



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 25th November 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 audio-visual 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.

- **Ordinary Council Meeting Minutes - 28 October 2021**
- **Extraordinary Council Meeting Minutes – 11 November 2021**
- **Audit and Risk Committee Meeting Minutes – 10 August 2021**

6. **ACTION LIST** (Pages 6 - 11)

7. **NGĀ TĀPAETANGA** **PRESENTATIONS**

(Please note allocated times are approximates)

- **Hokitika Waste Water Treatment Plant Project Business Case Update**
John Strange, Senior Civil Engineer, Stantec – 1.15pm
- **Parking in Westland**
Karl Jackson, Transportation Manager - 1.45pm

8. **PŪRONGO** **REPORTS**

- **Hokitika Airport Lease Extension**
Melanie Anderson, Chief Executive, Destination Westland
(Report to be tabled on the day)
- **Financial Performance: October 2021** (Pages 12 - 25)
Lynley Truman, Finance Manager
- **Representation at Council Controlled Organisations AGM** (Pages 26 - 28)
Lesley Crichton, Group Manager: Corporate Services
- **Railway Terrace Entry – Exit Options** (Pages 29 - 31)
Karl Jackson, Transportation Manager
- **WDC HQ Building – Estimate of Cost for Building Strengthening and Refurbishment**
Scott Baxendale, Group Manager: District Assets (Pages 32 - 38)
- **2022 Council and Committee Meeting Calendar** (Pages 39 - 42)
Simon Bastion, Chief Executive

9. ADMINISTRATIVE RESOLUTION

Clare	Warrant of Appointment -	To act in the Westland District as:
LOMAX	Dog Ranger	<ul style="list-style-type: none"> • An Officer pursuant to Section 174 of the Local Government Act 2002; AND • An Officer under the Westland District Council Bylaws; AND • An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND • A Ranger and Pound keeper pursuant to Section 8 of the Impounding Act 1955; AND • An authorised officer under the Local Government Act 1974; AND • A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996; AND • An Officer under Section 5 under the Litter Act 1979.

9. 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.	Confidential Minutes: - Ordinary Council Meeting Minutes, 28 October 2021.	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)
2.	Confidential Minutes: - Audit and Risk Committee Meeting Minutes, 10 August 2021.	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)
3.	Presentation: - Pounamu Pathway	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)
1,2,3	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Schedule 7(2)(b)
2	Maintain the effective conduct of public affairs through— (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,2	Maintain Legal professional privilege Section 7(2)(g)
1,2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Schedule 7(2)(i)
1,2	Prevent the disclosure or use of official information for improper gain or improper advantage. Section 7 (2)(j)




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



25.11.21 - 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, KJ & CE	<p>The site for the crossing has been revised based on a site visit by Mayor, CE & GMDA.</p> <p>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.</p> <p>Project is almost completed, reserve parking and island works to be completed. Expected competition date mid Dec. Westland District Council (WDC) to liaise with the school re an official opening in 2022.</p> <p>Presently no change to previous advice.</p>
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	GM,SB, KJ	<p>This item is on hold awaiting Waka Kotahi NZ Transport Agency speed limit review.</p> <p>A review was presented to Council on the 30th September 2021. Stage 2 is to be reviewed and presented to Council in February 2022 to begin public consultation with the intended implementation scheduled for April/May. This is in line with Waka Kotahi’s review period.</p> <p>Waka Kotahi has advised ok to start having conversations and consulting with the public in lead up to rule changes being finalized toward mid-2022. Changes should not be made until new rules set.</p>
3	10.12.20		Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	<p>Lake level management – a meeting has been held, an engineering design will be completed, and an application for a resource</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							<p>consent will be submitted to the West Coast Regional Council.</p> <p>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.</p> <p>WDC resource consent application completed. Further work is to be done with the community post resource consent regarding the execution of the consent.</p>
4	25.03.21		Kumara Gardens	Update to Council at the next meeting.	On going	CE	<p>A meeting with representatives of the Kumara Community Group held on the 13 August 2021.</p> <p>WDC supporting the group with the tender's process. Post the tender the community group will provide an update to council.</p>
5	24.06.21		Revell Street Trial – Stage 2	<p>The following items were agreed upon:</p> <p>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.</p> <p>B) The repainting of the traffic lines, traffic calming mechanisms and pedestrian crossing work to be paused and deferred</p>		SB/FS	<p>Workshop with Councillors held on the 12 July 2021, and direction provided to staff on Stage 2 of the trial.</p> <p>Workshop with Councillors was held on the 12 July 2021, and direction provided to staff on Stage 2 of the trial. Works are continuing, the design is almost finalised. Structure works have begun.</p> <p>Revell street works are well underway with stamped concrete having been put in place. Concept interpretation panels have been installed.</p> <p>Decking construction is underway and the first deck will be on site week commencing 22nd November. A contractor has been appointed to do the line marking</p>

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				to the workshop for discussion. C) The seating areas and elevated platforms (decking structure) be progressed with urgency.			
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.	Complete	CE	A formal update will be presented to council in Nov by our project contractors – Stantec.
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	<p>A review including a desk top exercise, site visits and contractor liaison to be completed by 31st Dec 2021. Investigation into sealing the remaining portion of the road is underway.</p> <p>Final scope of works for this project still to be completed to spend remaining available funding. Surveys have been carried out for last section not covered by current funding so designs and estimates could be developed if more funding is made available.</p>
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 & SB	<p>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.</p> <p>CE's update in Oct Council meeting provides high level cost estimates.</p> <p>Report table Nov meeting for Council Buildings</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
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 & SB	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. Following discussions with the project manager and the architects, it is not practical to reposition the palm trees within the same site. We will be talking to local contractors to identify the costs of moving the palm trees to the beachfront location previously discussed.
11	30.09.21		Maintenance Programme for Cement Lead Road	To be provided to Cr Keogan.	Completed	SB & KJ	Monitoring and data collection along cement lead road is underway after requests for sealing of the road, this is to establish the volume of vehicles that use the road and current speeds used. Traffic Counting carried out has indicated there is an average traffic volume of just 105 vehicles per day with 82% of that traffic travelling below 60km/h. Dust generation at this speed is considerably lower than what is generated at the posted speed limit (80km/h)

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							No changes required for the maintenance program. Council staff will monitor the condition of the road following significant weather events.
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 Kanieri-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	<p>A report will be brought back to Council regarding potential parking upgrades around the CBD that could be instigated immediately as well as those that will need to be included as part of an annual plan process.</p> <p>A presentation is being delivered to Council on the 25th November</p>
13	28.10.21		Revell Street Trail Budget – Stage2	Elected members requested an updated budget and funds allocation be emailed out.	Nov 2021	FS	Suggest we wait until the decking works etc. have been completed and an updated budget will be supplied.

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14	28.10.21		Pakiwaitara Building	Workshop to be scheduled for November.	NOV 2021	SB/NM/ KT	Workshop to be held prior to the November Council Meeting on the 25th.
15	28.10.21		Revell Street – Community Communication.	Once the concept plans have been finalised, press release to be scheduled.	Completed	SB/FS	Staff contacted businesses owners and the concept has been displayed on Revell St.

Report to Council



DATE: 25 November 2021
TO: Mayor and Councillors
FROM: Finance Manager

FINANCIAL PERFORMANCE: OCTOBER 2021

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for four months to 31 October 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 31 October 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 September 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. A number of these indicators make up part of the covenants required to be reported half-yearly to the Local Government Funding Agency.

3.4. The financial performance report to 31 October 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 October 2021.
- 4.2. Option 2: The Council does not receive the Financial Performance Report to October 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 and conduct 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 could create risks 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 October 2021 be received.

Lynley Truman
Finance Manager

Appendix 1: Financial Performance to October 2021

Appendix 1



Financial Performance Year to October 2021

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$12.50M	\$8.93M	\$3.57M
Is 17.87% more than the total budget of \$10.61M	Is 0.88% more than the total budget of \$8.86M	Against a budget of \$1.75M

SUSTAINABILITY

Rates to operating revenue **45.88%**

Rates Revenue	\$5.74M
Operating Revenue	\$12.50M

45.88% 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 **139.93%**

Operating revenue	\$12.50M
Operating expenditure	\$8.93M

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 139.93% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **3.22%**

Net interest and finance costs	\$0.18M
Rates Revenue	\$5.74M

3.22% 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 **1.48%**

Net Interest and finance costs	\$0.18M
Operating revenue	\$12.50M

1.48% 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.) **173%**

Gross debt	\$24.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$14.15M

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 173%. Gross debt includes \$3m prefunding invested in term deposit.

Essential services ratio **118.70%**

Capital expenditure	\$2.31M
Depreciation	\$1.94M

Capital expenditure should be equal or more than depreciation for essential services. Year to date capex is 118.70% 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 October 2021							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	17,916	18,030	5,849	5,736	(114)	-1.94%
Grants and subsidies	02	12,212	10,750	3,823	5,284	1,461	38.23%
Interest Revenue		11	8	5	8	3	77.06%
Fees and Charges	03	1,868	1,801	609	676	67	10.97%
Other revenue	04.	1,483	1,009	322	799	477	148.20%
Total operating revenue		33,490	31,598	10,607	12,503	1,895	17.87%
Expenditure							
Employee Benefit expenses	05	5,393	5,474	1,817	1,737	(80)	-4.42%
Finance Costs	06	943	904	154	193	39	25.35%
Depreciation		7,864	7,864	2,621	2,621	-	0.00%
Other expenses	07	12,930	12,811	4,265	4,384	120	2.80%
Total operating expenditure		27,131	27,053	8,857	8,935	78	0.88%
Operating Surplus/(Deficit)		6,359	4,545	1,751	3,568	1,817	103.79%

Notes to the Statement of Comprehensive Revenue and Expense

Comments are 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 and rates adjustments for the year

02 Grants and subsidies

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

Grant	\$
3 Waters Projects	1,379,025
Hokitika swimming pool	198,616
Butlers Landfill	178,966
Mayors Task Force for Jobs	311,412
Responsible Camping	132,752
Total	2,200,771

The difference between grants brought forward and the variance is mainly due to net timing differences of budgeted grants not received, WCWT \$397k, and lower than budgeted NZTA subsidies \$351k

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 (\$332k) as a result of movement in market forces such as interest rates, and unbudgeted Pakiwaitara rent, (\$22k) .

05 Employee benefit expenses

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

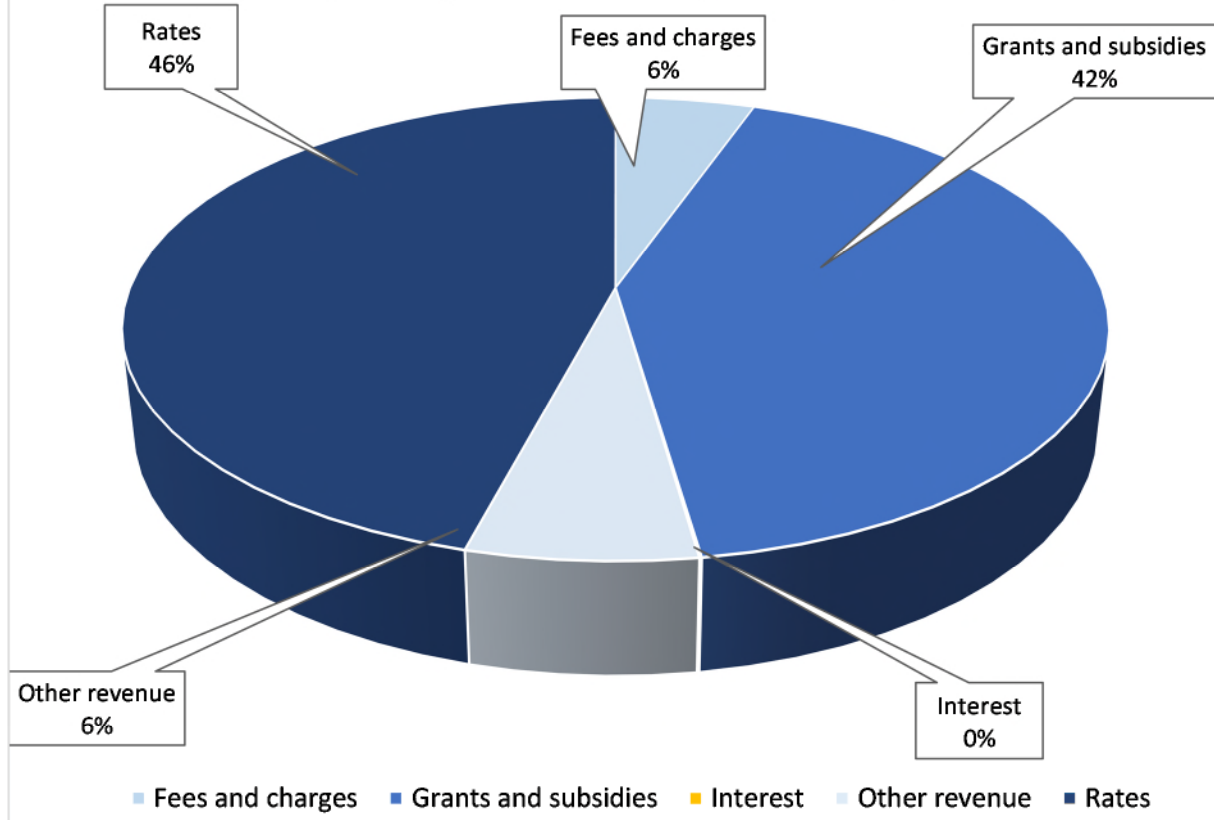
06 Finance Costs

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

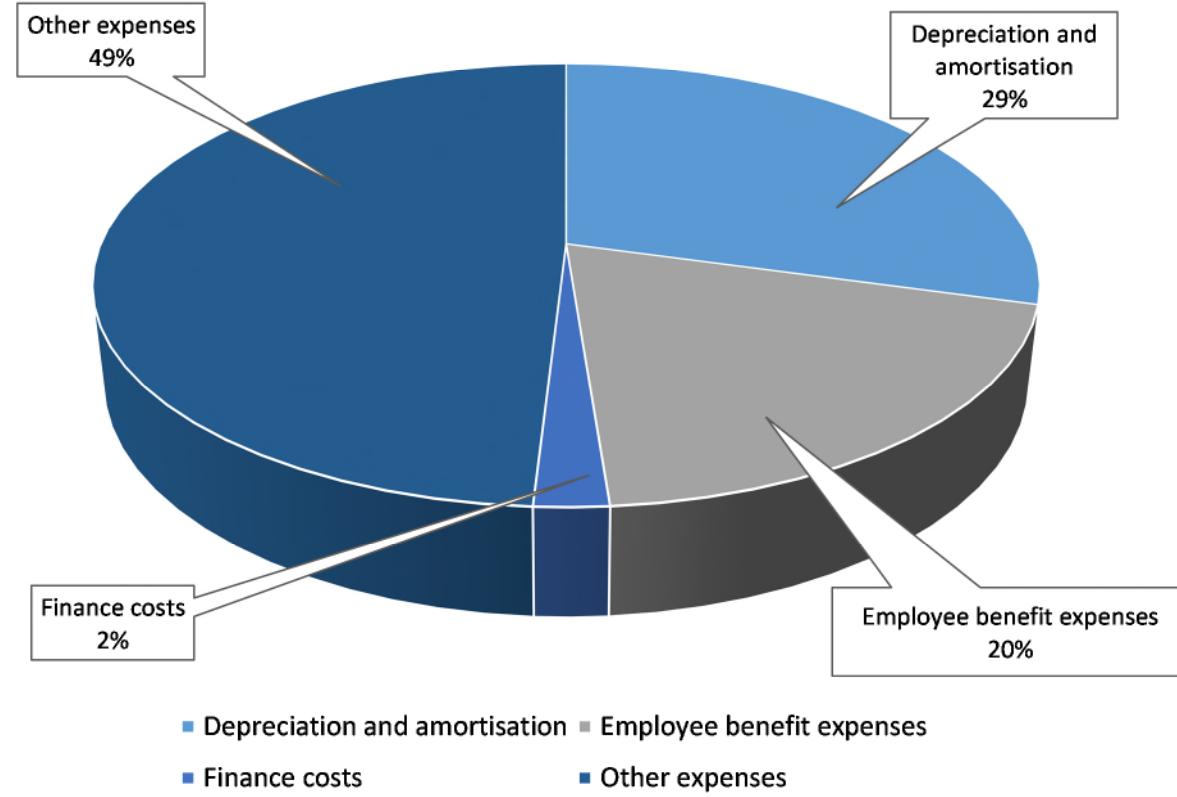
07 Other expenses

The variance is mainly due to road network emergency reinstatement works on local roads mostly in the Arahura Valley; and Mayors task Force for Jobs disbursements which is a funded operational project.

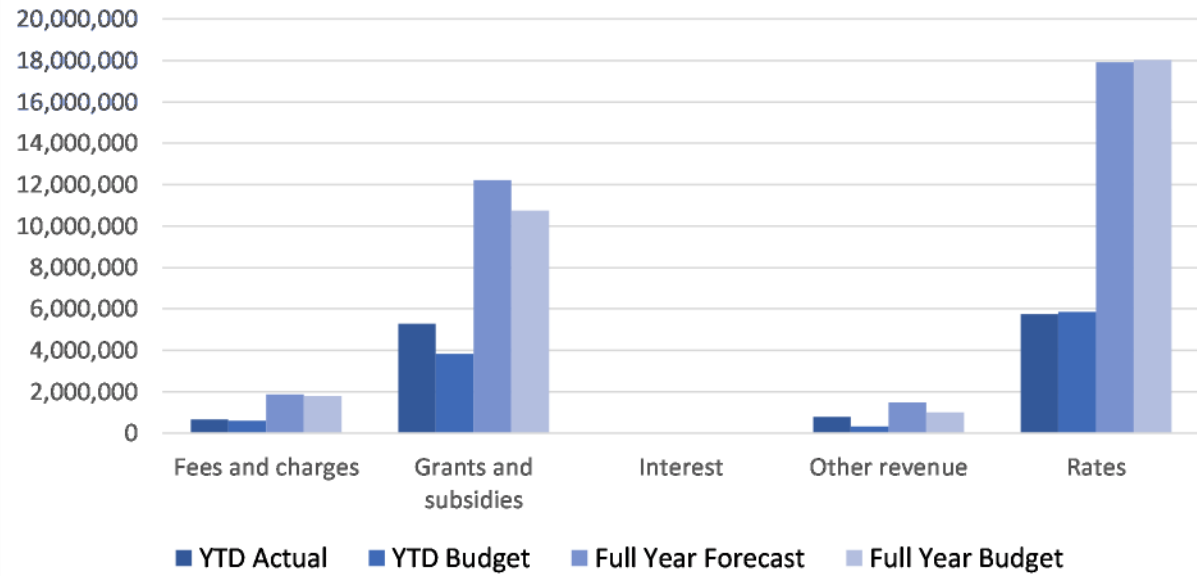
Operating Revenue Actual Year to October



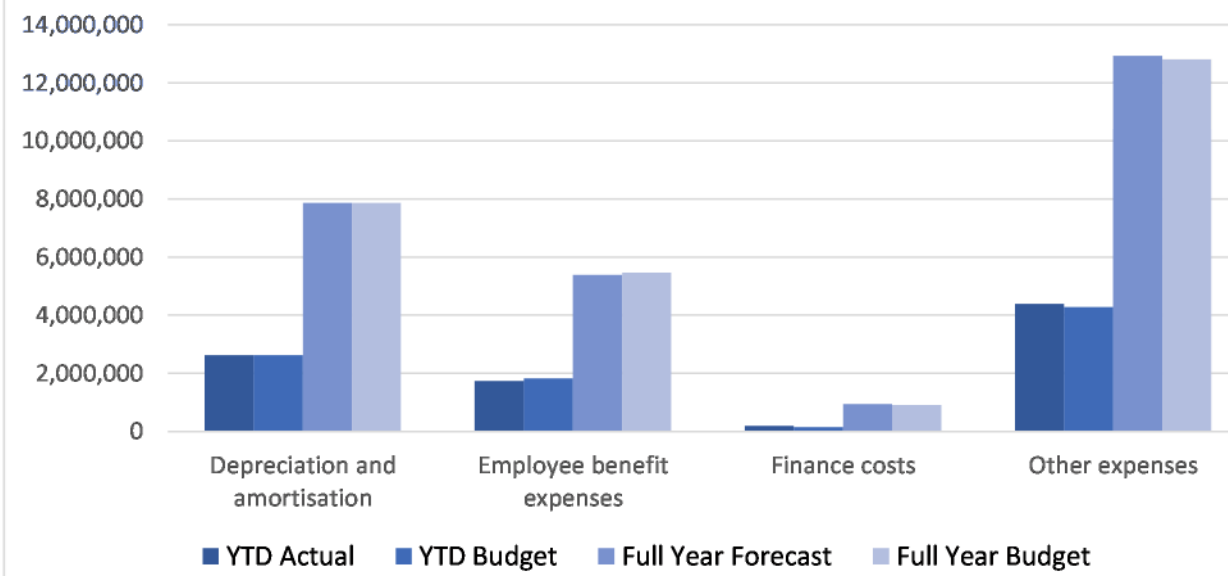
Operating Expenditure Actual Year to October



Operating revenue



Operating expenditure



Debtors as at 31 October 2021

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	33,426	3,051	621	5,324	42,421
Building Warrants	1,005	-	450	10	1,465
Resource Consents	6,015	11	951	11,145	18,122
Sundry Debtors	14,759	45	11,917	214,570	241,291
Grand Total	55,204	3,108	13,939	231,048	303,299

Rates Debtors as at 31 October 2021

Rates Debtors at 30 September 2021		653,305
Rates instalment	4,472,214	
Less payments received	-752,817	
Paid in advance change	-846,613	
Previous years write off's	4,691	
Write off's	-1,424	
Penalties	-68	
Discounts	-373	
Court Cost	1,841	
		2,877,452
Total Rates Debtors at 31 October 2021		3,530,757
Arrears included above at 31 October 2021	3,530,757	
Arrears at 31 October 2020	3,093,634	
Increase/(decrease) in arrears		437,123

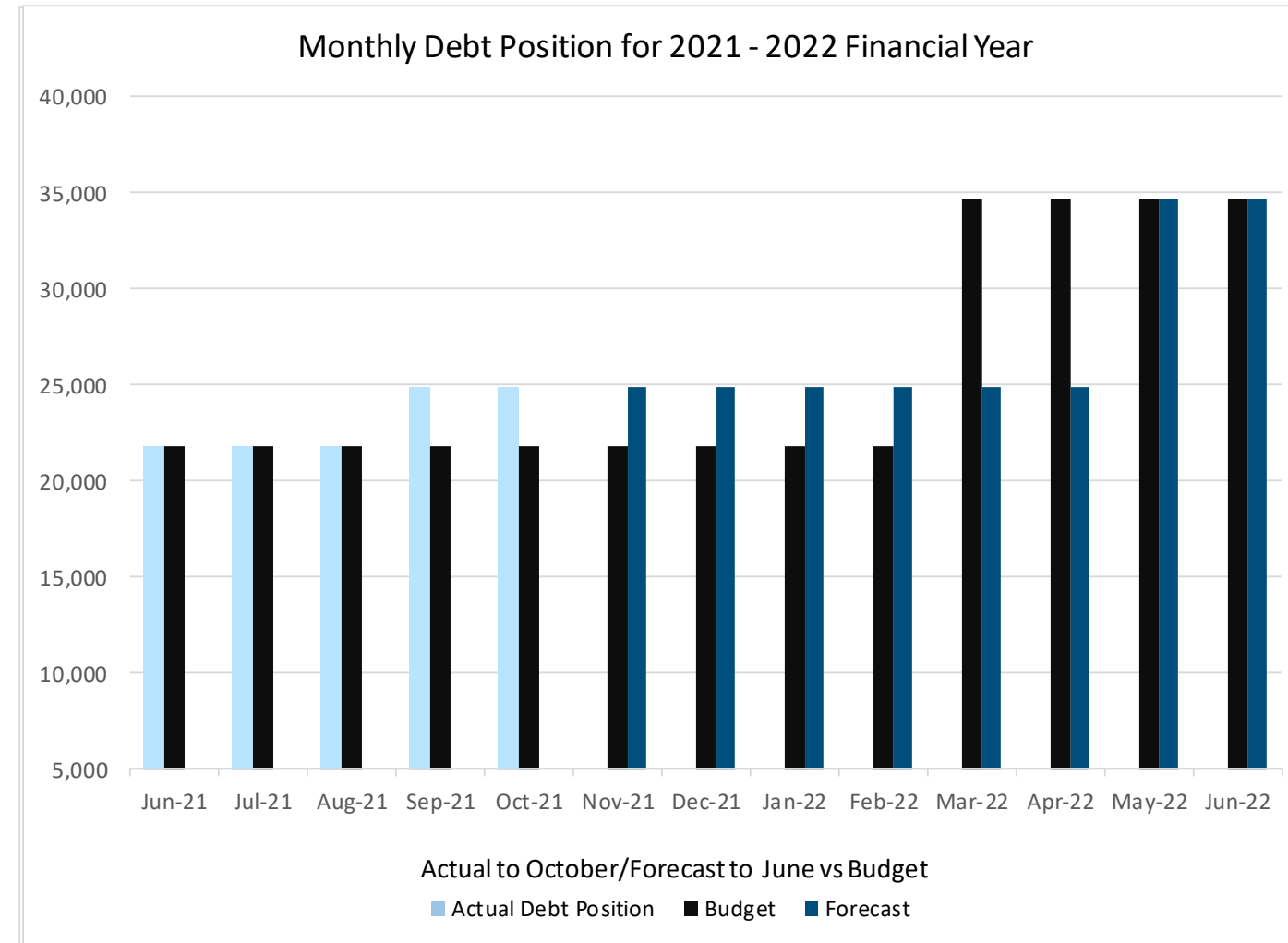
Debt Position

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	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	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	\$79,386	\$1,110,449	7%	Main projects included in this section are the Council's HQ 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.	\$28,779	\$1,081,671	3%
Planning & Regulatory Services	\$243,158	\$600,000	\$4,525	\$838,633	1%	These are all Civil Defence projects: Council is in consultation with other agencies to determine their involvement in the EOC.	\$19,216	\$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). 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.	\$8,592	\$2,645,539	0%
Facilities, and Leisure Services - Other	\$1,392,008	\$4,754,000	\$891,990	\$4,713,592	15%	The major projects included in this section are the Carnegie building earthquake stengthening and fitout; Jacksons Bay Wharf; Hokitika and Franz Josef revitalization plan projects; lighting and flag trax system for Hokitika; and the Museum archives work. The flag trax system is being installed in November.	\$871,787	\$3,841,805	18%
Solid Waste	\$148,100	\$404,000	\$6,468	\$545,632	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.	\$25,985	\$519,647	5%

Transportation	\$0	\$4,506,879	\$128,254	\$4,378,625	3%	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.	\$15,927	\$4,362,698	0%
Stormwater	\$1,714,627	\$792,400	\$21,547	\$2,485,480	1%	The key project this year is the Livingstone St Pump upgrade which 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. All projects are underway apart from Livingstone St pump upgrade which is at final design stage and Jollie St extension, reports for which are currently being reviewed.	\$104,887	\$2,380,594	4%
Wastewater	\$3,411,652	\$122,831	\$95,091	\$3,439,392	3%	The main projects relate to Hokitika waste water management, with a feasibility study underway for the Hokitika WW Treatment plant, under the Reform Package 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.	\$41,460	\$3,397,932	1%
Water Supply	\$1,749,624	\$925,000	\$304,193	\$2,670,431	11%	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). Variation work (reservoirs) is underway on the Arahura water treatment plant. Hokitika mains upgrade program is underway. Scope will also commence in December for contract documents for the mains upgrade programmes for Kumara. Hokitika seismic valves (main outlet) is commencing November. Work on the Ross mains upgrade will commence in January 2022.	\$148,932	\$2,521,499	6%
Unbudgeted Capital Expenditure	-	-	\$23,249	-		This relates to additional HQ refurbishment costs; teleconferencing costs; and two new storm water connection requests from ratepayers..	\$954	-	-
Total Capital Expenditure	\$9,647,495	\$14,946,890	\$1,556,573	\$22,836,366	6%	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.	\$1,266,518	\$21,570,802	6%
Externally funded Capital Expenditure	\$11,399,492	\$0	\$2,093,637	\$9,320,400	18%	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.	\$5,041,216	\$5,041,216	54%
Total Capital Expenditure	\$21,046,987	\$14,946,890	\$3,650,209	\$32,156,766	10%		\$6,307,734	\$26,612,018	20%

Report to Council



DATE: 25 November 2021

TO: Mayor and Councillors

FROM: Group Manager Corporate Services

Representation at Council Controlled Organisations AGM

1. Summary

- 1.1. The purpose of this report is for Council to resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the whole of Council at the Annual General Meeting of Westland Holdings Ltd (WHL).
- 1.2. This issue arises due to Council as a whole as being a shareholder of WHL and have voting rights at the AGM.
- 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 resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the whole of Council at the AGM of WHL.

2. Background

- 2.1. WHL is a wholly owned subsidiary of Westland District Council, under the WHL constitution the shareholders of the company are entitled to vote at WHL AGM.
- 2.2. The AGM generally covers administrative matters.

3. Current Situation

- 3.1. The Companies Act 1993 s120 states a company must call an AGM where eligible shareholders may vote.
- 3.2. The matters on which His Worship the Mayor and Chief Executive will represent the whole of Council at the AGM will not supersede the matters required to be brought to Council meetings for resolution under the WHL Statement of Intent.

3.3. The items generally put forward to the agenda will include (but not limited to);

3.3.1. Confirmation of previous minutes

3.3.2. Setting of Directors fees

3.3.3. Recommendation of dividends to be paid if any

3.3.4. Adoption of the Annual Report

3.3.5. Any other administrative matters

3.4. Allowing representation rather than all shareholders means that costs and efficiencies can be gained such as hire of a smaller venue.

4. Options

4.1. Option 1: That Council resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the whole of Council at the Annual General Meeting of Westland Holdings Ltd.

4.2. Option 2: That Council resolves to not give His Worship the Mayor and the Chief Executive the right to represent and vote on behalf of the whole of Council at the Annual General Meeting of Westland Holdings Ltd.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified. Reputational/conduct risk where it could be deemed that the Mayor is acting alone, however by Council resolving to give His Worship the Mayor the right to represent and vote on behalf of the whole of Council at the AGM will mitigate this 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 low as the AGM is an administrative process.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the whole of Council at the Annual General Meeting of WHL. The agenda items are generally administrative functions of WHL, any items that are included in the WHL Statement of Intent that are required to come before the whole of Council for resolution are not included. The AGM meeting minutes will be circulated to Elected Members for review. Under standing orders, the Mayor is the Council spokesperson and this option fits with this position.

8.2. The following financial implications have been identified. Lower cost of meeting as smaller venue can be hired to hold the meeting with lower catering costs.

8.3. Option 2 – That Council resolve to not give His Worship the Mayor and the Chief Executive the right to represent and vote on behalf of the whole of Council at AGM, will incur higher costs of the meeting, and Elected Members will need to attend another meeting when Council also has a busy schedule of Council and Committee meetings.

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 this option will allow for a lower cost and efficient meeting. The minutes will be circulated therefore Elected Members will be informed of the decisions made at the meeting.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council resolve that His Worship the Mayor and the Chief Executive are given the right to represent and vote on behalf of the Whole of Council at the Annual General Meeting of Westland Holdings Ltd.

Lesley Crichton
Group Manager, Corporate Services

Report to Council



DATE: 25 November 2021
TO: Mayor and Councillors
FROM: Transportation Manager

Railway Terrace Entry/Exit Options

1. Summary

- 1.1. The purpose of this report is to get Council to resolve whether or not to make Railway Terrace officially a One Way Street, or alter the Entry/Exit designation
- 1.2. This issue arises from conversations amongst Council Staff and the Executive over what would be the more appropriate direction of travel on Railway Terrace.
- 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 adopts Option 2 - Alter the Direction for Exit and Entry onto Weld Street/Railway Terrace such that Traffic Cannot enter Railway Terrace from Weld Street but can Exit onto Weld Street from Railway Terrace and this change is registered within the current Traffic and Parking Bylaw.

2. Background

- 2.1. The reason the report has come before the Council is due to the need to either formally designate the road one way or formally resolve the status of entry/exit onto Weld Street.

3. Current Situation

- 3.1. The current situation is that while Railway Terrace is presently a two way road there is an unofficial "No Exit" sign at the Weld Street end of the road. This was installed sometime around 2009/2010 when intersection alterations were made in conjunction with the construction of the new I-Site entrance. Because this was never installed by resolution of Council under an approved traffic bylaw it is not legal or enforceable.

4. Options

- 4.1. Option 1: Status Quo – Leave Railway Terrace as it is and officially designate the existing “No Exit” sign official under the current WDC Traffic and Parking Bylaw. This allows for entry to Railway Terrace from Weld Street but no Exit onto Weld Street.
- 4.2. Option 2: Alter the Direction for Exit and Entry onto Weld Street/Railway Terrace such that Traffic cannot enter Railway Terrace from Weld Street but can Exit onto Weld Street from Railway Terrace.
- 4.3. Option 3: Make Railway Terrace a One Way Road so that traffic can only travel from Weld Street to Stafford Street.

5. Risk Analysis

- 5.1. Risk has been considered and while there is presently no recorded crash history at this location there will always remain an element of slightly increased risk should nothing be altered.

6. Health and Safety

- 6.1. Health and Safety has been considered and options 2 & 3 seek to mitigate the present low level risk associated with the current situation.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as minor;
- 7.2. Consultation was undertaken with Westland Medical Centre as significant users of this road and creating a one way road was not seen as favourable;
- 7.3. Public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1.
 - 8.1.1. Status Quo – Leave Railway Terrace as it is and officially designate the existing “No Exit” sign official under the current WDC Traffic and Parking Bylaw. This allows for entry to Railway Terrace from Weld Street but not Exit onto Weld Street. Benefits of this are that there is no financial implication to this option as it simply makes legal the current situation. While there has not yet been any reported crashes at this intersection it is not safe to have traffic potentially standing waiting to turn into Railway Terrace in close proximity to the railway level crossing.
 - 8.1.2. There are no financial implications to this option;
- 8.2. Option 2.
 - 8.2.1. Alter the Direction for Exit and Entry onto Weld Street/Railway Terrace such that Traffic cannot enter Railway Terrace from Weld Street but can Exit onto Weld Street from Railway Terrace. This will provide additional safety to the Weld Street Intersection and Railway Level Crossing as the present situation carries a safety risk of potential conflict with the train or other general traffic.

8.2.2. The following financial implications have been identified. The only costs involved in this option is the purchase and installation of new signage to suit. The approximate cost of this would be less than \$1000.

8.2.3. The item is unbudgeted expenditure and will be funded from the land transport account as part of the roading maintenance contract.

8.3. Option 3.

8.3.1. Make Railway Terrace a One Way Road so that traffic can only travel from Weld Street to Stafford Street. This option shares the same benefits as option 2. When presented to Westland Medical Centre for feedback the response received was that the proposal was not met with any enthusiasm.

8.3.2. The following financial implications have been identified. The only costs involved in this option is the purchase and installation of new signage to suit. The approximate cost of this would be less than \$1000.

8.3.3. The item is unbudgeted expenditure and will be funded from the land transport account as part of the roading maintenance contract.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 2 - Alter the Direction for Exit and Entry onto Weld Street/Railway Terrace such that Traffic cannot enter Railway Terrace from Weld Street but can Exit onto Weld Street from Railway Terrace.

9.2. The reason that Option 2 has been identified as the preferred option is that it provides a safer option for entry onto Weld Street, it is also the preferred direction of travel for emergency services personnel as it provides a faster way out of town or to the ambulance or fire Station.

10. Recommendation(s)

10.1. That the report be received and;

10.2. That Council adopt Option 2 - Alter the Direction for Exit and Entry onto Weld Street/Railway Terrace such that Traffic Cannot enter Railway Terrace from Weld Street but can Exit onto Weld Street from Railway Terrace and this change is registered within the current Traffic and Parking Bylaw.

Karl Jackson
Transportation Manager

Report to Council



DATE: 25th November 2021
TO: Mayor and Councillors
FROM: Group Manager: District Assets

WDC HQ Building – Estimate of Cost for Building Strengthening and Refurbishment.

1. Summary

- 1.1. The purpose of this report is to advise Council of the high-level costs for earthquake strengthening the council offices and associated remediation work.
- 1.2. This issue arises from the requirement for Council to earthquake strengthen the council offices to 67% NBS.
- 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 receives and notes the report.

2. Background

- 2.1. The reason the report has come before Council is due to the work required to strengthen the offices. Council have requested a report to outline the costs of earthquake proofing to 67% NBS and associated remediation works.

3. Current Situation

- 3.1. The current situation is works are required to earthquake strengthen the council offices in Weld Street Hokitika. Simco, a structural engineering company based in Christchurch, were commissioned by the Council to give structural engineering advice and to come up with preliminary costings for strengthening the building to 67% NBS. The Council also engaged Joseph and Associates to use the Simco structural advice to identify broader costs associated with remedial works. As part of the assessment Joseph and Associates were also asked to provide provisional cost estimates for a new build option to act as a basis for comparison.

- 3.2. The cost estimates which are outlined in appendix 1, includes:

- Strengthening upgrade and finishing work
- Roofing upgrades
- Exterior cladding
- Exterior glazing
- Making good stairwells
- HVAC system

- Building upgrade facilities
- Compliance
- Fit out
- Lift upgrade
- Consultants fees

3.3. Total estimated project costs equate to \$6,323,237 (g.s.t exclusive)

3.4. The cost of a new build replacement on the same footprint, outlined in Appendix 2, ranges from \$9.1m for a low-end build to \$13.2m for a high-end build with an additional \$770k fit out cost.

4. Options

4.1. Option 1: Receive the report and note its contents.

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified.

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 low.

7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – This is an information report only at this stage.

8.2. 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 this is an information report that has been requested by Council.

10. Recommendation(s)

10.1. That the report be received and the contents noted.

Scott Baxendale

Group Manager District Assets

Appendix 1: Joseph & Associates Ltd WDC HQ Building – Estimate of Cost for Building Strengthening and Refurbishment 2nd Nov 2021

Appendix 2: Joseph and Associates Ltd – WDC HQ Building Estimate of Cost for New Build 2nd Nov 2021



WDC HQ Building – Estimate of Cost for Building Strengthening and Refurbishment.

2nd November 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	m2	
Ground Floor		843 m2
First Floor		592 m2
Second Floor		592 m2
	2027	

Scope of Works	Notes	Estimate	Options
EQ Strengthening			
Structural Upgrade	Allowance for the building to be strengthened to 67%NBS. Simco estimate dated 21/9/20. The Simco estimate is based on their concrete strengthening scheme not the structural steel. No allowance within this budget for making good associated with the strengthening works. No allowance has been made for any requirements that the Geotech engineer may require to upgrade the existing foundations.	\$1,246,000.00	
	Suggested contingency on the structural work 20% of the estimated value.	\$249,500.00	
Structural Upgrade Finishing Work	Make good of all areas affected by the strengthening works.	\$364,860.00	
Base Build Upgrade			
Roof	Allowance to repair 40% of the existing roof. \$240 a metre at 1062m2 (total area).	\$101,952.00	
	Allowance to replace all of the guttering and down pipes, sum.	\$20,500.00	
	Removal and make good of the existing skylights, sum.	\$50,000.00	

	An option to look at the replacement of the whole roof should be considered. Remaining 60% replacement.	\$153,000.00
Exterior Cladding	Condition report on the current exterior.	\$10,000.00
	Scaffolding and access equipment to complete repairs. This could be considered in conjunction with the strengthening works allowance with the estimate 38K.	\$55,000.00
	Repair the façade, patch, repair and paint to all areas including stairwells. Sum allowed 70% of the total area.	\$128,000.00
	Full repair /repaint of the façade, sum allowed to remaining 30%.	\$154,000.00
Exterior Glazing	The current windows are steel framed single glazed. If the building is to be upgraded to last for the next minimum 25 years, new compliant windows should be installed. Aluminium framed double glazed windows included all associated flashings.	\$248,500.00
Stairwells	Make good all internal areas affected by moisture and paint.	\$25,000.00
HVAC	Full HVAC system to be install to the second floor. This would be a standalone system for the second floor only.	\$237,000.00
	Upgrade of the current boiler HW system, ground and first floor.	\$150,000.00
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.	\$50,000.00
Building Upgrade Facilities	Toilet upgrade.	\$60,000.00
	Kitchen upgrade.	\$50,000.00
(Compliance)		
Accessibility	Upgrade of ramps, handrails, signage and accessible facilities within the building.	\$40,000.00
Fire Protection	Current building is sprinklers to the main area including atrium. Upgrade to other areas has been allowed \$40 a metre at 2027m2.	\$81,000.00

Emergency Lighting	Allow for total upgrade to the building to meet the current codes. \$45 a metre at 2027m2.	\$91,000.00
HVAC	Ventilation of all toilet and kitchen areas.	\$25,000.00
Electrical	Base build upgrade \$65 a metre at 2027m2.	\$132,000.00
Fitout		
Ground Floor	Based on a square metre rate of \$380 a metre x 843m2	\$320,340.00
First Floor	Based on a square metre rate of \$380 a metre x 592m2	\$224,960.00
Second Floor	Based on a square metre rate of \$380 a metre x 592m2	\$224,960.00
(Specialist Items)		
Lift	Passenger only upgrade.	\$150,000.00
Total m2 Rate Estimate		\$4,335,572.00
Preliminary & General 12%		\$520,268.64
Main Contractors Margin 10%		\$433,557.20
Total Construction Budget Estimate		\$5,289,397.84
(total construction value allowance \$2,609.47 m2)		

Consultants & Compliance

Building Survey Condition Report		\$10,000.00
Structural Engineer		\$99,000.00
Architect		\$100,000.00
Mechanical Engineer		\$25,000.00
Fire Engineer		\$6,000.00
Lighting Engineer		\$8,000.00
Hydraulics Engineer		\$6,000.00
Acoustic Engineer		\$3,000.00
Project Management		\$93,000.00
Quantity Surveyor		\$47,000.00
Compliance		
Building Consent		\$62,000.00
Total Consultants & Compliance Estimate		\$459,000.00
Sub Total		\$5,748,397.84
Total Overall Project Contingency 10%		\$574,839.78
Total Estimated Project Cost Excl GST		\$6,323,237.62
(total contract value allowance of \$3,119.50 m2)		

Exclusion & Clarifications

The options noted have not been included within the overall project costs.

The above high level estimate is based on the viewing of the building, the estimated costs completed by Simco Consultants Ltd and limited information supplied by WDC.

No work has been allowed to the foundations of the building. A Geotech report is required before further design and pricing is undertaken.

This estimate has been based on a conventional consultants and main contractor tender role based on NZS 3910 contract terms and conditions.

In general terms we have allowed for a 25 year lifespan on the upgrade and refurbishment of the building.

Rates used are current market rates that are specific to this part of the South Island.



WDC HQ Building – Estimate of Cost for New Build

2nd November 2021

WDC - Head Office

Taking the same square metre base plan for the building over the two floors and an average cost for new build and fitout only, the following estimates would apply.

For this exercise we have allowed for the total area of the building and have combined the usage under the one m2 rate.

<i>New Build</i>	<i>Area m2</i>	<i>Cost m2</i>	<i>Total Cost</i>
WDC HQ - Low end	2027	\$4,500.00	\$9,121,500.00
WDC HQ - High end	2027	\$6,500.00	\$13,175,500.00

<i>Fitout Only</i>	<i>Area m2</i>	<i>Cost m2</i>	<i>Total Cost</i>
WDC HQ	2027	\$380.00	\$770,260.00

Based on the above figures if the council were to decrease the size of the current building to say 60% or 1216m2 the following new build figures would apply.

<i>New Build Decreased size</i>	<i>Area m2</i>	<i>Cost m2</i>	<i>Total Cost</i>
WDC HQ - Low end	1216	\$4,500.00	\$5,472,000.00
WDC HQ - High end	1216	\$6,500.00	\$7,904,000.00

Report to Council



DATE: 25 November 2021

TO: Mayor and Councillors

FROM: Chief Executive

ADOPTION OF MEETING SCHEDULE FOR 2022

1. Summary

- 1.1. The purpose of this report is to provide a Schedule of Meetings for 2022 for Ordinary Council, Committee and Subcommittee meetings including Annual Plan Workshops.
- 1.2. This issue arises from the provision under cl. 19(6) Schedule 7 of the Local Government Act 2002 (LGA) to adopt a schedule of meetings.
- 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 adopt the 2022 Schedule of Meetings attached as **Appendix 1**.

2. Background

- 2.1. The reason the report has come before the Council is due to the need to adopt a schedule of meetings under cl. 19(6) Schedule 7 of the LGA 2002.
- 2.2. Where a local authority adopts a meeting schedule, it may cover any period that the Council considers appropriate and may be amended from time to time. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. It does not replace the requirements under the Local Government Official Information and Meetings Act to also publicly notify each meeting.
- 2.3. Extraordinary meetings are called as required in accordance with cl 22(3), Schedule 7, LGA 2002.
- 2.4. The schedule of meetings for the following year is normally adopted by the Council at their last Ordinary meeting in December, however this year it was decided to adopt the schedule earlier than usual to allow better planning for diaries and to allow more lead in time for scheduling working group meetings.

3. Current Situation

- 3.1. The current situation is that Council meetings are currently held on the fourth Thursday of every month, with the exception of the December Council meeting, which is held early to enable staff to complete actions prior to the Christmas holiday period. There is no meeting planned for January 2022 to enable staff to take leave during this time period.

- 3.2. Meetings of the Governing Body and its main committees are streamed live and available for on-demand viewing.
- 3.3. Local body elections are held every three years, with the next election for members on Saturday 8 October 2022. Accordingly, the October meeting will be a Triennial Council Meeting. There are no Committee Meetings scheduled in for November-December 2022 as the new Council will determine the Committee Structure after the Triennial Council meeting.
- 3.4. Council is required to adopt an Annual Plan in 2022 and dates have been scheduled for the Annual Plan timetable.
- 3.5. A proposed Schedule of Meetings for 2022 is attached at **Appendix 1**.

4. Options

- 4.1. Option 1: Adopt the 2022 Schedule of meetings.
- 4.2. Option 2: Amend the 2022 Schedule of meetings and adopt it.
- 4.3. Option 3: Do not adopt the 2022 Schedule of meetings.

5. Risk Analysis

5.1. Risk has been considered and the following risk has been identified:

- Not adopting a meeting schedule for the following year would mean that it would be difficult to plan diaries for the entire year.

6. Health and Safety

6.1. Health and Safety has been considered and the following item has been identified:

- The servicing of Committee and Ordinary Council meetings has been considered to ensure that meetings are organised on a regular basis and planned in the diaries to provide staff to schedule in time for writing reports for meetings. There is an entire process that staff follow in writing reports.
- The Community Development Committee is the only committee that meets outside of ordinary working hours and building security/safety of staff on site will be considered.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being of moderate significance as under the LGA notification of the schedule. Any amendment to the schedule constitutes a notification of every meeting on the schedule or amendment.
- 7.2. No public consultation is considered necessary as the meeting schedule will be made available on the Council Website.
- 7.3. All Council, Committee and Subcommittee meetings are streamed live and available for on-demand viewing.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Adopting a 2022 Schedule of meetings ensures that staff can plan for meetings and can diary report writing time as required.
- 8.2. There are no financial implications in adopting a meeting schedule.

- 8.3. The Community Development Committee is a Standing Committee and meets outside of ordinary working hours. The Committee is made up of representatives from members of the community who may not be able to attend meetings during the ordinary working day.
- 8.4. The catering for meetings is a minimal cost as most meetings commence in the afternoons. If there are workshops planned for the entire day, then there will be catering costs incurred.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1 which is to adopt the schedule of Ordinary Council Meetings, Committee and Subcommittee meetings. All meetings are planned to be held in the Council Chambers, 36 Weld Street, Hokitika.
- 9.2. The reason that Option 1 has been identified as the preferred option is to ensure that there is an organised and planned approach to meetings to be held in 2022.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That the 2022 Draft Schedule of meetings at **Appendix 1** be adopted.

Simon Bastion
Chief Executive

Appendix 1: 2022 Draft Schedule of meetings

2022 Meetings Calendar

January	February	March	April	May	June	July	August	September	October	November	December		
1 Sa New Year's Day	1 Tu Capital Proj. & Tenders	1 Tu AP Councillor WSKP	1 Fr	1 Su School Holidays Finish	1 We	1 Fr	1 Mo	1 Th	1 Sa School Holidays start	1 Tu	1 Th		
2 Su New Year's Day	2 We	2 We	2 Sa	2 Mo	2 Th	2 Sa	2 Tu Capital Proj. & Tenders	2 Fr	2 Su	2 We	2 Fr		
3 Mo New Year's Obs.	3 Th	3 Th Cycling and Walking	3 Su	3 Tu Capital Proj. & Tenders	3 Fr	3 Su	3 We	3 Sa	3 Mo	3 Th	3 Sa		
4 Tu New Year's Day	4 Fr	4 Fr	4 Mo	4 We	4 Sa	4 Mo	4 Th	4 Su	4 Tu	4 Fr	4 Su		
5 We Council Re-opens	5 Sa	5 Sa	5 Tu	5 Th	5 Su	5 Tu Planning	5 Fr	5 Mo	5 We	5 Sa	5 Mo		
6 Th	6 Su Waitangi Day	6 Su	6 We	6 Fr	6 Mo Queen's B'day	6 We	6 Sa	6 Tu	6 Th	6 Su	6 Tu		
7 Fr	7 Mo Waitangi Day Obs.	7 Mo Community Development	7 Th	7 Sa	7 Tu AP Hearing Preperation	7 Th	7 Su	7 We	7 Fr	7 Mo	7 We		
8 Sa	8 Tu	8 Tu	8 Fr	8 Su	8 We Council Mtg AP Hearings	8 Fr	8 Mo	8 Th	8 Sa Local Body Elections	8 Tu	8 Th Council Meeting		
9 Su	9 We	9 We	9 Sa	9 Mo Zone 5 Mtg	9 Th Council Mtg AP Hearings	9 Sa School Holidays start	9 Tu	9 Fr	9 Su	9 We	9 Fr All staff Meeting		
10 Mo	10 Th	10 Th	10 Su	10 Tu Zone 5 Mtg	10 Fr	10 Su	10 We	10 Sa	10 Mo	10 Th	10 Sa		
11 Tu	11 Fr	11 Fr	11 Mo	11 We	11 Sa	11 Mo	11 Th Audit and Risk	11 Su	11 Tu	11 Fr	11 Su		
12 We	12 Sa	12 Sa	12 Tu	12 Th Audit and Risk	12 Su	12 Tu	12 Fr Candidate Nominations Close	12 Mo Community Development	12 We	12 Sa	12 Mo		
13 Th	13 Su	13 Su	13 We	13 Fr	13 Mo Community Development	13 We	13 Sa	13 Tu	13 Th	13 Su	13 Tu		
14 Fr	14 Mo	14 Mo Zone 5&6 Mtg	14 Th	14 Sa	14 Tu	14 Th	14 Su	14 We	14 Fr Final Election Results	14 Mo Zone 5&6 Mtg	14 We		
15 Sa	15 Tu AP Staff Budget WKSP	15 Tu Planning/Zone 5&6	15 Fr Good Friday, School Hol.	15 Su	15 We	15 Fr Candidate Nominations Open	15 Mo	15 Th	15 Sa	15 Tu Zone 5&6 Mtg	15 Th		
16 Su	16 We	16 We	16 Sa	16 Mo	16 Th	16 Sa	16 Tu	16 Fr Voting Opens	16 Su School Holidays Finish	16 We	16 Fr		
17 Mo	17 Th Audit and Risk	17 Th	17 Su	17 Tu	17 Fr	17 Su	17 We Candidates Announced	17 Sa	17 Mo	17 Th	17 Sa School Holidays start		
18 Tu	18 Fr	18 Fr	18 Mo Easter Monday	18 We	18 Sa	18 Mo	18 Th Cycling and Walking	18 Su	18 Tu	18 Fr	18 Su		
19 We	19 Sa	19 Sa	19 Tu	19 Th Cycling and Walking	19 Su	19 Tu	19 Fr	19 Mo	19 We	19 Sa	19 Mo		
20 Th	20 Su	20 Su	20 We	20 Fr	20 Mo	20 We LGNZ Conf	20 Sa	20 Tu	20 Th	20 Su	20 Tu		
21 Fr	21 Mo	21 Mo	21 Th	21 Sa	21 Tu	21 Th LGNZ Conf	21 Su	21 We	21 Fr	21 Mo	21 We		
22 Sa	22 Tu	22 Tu	22 Fr	22 Su	22 We	22 Fr LGNZ Conf	22 Mo	22 Th Council Meeting	22 Sa	22 Tu	22 Th		
23 Su	23 We	23 We	23 Sa	23 Mo	23 Th Council Meeting/Adopt AP	23 Sa	23 Tu	23 Fr All staff Meeting	23 Su	23 We	23 Fr Council Office closes 12pm.		
24 Mo	24 Th Council Meeting	24 Th Council Meeting	24 Su	24 Tu	24 Fr Matariki	24 Su School Holidays Finish	24 We	24 Sa	24 Mo Labour Day	24 Th Council Meeting	24 Sa		
25 Tu	25 Fr All staff Meeting	25 Fr All staff Meeting	25 Mo Anzac Day	25 We	25 Sa	25 Mo	25 Th Council Meeting	25 Su	25 Tu	25 Fr All staff Meeting	25 Su Christmas Day		
26 We	26 Sa	26 Sa	26 Tu	26 Th Council Meeting	26 Su	26 Tu	26 Fr All staff Meeting	26 Mo	26 We	26 Sa	26 Mo Christmas Day (obs.)		
27 Th	27 Su	27 Su	27 We	27 Fr All staff Meeting	27 Mo All staff Meeting	27 We	27 Sa	27 Tu	27 Th Inaugural Council Mtg 9am	27 Su	27 Tu Boxing Day Obs.		
28 Fr School Hols Finish	28 Mo	28 Mo	28 Th Council Meeting/Adopt CD and draft AP	28 Sa	28 Tu	28 Th Council Meeting	28 Su	28 We	28 Fr All staff Meeting	28 Mo Westland Anniversary	28 We WDC Offices Closed		
29 Sa		29 Tu	29 Fr Public consult starts CD/All staff Meeting	29 Su Public consult CD ends	29 We	29 Fr All staff Meeting	29 Mo	29 Th	29 Sa	29 Tu	29 Th WDC Offices Closed		
30 Su		30 We	30 Sa	30 Mo	30 Th Last day to adopt AP	30 Sa	30 Tu	30 Fr	30 Su	30 We	30 Fr WDC Offices Closed		
31 Mo		31 Th		31 Tu		31 Su	31 We		31 Mo		31 Sa WDC Offices Closed		
Council 1PM		Audit and Risk 1PM		Capital Projects and Tenders 3PM		Community Development 5.30PM		Planning 3PM		Cycling and Walking Subc. 3PM		WWTP Project Oversight Subc.	CANCELLED