DA	Following preliminary structural surveys conducted by Simco, Josephs and Associates have been commissioned to arrange for the production of outline architectural drawings which will lead to the development of accurate costings. CE's update in Oct Council meeting provides high level cost estimates
9	26.08.21		Pakiwaitara Building Business Case Timeline	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalised.	In progress	CE	As above. Workshop on concepts for November council meeting
10	26.08.21		Seek Arborist advice on the removal and relocation to the 2 large palm trees outside the swimming pool.	Recommended contacting Neil Challenger.	Completed	CE & DA	Advice has been sought from Neil Challenger and also Tree Transplant Services who are based in Tauranga. A methodology for the transplantation has been given. The location proposed for the transplanting is not the issue in this case. However, there are risks in removing any established tree. Reconsider moving the palm trees that are currently in the front of the swimming pool. Can they be left onsite? The Group Manager: District Assets to review.
11	30.09.21		Maintenance Programme for Cement Lead Road	To be provided to Cr Keogan.		SB & KJ	WDC do not do individual maintenance programmes for every road. The maintenance contractor prepares an overall programme containing many (but never all) roads. Roads get added and removed monthly depending on the level of service required to be delivered. This programme is currently under review/development in

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							preparation for transitioning into the new contract.
12	30.09.21		Road Maintenance Action Updates:	<ol style="list-style-type: none"> 1. Write to Waka Kotahi requesting that the 50km speeds north and south be extended to the existing 80km sign north and the south side of the Hokitika Bridge. 2. Install visible signage at Kaniere-Kowhitirangi Corner indicating 50km speed area and 30km for Camp and St Albans Street. 3. Change Railway Terrace, Hokitika to a one way entrance from Weld Street with angle parking on both sides. 4. Change Hamilton Street, Hokitika to angle parking on both sides. 5. Pave the footpath area around Mitre 10 Hokitika with the recently approved stamped concrete surface to test its suitability for other parts of the CBD. 	Oct 2021	SB & KJ	
13	30.09.21		WHL Staggered Directorship Renewal.	Group Manager: Corporate Services speak to WHL about their Director Appointment policy, encouraging staggered directorship renewal so not all were due at the same time.	OCT 2021	LC	Letter sent 01.10.21 – Completed.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
14	30.09.21		3 Waters Resolution Letter to Central Government	Letter sent to the Minister of Local Government, with a copy sent to Local Government New Zealand and the Department of Internal Affairs by the Mayor and signed by each councillor, stating that Westland District Council's Position on the 3 Waters Reform Proposal.	01.10.21	CE	Letter sent 01.10.21 – Completed.
15	30.09.21		LGNZ Heads of Agreement Letter.	Advises Local Government New Zealand (LGNZ) that Council does not support the Heads of Agreement between LGNZ and the Crown signed in June 2021 and request LGNZ rescind the agreement to better reflect the views of its diverse membership and this Council.	01.10.21	CE	Letter sent 01.10.21 – Completed.
16	30.09.21		Additions to the Annual Plan 2022 – 2023.	Council requested the below items be considered as part of the annual plan 2022 - 2023: 1. Dog Control Fees and charges. 2. Redevelopment of Sewell Street, Hokitika. 3. Improvement/sealing of Davie Street, Hokitika. 4. Improvement/ sealing of Cement Lead Road, Hokitika.	OCT 2021	SB, KJ & TC	Email sent 06.10.21 to the annual plan staff for inclusion in the process – Completed.
17	30.09.21		Responsible Dog Ownership Program.	Council requested communication be sent out to remind the community about the fee reduction in registering	OCT 2021	TC & ER	Email sent 06.10.21 to the Communications Adviser for follow up. Article included in Westland Matters (October Update) - Completed.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
				your dog under this program.			
18	30.09.21		Waste Management Delivery.	S17a Service Delivery Review Report be emailed out to the elected members.	OCT 21	SB & EB	Loaded to teams on 07.10.21. Completed.

Report to Council



DATE: 28 October 2021
TO: Mayor and Councillors
FROM: Finance Manager

FINANCIAL PERFORMANCE: SEPTEMBER 2021

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for three months to 30 September 2021.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021-31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 30 September 2021.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Audit and Risk Committee on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.
- 2.2 The Audit and Risk Committee received a report to the end of March 2021 and did not find any issues of concern.

3. Current Situation

- 3.1. The financial performance report has had some changes made to the format and the actual data presented.
- 3.2. The information in the report is now of a more summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget

phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.

3.3. With the inclusion of the sustainability report, it is not necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report.

3.4. The financial performance report to 30 September 2021 is attached as **Appendix 1** and contains the following elements;

- 3.4.1. Sustainability report
- 3.4.2. Statement of Comprehensive Revenue and Expense
- 3.4.3. Notes to the Statement of Comprehensive Revenue and Expense
- 3.4.4. Revenue and Expenditure Graphs
- 3.4.5. Debtors
- 3.4.6. Debt position
- 3.4.7. Capital Report

4. Options

4.1. Option 1: The Council receives the Financial Performance Report to September 2021.

4.2. Option 2: The Council does not receive the Financial Performance Report to September 2021.

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified in receiving the report, however if Council did not receive the report, it could be perceived that there was a lack of financial stewardship leading to reputational risk.

6. Health and Safety

6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as the report is for information purposes only.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.

8.2. There are no financial implications to this option.

8.3. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.

8.4. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the report is administrative in nature and to do nothing would create a financial risk to council. Council would be carrying out its administrative stewardship in receiving the report.

10. Recommendation(s)

10.1. That the Financial Performance Report for September 2021 be received.

Lynley Truman
Finance Manager

Appendix 1: Financial Performance to September 2021

Appendix 1



Financial Performance Year to September 2021

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$10.72M	\$6.74M	\$3.98M
Is 34.23% more than the total budget of \$7.98M	Is 0.30% more than the total budget of \$6.72M	Against a budget of \$1.27M

SUSTAINABILITY

Rates to operating revenue **41.73%**

Rates Revenue	\$4.47M
Operating Revenue	\$10.72M

41.73% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio **159.06%**

Operating revenue	\$10.72M
Operating expenditure	\$6.74M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 159.06% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **2.84%**

Net interest and finance costs	\$0.13M
Rates Revenue	\$4.47M

2.84% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.18%**

Net Interest and finance costs	\$0.13M
Operating revenue	\$10.72M

1.18% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.

Liquidity Risk (LGFA Cov.) **170%**

Gross debt	\$23.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$13.73M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 170%. Gross debt includes \$3m prefunding invested in term deposit.

Essential services ratio **111.81%**

Capital expenditure	\$1.63M
Depreciation	\$1.46M

Capital expenditure should be equal or more than depreciation for essential services. Year to date capex is 111.81% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Roding.

Statement of Comprehensive Revenue and Expense

Statement of Comprehensive Revenue and Expense							
For the period ended September 2021							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	17,995	18,030	4,507	4,472	(36)	-0.79%
Grants and subsidies	02	13,163	10,750	2,772	5,185	2,413	87.02%
Interest Revenue		22	8	3	18	15	490.45%
Fees and Charges	03	1,853	1,801	446	497	51	11.54%
Other revenue	04.	1,299	1,009	255	545	290	113.62%
Total operating revenue		34,331	31,598	7,983	10,716	2,733	34.23%
Expenditure							
Employee Benefit expenses	05	5,436	5,474	1,363	1,325	(38)	-2.78%
Finance Costs	06	934	904	115	145	29	25.43%
Depreciation		7,864	7,864	1,966	1,966	-	0.00%
Other expenses	07	12,840	12,811	3,273	3,302	29	0.87%
Total operating expenditure		27,073	27,053	6,717	6,737	20	0.30%
Operating Surplus/(Deficit)		7,258	4,545	1,266	3,979	2,713	214.25%

Notes to the Statement of Comprehensive Revenue and Expense

Comments were provided on permanent variances over \$25,000.

01 Rates

Rates income is lower than planned mainly due to higher rates discounts given to full payment of rates before the end of August.

02 Grants and subsidies

The variance is mainly due to qualifying grant expenditure brought forward from the 2020-21 financial year:

Grant	\$
Old Christchurch Road/Cron Street	123,127
3 Waters Projects	1,349,832
Swimming Pool	129,398
Jackson's Wharf	574,682
Butlers Landfill	58,624
Halls & war memorials repair	265,400
Mayors Task Force for Jobs	311,411
Responsible Camping	132,752
Total	2,945,226

The difference between grants brought forward and the variance is mainly due to net timing differences of budgeted grants not received, Carnegie Building \$344k and Franz Wastewater \$211k.

03 Fees and charges

Actual income is higher than planned mainly due to increased resource consents, building inspection and processing fees as a result of growing activity in the property market.

04 Other Revenue

Actual income is higher than planned mainly due to a gain on swaps (\$210k) as a result of movement in market forces such as interest rates, and unbudgeted recreation contributions, (\$23k).

05 Employee benefit expenses

Actual salary cost is lower than planned due to unfilled roles.

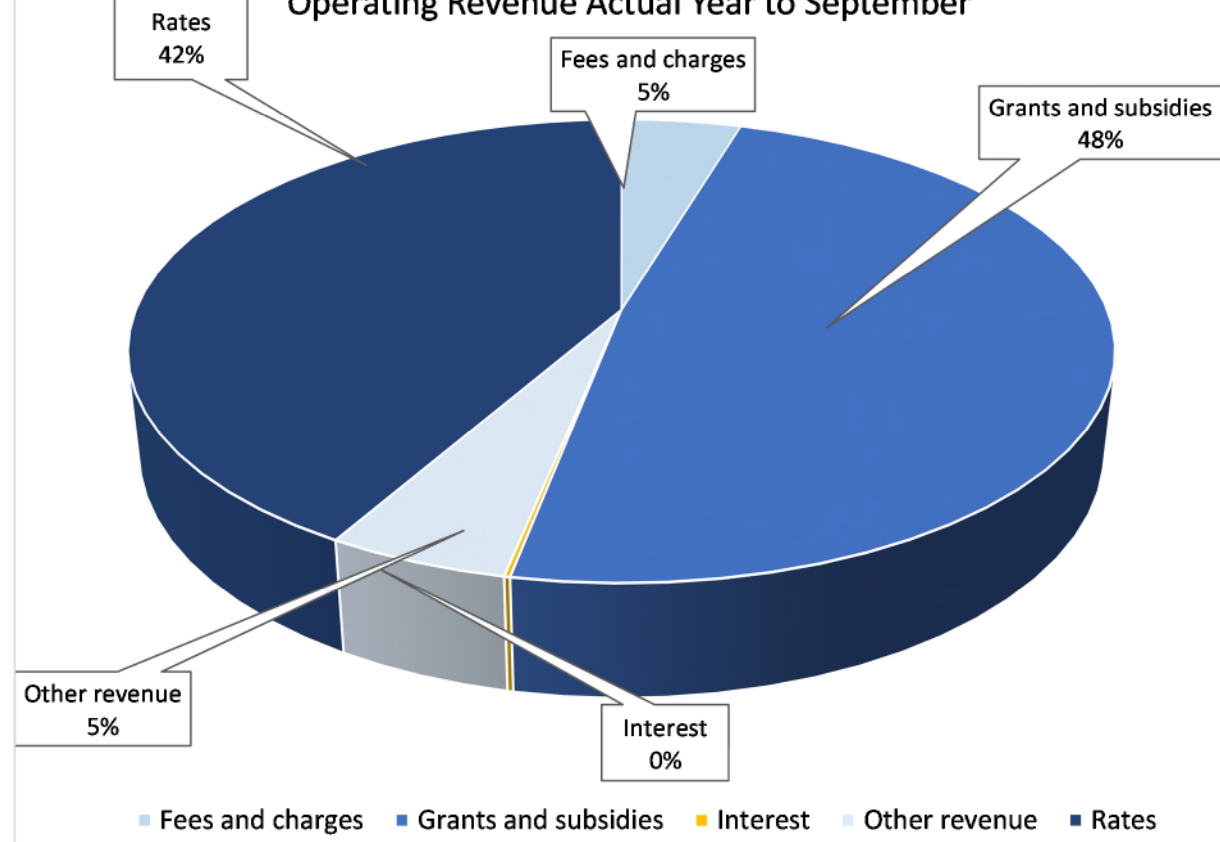
06 Finance Costs

The variance is due to higher than budgeted interest rates, which are offset by a gain in swaps reflected in other revenue.

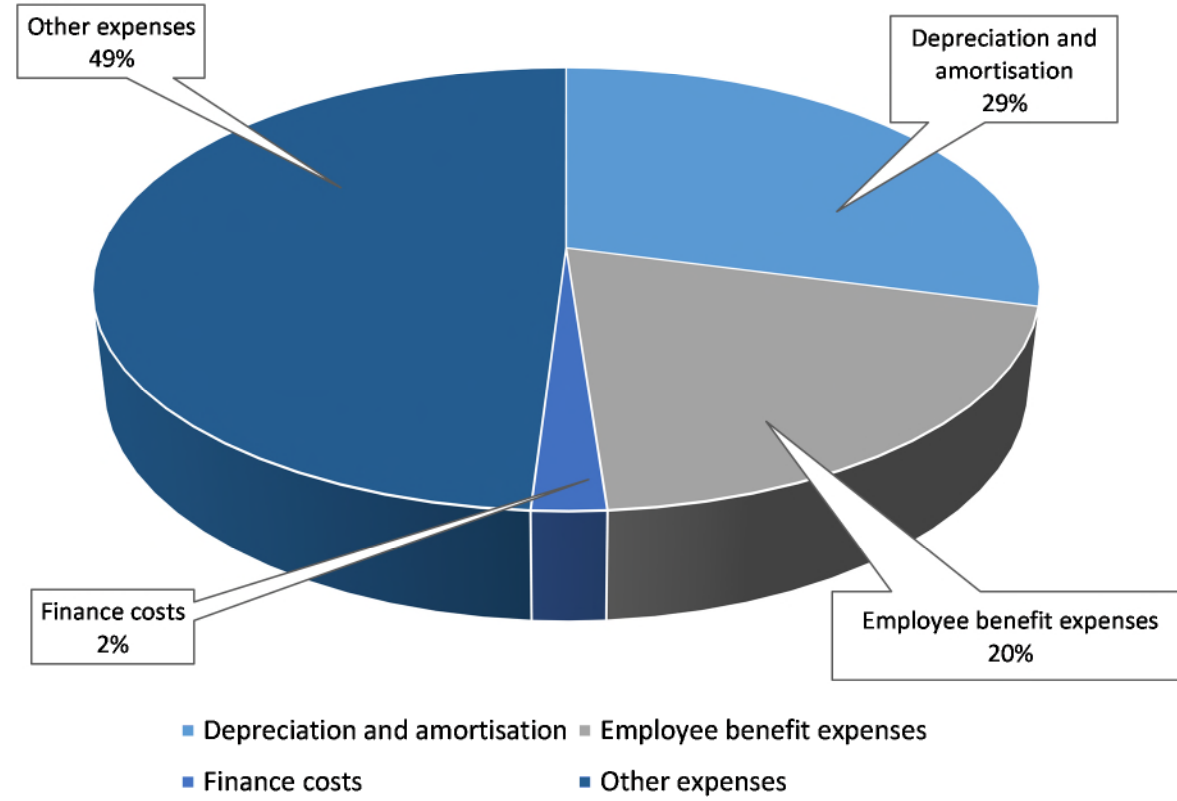
07 Other expenses

The variance is mainly due to road network emergency reinstatement works on local roads mostly in the Arahura Valley.

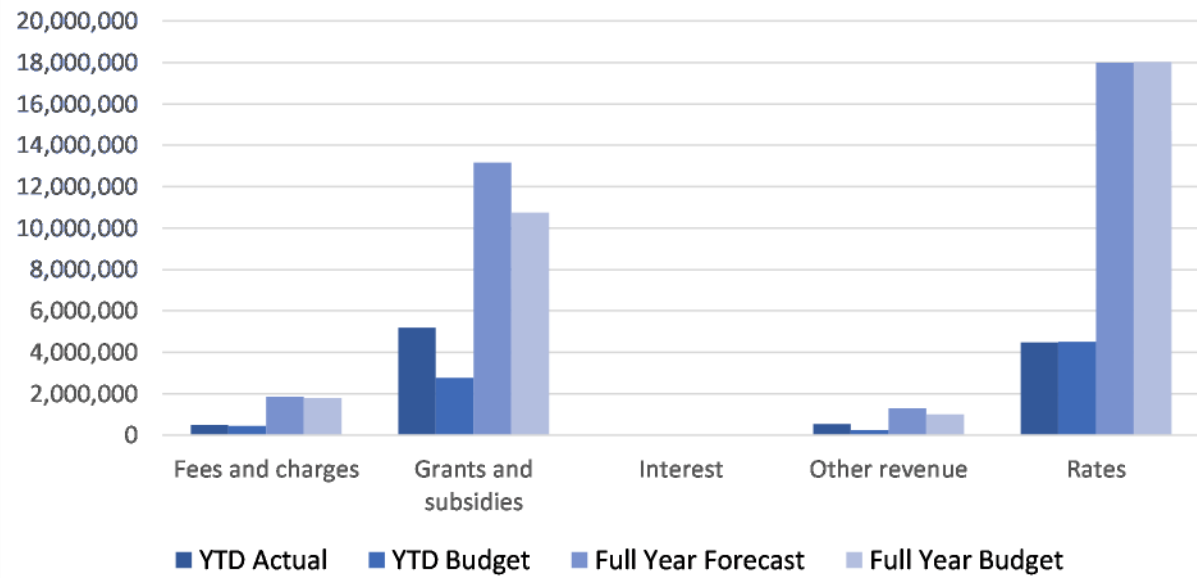
Operating Revenue Actual Year to September



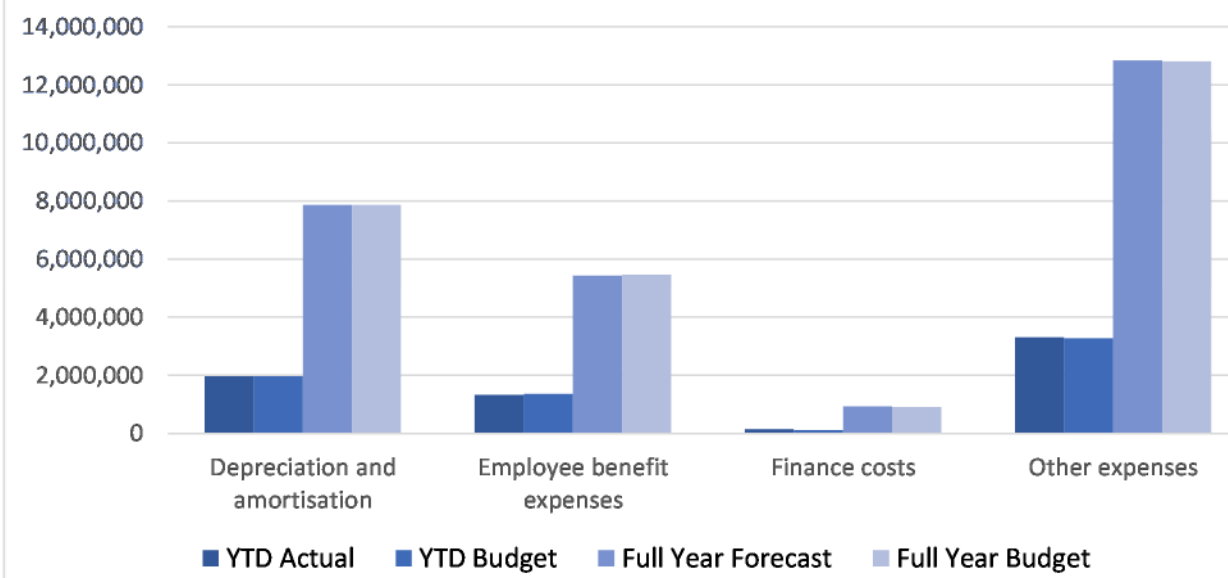
Operating Expenditure Actual Year to September



Operating revenue



Operating expenditure



Debtors as at 30 September 2021

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	32,925	1,959	4,962	16,341	56,187
Building Warrants	615	1,395	300	310	2,620
Resource Consents	-	6,015	11	1,493	7,520
Sundry Debtors	1,818,097*	11,667	2,684	175,355	2,007,804
Grand Total	33,540	21,037	7,958	193,499	2,074,131

*Has since paid \$1,783,650

Rates Debtors as at 30 September 2021

Rates Debtors at 31 August 2021		1,174,628
Rates instalment		
Less payments received	-726,083	
Paid in advance change	201,512	
Previous years write off's	-93	
Write off's		
Penalties	-28	
Discounts	-88	
Court Cost	3,458	
		-521,323
Total Rates Debtors at 30 September 2021		653,305
Arrears included above at 30 September 2021	653,305	
Arrears at 30 September 2020	528,062	
Increase/(decrease) in arrears		125,243

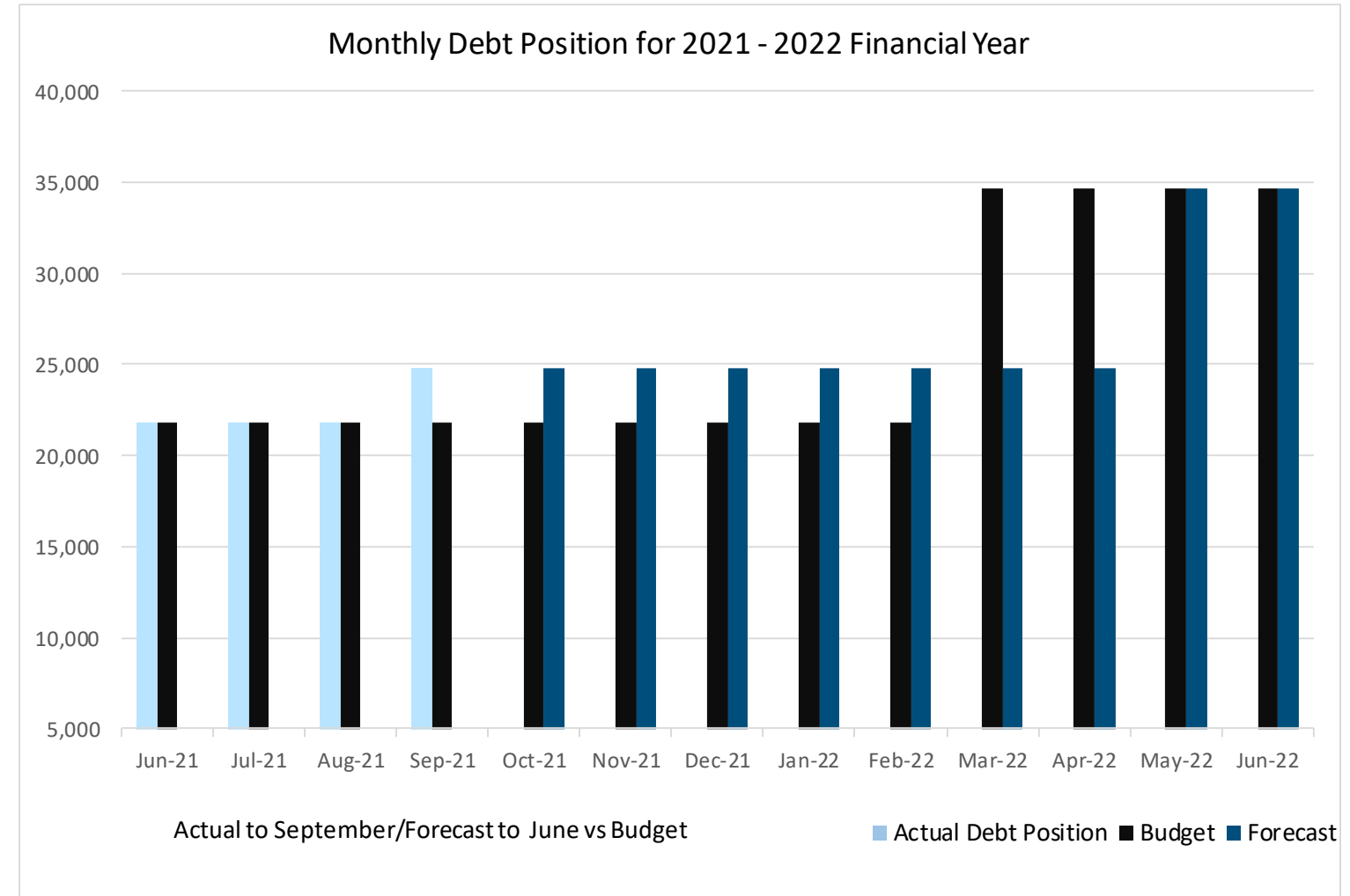
Debt Position

Debt Position 2021/2022 (\$000)

	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Actual Debt Position	21,818	21,818	21,818	24,818									
Budget	21,818	21,818	21,818	21,818	21,818	21,818	21,818	21,818	21,818	34,657	34,657	34,657	34,657
Forecast				24,818	24,818	24,818	24,818	24,818	24,818	24,818	24,818	34,657	34,657

Forecast Debt Position for 2021-2022 Financial Year

Forecast as at	Jun-22
Opening Balance	21,818
Loan funded capex forecast	13,789
Forecast repayments 2021-22	-950
Forecast balance June 2022	34,657



CAPITAL EXPENDITURE 2021-2022									
	Budgets		Expenditure			Notes	Commitments		
	2020-2021 Carried Forward Budget	Full Year Annual Plan	YTD Actual Expenditure	Budget Remaining	YTD Spent %		Open Purchase Orders	Budget Remaining after Commitments	Commitment as a % of Budget Remaining
Leadership	\$151,825	\$1,022,280	\$68,776	\$1,112,434	6%	Main projects included in this section are the Council earthquake strengthening; refurbishment of the visitor area projects; and IT Equipment renewals. All the projects are on track except for the refurbishment of the visitor centre area project which is on hold pending further discussions around the location of Council Chambers.	\$46,457	\$1,065,977	4%
Planning & Regulatory Services	\$243,158	\$600,000	\$4,124	\$839,035	0%	These are all Civil Defence projects: Equipment and the Operations Centre.	\$19,617	\$819,418	2%
Facilities, and Leisure Services - Park & Reserves	\$836,501	\$1,819,500	\$1,870	\$2,654,131	0%	The main projects included in this section are Cass Square development projects (Toilet facilities, upgrade of playground equipment etc.); WCWT Trail projects; Waterfront Development (beach access, landscaping & structures, relocation of FENZ practice eqpmt); and the Westland Racing Club Reserve development Ross. Other projects are the Whataroa, Haast and Kumara playground equipment upgrades. TIF funding of \$191.5k has now been approved for the new Cass Square toilets.	\$3,270	\$2,650,861	0%
Facilities, and Leisure Services - Other	\$1,392,008	\$4,755,000	\$600,840	\$4,924,402	10%	The major projects included in this section are the Carnegie building earthquake strengthening and fitout; Jacksons Bay Wharf; Hokitika and Franz Josef revitalization plan projects; lighting and flag trax system for Hokitika; and the Museum archives work.	\$1,027,767	\$3,896,635	21%
Solid Waste	\$148,100	\$403,000	\$6,288	\$544,812	1%	The Butlers intermediate capping project has been carried over into the current year due to post Covid stimulus funding received to transfer the Fox Landfill waste to Butlers Landfill. Franz Josef landfill final capping; Haast capping and the transfer station; and Hari Hari landfill protection projects have also been extended into the current year with additional funding for the latter three. New projects this year include a Glass Crusher for Hokitika; Refuse shed 1 door and iron replacement and equipment for Waste Minimisation.	\$11,206	\$533,606	2%

Transportation	\$0	\$4,506,879	\$32,773	\$4,474,106	1%	Major projects included here are SPR Low Cost Low Risk resilience; Sealed Road resurfacing; Structures Component Replacement (incl. bridges); Sealed Road Resurfacing; Unsealed Road Metalling; Drainage Renewals; and Traffic Services Renewals. The funding allocation from Waka Kotahi was delayed this year and initial projections appear to be \$1M less than approved amount. Confirmation of the actual allocation to specific projects is yet to be received.	\$15,927	\$4,458,180	0%
Stormwater	\$1,714,627	\$792,400	\$21,547	\$2,485,480	1%	The key project this year is the Livingstone St Pump upgrade and the final design for this is underway. Other projects include mains replacement; Tancred and Sewell St pump upgrades; and the Jollie St extension and Beach St re-alignment which were carried over from last year.	\$107,262	\$2,378,219	4%
Wastewater	\$3,411,652	\$122,831	\$89,256	\$3,445,227	3%	The Hokitika Outfall Structure (not yet commenced) and the Hokitika WW Treatment plant (underway, in conjunction with the feasibility study under the Reform Package projects) are the main projects. Other key projects are the Fox Glacier WWTP upgrades (underway); Hokitika Pump upgrade (Kaniere) and the Hokitika Z-line section replacement. Scope is scheduled to commence in November for contract documents for the Z-line project.	\$34,149	\$3,411,078	1%
Water Supply	\$1,749,624	\$925,000	\$231,177	\$2,443,447	9%	A final design for the Fox Glacier Plant upgrade project has been received. The Ross new intake project has been completed (waiting on final documentation). The commissioning (operational) of the Arahura water treatment plant is to begin in October. Scope will also commence in October for the mains upgrade programmes for Franz Josef, Kumara and Hokitika (including the Seismic Valve for Hokitika). Work on the Ross mains upgrade will commence in January 2022.	\$172,447	\$2,271,000	7%
Unbudgeted Capital Expenditure	-	-	\$18,476	-		This relates to additional HQ refurbishment costs; teleconferencing costs; and two new stormwater connection requests from ratepayers..	\$954	-	-
Total Capital Expenditure	\$9,647,495	\$14,946,890	\$1,075,126	\$22,923,074	4%	Due to the lags in receiving invoices from some major contractors, the value of outstanding commitments are now incorporated in this report to provide a better indication of progress.	\$1,439,056	\$21,484,973	6%
Externally funded Capital Expenditure	\$11,399,492	\$0	\$1,440,070	\$9,973,495	13%	The main projects included here are the sealing of Old Christchurch Road (\$1.5M PGF grant funded); Hokitika Swimming Pool (\$2.6M funding contribution); Butlers new cell development project (\$3.3M) and the Stimulus Funded 3Waters Reform projects (\$6.9M). The 3 Water Reform funded projects are on track for completion by March 2022, with some components already completed. Other projects are on track for completion this year.	\$5,554,715	\$5,554,715	56%
Total Capital Expenditure	\$21,046,987	\$14,946,890	\$2,515,195	\$32,896,569	7%		\$6,993,771	\$27,039,688	21%

Report



DATE: 28 October 2021
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1 SUMMARY

1.1 The purpose of this report is to:

- 1.1.1 Provide an update on the positive aspects that are happening in the Westland District.
- 1.1.2 Updates on any Matters of Significance & Priority.

1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 2031. Refer page 2 of the agenda.

1.3 This report concludes by recommending that Council receive the Chief Executive's Report dated 28 October 2021.

2 MATTERS OF SIGNIFICANCE & PRIORITY LIST

2.1 Three Waters Reform

A detailed report was presented to Council on the 30th September 2021. Council wrote to the Government following the Council meeting outlining Westland District Council's position regarding the Three Waters Proposal. Cabinet is now considering its approach to the three waters following responses from Councils across New Zealand. It is anticipated the Government will be making an announcement over the coming weeks.

2.2 Three Waters Capital Works Programme

With the approval of the Delivery Plan and payment of the initial upfront portion of funding (\$3,942,200.00) in November 2020, all of the 43 Reform Projects are underway and a number have already been completed.

Some of the major projects in the reform include:

- Replacement of various water and wastewater mains throughout the District.
- New reservoirs (raw and treated) at three water treatment plant sites.
- Feasibility study for the Hokitika Waste Water Treatment Plant options / upgrade.

- Various improvements to water treatment plants, waste water treatment plants and pump stations including installation of generators.
- CCTV and Inflow and Infiltration (I&I) investigations of various wastewater and stormwater networks throughout the District.

Following a successful application for contract variation to Ministry of Business, Innovation and Employment (MBIE), funding to the value of \$600,000 was shifted from the Hokitika Waste Water Treatment Plant (WWTP) to other projects including the storm water works at Town Belt East.

The project is in line to complete its required spend by the end of March 2022 and the overall project is due to be completed by 2026. The Town Belt East storm water project feasibility work has been largely completed and is at the design stage. The Council has been working closely with Westland Milk Products Ltd to identify the most appropriate location for the stormwater pipework. The project is on time to complete the MBIE spend by the March 22 deadline.

Summary of the Three Waters Projects

Project	Details
Ross Water main works	<u>Completed.</u>
Franz Josef Water main Upgrade	Waiting on chip seal, otherwise complete.
Franz Waste Water pipework replacement	<u>Completed.</u>
Haast Waste Water main upgrade	On target to be completed by Friday 22 nd Oct. Then to be chip sealed.
Hari Hari Reservoir	Due to begin in November. Shipping delays being experienced.
Blue Spur Reservoir	Foundations have been completed. Building to begin on Monday 18 th Oct 2021.
Franz Josef Reservoir	Due to begin in November. Shipping delays being experienced.
Franz Josef, Fox Glacier and Haast Waste Water treatment plant CCTV works	<u>Completed.</u> Sucker truck works being completed, excluding one line.
Franz Josef Waste Water treatment plant	Smoke testing <u>complete</u> . Awaiting reports.
CCTV Hokitika	<u>Completed</u> for all catchments as per contract.
Arahura Water Treatment Plant	<u>Completed.</u>

2.3 The Hokitika Waste Water Treatment Plant (WWTP).

The Hokitika WWTP Project Oversight Subcommittee has been formed and has completed three sessions.

The first session was designed to define the problem(s) (or opportunities) we are wanting to address, understanding who they affect, why they need to be solved and what will happen if we don't fix them.

This was closely followed by a second workshop which started delving into more understand of the investment logic of the project.

The committee has agreed on an outcome statement for the project:

- ***Improving health, environmental and cultural outcomes. By delivering a fit for purpose resilient wastewater treatment system for Hokitika.***

A further workshop is planned for the 24 November 2021 to present the Strategic Case Report (summary of context, problems, evidence, and case for change) and identify a range of potential options for Hokitika's WWTP.

2.4 Provisional Development Unit Funding

The following projects have been approved and funded by the Provisional Development Unit of the Ministry Business, Innovation and Employment (MBIE):

2.4.1 Solid Waste Management: Fox Landfill Waste Removal and Butlers Landfill Cell - \$3.3M

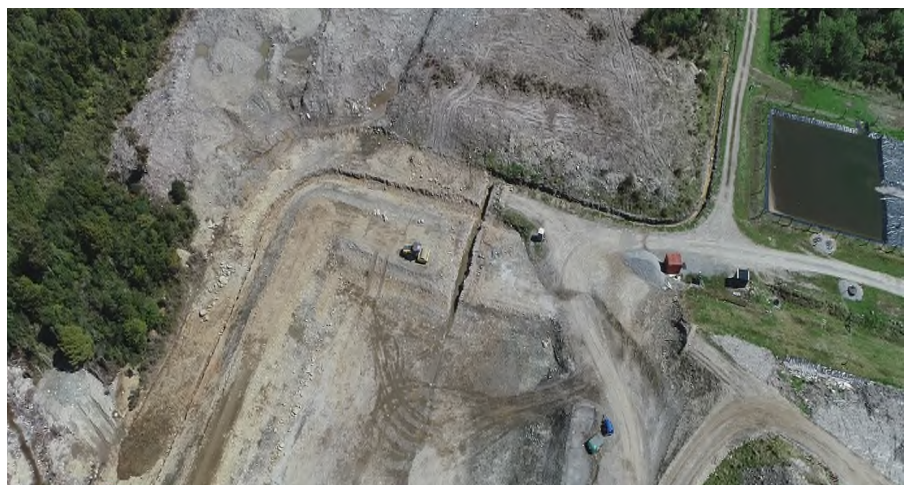
Fox Glacier Landfill: Completed.





Butlers Landfill:

After a period of design, consent submissions and the tendering process, the physical works commenced late June. The project is going well and the side and base are currently under construction and we expect the project to be completed by February 2022.



Fox River Remediation: Completed.

2.4.2 Cron Street Extension - \$1.19M / Cron Street footpath extension - \$269K

Cron Street Extension: The contractor has continued to make good progress on this project. Covid has pushed back the completion date to December 2021.



2.4.3 Old Christchurch Road Seal Extension - \$3.2M

This project is mostly complete with a remaining \$90,000 of work to be finalised over the next couple of weeks. A review will be completed by December 31st to determine what options are available for the remaining unsealed road.

2.4.4 Jackson Bay Wharf - \$1M (additional to \$250k already approved)

The additional works approved and funded by Council will be completed by the end of November 2021. Any further stages of refurbishment will require additional funding. No progress has been made to attract further external funding at this stage.

2.4.5 Hokitika Swimming Pool Renovation - \$3M

Stage 1 structural strengthening work was awarded to Evan Jones Construction Limited (EJCL) and works commenced onsite in August. Sub trade tender submissions were submitted and awarded to the following contractors:

- Electrical – E&I Services
- HVAC – Hartwell Coolheat
- Fire Protection - FFP

There have been some delays with the project resulting from Covid lockdowns and challenges with getting materials out of Auckland and Australia.

The current timeframe is for EJCL to complete the works to the roof and FFP to complete the upgrade of the fire protection system by the end of October 2021. The cladding of the exterior walls and closing in of the building will be completed by the second week of November. The electrical upgrade is running alongside this with the new main distribution boards arriving in 4 weeks and the power being switched over by the third week of November.

The HVAC, specifically the Ductsox that delivers the air to the pool hall is ex Australia and has been delayed again due to Covid. The arrival of this is expected on the 8th November with an additional time to install of 10 days with a completion date of 23rd November.

Delays resulting from Covid-19 and materials have pushed the handover date back to the 10th December 2021.

Designs for the stage two refurbishment works is now 90% completed, allowed with in the project program to commence within the New Year.



2.5 Tourism Infrastructure Funding (TIF) applications

Council has been successful in securing funding for another five projects through the Round 5 of the Tourism Infrastructure Funding:

Project	Details	TIF Funded	Council contribution
Upgrade of Franz Josef Car Parking Area	Funding agreement received. Project brief written	\$137,000	\$63,000
Public Toilets at Paringa	Funding agreement received. Project brief written	\$236,000	\$46,000

Cass Square Toilets	Funding agreement received. Project brief written. Quotes being obtained. Toilets to be ordered to insure supply in new year.	\$191,500	\$84,000
Jackson Bay Visitor Parking	Funding agreement received. Project brief written.	\$123,00	\$65,000
Hokitika Beachfront Infrastructure Development	Conversation occurring with West Coast Regional Council as we expect the access ramps to be funding through the WCRC seawall protection works project as previously agreed.	\$230,500	\$136,000

2.6 Carnegie Building

The main contractor on site, Trademark Construction, has made significant progress on the restoration of the Carnegie building. Some delays have been experienced resulting from Covid lockdown, which has caused the crew to be 30 days behind schedule. The new completion date is now estimated to be early March 2022.

The demolition stage has been completed, this included the removal of the existing foundations, existing walls and ceilings. Work on the perimeter foundations of the building is also complete. Upcoming works include structural steel fabrication and the erection of internal bird cage scaffolding. Shotcrete works have commenced on the shear walls. All walls are expected to be complete by the end of October. These shear walls have been built with reinforced steel bars, into the existing brick walls to provide extra strength. Offsite manufacturing of the environmental control system is currently on target.



2.7 Pakiwaitara Building

Cost Estimates have been received from Josephs & Associates that we are currently examining these. They have identified a total construction cost of \$2.9m for the earthquake strengthening and refurbishment of the building.

Hi-level estimate of cost for building strengthening and refurbishment

EQ Strengthening	\$210,000
Base Build Upgrade	\$235,000
Compliance Upgrade Requirements	\$861,810
Fit Out	\$798,520
Specialist Items (lift, enviro control)	\$274,500
Preliminary & General 12%	\$285,579.
Main Contractors Margin 10%	\$237,983
Total Construction Budget Estimate	\$2,903,392
Consultants & Compliance	\$399,000
Consents	\$50,000
Total Consultants & Compliance Estimate	\$3,352,392
Overall Contingency on the Project 10%	\$335,239
Total Estimated Project Cost Excl GST	\$3,687,631

See Appendix 1 for details.

2.8 Council Headquarters

Following the cost estimates received for the Pakiwaitara building we are now awaiting costs estimated for the Council building which will allow the development of an options appraisal for the building.

2.9 Custom House

Piling is to be undertaken in January 2022 and will be completed within the time frame for the funding.

2.10 West Coast Wilderness Trail - Enhancements

2.10.1 Kaniere Cycle Trail Stage 1.
Physically **completed** – awaiting easement.

2.10.2 Major Great Rides – Funding Applications

The latest round of MGR funding applications has just closed and as part of this process we have applied for the following projects (all budgeted in the LTP):

Project Name	MBIE Contribution	Council Contribution	Total Project Cost
Mahinapua Viewing Platform	\$38,000	\$30,430	\$68,430
Cycle way shelters, toilets and signage	\$88,000	\$88,000	\$176,000
Storm damage July 2021	\$20,500	0	\$20,500
State Highway 6 Crossing - Mahinapua	\$52,500	\$17,500	\$70,000
Kaniere Water Race – Structure Upgrades	\$893,579	\$297,860	\$1,191,439
Mahinapua Boardwalks upgrade Stage 1	\$149,880	\$50,000 (DoC allocated budget)	\$199,880

3 OTHER ACTIVITIES

3.1 Corporate Services

3.1.1 Finance

After a busy first part of the year from the Long Term Plan process, Finance are now completing the year-end adjustments to the Annual Report ready for Audit NZ.

Due to COVID Audit NZ are under pressure to complete audits this year and the Auditor General took a bill to Parliament to extend the adoption of Government organisation Annual Reports to 31 December 2021. Council is currently expecting to adopt the Annual Report at the beginning of December which will meet the extended statutory deadline.

Finance have also been very busy providing analysis from the 3 waters reform information. This has taken a significant amount of staff time when the team should have been providing information to audit.

At the same time, finance is also starting to prepare the Annual Plan for 2022-23, with managers starting to complete the first round of draft budgets by the end of October.

The insurance renewals are in progress, however due to the delayed timing of the audits for Westland Holdings Limited (WHL) there is an issue in providing the information that the Insurers require to progress the Directors and Officers Insurance. The WHL Annual Report is unlikely to be completed until mid-November, yet this is required by the insurers before the renewal date of 1 November. The GMCS is working with the directors of WHL and the Insurance Brokers to provide some other form of accounts to support the renewal process.

3.1.2 Strategy and Communications

The Strategy and Communications advisor prepared the information for the 3 waters engagement with the Community. This was well received and resulted in a large number of responses (370) which then needed to be collated. This information was provided to Council and was also included in the response from Tonkin and Taylor to the Minister and DIA.

The Strategy and Communications advisor is now concentrating on the Annual Report and Audit process alongside Finance.

3.1.3 Information Technology

The team have been busy after the snap lockdown by sending out a short survey to staff to understand any issues they had from working from home. This will inform the team on the Business Continuity Plan which is a project that they are taking the lead on. Input will be required from other areas of Council to ensure that the critical issues are being considered in the plan.

The team are also currently working on a Service Level Agreement which will determine the level of service with other areas of Council, it will also ensure that expectations of the IT team are understood by all staff.

3.1.4 Information Management

The digitisation of information is continuing, the electronic direct debit form is now available on the website and is just the starting point to other useful electronic processes that will eventuate from the new website. Electronic processes will create efficiencies and audit trails and will reduce the cost of paper and printing.

As part of the retentions and disposal policy, another palette of paper files have been sent to storage at Iron Mountain in Christchurch. These are files that have to be kept in perpetuity and the dedicated facilities in Christchurch mean they are kept in ideal storage conditions, and it also frees up space in the Council offices. There is still more work to do on Archiving.

3.1.5 Customer Service

The Customer Service team are currently getting ready to assist ratepayers with applications for rates rebates. Ratepayers were unable to apply until West Coast Regional Council (WCRC) struck rates as rebates for both WDC and WCRC must be applied for at the same time. This is likely to be a busy time for customer service.

One member of the team is upskilling in the rates area to take some burden off the rates officer, this will see better customer service for ratepayers.

3.2 Planning

3.2.1 Planning has maintained a full team this quarter.

3.2.2 Te Tai o Poutini Plan (combined District Plan) has been fast tracked from a five year project, to aiming for sign off of a draft document by December. This has increased workloads in the absence of a Policy Planner. Work has been undertaken on progressing planning zones and rules for all settlements within Westland District with a high level of consultation and information input from the Franz Josef community.

3.2.3 The Planning Department received 79 resource consent applications this quarter in comparison to 44 in the same quarter last year. Of note was a resource consent application from Hokitika Coastal Protection Alliance Inc. The resource consent application is to use land described as legal road reserve from the intersection with Stafford Street to Richard Drive and adjoining areas, to extend and construct coastal protection works in the form of a sea wall within the Coastal Erosion Zone, Hokitika.

3.2.4 Revell Street has a concept ready to consult with shop owners on the long term aim for the block between Weld Street and Hamilton Street.

3.2.5 The Planning Manager joined a Coastal Adaption working group to consider and create tools for considering adaptive management, defence and retreat for coastal communities.

4 STAFFING UPDATE

4.1 Incoming and Outgoing Staff (July - November 2021)

4.1.1 Outgoing:

- Daniel Schumacher, Building Control Officer; 23 July 2021
 - Daniel leaves the Council for family reasons.
- Mike Newport, Animal Control Officer; 6 August 2021
 - Mike leaves the Council to pursue other opportunities.
- Iona O'Connor, Animal Control Officer – part-time; 18 August 2021;
 - Iona leaves the Council to pursue other opportunities.
- Megan Smith, Committee Secretary; 11 November 2021;
 - Megan leaves the Council to pursue a lifestyle opportunity.

4.1.2 Incoming:

- Bernadine Lombard, Building Quality Officer - 20 September
 - Bernadine joins the Council from work as a Liquor Licensing and Consent Compliance Officer at Grey District Council. Bernadine has commenced study towards qualifications relevant Building Quality Assurance work. Bernadine has previously worked for the Westland District Council.
- Lydia Baylis-Harcourt, BSO - Mayors Taskforce for Jobs - 27 September [Fixed term to 30 June 2022]
 - Lydia joins the Council with experience in administration and community work. Lydia has also worked for the Westland District Council.
- Christine Barton, Contractor, Youth Employability Facilitator, Mayors Taskforce for Jobs – 29 September 2021 [A fixed term position to 30 June 2022]

4.2 Recruitment

4.2.1 Recruitment underway for the following roles:

- Infrastructure Manager – reviewing structure after applicant withdrew
- Senior BCO/BCO – two interviews, one decline
- Animal Control Officer – interviews today and tomorrow
- Management Accountant – paucity of applicants, GM & Finance Mgr. reviewing potential lower level candidate as potential with training
- Documentation Compliance and Quality Assurance Officer
- Information Technology Support Officer – preferred candidate identified
- Information Officer – Properties and LIMs – no applications: currently reviewing advert/media to use

5. LGOIMA UPDATE

5.1 Financial year to date (1 July - 30 September) Council has received 21 official requests.

LGOIMA request breakdown:

- 5 requests were from lobby groups or government departments.
- 2 requests were received from media and processed through the official LGOIMA process;
- 25 media requests have been processed through the Communications activity.

Breakdown of LGOIMA totals and numbers received	
5 days and under	5
≥ 6 - 10 days	5
≥11 - 15 days	2
≥16 - 20 days	6
20 days and over	0

Withdrawn	0
Transferred	3
Pending	0
Totals	21

6. RECOMMENDATION

A) **That** the Quarterly Report from the Chief Executive dated 28 October 2021 be received.

Simon Bastion
Chief Executive

Appendix 1: Pakiwaitara Square Metre Rates Estimate Existing Building 1 Oct 21

Pakiwaitara Building – Estimate of Cost for Building Strengthening and Refurbishment.

1st October 2021

The estimate of cost has been based on the following user square metre areas and also the assumptions in the **Notes** below.

Total area of existing building	2346m²	
Area allowance Library		900 m ²
Area allowance Museum		415 m ²
Area allowance Café		179 m ²
Circulation		377 m ²
Current Leased area		475 m ²
	2346	

Scope of Works	Notes	Estimate
EQ Strengthening		
Structural Upgrade	<p>Allowance for the building to be strengthened to 67%NBS. Simco estimate dated 17Sept21.</p> <p>No allowance has been made for the alterations of the concrete slab walls to the ground floor area.</p> <p>No allowance has been made for any requirements that the Geotech engineer may require to upgrade the existing foundations.</p> <p>No allowance has been made for further strengthening by the Museum as a Te Papa requirement.</p>	\$175,000.00
	Suggested contingency on the structural work 20% of the estimated value.	\$35,000.00
Base Build Upgrade		
Roof	Allowance to repair 20% of the existing roof. \$180 a metre at 250m ² .	\$45,000.00
	Allowance to replace all of the guttering / internal guttering and down pipes, sum.	\$30,000.00
	Removal and make good of the existing skylights, sum.	\$20,000.00
	An option to look at the replacement of the whole roof should be considered.	

Exterior Cladding	Reclad the façade along Weld Street, patch, repair and paint remainder. Sum allowed.	\$60,000.00
Mains Power Upgrade	Due to current power upgrade to the Pool it has been noted that a power upgrade will be required for central Hokitika.	\$80,000.00
(Compliance)		
Accessibility	Upgrade of ramps, handrails, signage and accessible facilities within the building.	\$50,000.00
Fire Protection	Current building is sprinklers to the main area including atrium. Upgrade to other areas has been allowed \$35 a metre at 2364m2.	\$82,740.00
Emergency Lighting	Allow for total upgrade to the building to meet the current codes. \$45 a metre at 2364m2.	\$106,380.00
HVAC	Full HVAC system to all areas except Museum, to have environmental control system. \$120 a metre at 2364m2.	\$469,200.00
Electrcal	Base build upgrade \$65 a metre at 2364m2.	\$153,490.00
Fitout		
Library	Based on a square metre rate of \$485 a metre x 1000m2	\$485,000.00
Museum	Based on a square metre rate of \$500 a metre x 415m2	\$207,500.00
Café	Based on a square metre rate of \$380 a metre x 279m2	\$106,020.00
(Specialist Items)		
Lift	Passenger only not a goods lift. Hydraulic ram.	\$150,000.00
Environmental Control	To the museum area only, \$300 a metre x 415m2, all other areas standard HVAC system.	\$124,500.00
Total m2 Rate Estimate		\$2,379,830.00
Preliminary & General 12%		\$285,579.60
Main Contractors Margin 10%		\$237,983.00
Total Construction Budget Estimate		\$2,903,392.60
(based on the above total, allowance of \$1,226.00m2)		
Consultants & Compliance		
Building Survey		\$5,000.00
Structural Engineer		\$107,000.00
Architect		\$100,000.00

Mechanical Engineer	\$25,000.00
Fire Engineer	\$6,000.00
Lighting Engineer	\$12,000.00
Hydraulics Engineer	\$6,000.00
Acoustic Engineer	\$5,000.00
Project Management	\$103,000.00
Quantity Surveyor	\$30,000.00

Compliance

Change of Use	\$10,000.00
Building Consent	\$40,000.00

Total Consultants & Compliance Estimate	\$449,000.00
Sub Total	\$3,352,392.60
Overall Contingency on the Project 10%	\$335,239.26
Total Estimated Project Cost Excl GST	\$3,687,631.86