

# AGENDA

## RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

# COUNCIL

to be held on **Thursday, 25 July 2024** commencing at **1.00 pm** in the Council Chambers,  
36 Weld Street, Hokitika and via Zoom

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Chairperson	Her Worship the Mayor
Deputy and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

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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

*By investing in our people, caring for the environment, respecting the Mana Whenua Cultural heritage, and enabling investment, growth, and development we will enrich our district and the people that reside here.*

# 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

<i>Kia hora te marino Kia whakapapa pounamu te moana Hei hurahai mā tātou I te rangi nei Aroha atu, aroha mai Tātou i a tātou katoa Hui e! Tāiki e!</i>	<i>May peace be widespread May the sea be like greenstone A pathway for us all this day Give love, received love Let us show respect for each other Bind us all together!</i>
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## 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 Risk and Assurance (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.

- **Ordinary Council Meeting Minutes – 27 June 2024**

(Pages 6 – 16)

## 6. ACTION LIST

Scott Baxendale, Acting Chief Executive

(Pages 17 – 18)

## 7. NGĀ TĀPAETANGA PRESENTATIONS

- **Hokitika Lower Gorge Swing Bridge Project Update**  
Cameron Jones and Jason Davidson from Department of Conservation
- **Road Network and Speed Changes Verbal Update**  
Erle Bencich, Acting Group Manager District Assets

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Rates Write offs and Remissions 2023-24 -** (Pages 19 – 21)  
Lynley Truman, Finance Manager
- **Cass Square Playground Feedback -** (Pages 22 – 31)  
Jan Visser, Facilities and Properties Manager
- **Hokitika Central Business District Christmas Lights -** (Pages 32 – 38)  
Jan Visser, Facilities and Properties Manager
- **Change to Building Levy -** (Pages 39 – 45)  
Ana Coleman, Building Control Manager
- **Ngā Whakatūranga – Hokitika Museum Redevelopment -** (Pages 46 – 58)  
Laureen Sadlier, Museum Director
- **Council Headquarters Structural Upgrade -** (Pages 59 – 135)  
Scott Baxendale, Acting Chief Executive

## 9. ADMINISTRATIVE RESOLUTION

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

- **Warrant of Appointment -**

<b>Warrant Of Appointment – COMPLIANCE TEAM LEADER</b>	<b>STATUTORY APPOINTMENT</b> <ol style="list-style-type: none"><li>1. An Authorised Officer pursuant to Section 174 of the Local Government Act 2002</li><li>2. An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002</li><li>3. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991</li><li>4. An Enforcement Officer pursuant to Section 229 of the Building Act 2004</li></ol>
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5. Where qualified in terms of the Hazardous Substances and New Organisms (Enforcement Officer Qualifications) Notice 2015, an Enforcement Officer pursuant to Sections 98(1)(a) and 100 of the Hazardous Substances and New Organisms Act 1996
6. A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996
7. A Dog Ranger pursuant to Section 12 of the Dog Control Act 1996
8. A Deputy Poundkeeper pursuant to Section 9 of the Impounding Act 1955

#### **STATUTORY DELEGATIONS AND ENFORCEMENT**

1. Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Enforcement Officer.
2. Authority pursuant to the Resource Management Act 1991 to carry out the functions, powers and duties of an Enforcement Officer.
3. Authority pursuant to the Building Act 2004 to carry out the functions, powers and duties of an Enforcement Officer.
4. Authority to carry out and undertake the functions, powers and duties of an Environmental Health Officer pursuant to the Health Act 1956 (excluding those that are required to be undertaken by and Environmental Health Officer appointed pursuant to the Environmental Health Officers Qualifications Regulations 1993)
5. Authority pursuant to the Hazardous Substances and New Organisms Act 1996 to carry out the functions, powers and duties of an Enforcement Officer where qualified in terms of the Hazardous Substances and New Organisms (Personnel Qualifications) Regulations 2001.
6. Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger
7. Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act

#### **DISCRETIONARY STATUTORY DELEGATIONS**

1. Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position.
2. Authority pursuant to the Local Government Act 2002:
  - a. to enter any land or building other than a dwelling house pursuant to Section 171;
  - b. to enter occupied land or buildings in the event of an emergency pursuant to Section 173.
3. Authority pursuant to Section 222 of the Building Act 2004
  - a. to carry out inspections
4. Authority to consider applications and, where the application complies in all respects with the Westland District Council Gambling Venues Policies as the case may be, grant consent for the location and operation of Class 4 Gambling Venues in accordance with the Gambling Act 2003.
5. Authority to consider applications and, where the application complies in all respects with the Westland District Council Board Venues Policy as the case may be, grant consent for the location and operation of racing board venues.
6. Authority pursuant to the Dog Control Act 1996:
  - a. To seize and remove a dog pursuant to Section 15
  - b. To classify a dog as dangerous pursuant to Sections 31 and 33ED;
  - c. To classify a dog as menacing pursuant to sections 33A, 33C and 33ED;
  - d. To require a menacing dog to be neutered pursuant to Section 33EB;



	<ul style="list-style-type: none"> <li>e. To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and</li> <li>f. To return a dog to its owner pursuant to Section 70</li> </ul> <ul style="list-style-type: none"> <li>7. Pursuant to clause 32 of the 7th schedule of the Local Government Act 2002 to act as an informant for the purposes of laying information and issuing summonses under the Summary Proceedings Act 1957.</li> <li>8. To authorise the undertaking of any prosecution proceedings in the name of Council or by any Council employee for breach of any Act, Regulation, or Westland District Council Bylaw, or Plan</li> <li>9. This officer is delegated all the functions, powers and duties delegated to those that report to this position</li> </ul>
<b>Warrant Of Appointment – PLANNING TEAM LEADER</b>	<p><b>To act in the Westland District as:</b></p> <ul style="list-style-type: none"> <li>1. An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li> <li>2. An Officer under the Westland District Council Bylaws; AND</li> <li>3. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991, including the power of entry pursuant to Section 332 and Section 333 of the Resource Management Act 1991.</li> </ul>

**DATE OF NEXT ORDINARY COUNCIL MEETING – 29 AUGUST 2024**  
**COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



# ORDINARY COUNCIL MINUTES

## MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 27 JUNE 2024 COMMENCING AT 10.32 AM

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

### 1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

### 2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy Mayor and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden (via zoom for part of the meeting), Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai (via zoom in the afternoon)

### NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai until 1.10 pm then via zoom.

Moved Cr Phelps, seconded Cr Baird and **Resolved** that the apology from Kw Tumahai for part of the meeting be received and accepted.

### STAFF PRESENT

S. Baxendale, Acting Chief Executive; T. Cook, Group Manager Regulatory Planning and Community Services; L. Crichton, Group Manager: Corporate Services, Risk & Assurance; D. Maitland; Executive Assistant, P. Coleman, Governance Administrator; E. Bencich, Operations Manager; J. Visser, Facilities and Properties Manager; L. Truman, Finance Manager; L. Sadlier, Museum Director.

### 3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.  
There were no changes to the Interest Register noted.

Cr Neale advised that she is no longer on the Riding for the Disabled Committee.

4. **NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE  
URGENT ITEMS NOT ON THE AGENDA**

There were no urgent items of business not on the Council Agenda.

5. **NGĀ MENETI O TE HUI KAUNIHERA  
MINUTES OF MEETINGS**

The Minutes of the previous Meetings were circulated.

- **Ordinary Council Meeting Minutes – 30 May 2024**
- **Extraordinary Council Meeting Minutes – 5 June 2024**
- **Extraordinary Council Meeting Minutes – 18 June 2024**
- **Extraordinary Council Meeting Minutes – 24 June 2024**

Moved Cr Baird, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 30 May 2024, the Extraordinary Council Meeting held on 5 June 2024, the Extraordinary Meeting held on 18 June 2024 and the Extraordinary Council Meeting held on 24 June 2024 be confirmed as true and correct records of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of the Ordinary Council Meeting of 30 May 2024, the Extraordinary Council Meeting of 5 June 2024, the Extraordinary Council Meeting of 18 June 2024 and the Extraordinary Council Meeting of 24 June 2024.

Minutes to be received from Standing Committees

- **Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Meeting Minutes – 6 September 2023**

Moved Cr Baird, seconded Cr Phelps and Resolved that the reference to the Meeting Minutes dated 6 September 2024 be amended to 6 September 2024.

Moved Deputy Mayor Cassin, seconded Cr Davidson and **Resolved** that the Minutes of the Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Meeting held on 6 September 2023 be received.

6. **ACTION LIST**

Scott Baxendale, Acting Chief Executive spoke to the Action List and provided the following updates:

- The Geotech report on the Council Headquarters will be provided to Council at the 25 July 2024 Council meeting.
- The Pakiwaitara Building will be put forward as part of the Long Term Plan for sale. Instructions in the interim are to keep the building wind and watertight, with only essential spending being undertaken.
- The Hokitika Gorge Lower Swingbridge is going through due process, and a presentation will be provided to the 25 July 2024 Council meeting.
- Community Housing – The Chief Executive will meet with the Chief Executive of Westreap and this item will come back to the 25 July 2024 Council meeting.

Moved Cr Baird, seconded Cr Gillett and **Resolved** that the updated Action List be received.

7. **NGĀ TĀPAETANGA  
PRESENTATIONS**

- **Waste Minimisation and Management Plan Presentation**

Chris Purchas, Kimberley Hope and Hannah Kelly from Tonkin+ Taylor provided a presentation via Zoom on the West Coast Regional Waste Assessment and WMMP 2024. Topics covered in the presentation included:

- Regional collaboration across the West Coast.
- The Waste Services Contracts are due to expire on 30 June 2025, this provides opportunities for councils to collaborate on these services which will improve resilience.
- Each council will retain the decision-making regarding the individual contracts.
- There will be a joint evaluation team overseeing this, with representatives from each council for the procurement process.
- The key risk is the tight timeline before the commencement date (1 July 2025), there have been some early contract engagement discussions to try to mitigate this risk.
- Next steps –
  - Early July the Request for Proposals will go out.
  - A recommendation to Council will follow in October 2024.
- South Westland will have a bespoke contract which will be under separate delivery.
- Management of landfills for each council are separate and not included in this plan.
- Glass sorting is included in this contract.

**Joint Procurement Approach for Waste Services Contracts**

Erle Bencich, Operations Manager spoke to this report and advised the purpose is to seek direction for Westland Waste and Recycling Contract procurement process over the next 12 months as follows:

**Council Report Westland District Waste Management and Minimisation Plan (WMMP) update**

Erle Bencich, Operations Manager introduced this item and advised the purpose of this report is to update Councils on the review of the current waste and resource recovery performance in the Westland District, decide whether to adopt the Draft Waste Assessment, then decide whether to review and update the current WMMP 2018.

Chris Purchas then spoke to this plan.

- The Joint Procurement for Waste Services Contracts are strategic and funding will fit under the Long Term Plan and Annual plan.
- Tonkin+Taylor will finalise the draft West Coast Regional waste assessment if Council decides to proceed.
- Partnership and Collaboration – Mana Whenua, Industry and Community working together to reduce waste and recycle. Education is the key.
- Moving forward, Tonkin+Taylor will finalise the waste assessment and draft a final plan to present to the Council in September 2024.

Moved Cr Baird seconded Deputy Mayor Cassin and **Resolved** that:

1. The presentation from Tonkin+Taylor be received.
2. The reports from the Operations Manager regarding the Joint Procurement Approach for Waste Services Contracts and the Westland District Waste Management and Minimisation Plan (WMMP) be received.
3. Council proceed to tender, allowing for joint tendering processes to secure combined contractor deployment where possible. Combined evaluation and documentation delivery but individual council-controlled service delivery contracts either shared or individually depending on outcomes.
4. Council accepts the Draft West Coast Waste Assessment 2024, then proceeding to amend and update the West Coast Regional Waste Management and Minimisation Plan (WMMP) 2018, proceed with community consultation, and where possible extend activities to align with the 2023 National Waste Strategy – WMA s50(3)(a).

*Cr Gillett recorded his vote against the motion.*

## 8. PŪRONGO KAIMAHI STAFF REPORTS

- **Appointment of Acting Chief Executive**

Her Worship the Mayor spoke to this item and advised the purpose of this report is for Council to appoint an Acting Chief Executive.

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

1. Council receive this report.
2. Council confirm the appointment of Scott Baxendale as Acting Chief Executive for Westland District Council, effective immediately.

- **Commencement of Recruitment Process for a Chief Executive**

Her Worship the Mayor spoke to this item and advised the purpose of this report is for the Council to commence the recruitment process for a new Chief Executive.

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that:

1. Council receive this report.
2. Council engage a suitably qualified recruitment agent to manage the recruitment of a new Chief Executive for Westland District Council.

- **Financial Performance – May 2024**

Lynley Truman, Finance Manager spoke to this item and advised the purpose of the report is to provide an indication of Council's financial performance for the month to 31 May 2024.

- The Mayors Taskforce for Jobs income will cover the expenses.
- The Fox Glacier Water Treatment is a capital project, funded from the Tourism Infrastructure Grant.
- Street Maintenance is over budget, and depends largely if there needs to be more spraying or mowing, depending on the weather.

Moved Cr Gillett, seconded Cr Baird and **Resolved** that:

1. The Financial Performance Report for 31 May 2024 be received.

Kw Madgwick and Cr Phelps left the meeting at 11.51 am and returned at 11.53 am.

Cr Burden arrived at 11.53 am.

- **Representation Review Decision**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of the report is to hear submissions received on the Representation Review.

There were no submitters in attendance to speak to their submission on the Representation Review.

Moved Cr Baird, seconded Cr Phelps and **Resolved** that Council:

1. Receive the report.
2. Hear and receive the written submissions
3. Deliberates on the submissions to the representation review in the open part of the meeting.
4. Resolve to remain with the status quo.
  - a. Three Wards being the Hokitika, Northern and Southern Wards.
  - b. No change to the number of councillors.
  - c. Councillors are elected by the electors of 2 or more Wards.
  - d. Community Boards are not established.
5. Council direct staff to notify the public of the final decision.

- **Statement of Intent**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance introduced representatives from Westroads Limited and Destination Westland Limited.

Her Worship the Mayor thanked Westland Holdings Ltd for the work they have done over the years for Council.

*The following items within this report were taken out of order to the agenda papers.*

**Westroads Ltd (WRL) Statement of Intent 2025**

Mark Rogers, Chairman and Graeme Kelly, General Manager, Westroads Limited spoke to this item and advised the purpose of the report is to present the Westroads Ltd Statement of Intent (Sol) for the period 1 July 2024 to 30 June 2025.

Rob Caldwell, Director of Westroads Limited was also in attendance for this part of the meeting.

- Westroads Limited (WRL) are budgeting to continue dividend payments.
- WRL participate actively in the market with regard to tenders to ensure a competitive market.
- Peter Cuff is retiring from the board of WRL at the Annual General Meeting.
- WRL are proud to be sponsoring local schools and sports groups.

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that:

1. The report from Westroads Limited be received
2. Council adopt the Westroads Ltd Statement of Intent 2025.
3. Council direct staff to make the Statement of Intent available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

**Final Statement of Intent 2024-2027**

Chris Gourley, Chair, Destination Westland Limited and Peter de Goldi, Director, Destination Westland Limited spoke to this item and advised the purpose of the report is to present the Final 2024-2027 Statement of Intent (Sol) for approval by Council.

- Destination Westland have made a small amount of change and have refreshed the strategy in the Statement of Intent.
- The business is managing some high-value assets including the Hokitika Airport.
- Hokitika Airport revenue in regard to landing fees is low, and this is market competitive to keep the planes flying into Hokitika.

Moved Cr Baird, seconded Deputy Mayor Cassin and **Resolved** that:

1. The report from Destination Westland Limited be received.
2. Council approve the Destination Westland Limited 2024-2027 Statement of Intent as presented.
3. Council direct staff to make the Statement of Intent available on the Westland District Council website within 1 month of this date for a period of no less than 7 years.

- **Hokitika Wildfoods Festival 2024**

Chris Gourley, Chair and Peter de Goldi, Director, Destination Westland Limited spoke to this item and advised the purpose of this report is to provide Council with a summary of the Hokitika Wildfoods Festival financial and ticketing performance for the 2024 event.

- Community providers are able to hire a stall at the Hokitika Wildfoods Festival free of charge.
- The Hokitika Wildfoods Festival has a positive effect on the wider community.
- There is a fine balance between commercial and community for this event.

*Council requested there be a wrap up report after each Wildfoods Festival event, including ticketing numbers, income and expenses.*

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

1. The presentation from Destination Westland Ltd be received.
2. Further discussions to be had via a Council Workshop, resulting in a formal report coming back to the 25 July Council Meeting.

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that the meeting be adjourned for lunch at 12.40 pm.  
The meeting resumed at 1.12 pm.

- **Council Controlled Organisation (CCO) Oversight Committee Terms of Reference (ToR)**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of the report is to present the draft CCO Oversight Committee Terms of Reference for adoption.

Moved Cr Gillett, seconded Deputy Mayor Cassin and **Resolved** that:

1. The report be received.
2. Council adopts the Council Controlled Organisation Oversight Committee Terms of Reference.

- **Council Controlled Organisation (CCO) Director Appointment Policy**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of the report is to present the draft CCO Director Appointment Policy.

- Council are required to have a director appointment policy.
- The CCO can decide regarding the maximum amount of time a director can serve.
- Replacing of a director, if required, would go through the CCO board, Council would resolve to remove the director if requested by the CCO board. Council can remove the director without request if needed.

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

1. The report be received.
2. Council adopts the Council Controlled Organisation Director Appointment Policy.

- **Terms of Reference – Consenting and Compliance Committee**

Te Arohanui Cook, Group Manager Regulatory, Planning, and Community Services spoke to this item and advised the purpose of the report is for Council to consider adopting a Terms of Reference and appointment of members for a Consenting and Compliance Committee, a Standing Committee of Council.

- Councillors noted that the Terms of Reference be amended to replace Cr Baird with Cr Phelps.
- Deputy Mayor Cassin and Cr Phelps stated that they will manage their conflict of interest with this committee.
- Dog Control Hearings will also be heard by this Committee.
- Frequency of meetings, public forums and confidential forums will be at the discretion of the Chair and Committee going forward.

Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved** that:

1. The report be received.
2. Council confirm the appointment of the following members to the Committee –
  - a. Her Worship the Mayor – Chair
  - b. Deputy Mayor Cassin
  - c. Cr Burden
  - d. Cr Phelps
  - e. Kw Madgwick
  - f. Kw Tumahai
3. Council adopt the amended Terms of Reference and confirm the Council appointments to the Consenting and Compliance Committee as follows:

- a. Amend reference from Cr Baird to Cr Phelps.
- b. An additional Number 4 clause be added to include the provision to hold public forums for consenting and compliance items.
- c. The amended Terms of Reference to come back to the 25 July 2024 Council meeting for readoption.

Cr Manera left the meeting at 1.38 pm and returned at 1.40 pm.

- **Manatu Whakaaetanga Partnership Agreement**

Scott Baxendale, Acting Chief Executive and Group Manager District Assets spoke to this item and advised the purpose of the report is to endorse the agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio together known as Poutini Ngāi Tahu and Westland District Council – Te Kahui o Poutini.

- The agreement gives Mana Whenua a voice that was not previously heard.
- Council has a duty and relationship with Mana Whenua.
- Westland District Council was the first Council on the West Coast to endorse the agreement and is a model for how Mana Whenua can work with local government.
- Kw Madgwick and Kw Tumahai advised that having a voice around the Council table is more important than having a vote at Council meetings.

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

1. The report be received.
2. Council supports and endorses the renewal of the agreement between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio together known as Poutini Ngāi Tahu and Westland District Council – Te Kahui o Poutini.

- **Hokitika Swimming Pool Stage 2 Refurbishment Feedback Report**

Jan Visser, Facilities and Properties Manager spoke to this item and advised the purpose of the report is to provide feedback on the Hokitika Swimming Pool Stage 2 Redevelopment Project.

- The Hokitika Swimming Pool project is complete.
- Some cost-saving methods had been identified which allowed additional work to be carried out on the project.
- Repairs and maintenance going forward are key to keeping the asset working at its best for many years to come.
- Replacing the heating system for the Swimming Pool and surrounds will pay for itself in savings in approximately 2 years. Replacing electric and diesel heating has been allowed for in the annual plan.

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

1. The report and appendices be received.

- **Public Toilet Refurbishments**

Jan Visser, Facilities and Properties Manager spoke to this item and advised the purpose of the report is to provide a budget figure and scope of works for the refurbishment of the Tancred Street and Beach Street public toilets.

- There is approximately \$60,000 allocated in the annual plan for this work.
- Beach Street toilets are the most used toilets in town.
- A robust discussion followed, including –
  - The cleaning, maintenance, and consumable costs on each toilet block.

Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved** that:

1. The report be received.



2. The scope of work and budget for the Tancred Street and Beach Street public toilet refurbishments be approved.

- **Ngā Whakatūranga – Museum Redevelopment**

Laureen Sadlier, Museum Director spoke to this item and advised the purpose of the report is to propose 3 options that reduce costs and ensures the Museum building opens in December 2024, in time for the tourist season.

The report made reference to an Appendix 4 which was not available for circulation.

- The three options in the report were identified as:
  - Option A – Below standard internal fitout, with no improvement to previous museum visitor experience, no visitor and staff services and reduced exhibition delivery modes. This option has a 1-2 year lifespan. \$600,140.
  - Option B – Acceptable Museum fitout with two galleries that meet museum standards and an enriched visitor experience. Health and Safety considered, with improvement services for visitors and staff. This has a 10-year lifespan. \$802,000.
  - Option C – An exceptional Hokitika Museum that meets the standards of similar sized regional museums throughout New Zealand., with a considerate approach to object display, storytelling, fitout and digital experiences that meet the needs of the visitor. This has a 15-year lifespan. \$997,100.31.
- Creation of a Hokitika Museum Trust is an option going forward.
- A heritage conservator has informed a plan for the windows on what needs to be done, if this work is not completed the windows will deteriorate and cost more in the future.

Cr Phelps left the meeting at 3.22 pm and returned at 3.25 pm

Cr Baird left the meeting at 3.24 pm and returned at 3.26 pm.

Moved Cr Phelps, seconded Cr Davidson that Council adopt Option A - Below standard internal fitout, with no improvement to previous museum visitor experience, no visitor and staff services and reduced exhibition delivery modes. This option has a 1-2 year lifespan. \$600,140.

Voted for the Motion:

Deputy Mayor Cassin, Cr Phelps, Cr Davidson

*The motion was put to the meeting and was lost on a show of hands.*

Moved Cr Neale, seconded Cr Gillett that Council adopt Option B – Acceptable Museum fitout with two galleries that meet museum standards and an enriched visitor experience. Health and Safety considered, with improvement services for visitors and staff. This has a 10-year lifespan. \$802,000.

Voted for the Motion:

Cr Neale, Cr Gillett, Cr Burden, Cr Davidson

*The motion was put to the meeting and was lost on a show of hands.*

The Group Manager Planning, Regulatory and Community Services advised the Council that if no resolution is reached the original resolution from February 2024 will need to stand.

Moved Cr Neale, seconded Cr Gillett that Council adopt Option B – Acceptable Museum fitout with two galleries that meet museum standards and an enriched visitor experience. Health and Safety considered, with improvement services for visitors and staff. This has a 10-year lifespan. \$802,000.

Voted for the Motion:

Cr Neale, Cr Gillett, Cr Burden, Cr Davidson.

Voted against the Motion

Deputy Mayor Cassin, Cr Phelps, Cr Manera, Cr Baird

*The motion was put to the meeting and was lost on a show of hands.*

After further discussion on this matter, it was Moved Deputy Mayor Cassin, seconded Cr Phelps and **Resolved by way of Amendment** that:

1. The report be received.
2. The Council adopt Option A – Internal fitout with a \$600,000 budget.

The amendment became the substantive motion, was put to the meeting and was Carried.

*Cr Neale, Cr Burden and Cr Baird recorded their votes against the motion.*

The Museum Director then advised Council that there is a Kura Pounamu Exhibition that will be touring in December 2024 and this is unbudgeted expenditure. Her Worship the Mayor asked that the Museum Director prepare a report for a future meeting for Council consideration.

Moved Deputy Mayor Cassin, seconded Cr Burden and **Resolved** that the meeting continues past two hours at 3.26 pm.

#### 9. ADMINISTRATIVE RESOLUTION

Moved Cr Gillett, seconded Deputy Mayor Cassin and **Resolved** that Council confirm its Seal being affixed to the following documents:

- Warrants of Appointment –

<b>Warrant of Appointment – Building Control Officer – Kerry Magnuson</b>	<p>To act in the Westland District as:</p> <ol style="list-style-type: none"> <li>1. An Officer pursuant to Section 174 of the Local Government Act 2002; AND</li> <li>2. An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND</li> <li>3. An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND</li> <li>4. An Officer under the Westland District Council Bylaws; AND</li> <li>5. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.</li> </ol>
<b>Warrant of Appointment – Health and Safety &amp; Compliance Officer</b>	<p><b>STATUTORY APPOINTMENT</b></p> <ol style="list-style-type: none"> <li>1. An Authorised Officer pursuant to Section 174 of the Local Government Act 2002.</li> <li>2. An Enforcement Officer pursuant to Section 177 of the Local Government Act 2002.</li> <li>3. An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.</li> <li>4. A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996.</li> <li>5. A Dog Ranger pursuant to Section 12 of the Dog Control Act 1996.</li> <li>6. A Deputy Poundkeeper pursuant to Section 9 of the Impounding Act 1955.</li> </ol> <p><b>STATUTORY DELEGATIONS AND ENFORCEMENT</b></p> <ol style="list-style-type: none"> <li>1. Authority pursuant to the Local Government Act 2002 to carry out the functions, powers and duties of an Authorised Officer and an Enforcement Officer.</li> <li>2. Authority to exercise all of the functions and powers of an Enforcement Officer under Sections 327 and 328 (which relate to excessive noise) of the Resource Management Act 1991.</li> <li>3. Authority pursuant to the Dog Control Act 1996 to carry out the functions, powers and duties of a Dog Control Officer and Dog Ranger.</li> </ol>

	<p>4. Authority pursuant to the Impounding Act 1955 to carry out the functions, powers and duties of a Deputy Pound Keeper, other than the setting of pound fees conferred by Section 14(1) of the Act.</p> <p><b>DISCRETIONARY STATUTORY DELEGATIONS</b></p> <p>1. Authority to administer and enforce Westland District Council Bylaws in accordance with the scope of the position.</p> <p>2. Authority pursuant to the Dog Control Act 1996:</p> <ol style="list-style-type: none"> <li>To seize and remove a dog pursuant to Section 15.</li> <li>To classify a dog as dangerous pursuant to Sections 31 and 33ED;</li> <li>To classify a dog as menacing pursuant to sections 33A, 33C and 33ED;</li> <li>To require a menacing dog to be neutered pursuant to Section 33EB;</li> <li>To exercise the powers and functions of Council pursuant to Sections 32 and 33E; and</li> <li>To return a dog to its owner pursuant to Section 70.</li> </ol> <p>3. Authority to exercise powers, functions and duties of Council pursuant to Section 63 of the Impounding Act, other than the setting of fees and charges pursuant to Section 14 of the Act.</p>
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI  
RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Moved Cr Gillett, seconded Cr Baird and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.28 pm.

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 – 30 May 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1	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 (S. 7(2)(b))
1	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (S. 7(2)(e))
1	Maintain the effective conduct of public affairs through: (i) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
1	Maintain legal professional privilege; or (S. 7(2)(g))
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))
1	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 3.30 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 JULY 2024  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



**MEETING CLOSED AT 3.30 PM**

Confirmed by Council at their meeting held on the 25 July 2024.

\_\_\_\_\_  
**Mayor Helen Lash**  
**Chair**

**Date:**

## 22.02.24 – COUNCIL MEETING ACTION LIST

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika  Council Headquarters, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	June 24	CE	<p>The Reports from Elliott Sinclair have been delayed, the report for Council Headquarters will be at the next meeting of Council.</p> <p>Pakiwaitara will be put forward for Sale as part of the LTP, will be kept wind and watertight in the meantime. Council HQ has a report to Council at this July meeting.</p>
2	30.05.24		Hokitika Gorge Bridge	Replacement of the original swing bridge at the Hokitika Gorge.		CE	<p>The engineer has completed structural calculations and provided elevation and cross section drawings for the new bridge.</p> <p>The engineer is currently mid-way through the design of the bridge, construction drawings for tender are due for completion by mid-July.</p> <p>RFT document has been drafted and will be ready for WDC to review by mid-June.</p> <p>On the current timeline completion of construction would be the end of February 2025.</p> <p>DOC will be presenting at the July meeting of Council regarding progress on the Hokitika Lower Gorge Swingbridge.</p> <p>DOC have a presentation to Council at this July meeting.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
3	27.06.24		Community Housing Trust	Available Council land to contribute to the Community Housing Trust		CE	<p>Council requested at the May Council meeting for a report from Staff regarding Council land that may be able to be contributed to the Community Housing Trust.</p> <p>This report will be coming to the July meeting of Council.</p> <p>No report to Council as a meeting could not be arranged with enough time to report to Council.</p>

# Report to Council



**DATE:** 25 July 2024

**TO:** Mayor and Councillors

**FROM:** Finance Manager

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## Rates write offs and remissions 2023-24

### 1. Summary

- 1.1. The purpose of this report is to request Council approval to write off rates debts deemed uncollectable, and to apply remissions, for the financial year ended 30 June 2024.
- 1.2. This issue arises due to the provisions in Council's delegations manual that require staff to report to Council all the debt written off during the year.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council that Council approve the write off, adjustment and remission of rates receivables and penalties totalling \$225,799 including GST (\$198,668 ex GST) for the financial year ending 30 June 2024.

### 2. Background

- 2.1. Remissions are applied in accordance with Council's Rates Remissions Policy.
- 2.2. Write offs are a last resort after Council exhausts all reasonable avenues to collect outstanding rates receivables. There are two circumstances which compromise Council's ability to recover overdue amounts:
  - 2.2.1 Section 65 of the Local Government (Rating) Act 2002 (LGRA) precludes the commencement of any court action to recover unpaid rates that are more than six years past due.
  - 2.2.2. Part 4 of the LGRA provides that rates are not collectable on unoccupied Maori land, unless it can be proven that income is derived from that land. To that extent, Maori land that is vested in trustees is liable for rates only to the extent of any money derived from the land, and that rates on multi ownership unoccupied Maori land are the liability of each owner only to the extent of their own interest in the land. These provisions render the rates on unoccupied Maori land uncollectable.

### 3. Current Situation

3.1. Analysis of the reason for the rates write offs and remissions are in the below table with comparative data from the previous financial year 2022-23.

Reason	2023/24	2022/23
Agreement	10,501	10,985
Correction	8,531	1,962
Half Rateable	40,164	32,408
Contiguous Uniform charges	5,181	10,069
Non Rateable (DOC/Low CV)	0	42,422
Non-Contiguous Remission on UAGC and Targeted Rates	99,215	94,988
Paid Full Year/Corrections		
Payment Plan		
Pre 7 Years	11,133	11,765
Subdivision		
Unoccupied Maori Land	39,641	25,660
RID Review Adjustments	878	8,393
	<b>215,245</b>	<b>238,652</b>
<b>Special arrangement/Annual Review</b>		
Wastewater Annual Review	10,535	43,385
<b>Grand Total</b>	<b>225,779</b>	<b>282,037</b>

3.2. Analysis of the type of write off and remission are in the below table.

Action	Type	Reason	Inc GST	
Remission	Penalties	Correction	8,531	
	Rates	Half Rateable (Community Remission 50%)	40,164	
		Uniform charges Contiguous	5,181	
		Non Rateable	-	
	Subdivision	-		
Remission Total			53,876	
Write Off	Arrears	System Error	-	
		7th Year	11,133	
		Unoccupied Maori Land	39,641	
		Correction Unoccupied Maori		
	Penalties	Correction		
		Paid Full Year		
		Payment Plan		
	Rates	Correction	10,501	
AIRBNB ADJ			878	
Write Off Total			62,154	
			116,030	
WO Previous Years Arrears - Unoccupied maori land				
Non-Contiguous Remission on UAGC and Targeted Rates	UAGC Field 86	Council Policy	99,215	
Wastewater School Review 2022-23	LTP	Annual Review	10,534.56	
			109,749	
Grand Total - Current year Write Offs			225,779	

3.3. The total has reduced compared to 2021-22, due to review of the rating information database in the previous year. Special arrangements as per the LGRA and WDC Remissions Policy have increased as they have been reviewed in full and adjusted in this financial year.

3.4. The budget for rates write offs and remissions for financial year 2022-23 is \$200,000 excluding GST. The total write offs and remissions are \$245,250 excluding GST resulting in a variance of \$45,250. This is due to adjustments which were unknown when preparing the Annual Plan budgets.

3.5. Rating units that qualify for remissions at the start of the financial year are identified during the preceding year and the amount to be remitted is allowed for when the rates are struck via a redistribution in the rating information database.



#### **4. Options**

4.1. Option 1: Approve the write offs and remissions amounting to \$282,037 including GST.

4.2. Option 2: Do not approve the write offs and remissions.

#### **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 being low as the decision is administrative. However, is of interest to the ratepayers of Westland District Council.

7.2. No public consultation is considered necessary.

#### **8. Assessment of Options (including Financial Considerations)**

8.1. Option 1 – Provides for a variance of \$45,250 against budget. This option is consistent with Councils rates remission policy and is prudent in respect of the write off, since under PBE IPSAS, assets must be stated at their net realisable value.

8.1.1. The financial implications have been identified.

8.2. Option 2 would breach Council's rates remissions policy. Were the write offs not applied it is certain that they would require provision, which would have the same financial impact as Option 1.

#### **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 it is consistent with Council policy and PBE accounting standards.

#### **10. Recommendation(s)**

10.1. That the report be received.

10.2. That Council approves the total proposed rates write offs and remissions of \$225,779 including GST.

**Lynley Truman**  
**Finance Manager**

# Report to Council



**DATE:** 25 July 2024

**TO:** Mayor and Councillors

**FROM:** Facilities and Properties Manager

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## Cass Square Playground Feedback Report

### 1. Summary

- 1.1. The purpose of this report is to provide feedback on the Cass Square Playground project.
- 1.2. This issue arises from a request from Council for a close-out report on the Cass Square Playground project.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive this report.

### 2. Background

- 2.1. The reason the report has come before the Council is due to the project being completed, and to provide feedback on the budget spent and outstanding works to be completed.
- 2.2. A working group consisting of elected members of council, council staff and members from the community was established and met regularly to provide input and feedback to the design and build team. The success of the project is down to the alignment within the working group and the design and build team taking on board the requests and recommendations made during the working group meetings.
- 2.3. Construction started in January 2024, with Creo Space Limited (Creo) appointed as the main contractor after being awarded the design & build tender in November 2023. The initial completion date provided was 22 May 2024, however there was a delay from the contractor's side and the project was completed and handed over by Creo on 12 June 2024. As per the signed agreement, a planting plan was supplied by Creo, and a community planting project was held on 20 June to get all the plants in. There was a good turnout for the planting event and numerous community members assisted with the planting project.

### 3. Current Situation

- 3.1. The current situation is the Cass Square Playground project has been completed and the playground opened for users on 23 June 2024. Construction started in January 2024, with Creo Space Limited appointed as the main contractor after being awarded the design & build tender in November 2023. The

initial completion date provided was 22 May 2024. There was a delay from the contractor's side and the project was completed and handed over by Creo on 12 June 2024. A planting plan was supplied by Creo, and a community planting project was held on 20 June to get all the plants in. There was a good turnout for the planting event and numerous community members assisted with the planting project. The playground opened on 23 June 2024, with a ribbon cutting, sausage sizzle and a bouncy castle. The opening event was successful, and the playground has been well used following the opening.

- 3.2. All the required documentation, including design & install certification, maintenance sheets and product warranty documents, was completed by Creo and handed over to the council.
- 3.3. Funding came in the form of a \$510,000 lotteries grant, matched by a \$510,000 contribution from the council. There was an overspend of \$2,034.08, due to the ground conditions requiring additional digout, fill and compaction.

<b><u>Cass Square Playground</u></b>			
<b><u>Budget</u></b>			
Lotteries Funding	\$510,000.00		
WDC Contribution	\$510,000.00		
<b><u>Total budget</u></b>	<b><u>\$1,020,000.00</u></b>		
<b><u>Expenses</u></b>			
Westroads	\$1,550.00	Relocating old playground to Butlers Landfill	
Bits & Bytes	\$14,166.14	Project management, planning and tendering	
Numat	\$950,000.00	Supply and install the new playground	
Numat	\$0.00	VO1 - Communication board <b><u>\$1,890.00</u></b>	Sponsored by Westreap
Numat	\$48,655.20	VO2 - Additional digout, fill & compaction	
Numat	\$0.00	VO3 - Retaining wall & base prep <b><u>\$53,924.26</u></b>	Rejected by WDC
Numat	\$2,130.00	VO4 - Additional picnic table	
Hoki Guardian	\$711.60	Advertisements	
Southern Woods Nursery	\$4,385.45	Plants	
Photo corner	\$130.43	Photographer for opening event	
Signlink	\$305.26	Disclaimer signs	
<b><u>Total expenses</u></b>	<b><u>\$1,022,034.08</u></b>		
<b><u>Total overspend</u></b>	<b><u>\$2,034.08</u></b>		

- 3.4. A visual timeline of the work is provided in the photo report attached as appendix 1.

#### 4. Options

- 4.1 Option 1: That council receives the report and appendix.
- 4.2 Option 2: That council does not receive the report and appendix.

#### 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 low. The report is administrative in nature.

- No public consultation is required.

## **8. Assessment of Options (including Financial Considerations)**

8.1 Option 1 – That the report and appendix be received. The report outlines the timeline of the project, the financial details and public reception of the asset.

- There are no financial implications to this option

8.2 Option 2 - That council does not receive the report and appendix. There is no reason for the council not to receive the report.

- There are no financial implications to this option

## **9. Preferred Option(s) and Reasons**

9.1 The preferred option is Option 1. This allows the council to acknowledge the information contained in the report.

## **10. Recommendation(s)**

10.1 That the report and appendix be received.

**Jan Visser**  
**Facilities and Properties Manager**

**Appendix 1: Photo Report**



## Appendix One – Cass Square Playground Photos

Photos below: Before (Jan 2024)





Photos below: During (Feb 2024)





Photos below: During (Early April 2024)





Photos below: During (May 2024)





Photos below: During (June 2024)





Photos below: Community Planting Day (June 2024)





Photos below: Playground Opening (June 2024)





# Report to Council



**DATE:** 25 July 2024

**TO:** Mayor and Councillors

**FROM:** Facilities and Properties Manager

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## HOKITIKA CENTRAL BUSINESS DISTRICT CHRISTMAS LIGHTS

### 1. Summary

- 1.1. The purpose of this report is to provide the Council with the costs involved with the replacement of the current Christmas lights and provide a list of the lights available for selection.
- 1.2. This issue arises from a request from the Council to provide costs to replace the old and faulty Christmas lights.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer to page 2 of the agenda.
- 1.4. This report concludes by recommending that the Council replace the current Christmas lights with new Christmas lights which are more easily installed, removed in less time, and are the most cost-effective.

### 2. Background

- 2.1. The reason this report has come before the Council is due to the poor condition of the current Christmas lights and frames.
- 2.2. Following the installation and removal of the Christmas lights in January 2024 it was assessed that they will not last another Christmas season.
- 2.3. The cost to install and remove the Christmas lights each festive season has increased due to the equipment needed and repairs to the lights required.
- 2.4. The Hokitika Christmas lights were purchased by Destination Hokitika Limited with support from the Westland District Council prior to 2018. Electricians have inspected the lights and advised the condition of the lights and frames has deteriorated to the stage where they cannot be maintained. The frames, the wiring and the electrical connections are badly corroded.
- 2.5. Installing the current Christmas lights requires a cherry picker or bucket Hiab as well as upwards of six staff for up to six hours.
- 2.6. The costs to repair the current Christmas lights and install and remove the lights each year has increased each year for the last three years. On average around \$12,000 has been spent repairing the lights.

- 2.7. Faults will often only show in the days following installation, this then requires a hiab/cherry picker and staff to lower the lights, repair, and reinstall.

### **3. Current Situation**

- 3.1. The current situation is that following discussions with Hamilton Electrical and Coastal Engineering an alternative design has been discussed which allows quicker installation of the lights from the ground, as shown in appendix 1. There would be no need for machinery, instead, the staff could lift the light frames into place from the ground. Access to installation machinery e.g. Hiab and/or a cherry picker is not always easily accessible. This was identified during the 2023/2024 festive period when there was no machinery available until mid-December.
- 3.2. The newly proposed design, drafted by the electricians and engineer has an initial set-up cost of \$14,528. This includes hot-dipped galvanized support frames to suspend Christmas lighting across four street crossings, supply, and installation of stainless-steel cables, pulleys, and labour costs. A further \$12,000 is required for the purchase of new lights from Flexilight NZ and the electrician's cost of wiring the frames and connections. These frames are aluminium and would be far more weather-resistant than the current powder-coated steel frames.
- 3.3. The use of the support frames is seen as essential as they prevent the light frames from damage during installation/removal and also the framed motifs will not hit against each other causing damage.
- 3.4. After implementing the new design, it is expected the installation and removal of the Christmas lights will take three people, three hours. Including the costs of traffic management, it is expected that the overall cost to install and take down the lights each festive season will be \$3,000 or less.

### **4. Options**

- 4.1. Option 1: Purchase and install new Christmas lights with engineered support frames, cabling, and winches.
- 4.2. Option 2: Purchase and install new Christmas lights. Install these new lights in the same way the current Christmas lights are installed.
- 4.3. Option 3: Install current Christmas lights.
- 4.4. Option 4: Do not install any Christmas lights this festive season.

### **5. Risk Analysis**

- 5.1. Risk has been considered and the following risks have been identified: The current Christmas lights and support frames are corroded, and not replacing them poses a risk of the frame breaking off, which can cause harm to persons or damage to vehicles.
- 5.2. Not installing the new Christmas lights would also risk impact on Council with poor public perception of Council.

### **6. Health and Safety**

- 6.1 Health and Safety has been considered and the following items have been identified:
- The current Christmas lights and support frames are corroded, and not replacing them poses a risk of the frame breaking off, which can cause harm to persons or damage to vehicles.

## **7. Significance and Engagement**

7.1. The level of significance has been assessed as low.

- No public consultation is considered necessary.

## **8. Assessment of Options (including Financial Considerations)**

8.1. Option 1 – Purchase new Christmas lights and install new lights with engineered support frames at four crossings.

- The cost of the new steel supports and new Christmas lights is \$26,528. With an annual cost of \$3,000 for installation and removal.
- Simple installation and removal which also allows easy lowering of frame to fix faults.
- Not limited to Christmas lighting and can be used for other purposes.
- This project is funded through the Westland District Council annual plan lighting budget.

8.2. Option 2 - Purchase new Christmas lights and install new lights as done previously:

- The cost to purchase new Christmas lights for four crossings, is \$12,000 with an annual install removal cost of over \$8,000.
- Installation involves the use of Hiab or similar and would take up to 3 hours per crossing.
- If faults are identified they need to employ a Hiab (or similar) to lower lights, repair, and re-install.
- Likelihood of damage to the lights during installation/removal and while installed.
- This project is funded through the Westland District Council annual plan lighting budget.

8.3. Option 3 – Install old Christmas lights.

- Cost to repair and install would increase annually with the current at just under \$13,000.
- This project is funded through the Westland District Council annual plan lighting budget.

8.4. Option 4- Do not install any Christmas lights this festive season

- No financial implications.
- The local community may feel that Council is neglecting its obligations under the four well-beings to consider cultural and social well-being. Christmas lights are traditionally erected to celebrate the season and enhance the town centre.

## **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 for the following reasons:

- The purchase of the new Christmas lights would be a one-off cost.
- These new lights would also reduce the annual installation cost by up to 75%.
- With the increased purchase cost of the new lights but the reduced maintenance and installation costs, the new lights will pay for themselves after year 2 compared to the current repair and install costs.

## **10. Recommendation(s)**

10.1. That the report be received.

10.2. That Council purchase new Christmas lights with engineered support frames at a cost of \$26,528.

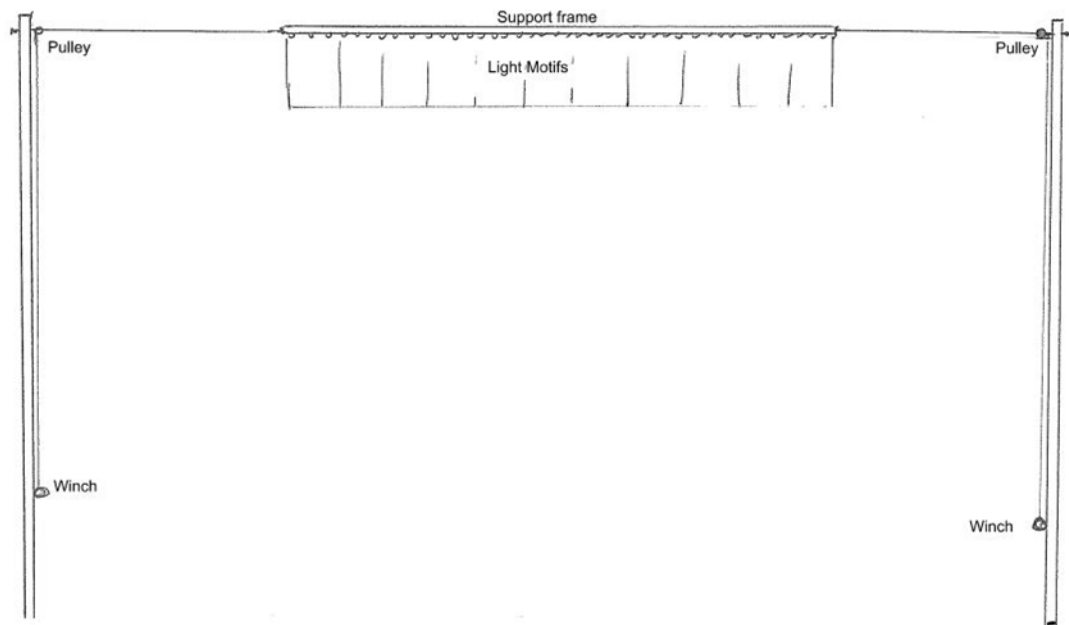
**Jan Visser**

**Facilities and Properties Manager**

**Appendix 1:** Drawing of design of support frames and motifs available for consideration

**Appendix One:** Drawing of design of support frames and motifs available for consideration

Below: Light Motifs:



Below: Christmas Light options

Flexilight NZ – Christmas Motifs  
flexilight.co.nz



Bauble

\$200. 1.58kg. 69 x 53cm



Christmas Tree

\$200. 1.62kg. 70 x 80cm



Merry Christmas Tree

\$650. 8.52kg. 200x 150cm



Santa Cat

\$275. 2.82kg. 90 x 60cm



Carnival Series - Spinning Top Bauble

\$320. 2.82kg. 90 x 71



Carnival Series - Christmas Tree

\$320. 5.4kg. 90 x 68cm



Gift Box - Green Bow - Red

\$225. 2.16kg. 70 x 80cm



Candle Light

\$375. 5.22kg. 150 x 66cm





Street Light Star Comet  
\$700. 6.32kg. 200x 70cm



Shooting Star - Awesome Motif for year round  
\$450 3.92kg. 150 x 64cm



Firework Star  
\$450. 6.66kg. 215 x 88cm



Falling Star - Very Classy  
\$400. 5.68kg. 158 x 68cm



Star of Hope 80cm x 60cm  
\$275. 1.62kg. 80 x 60cm



Long Star System - Get Noticed  
\$1100. 11.84kg. 4.1x 92cm



Carnival Series - Bell  
\$320. 4.88kg. 90x 70cm



Bell  
\$200. 1.8kg. 70 x 80cm



Santa Fishing

\$750. 7.86kg. 180 x 110cm



Santa & Reindeer

\$650. 6.82kg. 180 x 70cm



Carnival Series - Bauble

\$320. 4.32kg. 85 x 74cm



Santa with Surf Board

\$450. 4.5kg. 180 x 110cm



Mary Joseph Cradle

\$600. 8.1kg. 180 x 180cm



Spinning Top Bauble

\$200. 1.56kg. 70 x 80cm



Gift Box - Red Bow - Warm White

\$ 225 . 2.16kg. 70 x 80cm



Gift Box - Red Bow - Cool White

\$ 225 . 2.16kg. 70 x 80cm



Snowflake

\$450 . 3.52kg. 90 x 78cm

# Report to Council



**DATE:** 25 July 2024  
**TO:** Mayor and Councillors  
**FROM:** Building Control Manager

---

## CHANGE TO BUILDING LEVY

### 1. Summary

- 1.1. The purpose of this report is to update the Council on a legislative change effective 1 July 2024.
- 1.2. This issue arises from the Government agreeing to change the building levy.
- 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 2024, which are set out in the – Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the amended Fees and Charges to reflect the change to the building levy set by Cabinet on 11 March 2024.

### 2. Background

- 2.1. The reason the report has come before the Council is due to the fact that the fees and charges adopted on 26 June 2024 in the Enhanced Annual Plan reflect the incorrect value of work for this building work levies to be applied.
- 2.2. On 1 July 2024, a new levy rate was introduced by the Building (Levy) Amendment Regulations 2024, which is applicable if building work is over \$65,000, meaning all work below that value is exempt, making building costs slightly cheaper.

### 3. Current Situation

- 3.1. The current situation is the fees and charges state the levy as payable on building value of building work over \$20,000, which is not in line with current legislation.

### 4. Options

- 4.1. Option 1: Revise the fees and charges to reflect that building work less than \$65,000 is exempt from paying the building levy.

### 5. Risk Analysis

- 5.1. Risk has been considered and no risks have been identified by making this change.

## **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. The change is administrative and required by legislation.

7.2. No public consultation is considered necessary.

## **8. Assessment of Options (including Financial Considerations)**

8.1. Option 1 – Revise the fees and charges to reflect that building work less than \$65,000 is exempt from paying the building levy as set out in Appendix 1. This is required by the legislation.

8.2. There are no financial implications to this option.

## **9. Preferred Option(s) and Reasons**

9.1. The only option available is to update the fees and charges to reflect the legislative change.

## **10. Recommendation(s)**

10.1. That the report be received.

10.2. That Council adopt the amended Fees and Charges for 2024/2025.

**Ana Coleman**  
**Building Control Manager**

**Appendix 1:** Amended Building control Fees and Charges

## Fees and charges 2024/2025

ALL FEES AND CHARGES ARE GST INCLUSIVE UNLESS OTHERWISE STATED

### Building Consent Activity

The cost of your building consent depends on the type of application, costs of the work involved, levies, how long it takes to process and how many inspections you will need.

An estimated number of inspections will be charged for at the outset, with additional inspections charged for at the end of the project. Refunds may be available for any unused inspections, which is calculated at the end of the job.

All building work over [a certain value](#) attract MBIE and BRANZ levies and an insurance charge– see end of building consent fees and charges for this.

You, as the owner, are responsible for paying the fees. If you withdraw an application at any stage you are still required to pay charges incurred for the consent.

### Housing / Residential Units – Single and Multi-Unit

Deposit – per application	\$3,000
Project Information Memorandum (with BC application)	\$230 plus processing fees
Compliance Check - RMA / Planning	\$100 plus processing time if over 30 minutes
Consent fee	Category Res 1 & 2 \$576 Res 3 \$750 Multi units x 2 \$1,153 Multi-units x 3 \$1,717 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$300
Inspection Fees	\$230 each
Code Compliance Certificate	Category Res 1 & 2 \$576 Res 3 \$750 Multi units x 2 \$1,153 Multi-units x 3 \$1,717 plus processing fees

### Commercial/Industrial

Deposit – per application	\$3,000
Project Information Memorandum	\$330 plus processing fees
Compliance Check – RMA / Planning	\$100 plus processing time if over 30 minutes
Consent fee	Category Com 1 & 2 \$752 Com 3 \$916 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$300
Inspection Fee	\$230 each
Code Compliance Certificate –.	Category Com 1 & 2 \$752 Com 3 \$916

**Accessory Buildings – garages, shed, sleepouts, temporary buildings, pool, signs and demolition outside of Schedule 1 etc**

Project Information Memorandum	\$230 plus processing fees
Compliance Check – RMA	\$100 plus processing time if over 30 minutes
Consent & processing	\$207 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$100
Inspection Fee	\$230 each
Code Compliance Certificate	\$207 plus processing fees

**Minor Alterations/Renovations (<\$150,000)**

Project Information Memorandum	\$230 plus processing fees
Compliance Check - RMA	\$100 plus processing time if over 30 minutes
Consent fee	\$207 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$150
Inspection Fee	\$230 each
Code Compliance Certificate	\$207 plus processing fees

**Major Alterations/Renovations (>\$150,000 and over)**

Deposit - required	\$3,000
Project Information Memorandum	\$230 plus processing fees
Compliance Check - RMA	\$100 plus processing time if over 30 minutes
Consent fee	Category Res 1 & 2 \$576 Res 3 \$750 Category Com 1 & 2 \$752 Com 3 \$916 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$300
Inspection Fee	\$230 each
Code Compliance Certificate	Category Res 1 & 2 \$576 Res 3 \$750 Category Com 1 & 2 \$752 Com 3 \$916 plus processing fees

**Free-standing Spaceheater**

Set fee, including one inspection	\$630
Additional Inspection Fees	\$230 each

Additional Processing	\$200 per hour processing (\$150 per hour for administrative staff)
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### **Plumbing & Drainage**

Project Information Memoranda	\$200 per hour processing (\$150 per hour for administrative staff)
Compliance Check	\$100 plus processing time if over 30 minutes
Consent fee	\$207 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$60
Inspection Fee	\$230 each
Code Compliance Certificate	\$207 plus processing fees

### **Application for Public Information Memorandum (PIM) only**

BCA Accreditation Levy	\$60
PIM Fees - Residential	\$230 plus processing fees
PIM Fee - Commercial/Industrial	\$330 plus processing fees
Alpha One / Objective Build online processing charge	\$91
Compliance Check	\$100 plus processing time if over 30 minutes

++Where any building charge is inadequate to enable the recovery of the actual and reasonable costs, a further charge may be payable.

### **Marquees Only**

Consent fee	\$68 plus processing fees
Alpha One / Objective Build online processing charge	\$91 or 0.065% for total value of work over \$125,000
BCA Accreditation Levy	\$60
Inspection Fee	\$230 each
Code Compliance Certificate	\$68 plus processing fees

### **Receiving and Checking Building Warrant of Fitness (BWOFF)**

BWOFF - On or before due date	\$60 backflow preventor only \$206 (2 – 6 specified systems) \$400 (7 or more specified systems)
After due date	Fee plus 50% penalty fee

### **Compliance Schedules**

New Compliance Schedules	\$455 plus processing fees
Compliance Schedule Audit	\$220 plus processing fees
Duplicate/copy Compliance Schedules	\$162
Amendment to compliance schedule	\$225 plus processing fees

### **Certificate of Acceptance**

Certificate of Acceptance – Emergency works	A fee of \$578 plus any fees, charges and levies that would have been payable had a building consent been applied for plus processing fees
Certificate of Acceptance – all other works application fee	\$1,800 flat fee



plus any fees, charges and levies that would have been payable had a building consent been applied for.  
plus processing fees

## Other Building Charges

Notices to Fix	\$546 plus processing fees allows 1 investigation inspection. Additional inspections will be charged accordingly.
Residential Swimming Pool compliance inspection	First inspection \$230 Re-inspection \$230
Certificate of Public Use [CPU] (valid for 12 months from issue)	\$546 plus processing time
Additional CPU	\$1092 Plus processing fees
On-site - Variation to building consent	\$112 plus processing fees
Building consent amendment	\$151 plus processing fees plus online processing charge and accreditation levy
Building consent amendment accreditation levy	as specified in each section
Partial accreditation charge for amendments	\$96
Extension of time for exercise of building consent	\$172
Signing of Certificates for Lodgement (s 72 & s75)	\$106 plus processing time
Deposit to lodge s 72/75 certificate	\$650 (actual costs to be charged) includes lawyers costs, lodgement and council costs.
Removal of s 73 or 75 certificate	\$350 plus processing time
Section 124 notice – dangerous/insanitary buildings (except in the event of a natural disaster)	\$350 plus processing time
Extension of time for obtaining CCC	\$172
Preparation of Sec 37 Certificate	\$82
Fee to relook at a CCC once it is refused	\$172
Processing fees per hour	\$200 per hour processing (\$150 per hour for administrative staff)
Meetings charge out rate – staff	\$200 per hour – chargeable after first 30 minutes
Specialist / consultancy specific design input	At cost plus 10%
Insurance Levy	
Residential, and accessory buildings: assessed value of work over \$20,000	\$200
Multi-units	\$300
Commercial	\$400
Exemptions under Schedule 1(2)	\$374 plus levies & \$91 online processing charge fees apply whether the decision is to approve or decline the application
Investigation/Additional / Site Inspections	\$230 each
Cancellation of inspection – on the day of	\$230 each
Certificate of compliance (district licencing agency) – building code assessment for fire safety and sanitary facilities in a building, done with a alcohol licence application	\$106 plus processing fees
Building Infringement	Relevant set fee plus \$153 administration charge
Application for extension of time – Heritage Earthquake prone building	\$350 plus processing fees
Receiving and reviewing of engineer/ information relating to status of an earthquake prone building	\$450 plus processing fees



Issue of Earthquake prone building notice (S133AL) \$250 plus processing fees

**Building Research Levy**

In addition to the Building Consent Fee, a Building Research Levy based upon \$1.00 per \$1,000 or part thereof of total value is required to be paid.

Consents of lesser value than \$20,000 are exempt from this levy.

**Building MBIE Levy**

In addition to the Building Consent, a Building Industry Levy based upon \$1.75 per \$1,000 or part thereof of total value is required to be paid.

Consents of lesser value than ~~\$20,444~~\$65,000 are exempt from this levy.

**Independent Building Consent Authority (BCA)**

Where the services of a Building Certifier are used, the fee will be established on a case by case basis to ensure full cost recovery.

**Election Signs – if not exempt work under Schedule 1 of the Building Act 2004**

Up to 3 signs	\$328
Up to 6 signs	\$650
For each additional sign in excess of 6. signs	\$22

**Reports**

Monthly building consent reports	\$65
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# Report to Council



**DATE:** 25 July 2024

**TO:** Mayor and Councillors

**FROM:** Museum Director

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## NGĀ WHAKATŪRANGA - HOKITIKA MUSEUM REDEVELOPMENT

### 1. Summary

- 1.1. The purpose of this report is to provide a detailed breakdown of unbudgeted expenditure for opening the museum with a temporary exhibition prior to the official opening in June 2025.
- 1.2. This issue arises from a Council request for detailed information on the touring exhibition *Kura Pounamu – Our Treasured Stone* and the associated costs required to open the Museum by December 2024, ahead of the official opening in June 2025.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receives the report and approves the unbudgeted expenditure and approves the opening of the Hokitika Museum in December 2024 with *Kura Pounamu – Our Treasured Stone*.

### 2. Background

- 2.1 The reason the report has come before the Council follows the adoption of Option A in the Museum's Report to Council on 27 June 2024.
- 2.2 Option A, accounted for half of the original starting budget for the Nga Whakatūranga - Museum Redevelopment Project, and did not include costs for a touring exhibition to open the museum by December 2024 or the operational costs required.
- 2.3 Approval has been sought from the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to proceed with the loaning of the touring exhibition from Museum of New Zealand Te Papa Tongarewa.

### 3. Current Situation

- 3.1 To stage the touring exhibition, building plans and budgets need to be reassessed to identify savings to fund a reduced fitout. The revised building plans will need to be reviewed by a Heritage Architect and submitted to Council. The fitout base budget is contained within the total cost envelope approved by Council for Option A at the June Council meeting. This information is outlined in Appendix 3. Te Papa's touring exhibition *Kura Pounamu* costs are attached as Appendix 1. The total cost estimate is \$15,937.

3.2 The museum has received approval and support from the Chair of Te Runanga o Makaawhio to proceed with the loan of the touring exhibition *Kura Pounamu – Our Treasured Stone*.

3.3 The revised building plans, as attached in Appendix 2, will need to be reviewed by a Heritage Architect.

#### **4. Options**

4.1 **Option 1:** Adopt the report and proceed with the recommendation.

4.2 **Option 2:** Adopt the report and not proceed with the recommendation.

4.3 **Option 3:** Adopt the report and amend the recommendation.

#### **5. Risk Analysis**

5.1 Risk has been considered and the following risks have been identified that could impact on the opening of the building by December 2024:

- Increased costs for unplanned work.
- Heritage Consent process delays.
- Insurance increase.
- Securing tradespeople.

#### **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 medium.

- No public consultation is considered necessary for these changes.
- There is a high degree of public interest in the museum.
- Iwi consultation is an essential part of the project.

#### **8. Assessment of Options (including Financial Considerations)**

8.1 **Option 1:** Adopt the report and proceed with the recommendation:

- This option allows the opportunity to open the museum earlier than the official date in line with Councils expectation for the Museum to be open to the public as soon as possible.
- The Financial implication is that this is an unbudgeted expenditure. There will be costs related to the touring exhibition, point of sale system and security.
- These items will be funded from the overall project budget with standard museum entry fees helping to offset these costs. As listed in the Westland District Council Long Term Plan 2021 – 2031, Westland residents and youth aged 1 – 16 years old will have free entry, while visiting adults will be charged \$6 to view the touring exhibition.

8.2 **Option 2:** Receive the report and not proceed with the recommendation:

- The financial implications are that there will be no cost to Council for the touring exhibition but Council may lose revenue associated with visitors viewing the exhibition.

8.3 **Option 3:** Receive the report and amend the recommendation:

- This is at the discretion of Council.

## 9. Recommendation(s)

9.1 That the report be received.

9.2 That Council approves the unbudgeted expenditure and approves the opening of the Hokitika Museum in December 2024 with *Kura Pounamu – Our Treasured Stone*, subject to support from local Iwi partners.

**Laureen Sadlier**  
**Museum Director**

**Appendix 1:** *Kura Pounamu* Exhibition Costs Report.

**Appendix 2:** Revised Building Plan.

**Appendix 3:** Works to be undertaken within Councils allocated budget.

# Kura Pounamu: Our Treasured Stone

An exhibition created by Te Papa working closely with Ngāi Tahu, featuring more than 200 pounamu taonga.

This exhibition tells the story of this most precious of stones, its significance for Māori, and its enduring value from ancient times until today. The exhibition includes some very rare cultural taonga, including some 95 hei tiki, 20 mere, and four large pounamu touchstones, the largest of which, “Te Hurika”, weighs in at 170kg.

**Fee: \$1,725**

**Freight costs: Installation freight costs - Cost estimate, \$8,032**

**Te Papa staff costs: Cost estimate. \$6,180.**

**Total cost estimate for Kura Pounamu - \$15,937**

## Freight Costs

Component	Details	Cost
Exhibition Fee	Kura Pounamu – Our Treasured Stone touring fee <b>(reduced)</b>	\$1,725
Sub total		<b>\$1,725</b>

## Installation Freight Costs

Component	Details	Cost
Rental Trucks	2 dedicated rental trucks	\$708 per truck
- Total Cost	2 trucks	\$1,416
Ferry Bookings	2 return ferry bookings	\$1,100 per booking
- Total Cost	2 bookings	\$2,200
Fuel Costs	Additional fuel cost estimate	\$400
Sub total		<b>\$4,016</b>

## Installation Team Costs

Component	Details	Cost
Per diem costs	4 x furniture and taonga delivery staff	\$1280 (4 couriers * 4 days * \$80)
Per diem costs	1 x Collection Manager	\$400 (*5 days *\$80)
Accommodation	4 x furniture and taonga delivery staff	\$800 (4 couriers *2 days *\$100)
Accommodation	1 x Collection Manager	\$500 (*5 nights *\$100)

Travel (install)	Return flights	\$150
Subtotal		<b>\$3,130</b>

#### Deinstallation Freight Costs

Component	Details	Cost
Rental Trucks	2 dedicated rental trucks	\$708 per truck
- Total Cost	2 trucks return	\$1,416
Ferry Bookings	2 separate return ferry bookings	\$1,100 per booking
- Total Cost	4 bookings	\$2,200
Fuel Costs	Additional fuel cost estimate	\$400
Sub total		<b>\$4,016</b>

#### Deinstallation Team Costs

Component	Details	Cost
Per diem costs	4 x furniture and taonga staff 4 days	\$1280 (2 couriers * 4 days * \$80)
Per diem costs	1 x Collection Manager	\$320 (*4 days *\$80)
Accommodation	4 x furniture and taonga staff 4 days	\$800 (4 couriers *2 days *\$100)
Accommodation	1 x Collection Manager	\$400 (*4 nights *\$100)
Travel (install)	1 staff return flights	\$250
Subtotal		<b>\$3,050</b>

#### Summary of All Costs

Component	Details	Cost
Touring Fee	Kura Pounamu – Our Treasured Stone	\$1,725
Installation	Freight Costs, Courier costs	\$4,016
Deinstall	Freight Cost, Courier costs	\$4,016
Team Cost Install	Travel, accommodation, per diems,	\$3,130
Team Cost Return	Travel, accommodation, per diems,	\$3,050
Total	25.07.24 - Council Meeting Agenda	<b>\$15,937</b>

Kura Pounamu Domestic Touring Display Case Measurements and Images.



1  
T.P Case. 1154 W x 704 D x 1200 H (CH 420) mm



2  
P.M Wall Case 2400 W x 440 D x 650mm H (1of 4)



3  
P.M Wall case 2400 W x 440 D x 650mm H (2 of 4)



4  
Wall case 610 W x 230 D x 815 mm H



5  
He Tiki Wall case 3685 w x 180 d x 1780mm H  
(4 pieces + x2 Acrylic sheets)

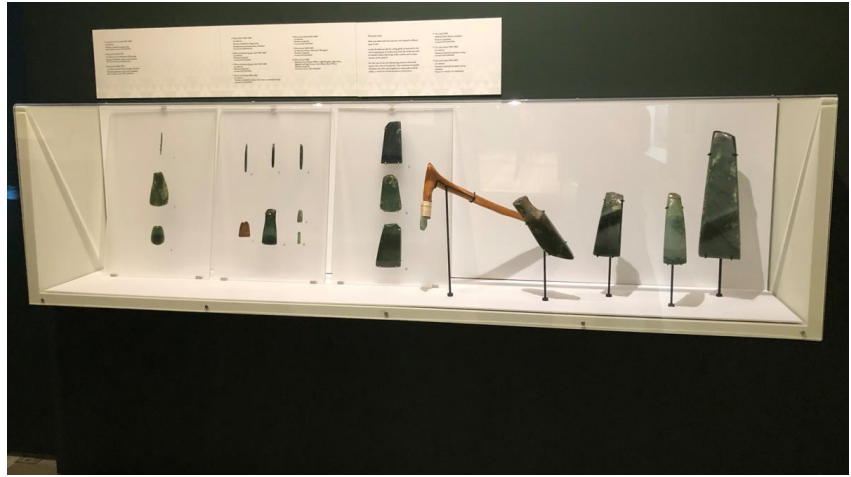


6  
Mere Cases x2 2315 W x 450 D x 1540mm OH  
(CH 610mm x 480mm D)



7

T.P Case 910 W x 680 D  
X 1305mm OH (CH 378mm)



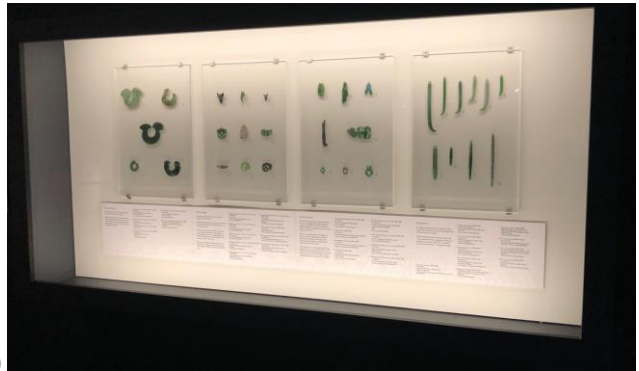
8

Wall Case 2400 W x 440 D x 650mm H (3 of 4)



9

T.P Wall case 1200 W x 310 D x 530mm H



10

T.P Wall case 2410 W x 360 D x 1208mm H (heavy)



11

T.P 580 W x 580 D  
X 1515mm OH  
(CH 710mm)



12

W.C 610 W x 230 D  
x 815mm H



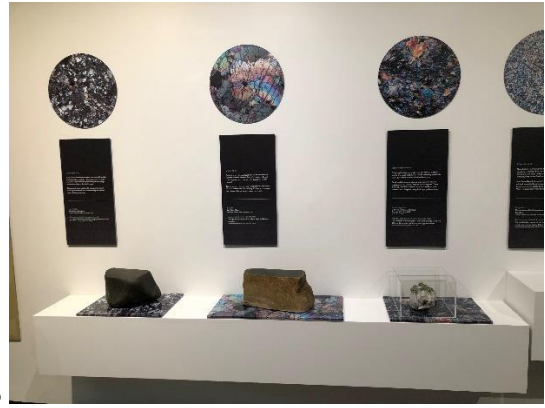
13

Wall Case 2400 W x 650 D x 440mm H  
( 4 of 4 Different orientation)





14



15

X2 Wall Plinths 2400 W x 320 D x 320mm H



16



17



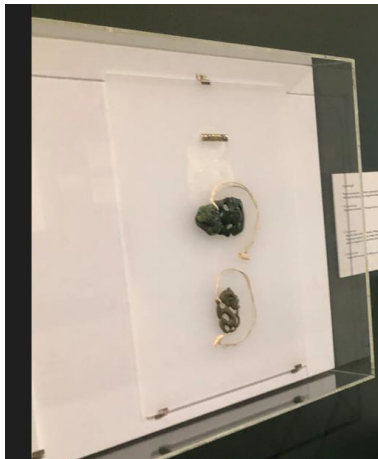
18



19

X3 Touchstone Plinths 505 W x 505 D x 720mm H

X 1 Touchstone Plinth 505 W X 505 D x 500mm H



20

Wall Case 1000 W x 170 D  
x 700mm H



21

T.P 910 W x 680 D x 1305mm OH  
(CH 378mm)

NOTES:  
All timber trim, skirting, dado, doors and wall linings that are **NOT** painted IE Clear finish are full heritage and require full protection from damage during construction.  
All existing windows are heritage and will require full protection at ALL time.  
ANY removal or damage of above will need to be confirmed with Project Manager / Architect on site.  
All Timber surfaces as per above can be removed if painted as not classed as heritage

IF IN DOUBT PLEASE CONFIRM WITH PROJECT MANAGER / ARCHITECT ON SITE.



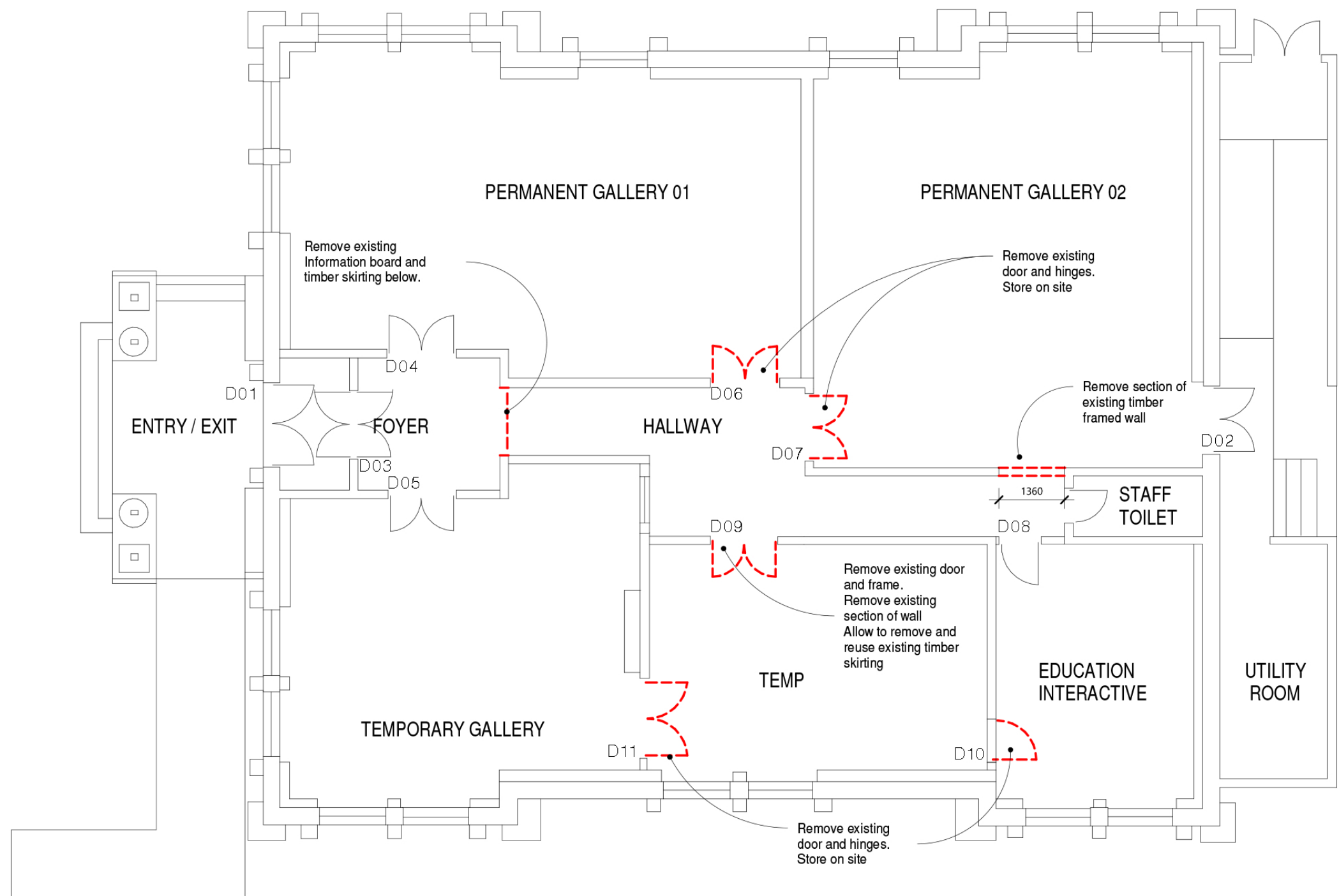
Architectura

ADDRESS:  
Unit 1a 11 Tussock lan  
Ferrymead, Christchurch

EMAIL:  
shane@architecturalwo

PHONE:  
021 0222 8603





04 EXISTING / DEMO PLAN  
1 : 100

THIS DRAWING WAS PRODUCED FOR & REMAINS THE PROPERTY OF ARCHITECTURALWORKX. THIS DRAWING SHALL NOT BE USED IN ANY MANNER WITHOUT THE PRIOR AGREEMENT OF ARCHITECTURALWORKX. ARCHITECTURALWORKX DOES NOT ACCEPT ANY RESPONSIBILITY OR LIABILITY TO ANY THIRD PARTY AS A RESULT OF THE CONTENT CONTAINED ON THIS DRAWING. ALL PLANS ARE TO BE READ IN CONJUNCTION WITH THE SPECIFICATION & ENGINEER'S DETAILS. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK. WRITTEN DIMENSIONS ARE TO TAKE PRIORITY OVER SCALED DIMENSIONS. ANY DISCREPANCIES BETWEEN ARCHITECTURAL DOCUMENTATION AND STRUCTURAL DOCUMENTATION MUST BE CLARIFIED WITH ARCHITECT BEFORE PROCEEDING

A	10.07.2024	ISSUE FOR COMMENT
Revision	Date	Revision Description

HOKITIKA MUSEUM BASE BUILD



Westland  
District Council | Te Kaitiaki

EXISTING / DECONSTRUCT

working

JOB  
2024

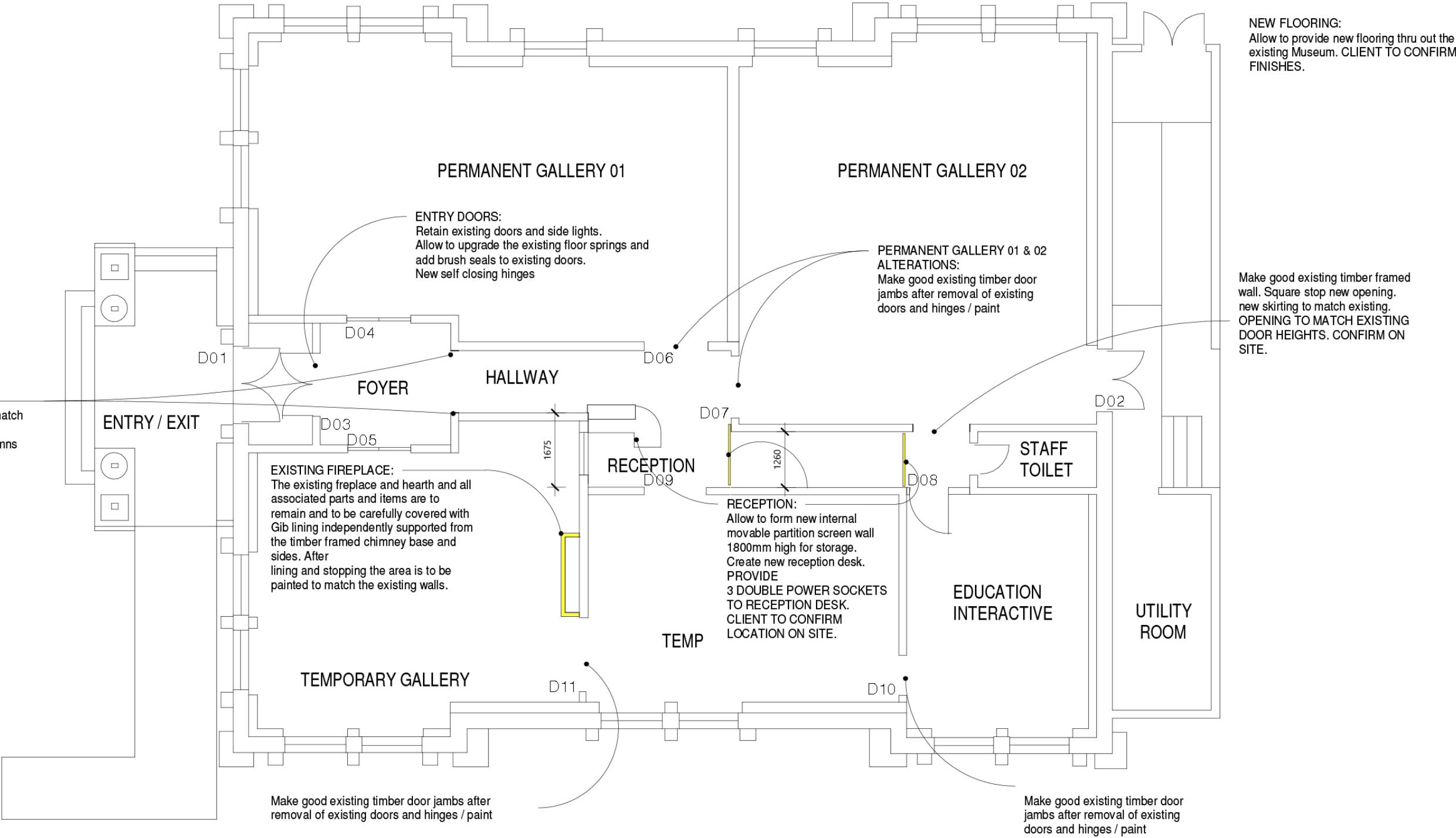
DRAWN  
Sj

ORIGINAL  
SIZE

REVI  
A

DRAW  
A1

NOTES:  
Make good all wall surfaces where panelling, dado, skirtings, door trims etc have been removed.  
ALL new wall opening to be Gib lined and square stopped flush.  
ALL NEW OPENING IN WALLS TO MATCH HEIGHT OF EXISTING DOORS / LINTELS. CONFIRM HEIGHTS ON SITE  
Allow to make good existing timber floor to receive NEW Flooring Client to confirm flooring type.  
**IF IN DOUBT PLEASE CONFIRM WITH PROJECT MANAGER / ARCHITECT ON SITE.**



04a NEW FLOOR PLAN  
1 : 100

HOKITIKA MUSEUM BASE BUILD  
LOT \*\* DP \*\*\*\*\* , 17 HAMILTON STREET, HOKITIKA



working drawings	
JOB No. 2024-03	
DRAWN Sj	CHECK Sj
ORIGINAL SHEET SIZE A3	
REVISION A	
DRAWING No. A102	

FLOOR PLAN





### **Scope of works**

- Removing the existing information board and timber skirting in the foyer and make good the skirtings.
- Removing 5 internal doors, frames and hinges.
- Make good existing timber door jambs after the removal of existing doors and hinges.
- Remove a section of timber framed wall to create a new entrance.
- Retain the existing main entrance and side doors, but upgrade the existing floor springs and add brush seals and door closers (New sliding door not to be installed).
- Gib line the existing fireplace and paint.
- Install new internal movable partition screen walls to create a storage area.
- Install new reception desk.
- Install 3 double power outlets at the reception desk.
- Provide and install new flooring throughout the existing Museum.
- Provide and install new lighting track and light fittings throughout the museum.

### Cost breakdown

<b>Architect, Design, engineer, project management &amp; consenting</b>	<b>\$187,854.00</b>
<b>Building Costs</b>	
Foyer - Remove Perspex	\$1,776.97
Hallway Door	\$5,326.00
Remove doors	\$4,000.00
Store door	\$1,890.00
P&G's	\$1,559.15
<b>Total Building Works</b>	<b>\$14,552.12</b>
<b>Base build items</b>	
Flooring	\$29,236.00
Lighting	\$32,849.83
Lighting Installation	\$22,100.00
Reception Desk	\$5,340.00
Power to reception desk	\$5,000.00
Screens to store area	\$3,740.00
IT/Security/POS	\$7,042.57
Painting	\$20,344.00
<b>Total Base Build Items</b>	<b>\$125,652.40</b>
<b>Total build costs</b>	<b>\$328,058.52</b>
<b>Exhibition Install</b>	<b>\$272,081.48</b>
<b>Total</b>	<b><u>\$600,140.00</u></b>

# Report to Council



**DATE:** 25 July 2024

**TO:** Mayor and Councillors

**FROM:** Acting Chief Executive

---

## Council Headquarters Structural Upgrade

### 1. Summary

- 1.1. The purpose of this report is to seek approval to defer the \$8,400,000.00 seismic strengthening project of the Council HQ building.
- 1.2. This issue arises from the building being classified as earthquake-prone, with a deadline for strengthening works required by 11 June 2027. The Government has brought forward a planned review of the earthquake-prone building system from 2027 to 2024. The review focuses on how well the current system is managing seismic risk in existing buildings, looks to identify barriers to remediation of earthquake-prone buildings and examines the approach taken by other overseas jurisdictions in regions of high seismic risk. In April 2024, Minister for Building and Construction, Chris Penk, proposed extending the deadline for remedying earthquake prone buildings by 4 years. Confirmation of this will be provided following the completion of the full review.
- 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 2024, which are set out in the Enhanced Annual Plan 2024/2025. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council defer the \$8,400,000.00 WDC seismic strengthening project for four years, and during this period explores whether there are alternative options that have not yet been considered. It proposes that the Acting Chief Executive comes back to Council with a plan for minor remedial works to be undertaken at the current HQ building to address airflow and other conditional issues.

### 2. Background

- 2.1. The reason the report has come before the Council is because the council HQ building is classified as being earthquake-prone and under the current rules needs to be strengthened by 11 June 2027. The figure of \$8,400,000 has been approved for this project as part of the extended annual plan.
- 2.2. The Government has brought forward a review of the earthquake-prone building system from 2027 to 2024 to identify improvements in the way New Zealand manages seismic risk in existing buildings. The review commenced in 2024 and will focus on:
  - How well the current system is managing seismic risk in existing buildings,
  - look to identify barriers to remediation of earthquake-prone buildings,
  - and examine the approach taken by other overseas jurisdictions in regions of high seismic risk.

In April 2024, Minister for Building and Construction Chris Penk proposed extending the deadline for earthquake strengthening to earthquake-prone buildings by four years, however, confirmation of this would only be provided following the completion of the full review.

### **3. Current Situation**

- 3.1. The current situation is that the council agreed to the earthquake-strengthening option for the council HQ building through the enhanced annual plan 2024/2025. During 2023, three publically excluded workshops were held with Councillors to discuss the various options for the future of the WDC council HQ building. The options discussed were:
- A new build at the airport
  - The Pakiwaitara Building
  - The Government House building
  - The current Council HQ building.
- 3.2. The outcome of the workshops were that geotechnical investigations were to be done on the Pakiwaitara and council HQ buildings, to determine which of the two buildings were best suited for the future of the council offices. Geotechnical investigations have been completed and the reports have been received with no major cause for concern. The geotechnical report has been attached as Appendix 1.
- 3.3. A seismic strengthening concept design was completed with two options for the strengthening work on the foundations. These design options differ depending on the type of backfill between the foundation pad and the piles. Option 1 is for foundation pads only, and option 2 is for foundation pads and piles. Other strengthening works include new reinforced concrete facing walls, a fabricated structural steel frame bolted to existing panels, reinforced concrete foundation beams, structural steel ties, reinforced concrete columns, strengthening of the existing portal column hold down fixings, Installation of new Square Hollow Section (SHS) braced & steel frames and strengthening of the existing rafter connection.
- 3.4. When Council started on the review into developing a proposal for the Council HQ there was a different financial and political environment. The work to date investigating options was undertaken on the basis that 3 Waters was transferring into a new 3 Waters entity in 2024 – 2025 and that Council would not be able to occupy the current HQ beyond June 2027. With the election of the new Government in 2023 there were two key changes which impact on what Council may choose to do. Firstly, the Government has repealed the 3 Waters legislation and replaced it with Local Water Done Well (LWDW). This means that at present capital projects for 3 waters remain the responsibility of Council and consequently will ultimately be funded through rates. There is no indication of external funding being available for projects.
- 3.5. Secondly, as outlined earlier in the report, the Government has indicated that their review into earthquake strengthening of buildings may lead to a decision to allow the deadline for rectification works to be extended by four years.
- 3.6. In the absence of clarity around the future funding model for Local Water Done Well, this change of circumstances means it is prudent for Council to undertake further financial analysis of the compound impact of capital projects with emphasis placed upon affordability for the ratepayer. Given the scale of expenditure, the proposed Council HQ project should be deferred for the present.
- 3.7. Included in the costs for the structural upgrade of the council building is base build and compliance upgrades. With the recommendation to defer the structural upgrade, some minor works will need to be carried out to ensure the building is fit for purpose. Further investigations and planning will be carried out to confirm the scope of this work.



#### **4. Options**

- 4.1 Option 1: Council defers the \$8,400,000.00 Seismic strengthening upgrade of the council HQ building for four years and during this period explores whether there are alternative options that have not yet been considered. It proposes that the Acting Chief Executive comes back to Council with a plan for minor remedial works to be undertaken at the current HQ building to address airflow and other conditional issues. Some funding is reallocated to minor works required on the HQ building.
- 4.1. Option 2: Council approves the \$8,400,000.00 Seismic strengthening upgrade of the council HQ building with the option of the library moving into the ground floor.
- 4.2. Option 3: Council does nothing.

#### **5. Risk Analysis**

- 5.1. Risk has been considered and the following risks have been identified:
- The WDC council HQ building is currently earthquake-prone. If the building is not seismically strengthened by the deadline and remains used as council offices, the building owner would be committing a criminal offence and would be liable for conviction or a fine not exceeding \$200,000.
  - If the government comes back after doing their review and does not extend the deadline by an additional 4 years, the risk would be that the project could potentially not be completed by the deadline and alternative office space would have to be found.

#### **6. Health and Safety**

- 6.1. Health and Safety has been considered and the following item has been identified:
- The building is currently earthquake-prone and in a major seismic event, the structural integrity of the building will be at risk, which puts staff and building visitors' health and safety at risk.

#### **7. Significance and Engagement**

- 7.1. The level of significance has been assessed as being high due to the building being a strategic council asset and the headquarters for the Westland District Council's operations.
- Public consultation was undertaken in the form of the annual plan process and submissions.

#### **8. Assessment of Options (including Financial Considerations)**

- 8.1 **Option 1:** Council defers the \$8,400,000.00 Seismic strengthening upgrade of the council HQ building for four years and during this period explores whether there are alternative options that have not yet been considered. It proposes that the Acting Chief Executive comes back to Council with a plan for minor remedial works to be undertaken at the current HQ building to address airflow and other conditional issues. Some funding is reallocated to minor works required on the HQ.
- If government does not approve an additional four years for building owners to strengthen earthquake-prone buildings, council will have to restart the project again, or seek alternative office space. Deferring the project allows the project to be restarted at a later date.
  - There would be minimal financial impact on current budgets as the projected \$8,400,000 funding would not be drawn down and the project and its funding moved to a later date in the capital plan.
  - Building inflation will apply and a deferred project will be more expensive in the future.
  - Staff will draw up a scope of works for the urgent repairs on some of the current building issues, which were planned as part of the structural upgrades. This will allow staff to forecast the budget required

- 8.1. **Option 2:** Council approves the \$8,400,000.00 Seismic strengthening upgrade of the council HQ building with the option of the library moving into the ground floor.
- This would require a capital investment of \$8.4m. Funds will be drawn down in line with a payment schedule agreed in a contract. The costs of the loan will be funded through the rates. This option may reduce the ability of Council to fund other projects.
- 8.2. **Option 3:** That council does nothing.
- This option would only be viable until the deadline date for the building to be strengthened.

## **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 it reallocates funding to allow the Acting Chief Executive to direct staff to identify minor building works to address some of the current HQ building issues while deferring the seismic strengthening of the building until the government provides formal direction on the deadline date for completion of such work.

## **10. Recommendation(s)**

- 10.1. That the report be received.
- 10.2. That council defers the \$8,400,000 WDC HQ Structural Upgrade by 4 years.
- 10.3. That a proposal be brought back to Council for minor building works to address some of the building problems currently being experienced.

**Scott Baxendale**  
**Acting Chief Executive**

**Appendix 1:** Geotechnical Report  
**Appendix 2:** Seismic Strengthening Concept Design  
**Appendix 3:** Cost Breakdown

# 36 Weld Street Geotechnical Report

Version A

**36 Weld Street, Hokitika**

Prepared for Westland District Council

503048

**eliot  
sinclair**

## 36 Weld Street Geotechnical Report

36 Weld Street, Hokitika  
Prepared for Westland District Council  
503048

### Quality Control Certificate

Eliot Sinclair & Partners Limited  
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Action	Name	Signature	Date
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**Appendix A. Site Plan**

**Appendix B. ES Site investigation logs**

**Appendix C. Liquefaction analysis**

## **1. General**

### **1.1. Introduction**

Eliot Sinclair have been engaged by the Westland District Council (WDC) to undertake a seismic assessment and provide seismic strengthening design for the existing building at 36 Weld Street in Hokitika. This report describes the ground conditions encountered at the site and provides geotechnical guidance to inform the seismic assessment and strengthening of the existing building.

This report is valid for two years from the date of issue.

### **1.2. Scope of Work**

Eliot Sinclair were engaged to provide the following scope of geotechnical engineering services:

- a) Undertake a review of available data from the NZGD, WCRC hazard maps, and the Institute of Geological and Nuclear Sciences (GNS) Active Faults database.
- b) Arrange for a third-party CPT Contractor to undertake two Cone Penetration Tests/DPSH (if required) to 10-15m below ground level or to practical refusal. Also arrange for a concrete cutting contractor to cut through hard-stand areas for the testing.
- c) Undertake four Dynamic Cone Penetration tests (DCP's) to 2m depth (or practical refusal), to investigate the bearing capacity of the shallow soils.
- d) Undertake two shallow hand-auger test holes to 3m depth (or practical refusal), to investigate the nature of the shallow soils.
- e) Calculate the risk of liquefaction and liquefaction-induced settlement using the site-specific CPT results.
- f) Prepare a Geotechnical Report that summarises the results of the investigation, the risk of liquefaction, and provides geotechnical parameters that can be used to evaluate the performance of the existing foundations along with foundation upgrades that may be required.

### **1.3. Site description**

The site is located within the centre of the Hokitika township on the north side of Weld Street. The building at the site is primarily a 3-level reinforced in-situ concrete building first constructed in 1948, that has had a number of significant alterations since it was constructed. The building is currently used as offices for the WDC and as a visitor information centre.



Figure 1. Overview showing site location (Eliot Sinclair, 2024).

## 2. Existing geotechnical Information

### 2.1. Site Geology and Topography

The Geological Map<sup>1</sup> of the area notes the site is underlain with Holocene shoreline deposits (Q1) consisting of Beach sand and gravel underlying present day coastal plain.

The site is relatively flat with a very gentle slope down towards the northwest. The existing building is surrounded by lawns and paved footpaths or parking areas.

### 2.2. Faults

The nearest active fault is the Alpine Fault, recorded on the GNS Active Faults Database<sup>2</sup>, which lies approximately 23km south-east of the site. Based on available data, the site is located outside the minimum 20m fault avoidance zone recommended by the Ministry for the Environment<sup>3</sup>.

### 2.3. Soil Subsoil Class

Based on our geological assessment and in accordance with NZS1170.5, Section 3.1.3, the site subsoil classification, we consider a conservative site subsoil category "Class D - Deep or soft soil sites" is appropriate for the site.

<sup>1</sup> <https://data.gns.cri.nz/mapservice/apps/geology/>

<sup>2</sup> [Data.gns.cri.nz/af/](https://data.gns.cri.nz/af/)

<sup>3</sup> Planning for Development of Land on or Close to Active Faults: A Guideline to Assist Resource Management Planners in New Zealand (Published July 2003).

## 2.4. Nearby borehole records

We have searched the NZGD website<sup>4</sup> for borehole records near the site. The following boreholes are located within 200m of the site.

Borehole ID	Distance	Soil profile
<b>BH_88151</b>	90m SW	0 – 1.7m Gravel <b>FILL</b> 1.7 – 2.1m Brown <b>SILT</b> with organics 2.3 – 6.8m Medium dense to dense <b>Sandy GRAVEL/Gravelly SAND</b> 6.8 – 7.7m <b>Gravelly sandy SILT/silty SAND</b> 7.7 – 10m Very Dense <b>Sandy GRAVEL</b>
<b>BH_193234</b>	140m SW	0 – 1.4m Gravel <b>FILL</b> 1.4 – 2.3m Very Soft <b>SILT</b> with some fibrous organics 2.3 – 9.5m Medium dense to dense <b>Sandy GRAVEL</b>
<b>BH_193233</b>	165m SW	0 – 0.6m Gravel <b>FILL</b> 0.6 – 2.3m Very Soft <b>SILT</b> with wood fragments 2.3 – 4.2m Loose <b>Silty SAND</b> with wood fragments 4.2 – 6.5m Medium dense <b>SAND</b> 6.5 – 11m Dense to very dense <b>sandy GRAVEL</b> 11 – 15.5m Stiff to very stiff <b>SILT</b>

## 2.5. Eliot Sinclair Nearby Deep Investigation Data

In December 2020 Eliot Sinclair carried out two Cone Penetration tests (CPTs) at 53 Weld Street, Hokitika, which is located at around 75m south of the site.

The nearby CPT testing was carried out to practical refusal before then proceeding with Dynamic Probe Super Heavy (DPSH) testing. DPSH tests generally indicate the inferred gravels extend to at least 15m bgl where testing terminated at the target depth.

## 3. Site investigation

### 3.1. General

A geotechnical investigation of the site was undertaken on 22 and 23 April 2024 which included shallow hand augers and dynamic cone penetrometer (DCP) tests, and deep CPT testing. The investigation was undertaken as part of a wider investigation that also included 41 Weld Street where the existing building is also undergoing a seismic strengthening assessment. A total of eight locations were investigated, four around each building.

A CPT and DCP were undertaken at each end of the building at 36 Weld Street (Locations 1 and Location 2). A hand auger and DCP were undertaken at Location 5 and Location 6 to the north-east and south-west of the building. Where investigation locations were on pavement, the hardstanding was broken out using an excavator to provide access to the underlying soils.

All onsite investigations were undertaken by Canterbury Geotest Ltd under the supervision of Eliot Sinclair.

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<sup>4</sup> <https://www.nzgd.org.nz/>





**Figure 2. Geotechnical investigation locations for 36 and 41 Weld Street.**

### 3.2. CPT

Four CPTs at locations 1 to 4 were advanced until refusal in dense material was encountered. CPT 1 at the west end of 36 Weld Street refused at 3.4m bgl, and CPT 2 at the east end refused at 5.5m bgl.

Based on our local knowledge of the subsurface conditions, and the nearby borehole information it is more likely than not that the termination depth of the CPT's coincides with an underlying gravel deposit that is prevalent across Hokitika and the wider area.

The CPT data can be found in Appendix B.

### 3.3. Hand Augers

Hand augers were undertaken at locations 5 to 8 where they were progressed to refusal. Location 5 was to the north-east side of 36 Weld Street which encountered clayey and sandy silt to a depth of 1.5m bgl where refusal in gravel was encountered. Location 6 was to the south-west side of 36 Weld Street and encountered similar clayey and sandy silt but to a greater depth of 2.9m before refusal in gravel was encountered.

### 3.4. Dynamic Cone Penetrometer Testing

A DCP test was undertaken adjacent to each CPT and hand auger. DCPs at locations 1,2,5,6 was undertaken around the building at 36 Weld Street. Below any surficial topsoil or fill layers the DCP recorded 1 blow per 100mm to a depth of 1m bgl. From 1m bgl this increased to 2 to 3 blows per 100mm until 1.4m bgl where it then increased to greater than 3 blows per 100mm until refusal was encountered. DCP1 and DCP2 refused at 3.0m bgl and 2.9m bgl, respectively, with DCP 5 refusing at 2.3m bgl and DCP6 at 3.1m bgl.

These results generally indicate the upper soils have a relatively low but consistent geotechnical ultimate bearing capacity across the footprint of the building, in the region of 100kPa. The bearing capacity increases with depth and 300kPa is generally available from 1.5m bgl.

Full DCP profiles are provided in Appendix B.

### **3.5. Groundwater**

Groundwater was not encountered in our shallow testing at up to 2.9m depth. Ground water has been recorded at 2.8m bgl on nearby ES sites in the past.

## **4. Ground Model**

The CPT data was used within CPeT-IT v2.3 software to infer the ground model based on soil behaviour type (SBT) ratios. We used this along with the hand auger and DCP logs to infer a generalised soil profile for the site.

The interpretation of the soil conditions indicates three broad layers are present. A soft clayey silt, sandy silt, and silty sand to 2.8 to 2.9m bgl, then sand and silty sand to between 3.6m at the western end of the building and 5.5m at the eastern end of the building where gravel was encountered.

The software used to represent the subsurface conditions infers the soil type from the CPT data. As no soil samples are taken during this test method, care should be taken in this regard.

For the purposes of this report, we have adopted a GWT of 2.8m bgl.

Refer to Appendix B for the CPT data.

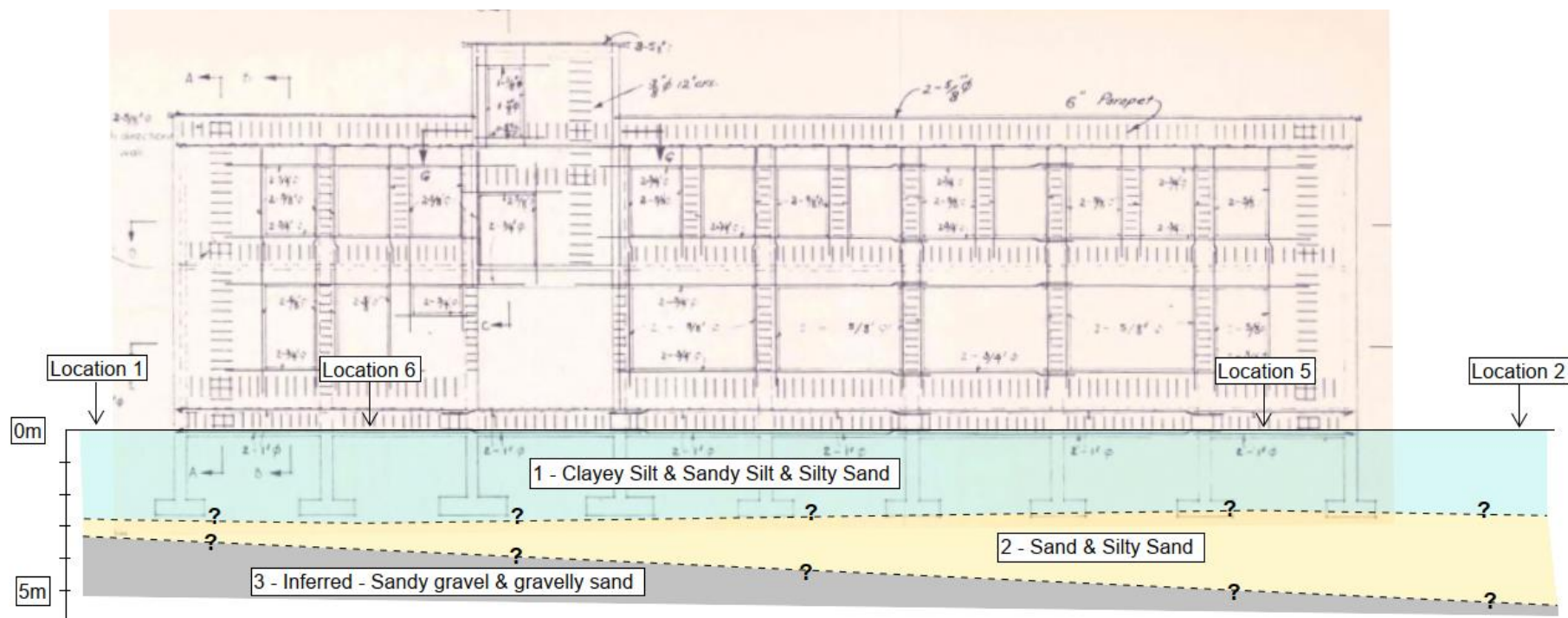


Figure 3. Inferred soil profile beneath 36 Weld Street in the East-west orientation.

Table 1. Ground model soil properties

Layer	Depth to top (m bgl)	Thickness (m)	Typical $q_c$ (MPa)	Unit weight (kN/m <sup>3</sup> )	Phi	Cohesion
1 – Clayey Silt, Sandy Silt, Silty Sand	0	2.8 – 2.9	0.5 – 2.0	17	26°	3
2 – Sand and Silty Sand	2.8 – 2.9	0.6 – 2.6	10 – 20	18	29°	0
3 – Inferred sandy gravel and gravelly sand	3.4 – 5.5	-	>35	20	32°	0

## 5. Liquefaction analysis

The BECA 2021 West Coast Regional Liquefaction Assessment Report<sup>5</sup> identifies the site as belonging to “Liquefaction Damage is Possible”. Refer to Figure 4.

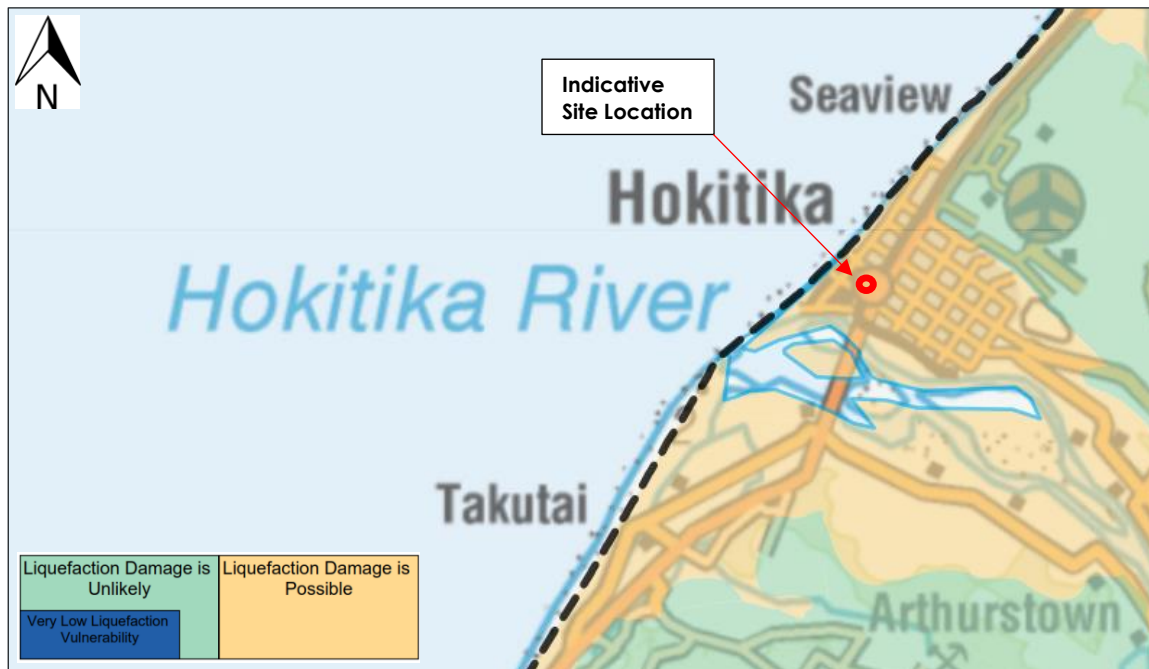


Figure 4. Map of west coast region liquefaction assessment (Beca, Map I7, 2023).

### 5.1. Assessment Method

The calculation of liquefaction triggering was undertaken using the method outlined in Boulanger & Idriss (2014), and the estimation of post-liquefaction induced settlements using the method outlined by Zhang et al (2002). The liquefaction analysis was calculated using CLiq software.

The site specific CPT data was analysed for both the Serviceability Limit State (SLS) and the Ultimate Limit State (ULS) levels of earthquake shaking in Hokitika region as per NZGS Module 1 showing below:

- SLS (25-year return period) Case 1: M6.5, PGA 0.13g.
- ILS (100-year return period) Case 2: M6.5, PGA 0.27g.
- ULS (500-year return period) Case 3: M6.7, PGA 0.53g.

Based on our analysis of the CPT data we have assumed the design groundwater depth to be 2.8m bgl during the static condition, and 2.0m bgl during the seismic loading.

Please refer to Appendix C for the Liquefaction Analysis Report.

### 5.2. Liquefaction susceptibility

Analysis of the CPT1 and CPT 2 data indicates that isolated bands within layers 1 and 2 of the soil profile are susceptible to liquefaction. Liquefaction is not triggered during a design SLS level event, with some

<sup>5</sup> <https://www.wcrc.govt.nz/publications/natural-hazard-reports>



liquefaction occurring during an ILS level event, and a greater level occurring during a design ULS event.

With the ground water set to 1.0m bgl to assess the near surface soils susceptibility to liquefaction, a design ULS level event was found to trigger liquefaction between approximately 1.5m bgl and 3.0m bgl, and again from 4.5 m bgl to 5.5m bgl.

The results of CPT 3 and CPT4 which were located to the south near 41 Weld Street are not discussed here but show a general agreement with the results from CPT1 and CPT2.

### 5.3. Vertical Settlement due to Liquefaction (index value)

The liquefaction-induced 'index' settlement values were calculated using the method by Zhang et al (2002)<sup>12</sup> for a range of parameters that are estimated from the four basic CPT parameters (depth, cone tip resistance, skin friction and pore water pressure) and represent 'free-field' settlements. Therefore, the settlements shown in Table 1 are not an exact vertical movement, but only index values for interpretation of relative susceptibility to the damaging effect of liquefaction.

**Table 2. Liquefaction-induced 'index' settlement values**

Test No.	Depth of CPT test (m bgl)	Liquefaction-induced 'index' settlements (mm)			MBIE Equivalent land classification at test location
		SLS1 (M6.5, 0.13g)	ILS (M6.5, 0.27g)	ULS (M6.7, 0.53g)	
CPT1	11.04	0	9	12	TC2
CPT2	6.91	0	4	26	TC2

### 5.4. Liquefaction Severity Number (LSN)

The liquefaction severity number (LSN) is a parameter developed to reflect the more damaging effects of shallow liquefaction on residential land and shallow foundations. The estimated LSN values for CPT 1 and CPT 2 are summarised in Table 3.

**Table 3. Maximum LSN**

Event	Maximum LSN Range	Predominant Performance
SLS/ILS	0 - 2	Little to no expression of liquefaction
ULS	4 - 8	Little to no expression of liquefaction

### 5.5. Lateral Displacement

The site is near-level, and the nearest watercourse (i.e. Hokitika River) is located around 240m south of the site. Assuming a free bank face of 4.8m (necessary for software conditions) the calculated amount of global lateral displacement in an ULS event is within the range of MBIE 'Minor to Moderate' extent.

Lateral displacement and stretching is not considered to be an issue for the site.

## 5.6. Assessed Technical Category

The TC land classification system is primarily intended for application to residential land. However, it also gives a useful indication of the relative vulnerability to liquefaction and earthquake-induced land deformation for non-residential land, as the site. Based on the liquefaction hazard discussed above, we have assessed the predicted earthquake-induced land deformation around the site to be **equivalent to residential Technical Category 2 (TC2)**.

## 6. Foundation Discussions

### 6.1. Static Case

In static case the foundations are expected to bear exclusively onto the 2m x 2m x 0.56m pads located at a depth of 2.8m bgl. The pads bear onto a variable thickness of sand and silty sand layer as depicted in Figure 3. The ultimate bearing capacity of the pads at that depth is expected to be approximately 730kPa when calculated using a simplified B1/VM4 method. Using a strength reduction factor of 0.5, the design bearing strength (as defined by B1/VM4) is estimated at 365kPa.

The general geometry is shown in Figure 5a, together with the assumed soil properties.

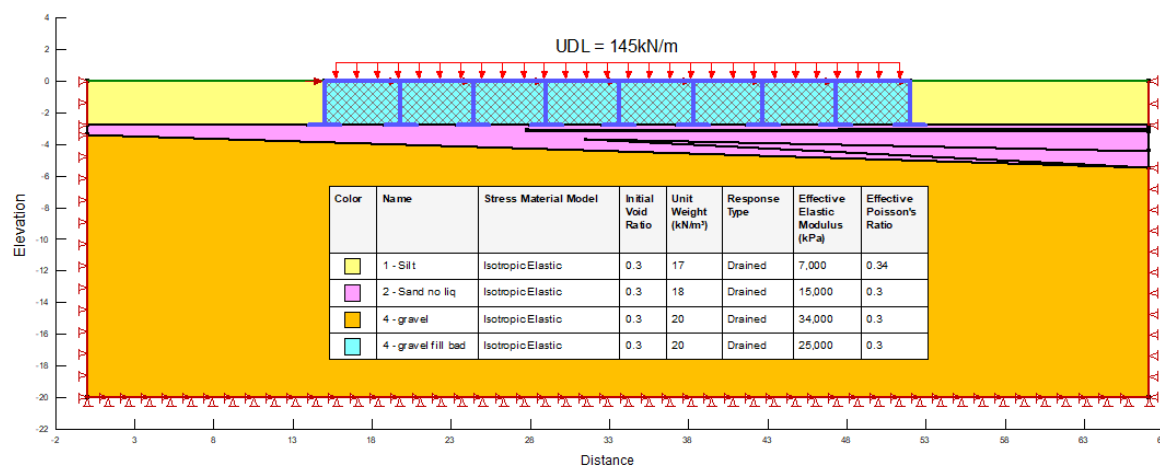


Figure 5a. FEA Model geometry

We further estimated the total settlements using the entire cross-section frame model as per Figure 5b.

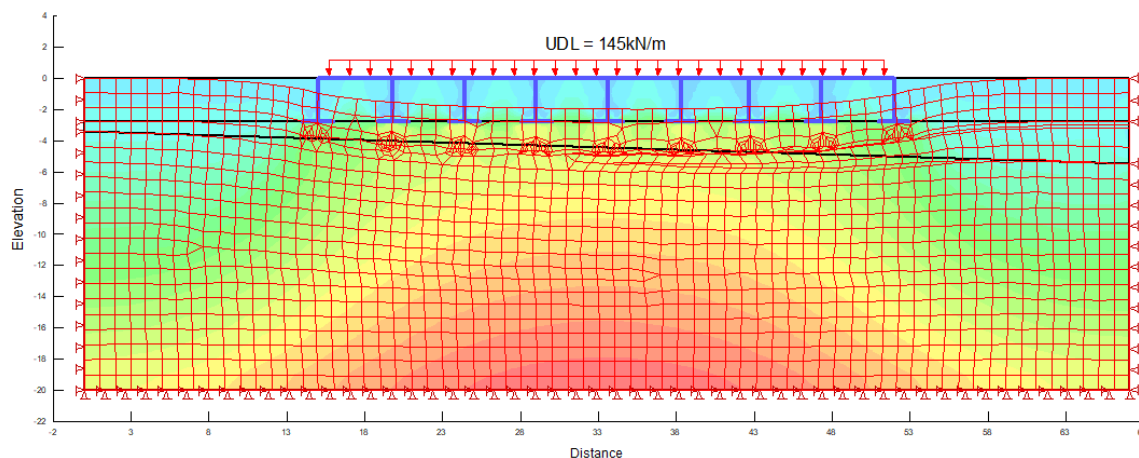
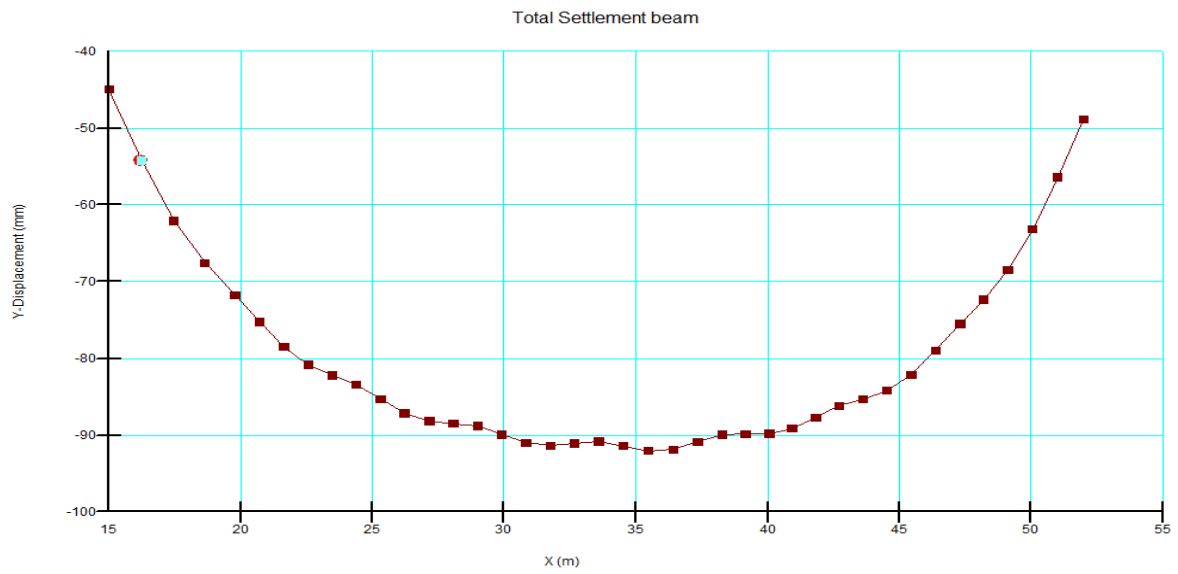
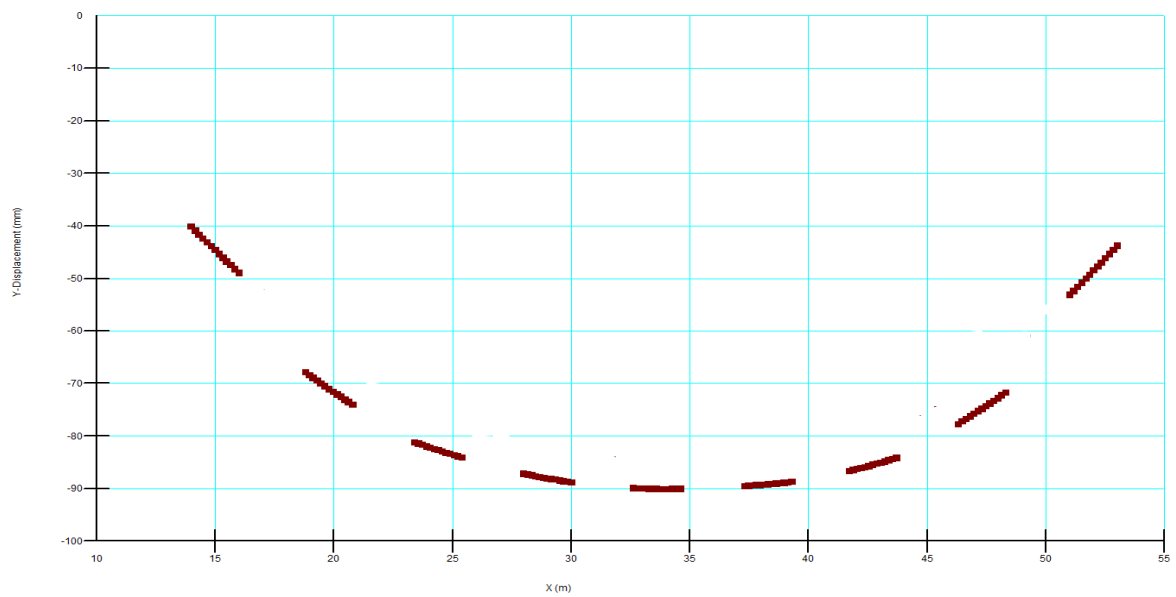


Figure 5b. Middle frame - static case settlement

The differential elastic settlement between the ends and middle of the beam was estimated at 47mm as per Figure 6 and Figure 7.



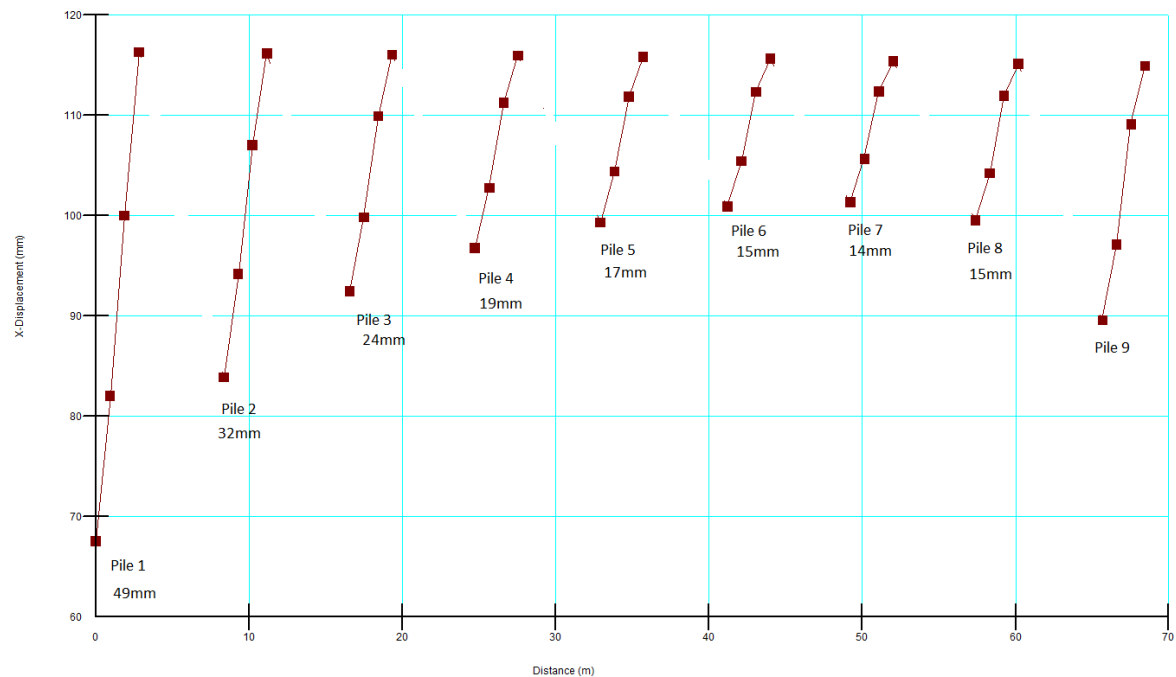
**Figure 6. Beam settlement**



**Figure 7. Individual pad settlement**

## 6.2. Earthquake Case

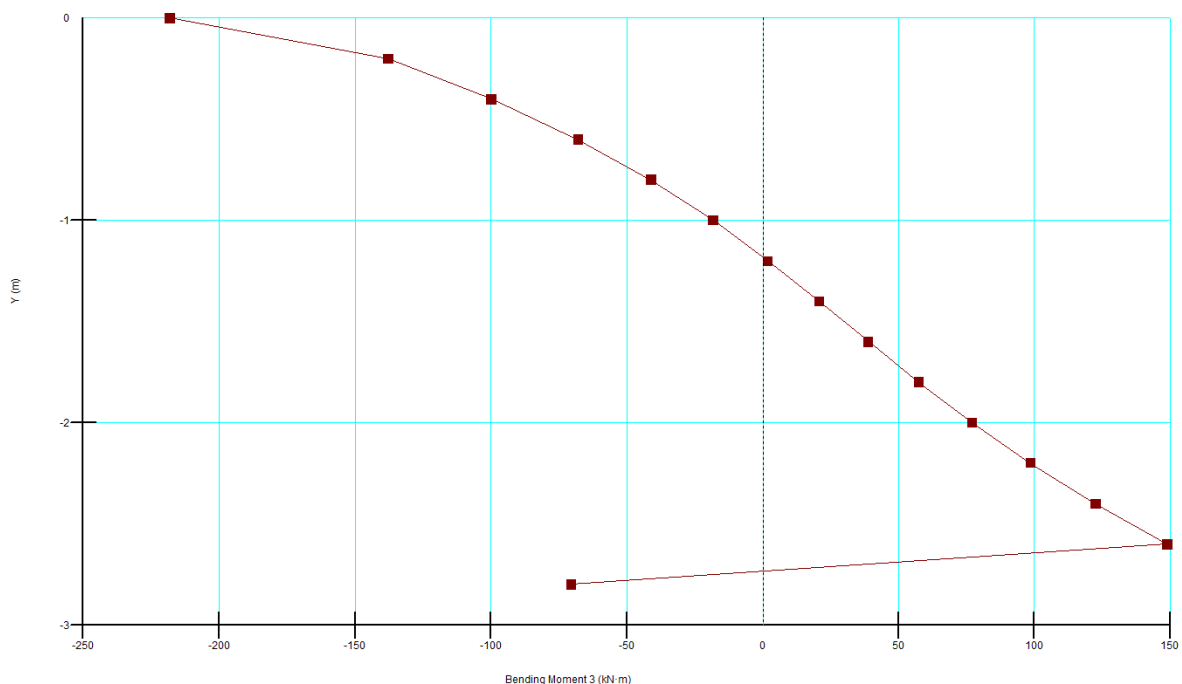
During a ULS earthquake event we estimate alongside the vertical UDL, a point load of 480kN has been applied to each pile. The lateral deformation of the piles is represented in Figure 8.



**Figure 8. Pile lateral deformation.**

Pile 1 is estimated to experience the largest lateral deformation between the top connection into the beam and the bottom connection into the 2m x 2m pad. The deformation is estimated at 49mm.

Because of this deformation, the maximum Bending Moment is estimated to occur at this position, and we represent the graph in Figure 9.



**Figure 9. BM of Pile 1 – Mmax=218kNm at beam connection level**



Furthermore, we calculated a series of lateral spring stiffnesses, varying with depth, to be used by structural engineers.

Lateral pile spring values have been calculated assuming a 250mm square pile extending from the ground beams down to the foundation pad. The values provided in Table 5 can be used to assess the lateral deflections during a seismic event. It is recommended that a sensitivity analysis using 50% and 200% spring stiffness is carried out.

**Table 4. Soil springs for a 250mm square pile - 36 Weld Street**

Depth (m bgl)	$k_s$ (kN/m)	50% of $k_s$ (kN/m)	200% of $k_s$ (kN/m)
0.0	100	50	200
0.5	4700	2350	9400
1.0	8000	4000	16000
1.5	10500	5250	21000
2.0	12000	6000	24000
2.5	13400	6700	26800
2.8	14600	7300	29200

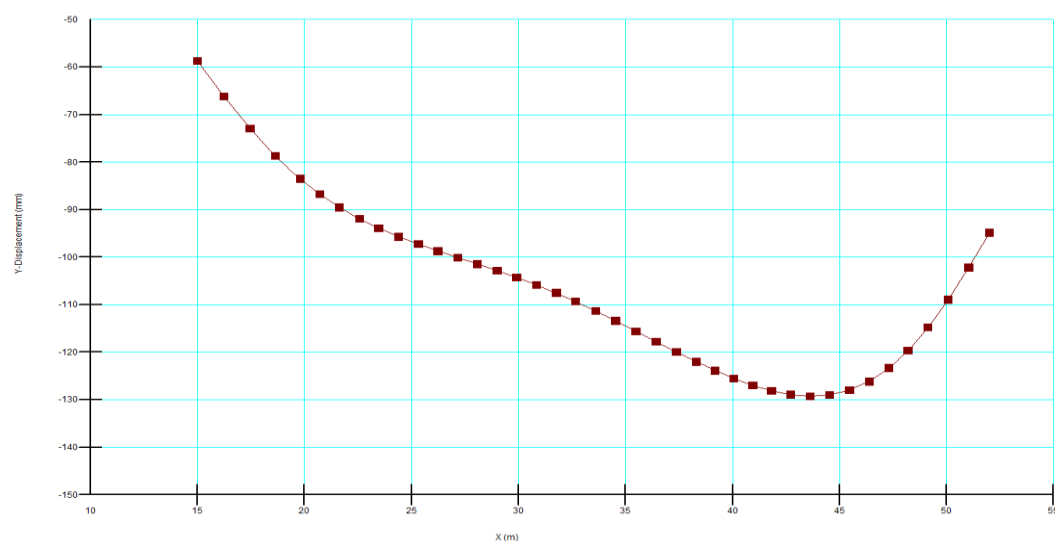
### 6.3. Post-earthquake (liquefaction) Case

Continuing the analysis, we assumed the lateral shear force developed during earthquake has led to the failure of all of the piles. Hence, the building's vertical loads are fully supported by the existing ground beam sitting onto the gravel fill.

In this case, liquefaction of discrete layers of sand and silty sand have liquefied and the strength parameters of those layers have been greatly degraded.

We are unsure of the quality of gravel fill between the pile pads and the beam's underside and have thus allowed for relatively poor performance.

As most of the liquefaction is predicted to occur towards the eastern side of the building (corresponding to CPT 2), it is unsurprising to see that differential settlement tends to accentuate towards Pile 7 & Pile 8. The estimated settlement at the beam level is presented in Figure 10.



**Figure 10. Beam settlement in post-liquefaction case, following complete pile failure.**

## 7. Conclusions

The soil profile at the site consists of silts overlaying sands and then gravels. The pad footings are assumed to be founded on the sand layer at approximately 2.8m bgl. The thickness of the sand layer beneath the pad footings increases from approximately 0.6m at the western end, to 2.6m at the eastern end.

Liquefaction is not expected to occur during a design SLS seismic event, with liquefaction of some lenses within the silt and sand layers occurring during a design ULS event. As a result of greater thickness of sand below the eastern end of the building, there is the potential for differential settlement to occur in a post-earthquake liquefied state.

In static case, the pads are estimated to have an Ultimate Bearing Capacity of 730kPa and the differential settlements across the building length are estimated at approximately 50mm.

In earthquake case, it is expected that the lateral shear force from the building will lead to the loss of some of the piles (possibly all). Following the earthquake action, the ground will likely liquefy with a greater amount being predicted towards the eastern end (CPT2).

Without the piles, the vertical forces of the building will be distributed to the beam which will now bear on an uncertain quality of gravel fill. The differential settlement in post-earthquake (liquefaction) case is predicted to be in the region of 50mm over a 10m length.

*These results are based on preliminary structural estimated loads as well as soil strength parameters derived from CPT tests. They should be regarded as "best fit" approximations and sensitivity analysis of  $\pm 50\%$  should be allowed for. If the sensitivity analysis shows that the structure may reach critical failure, additional refinement of either the loads or the soil's assumed strength parameters should be sought as part of additional investigations and reporting.*

## 8. Disclaimer

This report has been prepared by Eliot Sinclair & Partners Limited ("Eliot Sinclair") only for the intended purpose as described in Section 1 of this report. Our analysis is based on a visual inspection, shallow and deep soil investigations of the site on 26 April 2024 comprising shallow Dynamic Cone Penetration (DCP) testing, shallow hand auger testing and CPT around the existing building.

The report is based on the most recent version of the Ministry of Business, Innovation and Employment Guidelines.

Where data supplied by Westland District Council or other external sources, including previous site investigation reports, have been relied upon, it has been assumed that the information is correct unless otherwise stated. No responsibility is accepted by Eliot Sinclair for incomplete or inaccurate data supplied by other parties.

Whilst every care has been taken during our investigation and interpretation of subsurface conditions to ensure that the conclusions drawn, and the opinions and recommendations expressed are correct at the time of reporting, Eliot Sinclair has not performed an assessment of all possible conditions or circumstances that may exist at the site. Variations in conditions may occur between investigatory locations and there may be conditions such as subsoil strata or features at depth that were not detected by the scope of the investigation that was carried out or have been covered over or obscured over time. Additionally, on-going seismicity in the general area may lead to deterioration or additional ground settlement that could not have been anticipated at the time of writing this report.

Eliot Sinclair does not provide any warranty, either express or implied, that all conditions will conform exactly to the assessments contained in this report.

Should the exposure of soil conditions that vary from those described in this report, or the requirements of MBIE's guidelines, NZ Standards or the NZBC that relate to foundations and floors be updated, a review of our recommendations may be required. Eliot Sinclair should be contacted to confirm the validity of this report should any of these occur.

This report has been prepared for the benefit of Westland District Council for the purposes as stated above. No liability is accepted by Eliot Sinclair or any of their employees with respect to the use of this report, in whole or in part, for any other purpose or by any other party.

## Appendix A. Site Plan





DISCLAIMER  
© Eliot Sinclair and Partners Ltd. This drawing and all its information is only to be used for its intended purpose. All rights reserved.

- NOTES
- 1. Contractors to verify all dimensions and the location of all underground services on site prior to commencing work.
  - 2. Unless noted otherwise, all work shall be undertaken in accordance with the NZBC and any relevant Territorial Authority Engineering Standards and Specifications as a minimum standard.

LEGEND

⊗

CPT + Dynamic Cone  
Penetrometer (DCP)

⊠

HA + DCP

▭

LINZ NZ Primary Parcels

<b>A</b>	<b>GIS</b>	<b>29.05.24</b>	<b>Preliminary</b>
REV.	DRAWN	DATE	NOTE

CLIENT

**WESTLAND DISTRICT COUNCIL**

DESIGNED	<b>GIS</b>
DRAWN	<b>GIS</b>
CHECKED	<b>DSH</b>
APPROVED	<b>29.05.24 DSH</b>

STATUS	<b>PRELIMINARY</b>
SCALE	<b>1:700 [A3]</b>

**TESTING LOCATIONS PLAN  
FROM CORE-GS**  
36 Weld Street  
Hokitika

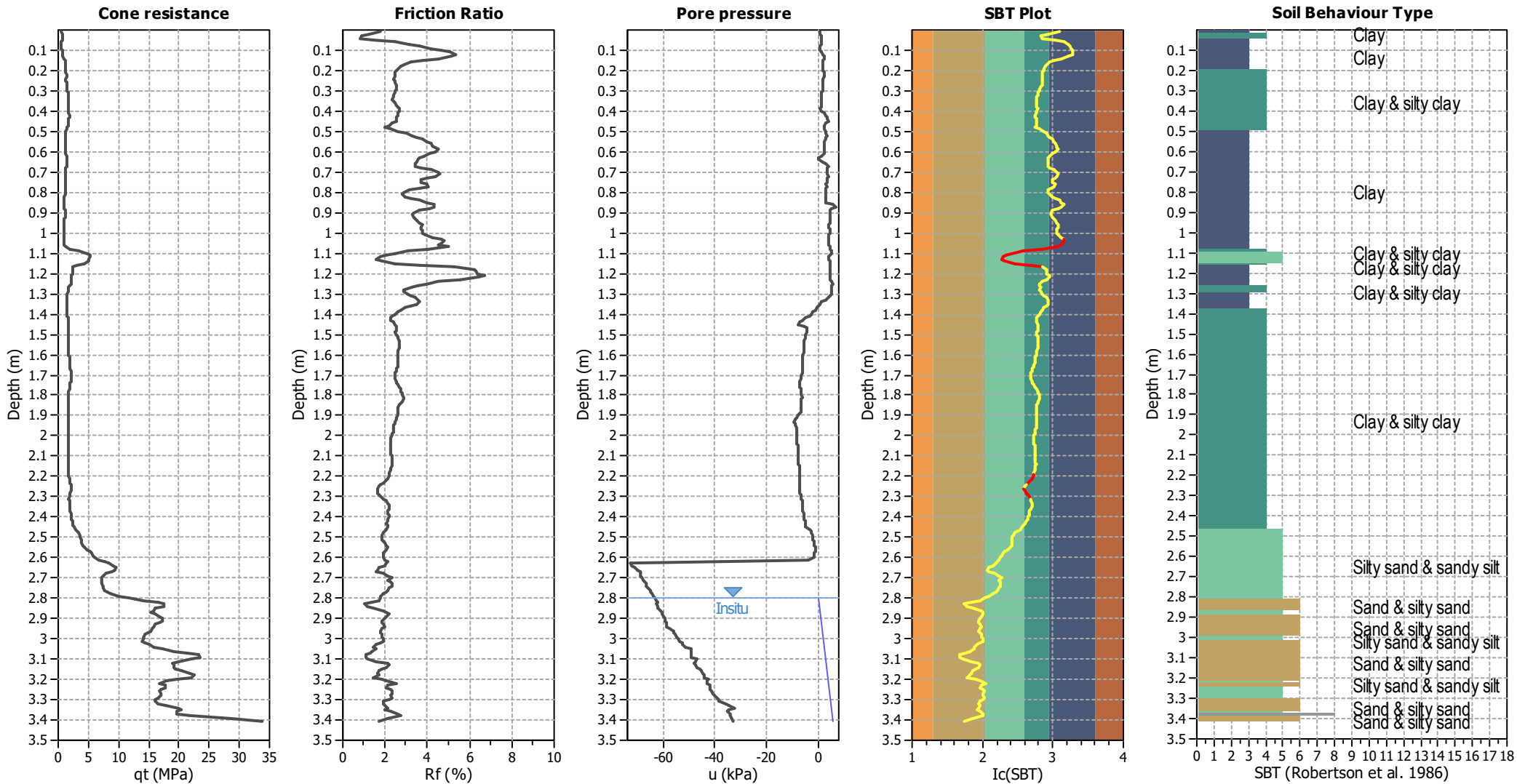
**TEST LOCATION PLAN  
XX**

PROJECT	SET	SHEET	REV.
<b>503048</b>	<b>01</b>	<b>XXXX</b>	<b>A</b>

## Appendix B. ES Site investigation logs



CPT basic interpretation plots



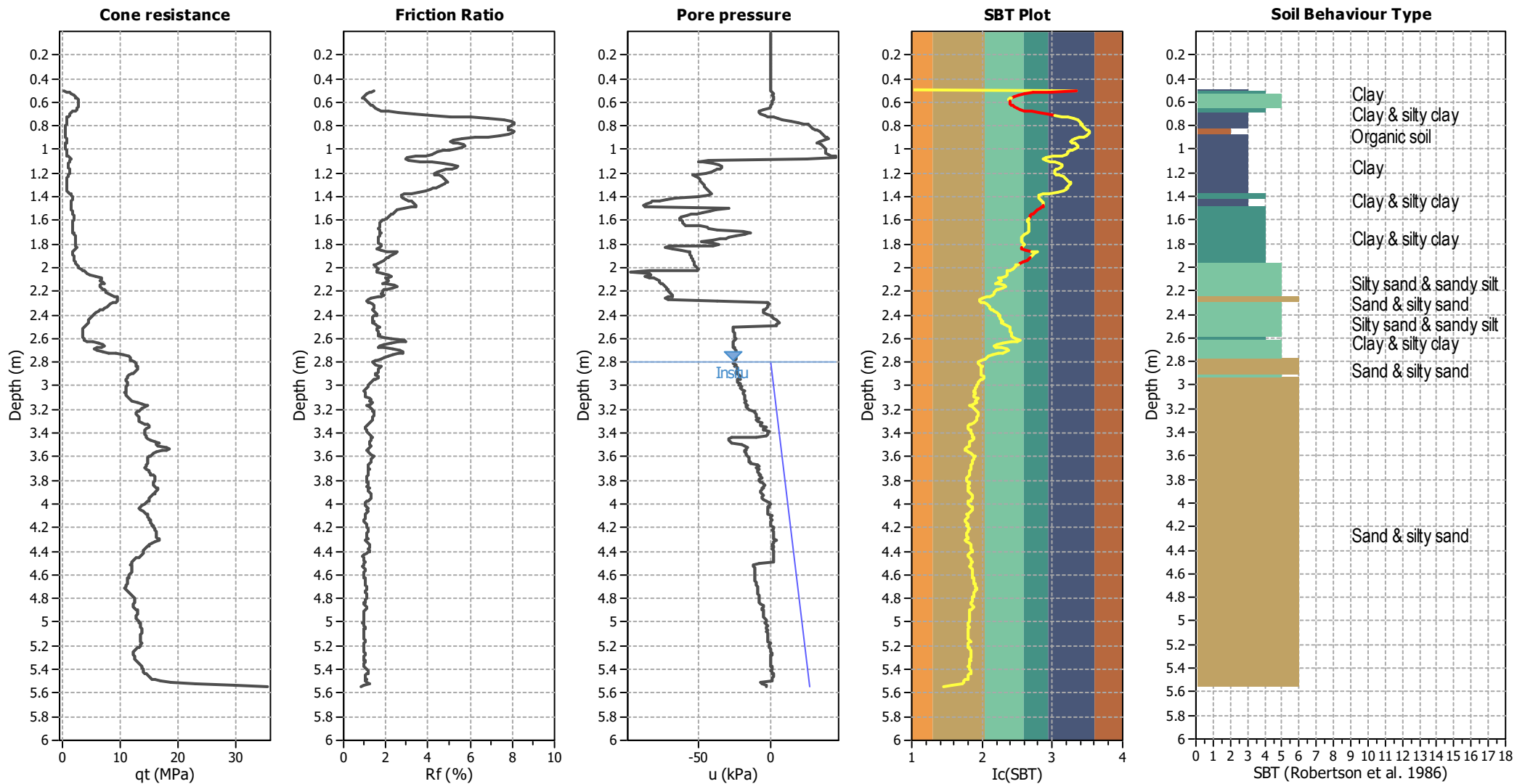
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Peak ground acceleration:	0.13	Use fill:	No	Limit depth applied:	No
Depth to water table (insitu):	2.80 m	Fill height:	N/A	Limit depth:	N/A

SBT legend

1. Sensitive fine grained	4. Clayey silt to silty	7. Gravely sand to sand
2. Organic material	5. Silty sand to sandy silt	8. Very stiff sand to
3. Clay to silty clay	6. Clean sand to silty sand	9. Very stiff fine grained

CPT basic interpretation plots



Input parameters and analysis data

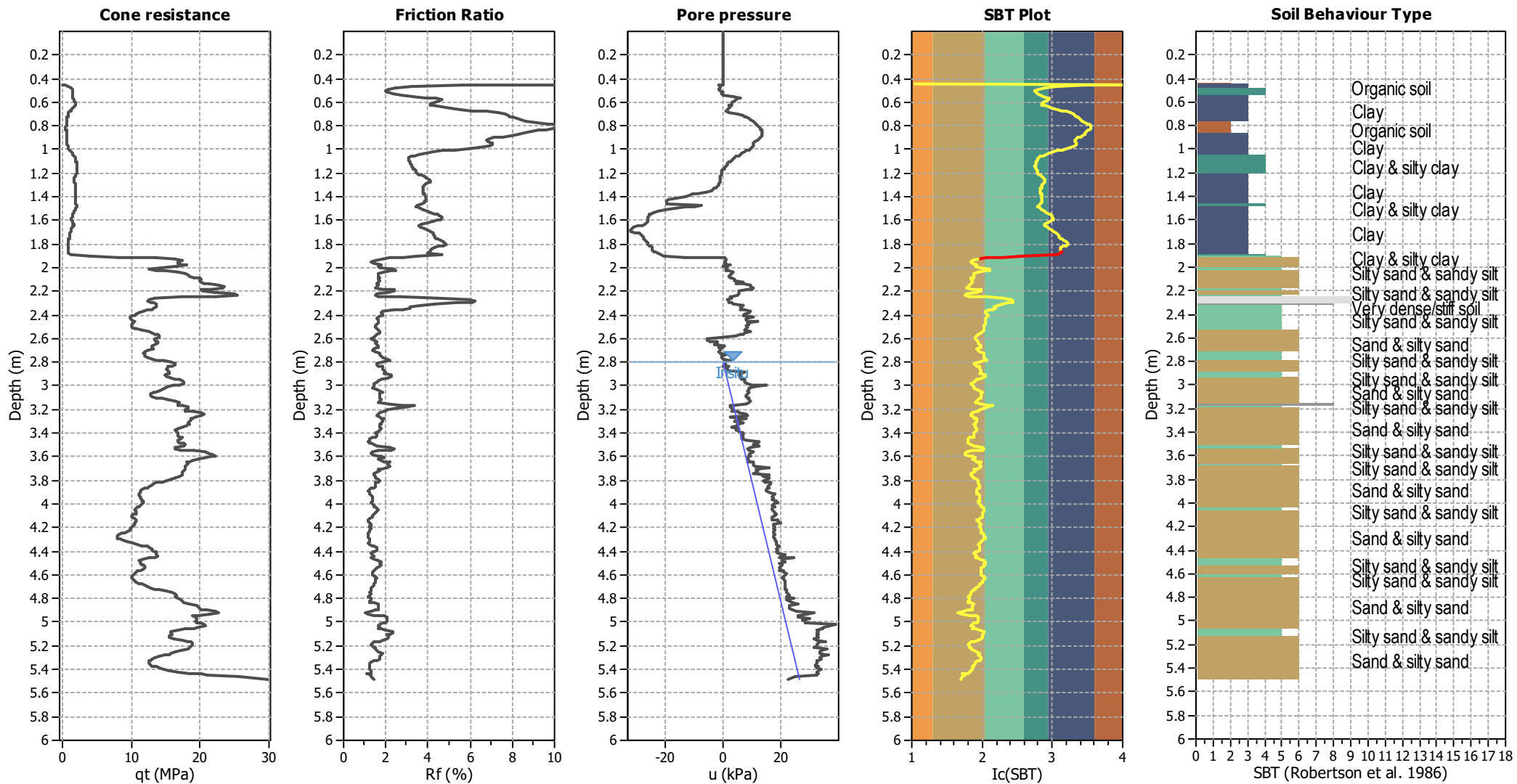
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Points to test:	Based on Ic value	Ic cut-off value:	2.60	K <sub>g</sub> applied:	Yes
Earthquake magnitude M <sub>w</sub> :	6.50	Unit weight calculation:	Based on SBT	Clay like behavior applied:	Sands only
Peak ground acceleration:	0.13	Use fill:	No	Limit depth applied:	No
Depth to water table (insitu):	2.80 m	Fill height:	N/A	Limit depth:	N/A

SBT legend

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2. Organic material	5. Silty sand to sandy silt	8. Very stiff sand to
3. Clay to silty clay	6. Clean sand to silty sand	9. Very stiff fine grained



CPT basic interpretation plots



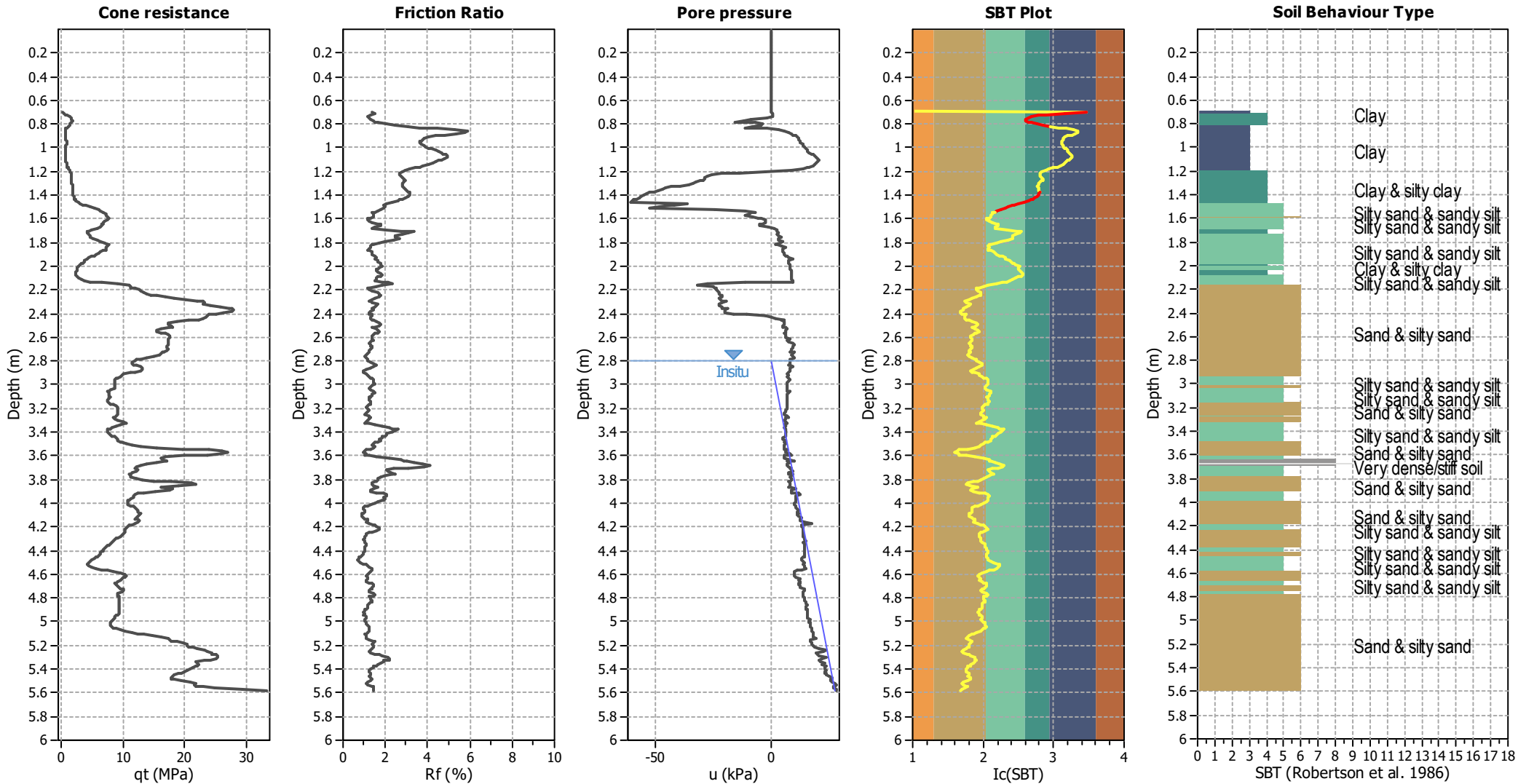
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Fines correction method:	B&I (2014)	Average results interval:	3	Transition detect. applied:	Yes
Points to test:	Based on Ic value	Ic cut-off value:	2.60	K <sub>0</sub> applied:	Yes
Earthquake magnitude M <sub>w</sub> :	6.50	Unit weight calculation:	Based on SBT	Clay like behavior applied:	Sands only
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SBT legend

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CPT basic interpretation plots



Input parameters and analysis data

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Fines correction method:	B&I (2014)	Average results interval:	3	Transition detect. applied:	Yes
Points to test:	Based on Ic value	Ic cut-off value:	2.60	K <sub>0</sub> applied:	Yes
Earthquake magnitude M <sub>w</sub> :	6.50	Unit weight calculation:	Based on SBT	Clay like behavior applied:	Sands only
Peak ground acceleration:	0.13	Use fill:	No	Limit depth applied:	No
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SBT legend

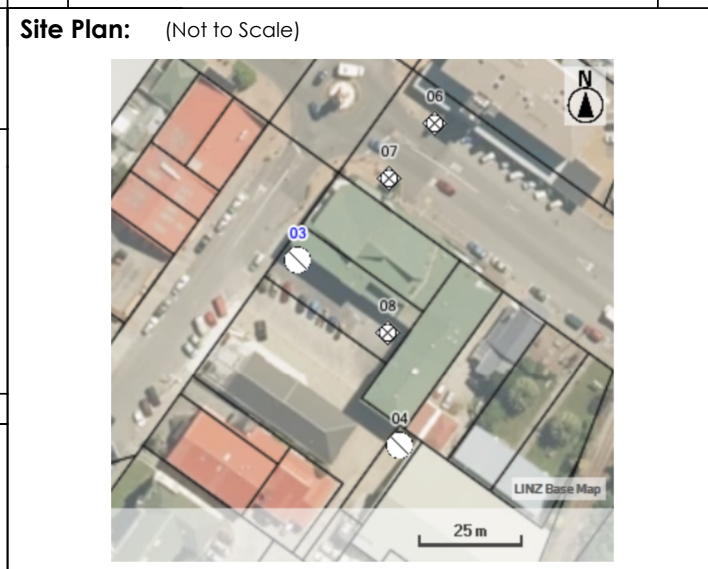
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2. Organic material	5. Silty sand to sandy silt	8. Very stiff sand to
3. Clay to silty clay	6. Clean sand to silty sand	9. Very stiff fine grained

**Project No.:** 503048



Set Page No.: Page 1 of 6  
Page 87

## Project No.: 503048



Set Page No.: Page 2 of 6  
Page 88

# Site Investigation Record

Client: Westland District Council c/- RDB Project Management

Site: 36 & 41 Weld Street, Hokitika

Technical Category:

Lot:

D.P.:

Date Tested: 22-Apr-2024

Log Sheet No.: 1 of 1

Project No.: 503048

Dynamic Cone Penetrometer (DCP) Test Results															Depth (m)	Soil Profile	
Number of Blows per 100mm																Test Location 05	Water
1	2	3	4	5	6	7	8	9	10	11	12	13	14				
															0.2	FILL: fine to coarse GRAVEL, with some cobbles. Moist; Chipseal pavement and basecourse.	Groundwater Not Encountered
															0.4	Clayey SILT; grey with some orange mottling. Low plasticity; moist.	
															0.6		
															0.8		
															1.0		
															1.2	Sandy SILT; grey. Low plasticity; moist.	
															1.4		
															1.6	EOH: 1.5m - Target Depth: Refusal in gravel.	
															1.8		
															2.0		
															2.2		
															2.4		
															2.6		
															2.8		
															3.0		
															3.2		

05

Comments:

Field Staff:	Prepared By:	Soil Profile From:
Geotest	DSH	<input checked="" type="checkbox"/> Hand Auger
Job Manager:	Approved By:	<input type="checkbox"/> Spade Hole
TIA	AC	<input type="checkbox"/> Test Pit

Site Plan: (Not to Scale)

Note: This record identifies the geotechnical conditions encountered at the noted test location(s) only. It is possible that ground conditions could be different away from the point(s) of testing.



**Project No.:** 503048

**Site Plan:** (Not to Scale)

The site plan is an aerial photograph of a building complex with black lines delineating property boundaries. Eight numbered markers are placed on the map: 01, 02, 03, 05, 06, 07, 08, and 09. Markers 01, 02, 03, and 05 are white circles with black outlines. Markers 06, 07, 08, and 09 are white squares with black outlines. A north arrow is located in the top right corner, and a scale bar labeled '25 m' is in the bottom right corner. The text 'LINZ Base Map' is also present in the bottom right corner.

Set Page No.: Page 4 of 6  
Page 90

**Project No.:** 503048

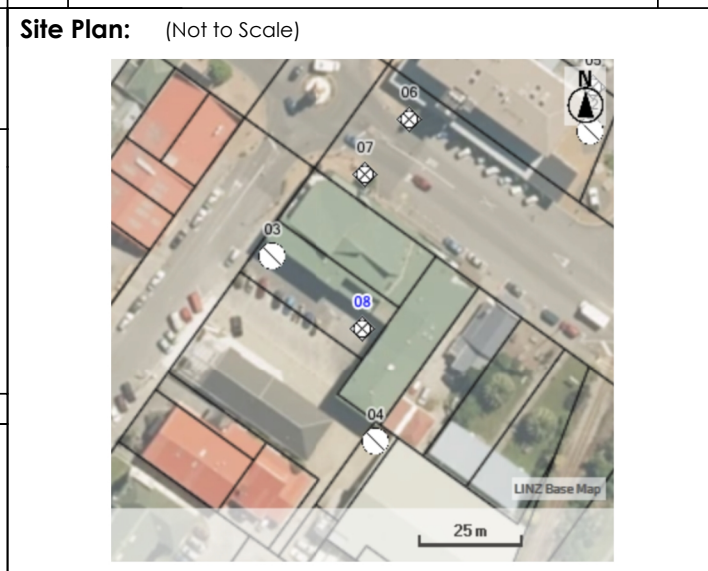
**Site Plan:** (Not to Scale)



The site plan is an aerial photograph overlaid with a black grid. The grid lines are oriented diagonally. Numbered points are marked as follows: 03 (white circle with a black dot), 04 (white circle with a black dot), 05 (white circle with a black dot), 06 (white circle with a black dot), 07 (blue circle with a black dot), and 08 (white circle with a black dot). A scale bar at the bottom indicates 25 meters. A north arrow is located in the top right corner. The text 'UNZ Base Map' is visible in the bottom right corner.

Set Page No.: Page 5 of 6  
Page 91

**Project No.:** 503048



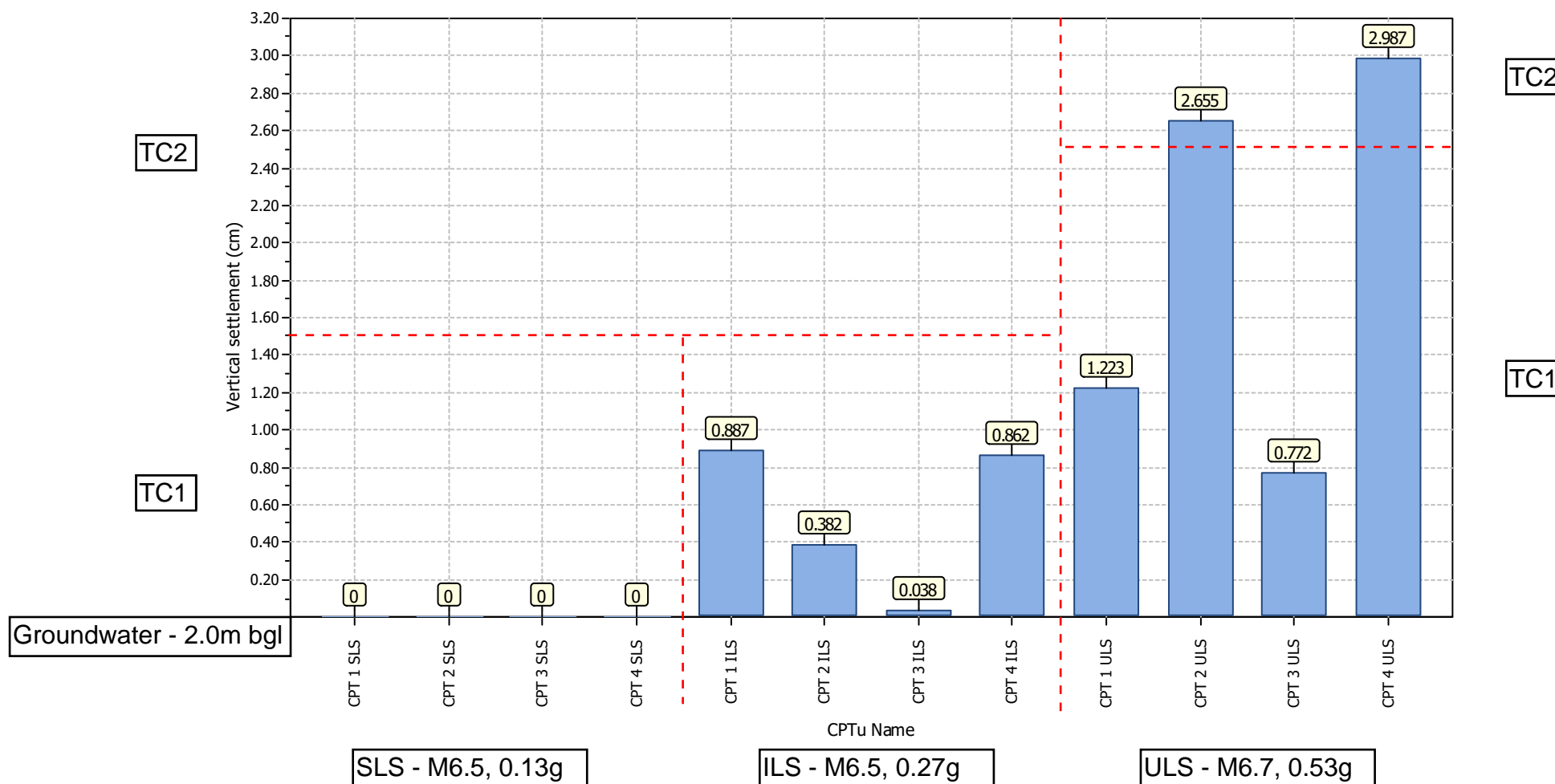
Set Page No.: Page 6 of 6  
Page 92

## Appendix C. Liquefaction analysis

**Project title : 36 Weld Street**

**Location : 36 Weld Street, Hokitika**

### Overall vertical settlements report

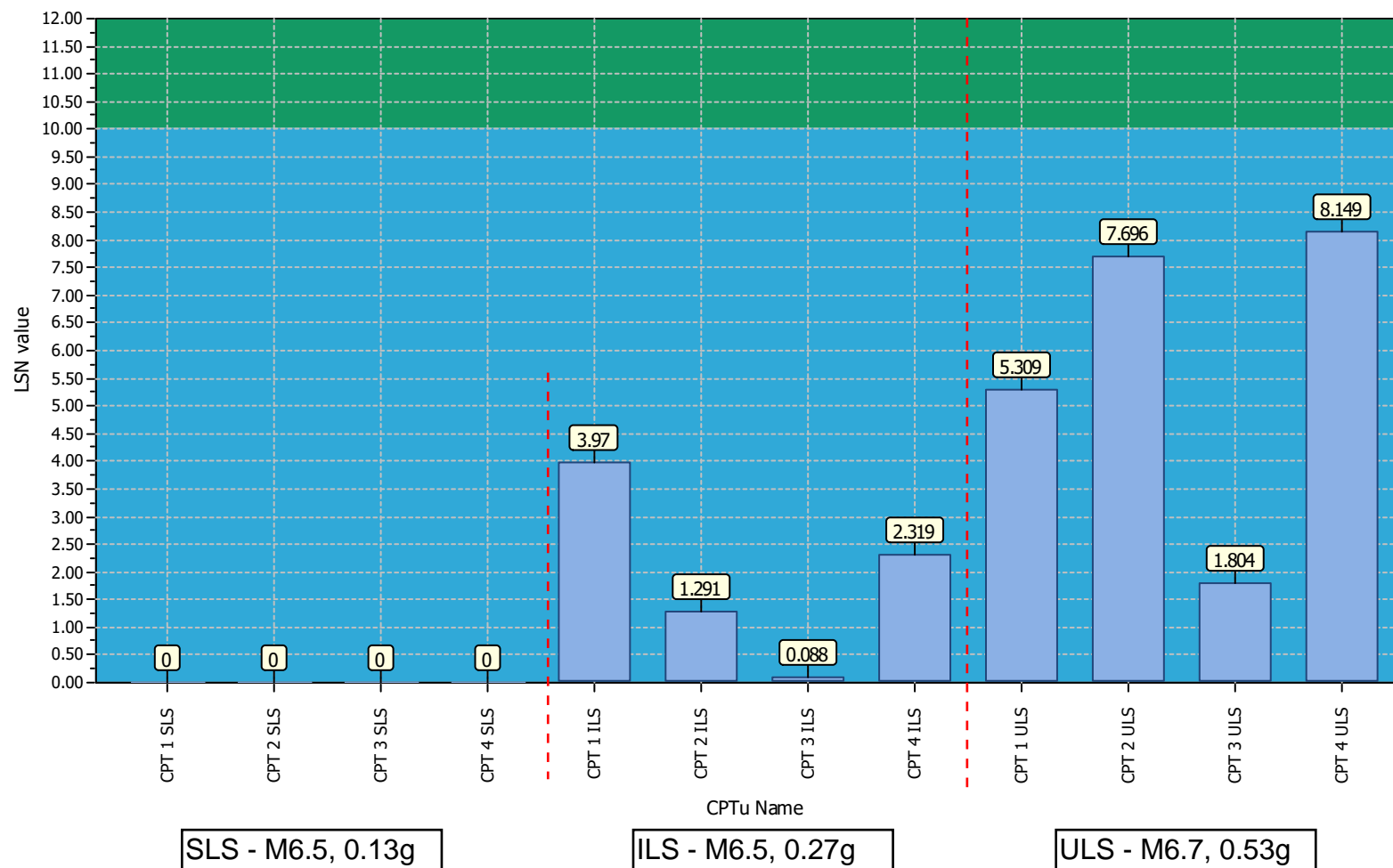


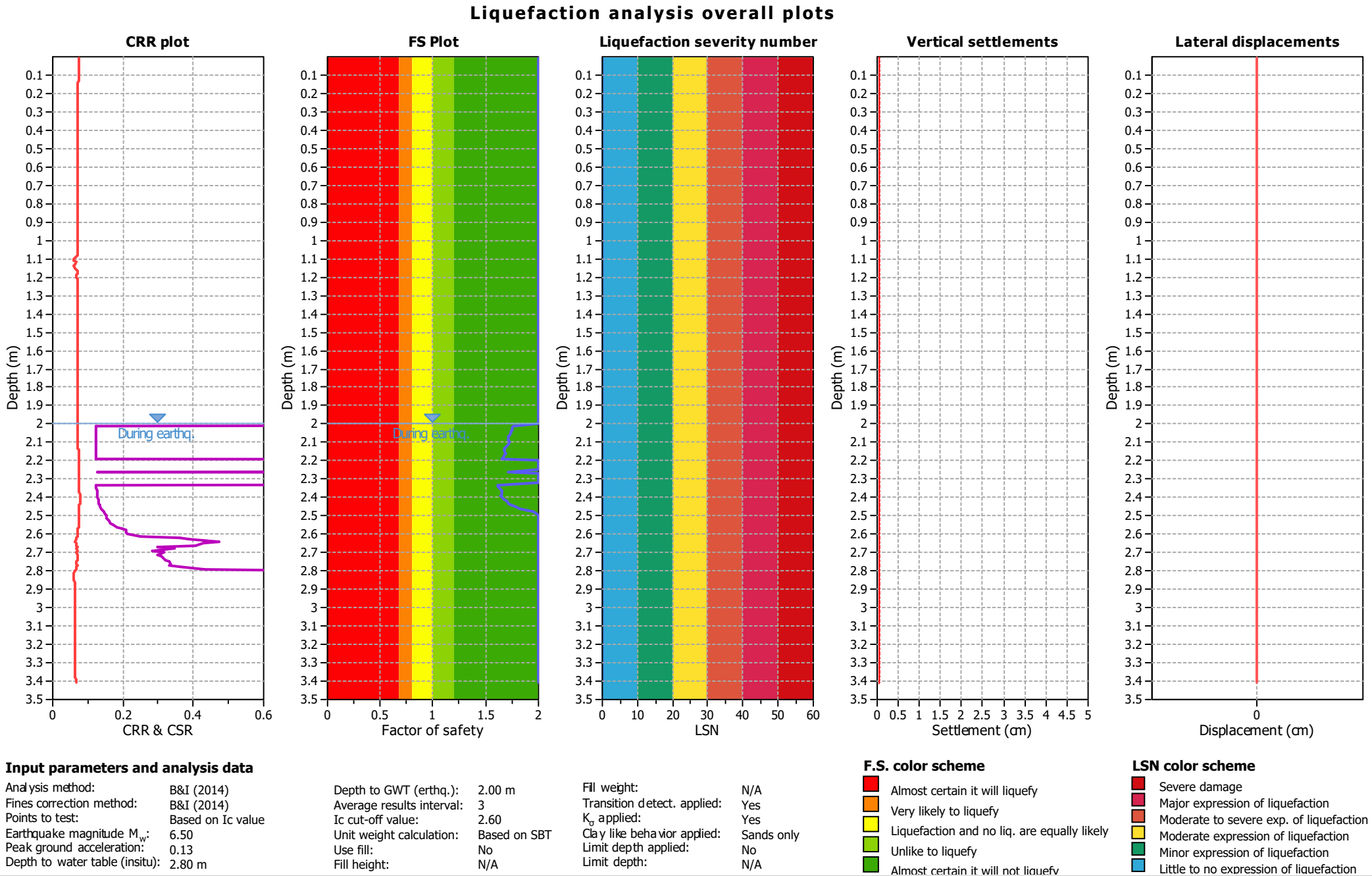


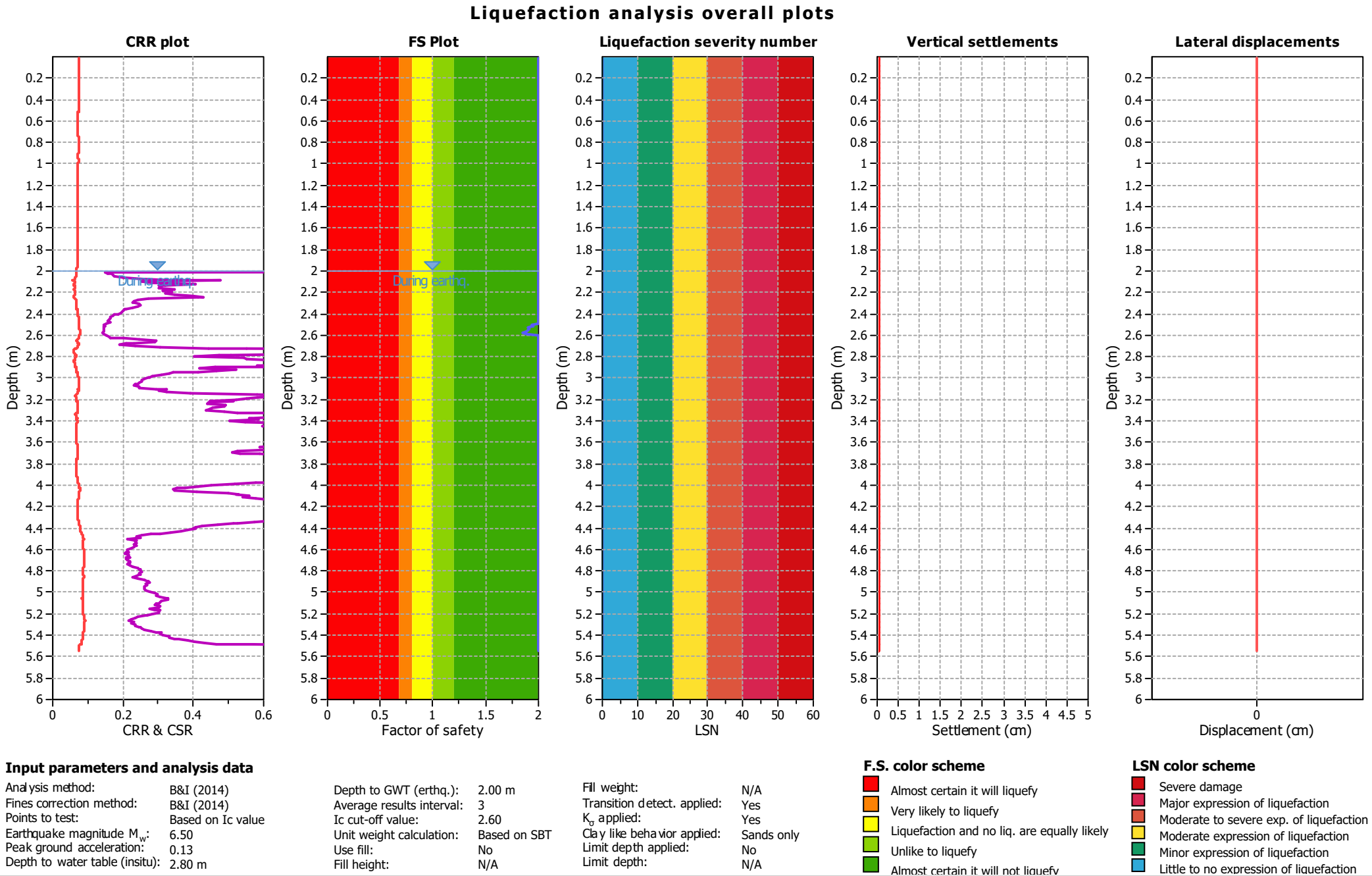
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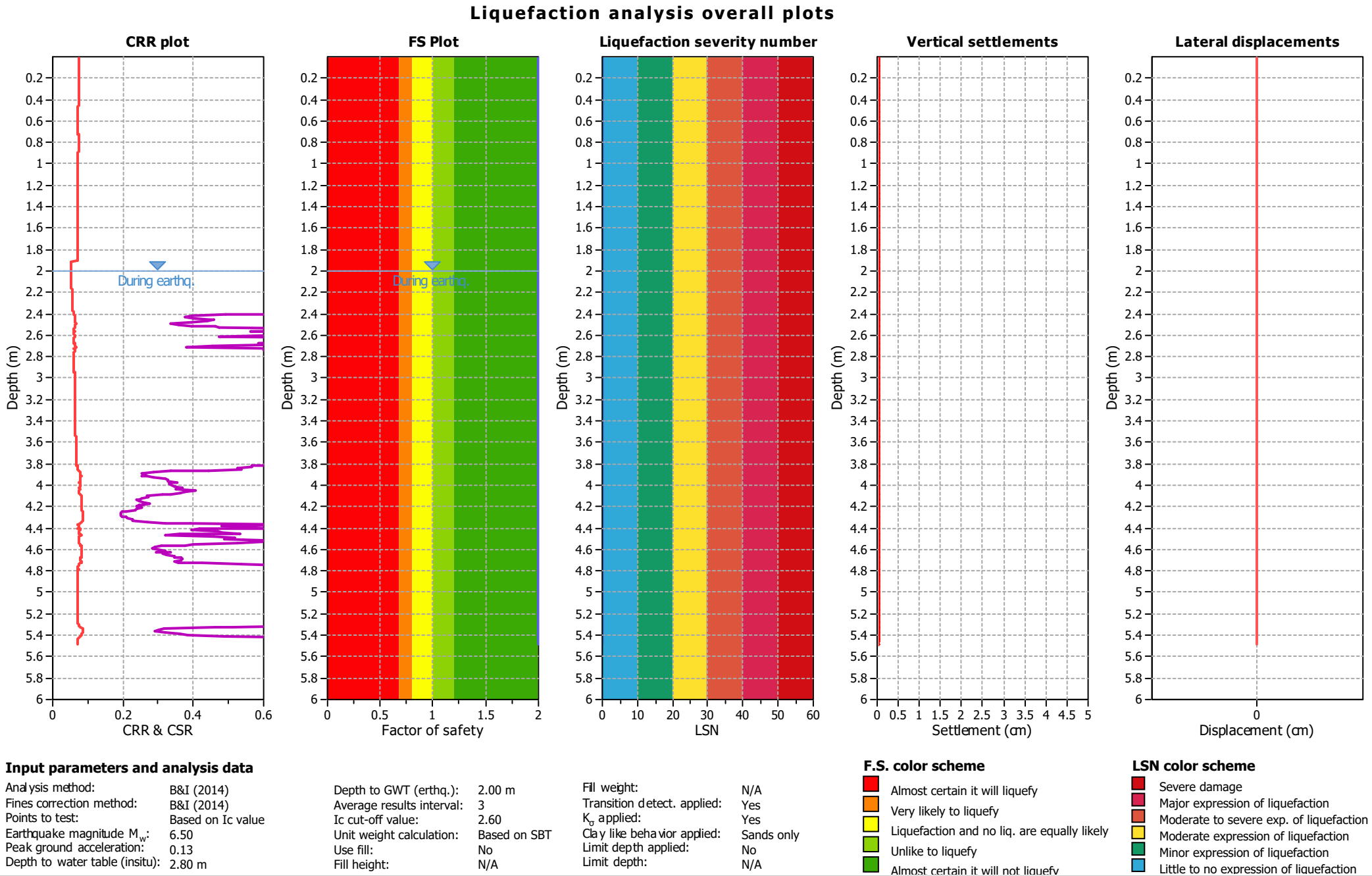
**Location : 36 Weld Street, Hokitika**

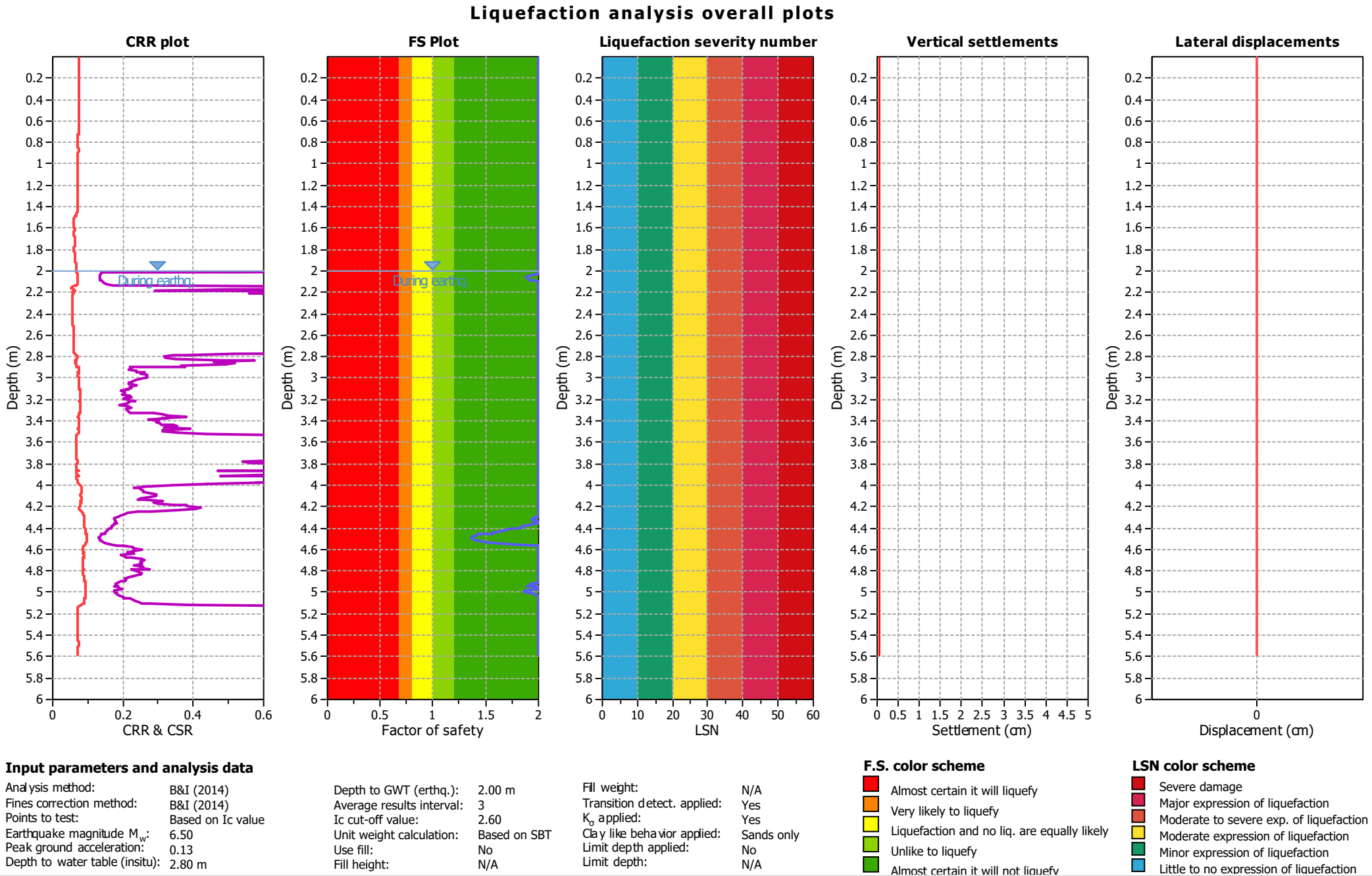
### Overall Liquefaction Severity Number report



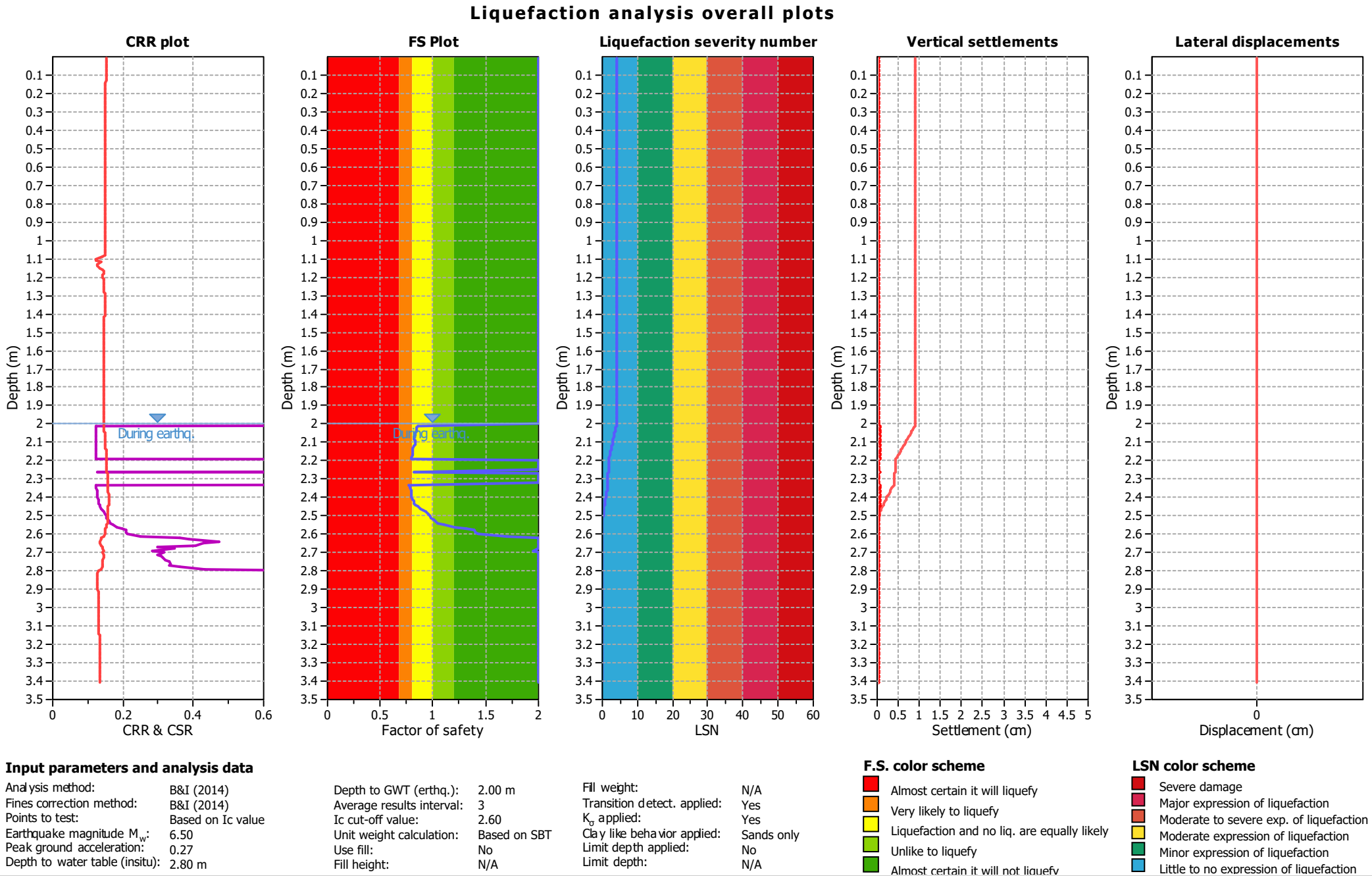


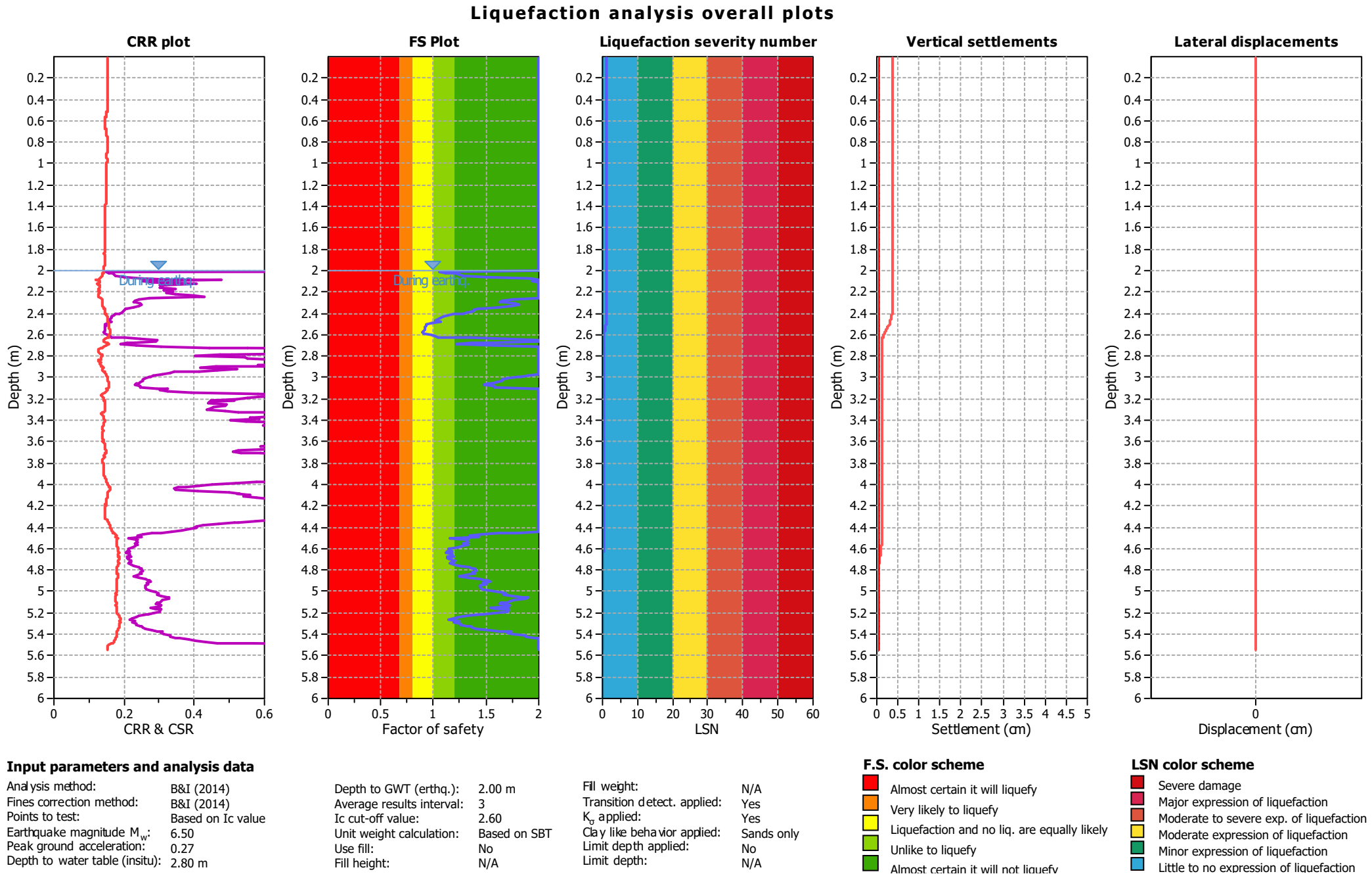


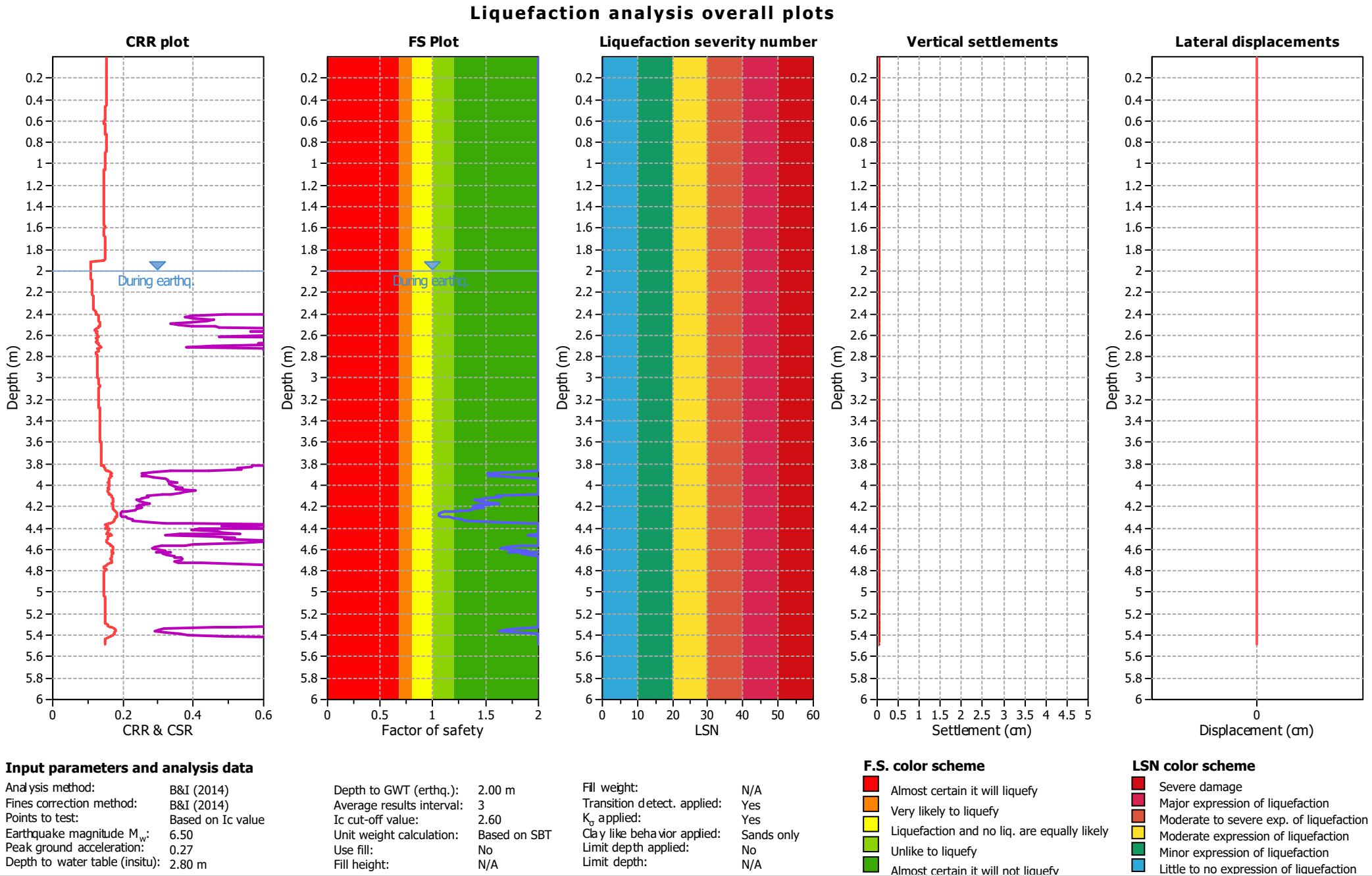


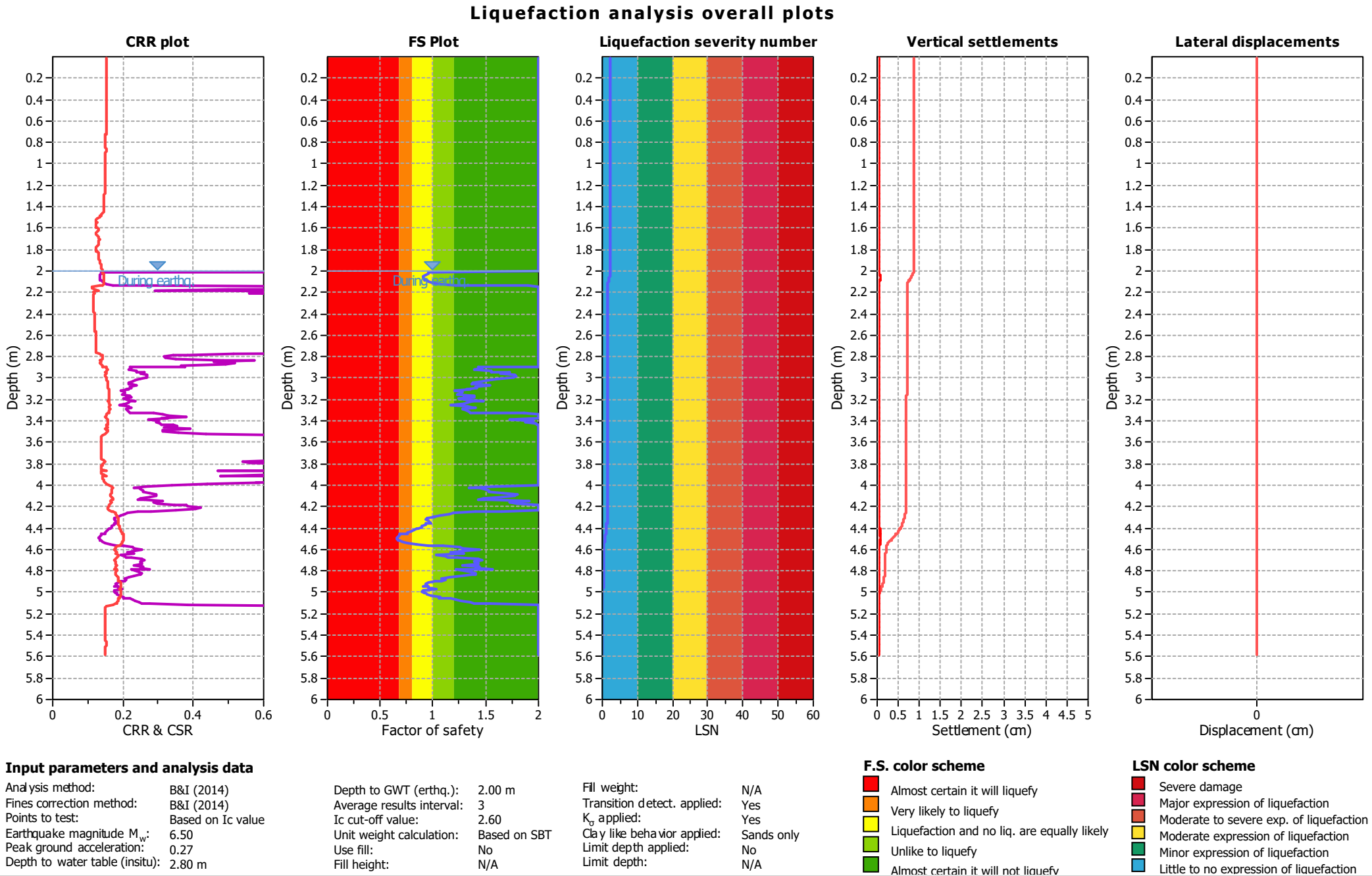


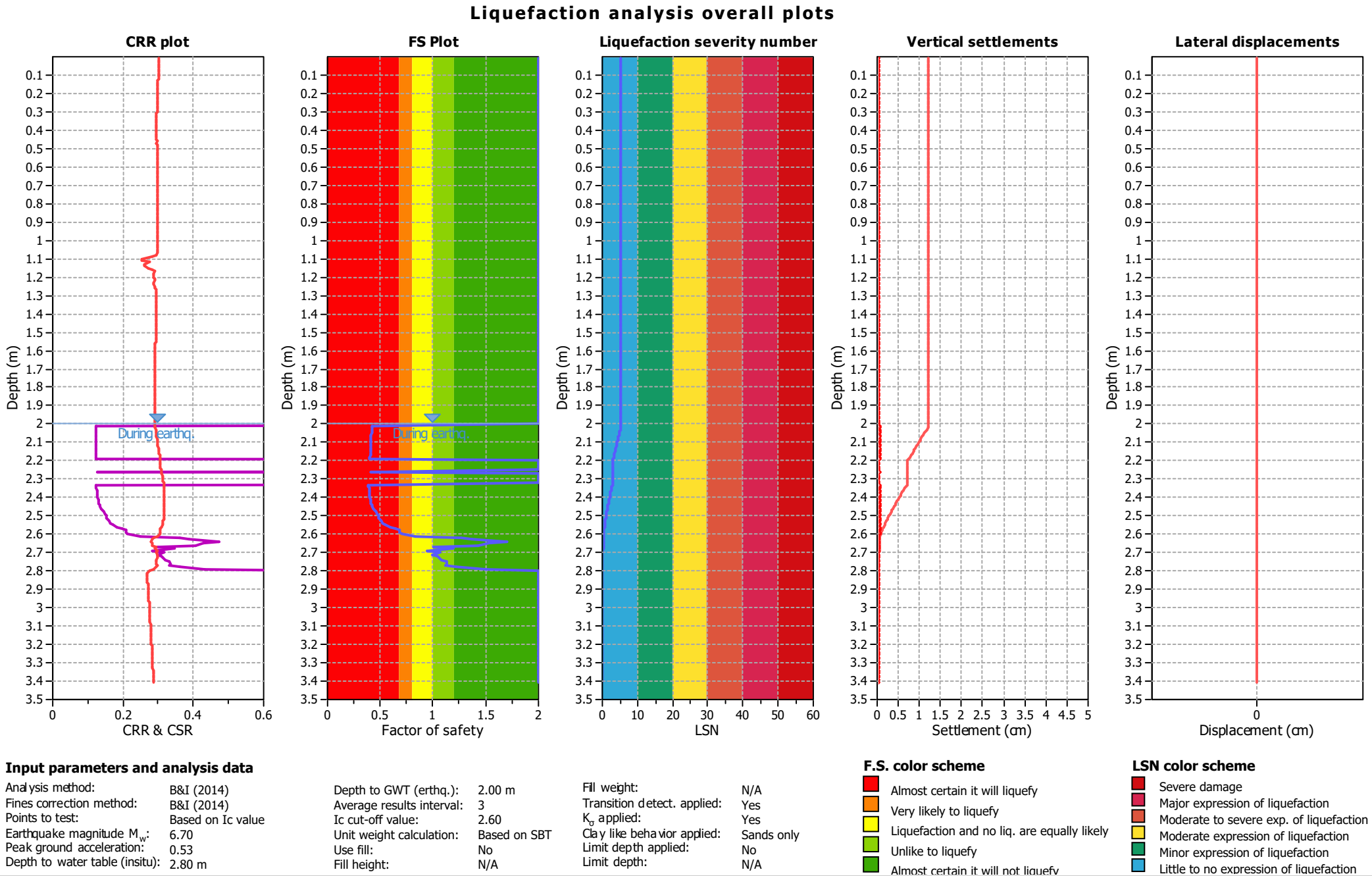




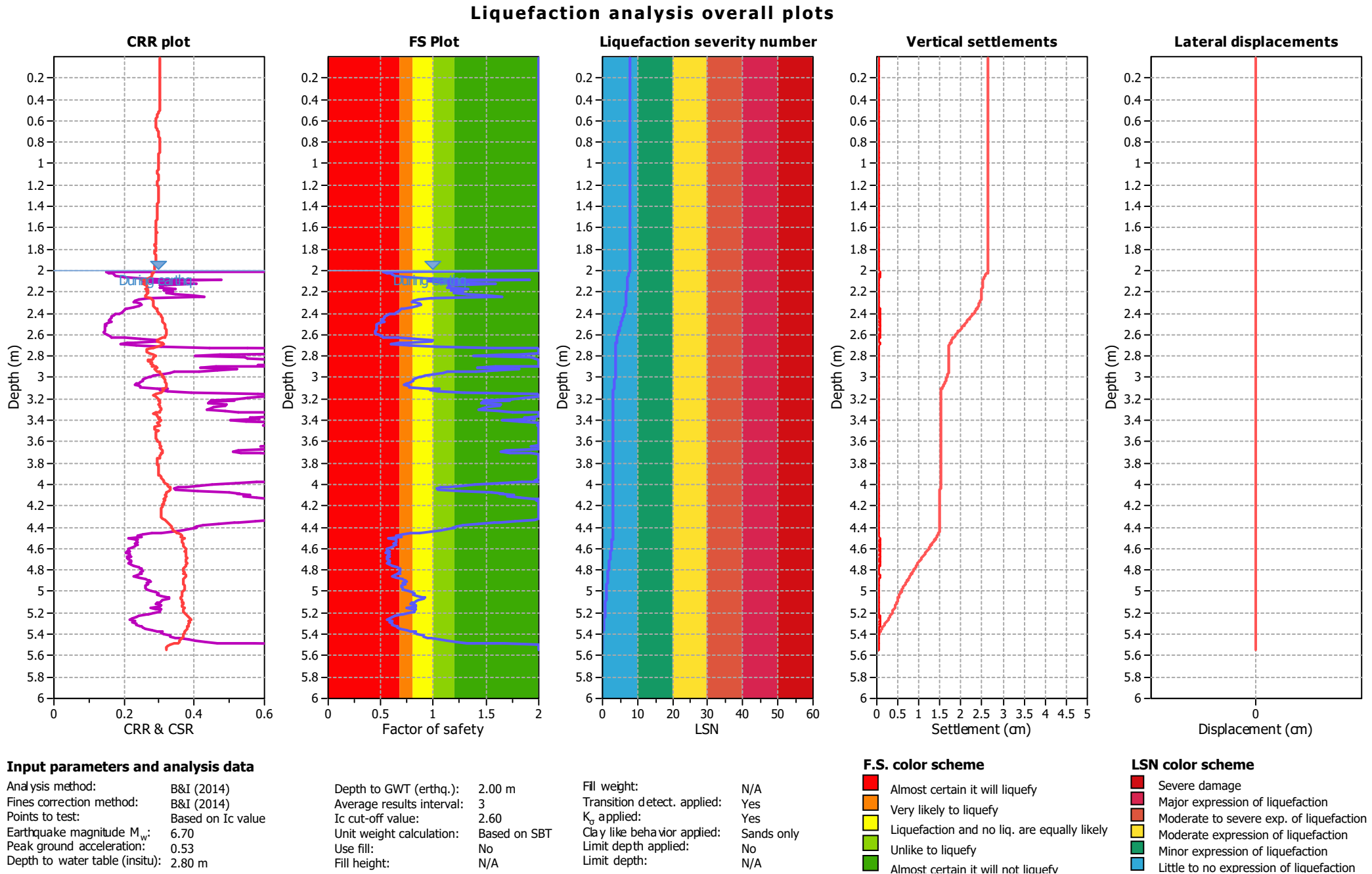


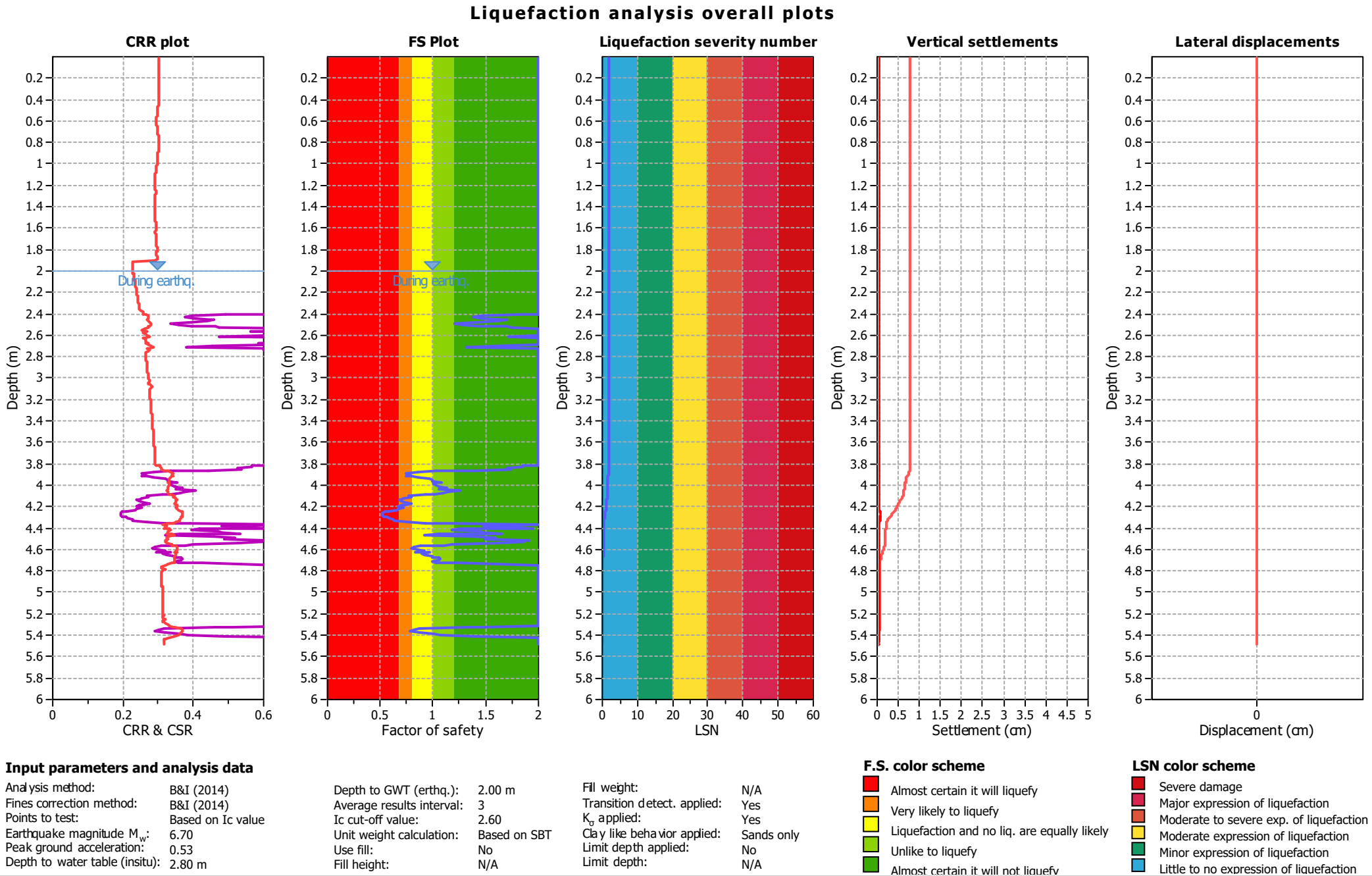




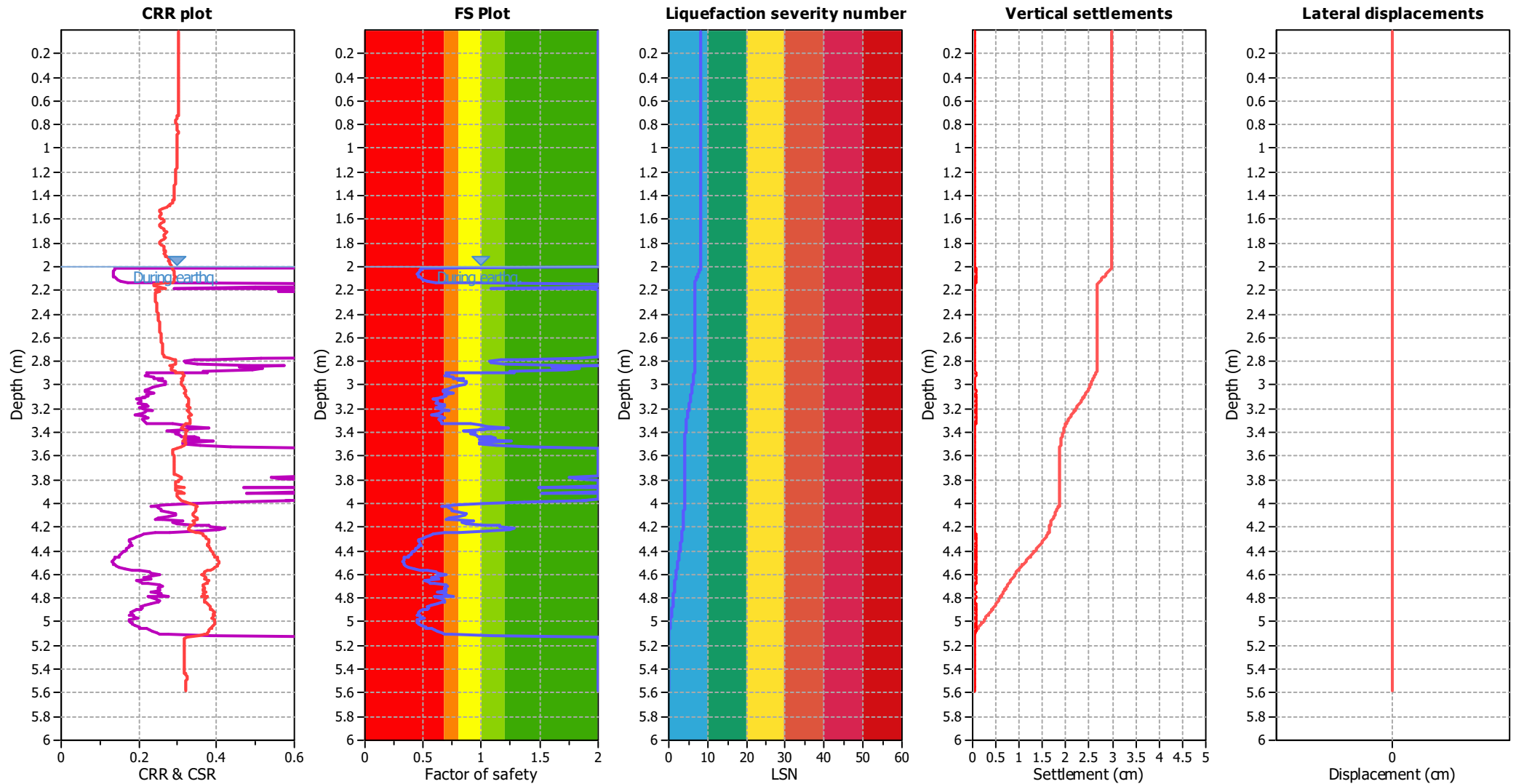








## Liquefaction analysis overall plots



### Input parameters and analysis data

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Points to test:	Based on Ic value	Ic cut-off value:	2.60	$K_0$ applied:	Yes
Earthquake magnitude $M_w$ :	6.70	Unit weight calculation:	Based on SBT	Clay like behavior applied:	Sands only
Peak ground acceleration:	0.53	Use fill:	No	Limit depth applied:	No
Depth to water table (insitu):	2.80 m	Fill height:	N/A	Limit depth:	N/A

### F.S. color scheme

Red	Almost certain it will liquefy
Orange	Very likely to liquefy
Yellow	Liquefaction and no liq. are equally likely
Light Green	Unlike to liquefy
Dark Green	Almost certain it will not liquefy

### LSN color scheme

Red	Severe damage
Dark Red	Major expression of liquefaction
Orange	Moderate to severe exp. of liquefaction
Yellow	Moderate expression of liquefaction
Light Green	Minor expression of liquefaction
Dark Green	Little to no expression of liquefaction

A stylized topographic map with white contour lines on a red background, covering the upper two-thirds of the page.

# Seismic Strengthening Concept Design Report

DRAFT

**eliot  
sinclair**

**36 Weld Street, Hokitika**

Prepared for Westland District Council  
503048



# Seismic Strengthening Concept Design Report

36 Weld Street, Hokitika  
Prepared for Westland District Council  
Project number: 503048

## Quality Control Certificate

Eliot Sinclair & Partners Limited  
eliotsinclair.co.nz

Action	Name	Signature	Date
Prepared by:	Travers Armstrong Structural Engineer BE(Hons) Civil CMEngNZ CPEng		27 June 2024
Reviewed by:	Brendan O'Connor Structural Engineer BE(Hons) Civil GDipMgmt MEngNZ		27 June 2024
Directed and approved for release by:	Travers Armstrong Structural Engineer BE(Hons) Civil CMEngNZ CPEng		27 June 2024
Status:	DRAFT		
Release date:	27 June 2024		
Reference no:	503048		
Distributed to:	Westland District Council		

## Version History

Status	Description	Author	Release Date
A	DRAFT		27 June 2024



## Contents

Version History	II
1. General	1
2. Structural Design Basis	2
3. Structural Description	4
4. Proposed Building Work	6
5. Issues to be Resolved	8
6. Design Loads	9
7. Durability of Structural Elements	10
8. Material Properties	11

### Appendix A – Seismic Strengthening Concept Drawings

## **1. General**

### **1.1. Purpose**

The purpose of this concept strengthening design report is to summarise the current structural concept design as developed to date for the seismic strengthening of the building at 36 Weld Street. This report can be used for continuing coordination purposes and for re-validating the project budget. However, noting the conceptual nature of the information provided, appropriate design and measurement contingencies need to be allowed for in any cost estimates.

This report also records key assumptions and identifies structural related issues that are yet to be resolved.

This report should be read in conjunction with the site-specific Geotechnical Report, and Structural Drawings produced for this concept design.

### **1.2. Scope**

The primary object of the proposed concept design is to improve the seismic strength of the building to a target level of 67%NBS based on an IL2 building in accordance with NZS1170.0:2002. Refer Section 2.2 of this SDFR for further information. The scope of the proposed improvement work is limited to structurally designed elements associated with the seismic strengthening of the building. The seismic assessment and strengthening does not consider wind or snow loading or cover building services or fire safety systems, or the building finishes, glazing systems or the weather tightness envelope.

### **1.3. Limitations**

This report has been prepared by Eliot Sinclair & Partners at the request of our Client and is exclusively for our Client's use for the purpose for which it is intended in accordance with the agreed scope of work. Eliot Sinclair & Partners accepts no responsibility or liability to any third party for any loss or damage whatsoever arising out of the use of or reliance on this report by that party or any party other than our Client.

Eliot Sinclair & Partners have not undertaken an assessment of the seismic restraint of tall or heavy furniture, mechanical services and ceilings. These issues are outside the scope of this assessment but could be the subject of further investigation.

Eliot Sinclair & Partners has not considered any environmental or contamination matters (e.g. asbestos) and accepts no liability, whether in contract, tort, or otherwise for any environmental issues.

The basis of Eliot Sinclair & Partners advice and our responsibility to our Client is set out above and in the terms of engagement with our Client.

## 2. Structural Design Basis

### 2.1. Basis of Seismic Strength Assessment & Strengthening Design

The seismic assessment and strengthening of the building have been undertaken in general accordance with the "Seismic Assessment of Existing Buildings – Technical Guidelines for Engineering Assessments" and the following New Zealand Building Code compliance documents:

- New Zealand Loadings Standards - NZS1170(set)
- New Zealand Concrete Structures Standard - NZS3101:2006
- New Zealand Steel Structures Standard - NZS3404:1997

Also, in accordance with the EQ-Assess Guidelines, the seismic capacity of the existing building elements has been assessed using probable material strengths and reduced strength reduction factors. These are as follows:

- Probable steel yield strength  $f_{y\text{prob}} = 1.08f_y$
- Probable concrete compressive strength  $f'_{c\text{prob}} = 1.5f'_c$
- Strength reduction factor for flexural capacity  $\phi = 1.0$
- Strength reduction factor for shear capacity  $\phi = 0.85$

The EQ-Assess Guidelines provide a method for assigning a seismic rating to an existing building, whereby the assessed ultimate seismic strength of an existing building is reported as a percentage of that required for a new building, designed to current standards. This seismic rating is termed the buildings "%NBS".

Furthermore, Table 1 taken from the NZSEE AISPB Guidelines provide a generally accepted grading system for existing buildings, as one way of interpreting the life safety risk associated with the %NBS seismic rating.

**Table 1. Relative Earthquake Risk**

Building Grade	Percentage of New Building Standard (%NBS)	Approximate Relative Risk to a New Building	Life-safety Risk Description
A+	>100	<1 times	Low risk
A	80-100	1-2 times	Low risk
B	67-80	2-5 times	Low or Medium risk
C	33-67	5-10 times	Medium risk
D	20-33	10-25 times	High risk
E	<20	>25 times	Very High risk

The primary objective of the seismic strengthening is to reduce the life safety risk to the building occupants during an ultimate limit state earthquake to that associated with a seismic rating of 67%NBS. Table 1 indicates that a building which has been seismically strengthened to 67%NBS is a Grade B building following the NZSEE grading scheme. Grade B buildings represent a life safety risk to occupants of ~5 times that expected for a new building, indicating a medium risk.

The proposed seismic strengthening work is not specifically intended to reduce the potential for damage to occur to the building during an earthquake. As such, damage is still expected to occur to the building during a significant earthquake.

The seismic strengthening work outlined in this report is proposed to be undertaken in accordance with Section 112 of the New Zealand Building Act 2004. That is, once the structural building works are completed, the building structure will continue to comply with the requirements of Clause B1 of the New Zealand Building Code to at least the same extent it did prior to the work being undertaken.

DRAFT

### 3. Structural Description

#### 3.1. Site

The site is located within the centre of the Hokitika township on the north side of Weld Street.



Figure 1. Aerial overview showing site location (Eliot Sinclair, 2024).

#### 3.2. Building

The original HQ Building was designed by the Ministry of works and was constructed circa 1948 as the Hokitika Post Office. With a footprint of approximately 610m<sup>2</sup> and a total floor level of 1220m<sup>2</sup> over two levels, the building was a reinforced concrete structure comprising a mixture of punctured shear walls, concrete floor and gravity structure and a concrete roof.

The building was altered and extended in the early 1990s to accommodate the conversion to the Hokitika Council Building (HQ Building). This conversion added approx. 170m<sup>2</sup> to the southern side at ground floor, 63m<sup>2</sup> to the northern side at ground level and an additional floor was constructed over the entire existing roof deck to create a new ~575m<sup>2</sup> third floor.

Figure 1 outlines the original construction (purple) and the future additions (green).

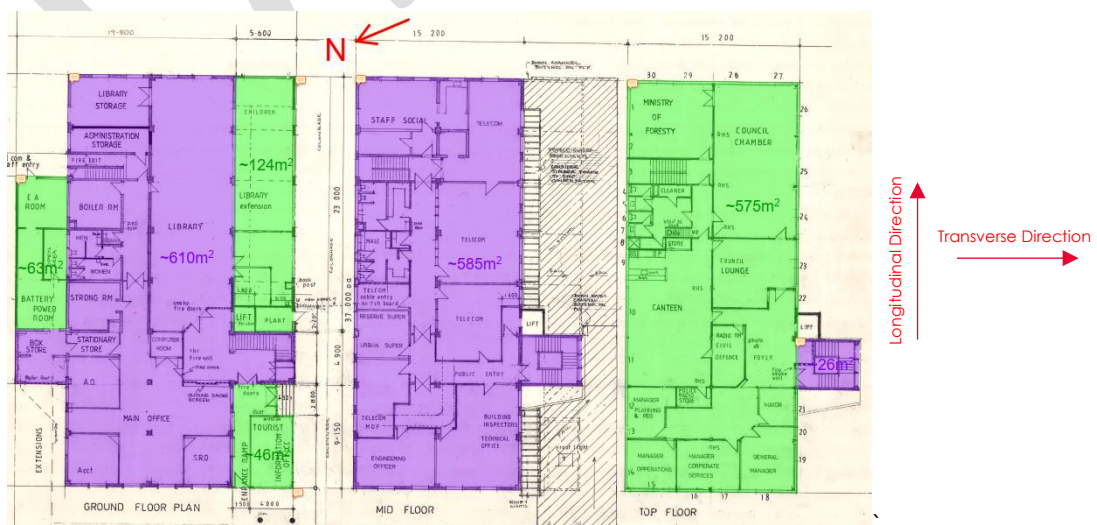


Figure 2. Floor plans indicating original construction (purple) vs later stage extensions (green)



The building is operated primarily as an office by the Westland District Council but has a portion of the ground floor occupied by I site as a visitor information centre. Based on these uses, the building is classified as importance level 2 in accordance with AS/NZS1170.0:2002.

### 3.3. Gravity Structure

Based on our review of the available documentation and a site visit to inspect the visible structure, we understand that the primary gravity load-resisting systems for this building comprise:

- **Roof:** Profiled metal roofing supported on cold-formed steel purlins, which span longitudinally between the top chords of transverse steel portal trusses located on grids 2-9. The ceiling structure consists of timber joists spanning longitudinally between the bottom chords of the transverse portal trusses. These timber joists support plasterboard ceiling linings on the underside and a previous ply-lined, butynol-clad roofing above. The portal columns rest on the concrete floor directly over the main reinforced gravity columns below. A central SHS column also props the portal truss at midspan.
- **Suspended floors:** The suspended floors comprise a 6-inch slab on the first floor and a 5-inch slab on the second floor. The second-floor slab originally formed the roof of the building before the addition of the top floor in the 1990s. These concrete floors are two-way slabs supported by perimeter concrete walls and internal reinforced concrete beams, columns, or walls.
- **Walls:** The exterior of the building consists of 8-inch-thick reinforced in situ concrete walls, heavily punctured to accommodate windows and doors. Additionally, there are 6, 8, and 10-inch reinforced in situ concrete walls separating stairwells, strong rooms, and general circulation and amenity areas. These walls support a tributary area of the reinforced concrete floor slab system.
- **Ground floor:** The ground floor is a 5-inch-thick reinforced in situ concrete slab. It is unclear whether this slab is supported on grade or intended to span as a suspended slab following the settlement of the fill layer below the building. Refer to Section 5 for further discussion.
- **Foundations:** The foundations comprise a grid of 36-inch-deep by 12-inch-wide reinforced in situ concrete ground beams, primarily located on grid lines, which span between 16-inch reinforced in situ concrete piles. These piles are supported on 22-inch-thick foundation pads founded approximately 3.6 meters below the ground floor slab level.

### 3.4. Lateral Structure

Based on our review of the available documentation and a site visit to inspect the visible structure, we understand that the primary lateral load resisting system for this building comprises:

- **Longitudinal & Transverse:** Seismic loads from the building are transferred through diaphragm action in the reinforced insitu concrete floors to the in-plane loaded reinforced in situ concrete shear walls, located both internally and externally to the floor plate. These shear walls then transfer the load to the foundations via flexure and shear action. The top floor structure, comprising lightweight steel and timber-framed construction, transfers seismic loads through diaphragm action, in the ply and plasterboard-lined ceiling system, to in-plane loaded portal frames, plasterboard-lined timber-framed walls, and steel braced frames.

### 3.5. Geotechnical

Refer to the site specific *Geotechnical Report* prepared by Eliot Sinclair & Partners Limited dated 26 June 2024.

## 4. Proposed Building Work

The following section summarises the strengthening work proposed to increase the ultimate limit state seismic capacity of the building to a target strengthening level of 67%NBS.

### 4.1.1. Primary Lateral Load System

The primary lateral structure of the building comprises a series of reinforced concrete shear walls located both externally and internally. The external shear walls, which form the building façade, are heavily punctured to accommodate windows and doors. The lateral capacity of the existing shear wall system is primarily constrained by the relatively low reinforcing content, the overturning capacity provided by the existing foundation system, and the shear connection to the existing floor diaphragms. In some instances, previous alterations to the existing shear walls, particularly along the Grid C wall line (e.g., cutting out existing spandrel panels within the Isite tenancy and to accommodate the lift installation), have weakened the lateral system.

To enhance the overall seismic capacity of the primary lateral structure, the following strengthening works are proposed:

- **New Reinforced Concrete Facing Walls:** Construct new reinforced concrete facing walls on the interior face of the existing Grid 1, 9, A & C exterior shear walls, along with the Grid B/4-7 and Grid 7/A-B walls. These new reinforced walls will act compositely with the existing shear walls and could be constructed as boxed and poured in situ concrete walls or sprayed concrete walls.
- Install a fabricated structural steel frame bolted to the existing panels at Grid C/4-5 on levels 1 and 2 to reinstate the system's capacity where the existing panels were cut to accommodate the lift installation.
- In selected locations, add reinforced concrete foundation beams to increase the overturning stability of the strengthened concrete walls.
- In selected locations, install structural steel ties to strengthen the lateral connection between the existing shear walls and the floor diaphragms.

### 4.1.2. Foundations

The building superstructure is supported on a series of reinforced concrete piles which project from the underside of the building down pad foundations founded at approx. 3.6m below the ground floor. These piles exhibit relatively low transverse reinforcing content and are vulnerable to a brittle shear failure mechanism under significant seismic lateral loading. The brittle failure of these piles could compromise the gravity load support of the building.

To mitigate the risk to the support of the building, two strengthening options have been considered as described below. The suitability of each option is dependant on the quality of the ~3.0m thickness of existing fill material located below the building:

**Option 1 – Foundation Pads:** This option is deemed appropriate if the existing fill consists of relatively compact gravelly material. Should the existing piles experience lateral failure, the gravity load from the building's superstructure will be transferred from the piles to newly constructed reinforced concrete foundation pads, located approximately 1.1 meters below the ground floor level. These new foundations will bear directly on the existing fill layer. Although some vertical settlement is expected after the load is redistributed, the building's gravity load support will be maintained.

**Option 2 – Foundation Pads & Piles:** This option is deemed appropriate if the existing fill consists of relatively soft and uncompacted silt. In the event of lateral failure of the existing

piles, the gravity load from the building's superstructure will be transferred from the existing piles to newly constructed reinforced concrete foundation pads, which will be supported by newly constructed reinforced concrete piles. These new piles will extend approximately 2.0 meters and bear directly on top of the original concrete foundation pads, ensuring the building's gravity load support is maintained.

#### **4.1.3. Grid 1 & 9 Reinforced Concrete Columns**

The reinforced concrete columns on Grids A & C at locations 2, 3, 4, 5, 6, 7, and 8 are constructed integrally with reinforced concrete piers. These piers contribute to the façade structure on Grids A & C, with heights of 2.5 meters at ground level and 2.05 meters at the first floor.

These columns/piers exhibit relatively low transverse reinforcing content in conjunction with their relatively squat geometry increases the vulnerability of the columns to a brittle shear failure mechanism which could compromise the gravity load support of the building.

To mitigate the risk to the support of the floor, steel columns are proposed to be retrofitted adjacent to the existing columns and positioned centrally on the beamlines at both ground level and level 1. These steel columns will provide a redundant load path that will continue to support the floor beams in the event of a brittle shear failure of the existing concrete columns.

#### **4.1.4. Level 3 Roof Structure**

The lateral strength of the existing roof structure relies on the strength and stiffness offered by the existing ply and plasterboard clad ceiling diaphragm to distribute loads to the following bracing elements:

- Strengthening of the existing portal column hold down fixings to the floor on grids A&C/1-9.
- Installation of new SHS braced frames to the grid A, C, 1 & 9 exterior walls.
- Strengthening of the steel braced frame on grid B/6-8 and the installation of a new steel braced frame (or SED plywood shear wall) on grid 7/A-A0.5.
- Strengthening of the existing rafter connection to the grid 3 & 4 concrete shear walls near grid C.

## 5. Issues to be Resolved

The following section summarises the outstanding issues identified to date that need to be resolved as the design progresses through the developed and detailed design phases:

- Confirmation of the proposed foundation strengthening concept requires the following additional geotechnical investigations:
  - Investigate the existing fill material located below the ground floor slab to confirm its composition and compaction. This will necessitate cutting localized areas of the slab to enable hand auger and scala penetrometer testing of the fill in selected locations.
  - Confirm the potential presence of a void space between the underside of the ground floor slab and the top of the fill during the fill investigations. If a void is confirmed, it will need to be locally grout-filled before foundation strengthening begins.
  - Once the properties of the fill material are known, additional geotechnical analysis of the lateral & vertical capacity of the foundations will be required to validate the concept strengthening design.
- Coordination of the proposed strengthening work with the architect and services engineers is necessary to confirm the strengthening concept. For example, reliance on the existing interior timber-framed walls and ceiling/roof diaphragm at level 3 to brace the roof of the building has been noted. If alterations to the existing structure are required to facilitate any refit of these spaces, additional roof bracing may be needed.
- Early contractor involvement is recommended to critique the buildability of the proposed strengthening work.

## 6. Design Loads

### 6.1. General

For the purposes of consideration of loading, this structure is Importance Level 2 in accordance with AS/NZS 1170.0:2002.

#### 6.1.1. Gravity Loads

Building self-weight = calculated for each element

Super imposed loads = 0.1kPa roof

#### 6.1.2. Live Loads

Roof = 0.25kPa,  $\psi_e = 0.0$

General office areas = 3.00kPa

#### 6.1.3. Seismic Loads: Ultimate limit State

Site subsoil category = D

Hazard Factor = 0.45

Return Period Factor = 1.0

Near fault factor = 1.0

Assumed structural ductility = assessed for each structural element as appropriate. Refer Table 2.

**Table 2. Assumed structural ductility**

Structural Element	Structural Ductility
Level 3 bracing structure	$\mu_p = 1.25$
Structural steel	$\mu = 1.25$ , $S_p = 0.90$
Reinforced concrete (typical U.N.O.)	$\mu = 1.25$ , $S_p = 0.90$ flexure $\mu = 1.00$ , $S_p = 1.0$ shear
Foundations	$\mu = 1.25$ , $S_p = 0.90$

#### 6.1.4. Exclusions

Other loadings, including wind snow and serviceability limit state earthquake have not been considered as part of the seismic strengthening of the building at 36 Weld Street.



## 7. Durability of Structural Elements

### 7.1. Design Life

New concrete work: 50 yrs

New structural steelwork: 50 yrs

Note: The existing structural elements are approximately 76 years old and are not covered by this design features report.

### 7.2. Means of Compliance

Durability provisions are achieved by:

#### Acceptable Solutions B2/AS1

- Reinforced Concrete: NZS 3101: 2006 Part 1 Section 5 is an acceptable solution for durability with durability requirements met through covers equal to or in excess of the requirements of the standard.

#### Alternative Solutions

- Internal Structural Steel: Protection is provided through surface treatment comprising primer painting of the steelwork to a minimum coating thickness of 75 microns DFT in accordance with AS/NZS 2312.1.

The maintenance requirements for the above protective coating systems are as per NZS/AS 2312.

## 8. Material Properties

### 8.1. Probable Material Strengths of Existing Structural Elements

In accordance with the NZSEE AISPB Guidelines, the seismic capacity of the existing building elements have been assessed using probable material strengths and reduced strength reduction factors. These are as follows:

- Probable steel yield strength  $f_{y\text{prob}} = 1.08f_y$ 
  - Structural steel:  $f_{y\text{prob}} = 270\text{MPa}$
  - Reinforcing steel:  $f_{y\text{prob}} = 270\text{MPa}$
- Probable concrete compressive strength  $f'_{c\text{prob}} = 1.5f'_c$ 
  - Walls:  $f'_{c\text{prob}} = 30\text{MPa}$
  - Foundations:  $f'_{c\text{prob}} = 30\text{MPa}$
- Material strength reduction factors
  - Flexural capacity  $\phi = 1.0$
  - Shear capacity  $\phi = 0.85$

### 8.2. Concrete Grades

All concrete materials are specified in accordance with NZS 3104:2003, 'Specification for Concrete Production' with compressive strength grades as follows:

- Foundation concrete – 30MPa
- Slab-on-grade – 30MPa

### 8.3. Reinforcing Grades

All reinforcing materials are specified in accordance with AS/NZS 4671:2001 'Steel Reinforcing Materials' as follows:

- Bars prefixed H – Grade 500E MA, deformed
- Bars prefixed D – Grade 300E, deformed
- Bars prefixed R – Grade 300E, plain
- Mesh prefix SE – Grade 500E MA

### 8.4. Structural Steel

All structural steel materials are specified in accordance with NZS 3404:1997, 'Steel Structures Standard' as follows:

- Hot rolled sections - AS/NZS 3679:2010, grade 300
- Hot rolled flats - AS/NZS 3679:2010, grade 300
- Hot rolled plate - AS/NZS 3678:2011, grade 350.
- Cold formed hollow sections - AS/NZS 1163:2009, grade C350L0 or C450L0.

## Appendix A. Seismic Strengthening Concept Drawings

DRAFT



NOTES

Clarifications

The primary objective of the seismic strengthening is to reduce the life safety risk to the building occupants during an ultimate limit state earthquake to that associated with a seismic rating of 67%NBS based on an IL2 building in accordance with NZS1170.0:2002.

The proposed seismic strengthening work is not specifically intended to reduce the potential for damage to occur to the building during an earthquake. As such, damage is still expected to occur to the building during a significant earthquake.

The scope of the proposed improvement work is limited to structurally designed elements associated with the seismic strengthening of the building. The seismic assessment and strengthening does not consider wind or snow loading or cover building services or fire safety systems, or the building finishes, glazing systems or the weather tightness envelope.

The seismic assessment and strengthening of the building have been undertaken in general accordance with the " Seismic Assessment of Existing Buildings - Technical Guidelines for Engineering Assessments" and the following New Zealand Building Code compliance documents:

- New Zealand Loadings Standards - NZS1170(set)
- New Zealand Concrete Structures Standard - NZS3101:2006
- New Zealand Steel Structures Standard - NZS3404:1997
- New Zealand Timber Structures Standard - NZS3603:1993

The seismic strengthening work is proposed to be undertaken in accordance with Section 112 of the New Zealand Building Act 2004. That is, once the structural building works are completed, the building structure will continue to comply with the requirements of Clause B1 of the New Zealand Building Code to at least the same extent it did prior to the work being undertaken.

Assumptions

The proposed seismic strengthening work detailed herein have been developed to concept level only for the purpose of enabling a contractor to establish a preliminary cost estimate for the work. The design is subject to confirmation of the following:

- Detailed geotechnical investigation and report to confirm the bearing capacity and suitability of the existing site to support the proposed foundation loads.
- Feedback on buildability and construction methodologies from Contractor.
- Coordination with the proposed renovation/refit to the interior fitout.
- Completion of developed and detailed structural design and documentation.
- Building consent from the Westland District Council who may require upgrades of fire safety systems and accessible features.

Construction Method ology/Sequence

The following sets out the assumed construction methodology & sequence assumed as part of the concept design:

1. Strip out the existing internal fitout to the extent required to accommodate the proposed new fitout works.
2. Cut out sections of floor slab and excavate through existing subbase fill material as required to accommodate the proposed new foundation beams & pads. Notify the Geotech Engineer to review the founding subgrade.
3. Roughen the faces existing foundation beams where they join to the proposed new foundations. Roughening to NZS3109 Type B.
4. Drill and clean all holes required to the exposed faces of the existing foundations ready to receive new starter bars.
5. Mobilise a small excavator with a 500dia posthole auger attachment capable of augering to a depth of ~2.0m below the base of the excavated foundations. Refer to drawings for locations. Notify the Geotech Engineer to review the auger holes.
6. Place posthole reinforcing cages. Notify the Structural Engineer to review reinforcing prior to pouring concrete up to the underside of the proposed foundations. Roughen top of postholes to NZS3109 Type B.
7. Place foundation reinforcing cages and epoxy in starter bars. Notify the Structural Engineer to review foundation reinforcing pour to poring foundation concrete up to finished slab level.
8. Remove existing paint and roughen the faces of all existing concrete walls which are to receive new concrete strengthening walls. Roughening to NZS3109 Type B.
9. Place all reinforcing cages complete with all necessary drill and epoxy starter bars. Notify the Structural Engineer to review reinforcing.
10. New concrete strengthening walls can be boxed and poured insitu concrete or constructed with sprayed concrete e.g. <http://www.southislandshotcrete.co.nz/>
11. Install all structural steel & timber strengthening work as detailed in the structural drawings. Notify the Structural Engineer to review prior to closing in.

General

1. All work shall comply with the New Zealand Building Code.
2. Do not scale. Refer any discrepancies to the Architect/Engineer.
3. The Contractor shall check all dimensions onsite prior to commencing work.
4. The Contractor shall provide Producer Statements for the following work trades:
  - Main contractor – PS3
  - Site reinforced and poured/sprayed concrete – PS3
  - Structural steelwork fabrication & erection – PS3
5. The form of the producer statements shall be equivalent to the Christchurch City Council standard form B-085.

Sed iment Control Management Plan

1. The Contractor/Site Manager is responsible for providing effective erosion protection and sediment control during the entire construction period. Refer to the Westcoast Regional Council for guidance.
2. Sediment control measures shall be taken where appropriate to remove coarse silt and debris from stormwater runoff leaving the site, either overland, via a piped stormwater system.
3. The effectiveness of the measures is to be reviewed immediately after rain or at least weekly by the Contractor and, if necessary, further controls put in place to prevent excess sediment or debris from entering the Westland District Council stormwater system and waterways.
4. The Contractor shall undertake any other practical measure at their cost to comply with good erosion and sediment control practice.

Excavations & Hardfill

1. Excavations for the foundations and ground slab are to be inspected by the Geotechnical Engineer to confirm an ultimate bearing capacity of 380kPa. The final depth of excavation shall be determined by the Geotechnical Engineer.
2. Prior to pouring concrete, the foundation excavations shall be thoroughly cleaned of all water and loose materials.
3. Provide a minimum 150mm thick layer of AP40 hardfill below all ground slabs. Hardfill shall be compacted to a minimum dry density of 2150kg/m3.

Concrete

1. All concrete work and associated reinforcing shall comply with the requirements of NZS3109:1997 ‘Concrete Construction’.
2. Concrete mixes shall comply with NZS3109 & NZS3104 be as follows:
  - Foundation concrete: 25MPa compressive strength, 19mm aggregate, normal grade.
  - Sprayed/poured concrete walls: 40MPa compressive strength, 13mm aggregate, special grade.
  - Other concrete: 30MPa compressive strength, 19mm aggregate, normal grade.
  - Refer to the Architect for any special finishing requirements for exterior paths, patios and the driveway.
3. All concrete to be well consolidated by a mechanical vibrator and carefully worked around reinforcement and into corners of the formwork.
4. Epoxy resin for installation of reinforcing starters bars and steel studs/anhors shall be Hilti HIT-RE 500V4.
5. The interior concrete surface finish shall comply with ‘U3’ in accordance with NZS 3114.

Reinforcing

1. Reinforcement steel must comply with the requirements of AS/NZS 4671:2001: Bar designations shown on drawings are to be interpreted as follows -
  - Bars prefixed H – Grade 500E MA, deformed
  - Bars prefixed D – Grade 300E, deformed
  - Bars prefixed HR – Grade 500E MA, plain
  - Bars prefixed R – Grade 300E, plain
  - Mesh prefix SE – Grade 500E MA
2. Minimum lap length for D bars to be 40 x bar diameter; for H bars to be 60 x bar diameter.
3. All bars not lapped are to terminate with a 90° bends unless noted otherwise.
4. Minimum concrete covers (unless stated otherwise):
  - 75mm side and bottom cover against ground;
  - 50mm top, bottom and side cover against boxing, DPM and exposed to exterior environment;
  - 30mm if protected from weather (i.e. internal);
  - All other situations to be as per NZS 3101:2006 unless shown otherwise on the drawings.
5. All mesh to be Grade 500E Ductility Class E welded wire mesh, with 225mm min lap or to Manufacturer’s specification, whichever is greater.

Steelwork

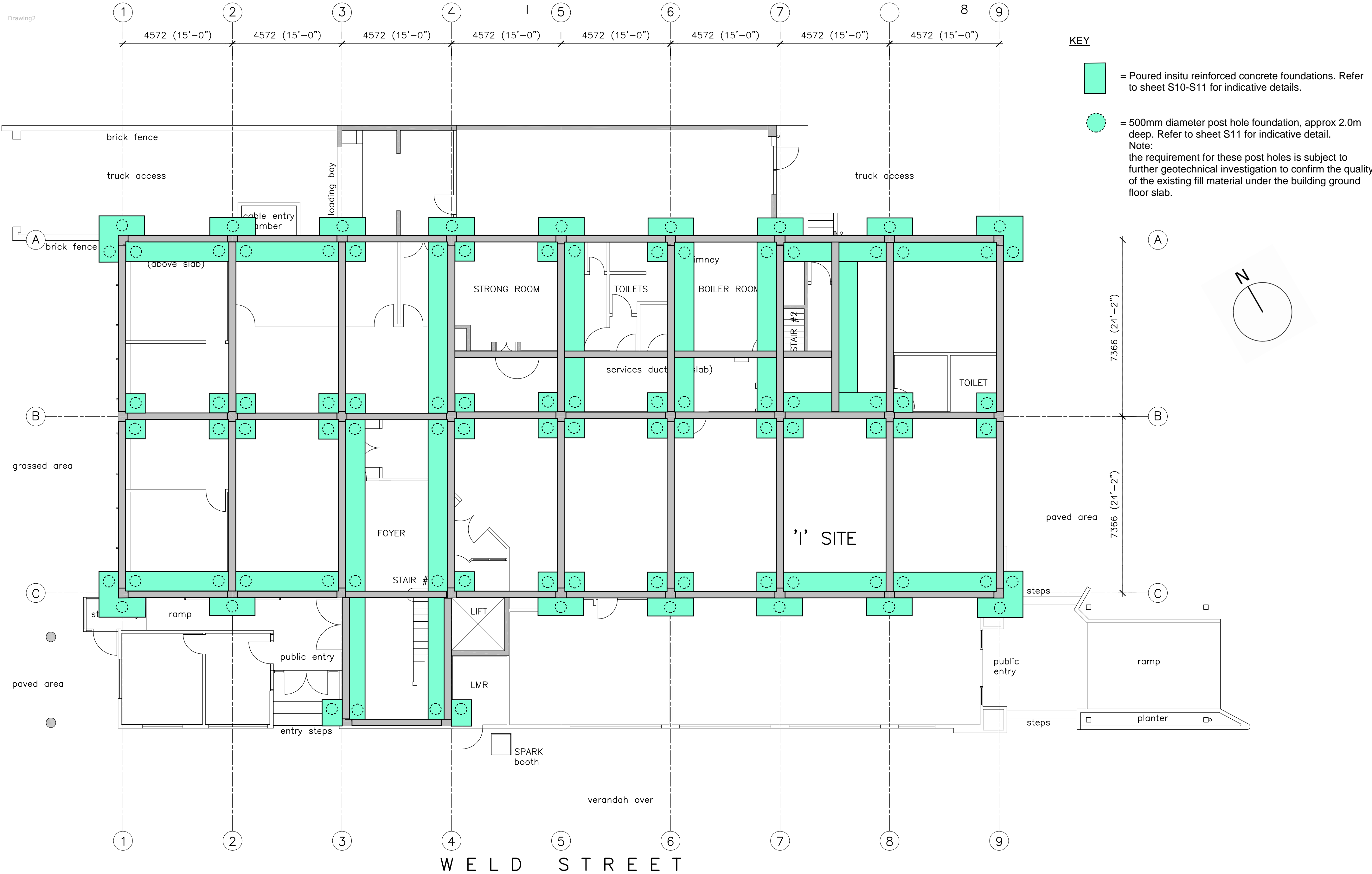
1. All steelwork, fabrication, welding and erection shall comply with NZS3404:1997.
2. All Cold formed steel hollow sections (CHS, SHS & RHS) shall comply with AS/NZS 1163:2016 grade C350LO.
3. All hot-rolled bars and sections (UB, UC, PFC, EA, UA & bars, etc) shall comply with AS/NZS3679:2016 grade 300.
4. All steel plate shall comply with AS/NZS 3678:2016 grade 350.
5. Welding electrodes shall be selected for the grade of steel being welded and in accordance with AS/NZS 1554. The nominal tensile strength of the weld material shall not be less than 480MPa.
6. Unless noted otherwise in the structural drawings, all lines of contact shall be welded using 6mm structural purpose fillet weld all round unless noted otherwise.
7. Welding inspection and quality control shall comply with NZS 3404, AS/NZS 5131 and AS/NZS 1554 as appropriate for the welding being undertaken. The extent of non-destructive examination shall be as set out below:
  - 100% of all SP & GP welds shall be visually scanned.
  - 100% of all full penetration butt welds shall be Visually examined (VT).
  - 100% of full penetration butt welds to the portal frame knee joint stiffeners shall be ultrasonically tested (UT).

The various methods of Non-Destructive Examination shall be in accordance with Section 6 of AS/NZS 1554.1 or AS/NZS 1554.5 as appropriate. Imperfection levels shall not exceed the maximum permissible levels given in Section 6 of AS/NZS 1554.1. It is the Contractor’s responsibility to clearly demonstrate that all testing requirements of this specification have been met.

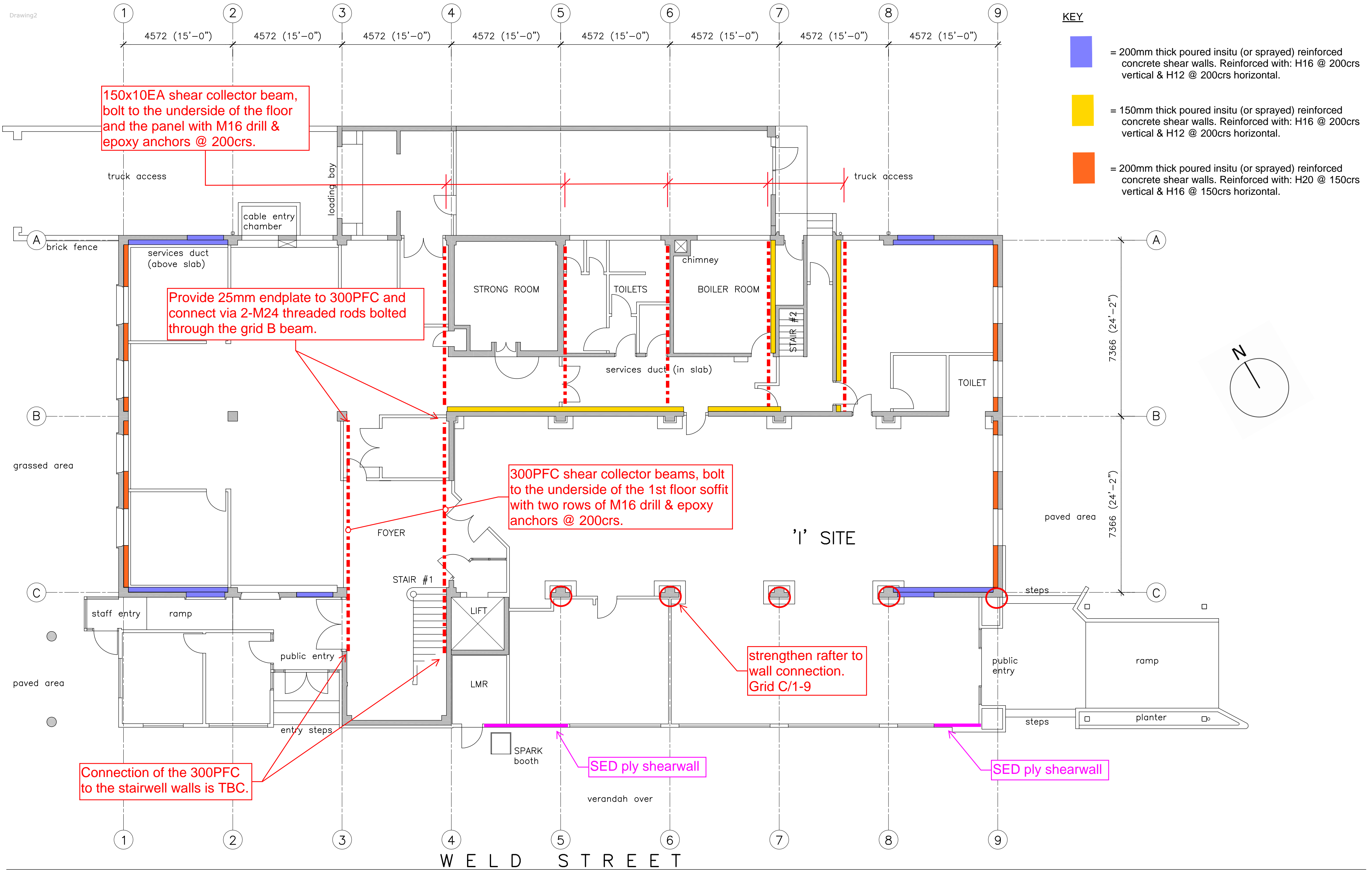
8. Unless noted otherwise in the structural drawings, all bolts shall be M20 8.8/S hot dip galvanised.
9. Holes for bolts to be 2mm larger diameter than the bolt diameter, unless noted otherwise.
10. All interior steelwork shall be prepared and prime painted with Dulux Zincanode 402 in accordance with the Dulux specification [DuSpec NZSD1053](#).
11. All exterior structural steel shall be hot dip galvanised to AS/NZS2312: thermal Contractor’s responsibility to clearly demonstrate that all testing requirements of this specification have been met.
12. Unless noted otherwise in the structural drawings, all bolts shall be M20 8.8/S hot dip galvanised.
13. Holes for bolts to be 2mm larger diameter than the bolt diameter, unless noted otherwise.
14. All interior steelwork shall be prepared and prime painted with Dulux Zincanode 402 in accordance with the Dulux specification DuSpec NZSD1053.
15. All exterior structural steel shall be hot dip galvanised to AS/NZS2312: HDG600 or thermal zinc sprayed to TSZ300S. Refer to the Architect for specification of topcoats and colours.











NOTES  
1. Contractors to verify all dimensions and the location of all underground services on site prior to commencing work.  
2. Unless noted otherwise, all work shall be undertaken in accordance with the NZBC and any relevant Territorial Authority Engineering Standards and Specifications as a minimum standard.

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APPROVED

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STATUS  
SCALE

PRELIMINARY  
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67% **NBS SEISMIC STRENGTHENING CONCEPT**

36 Weld Street, Hokitika

**GROUND FLOOR PLAN**

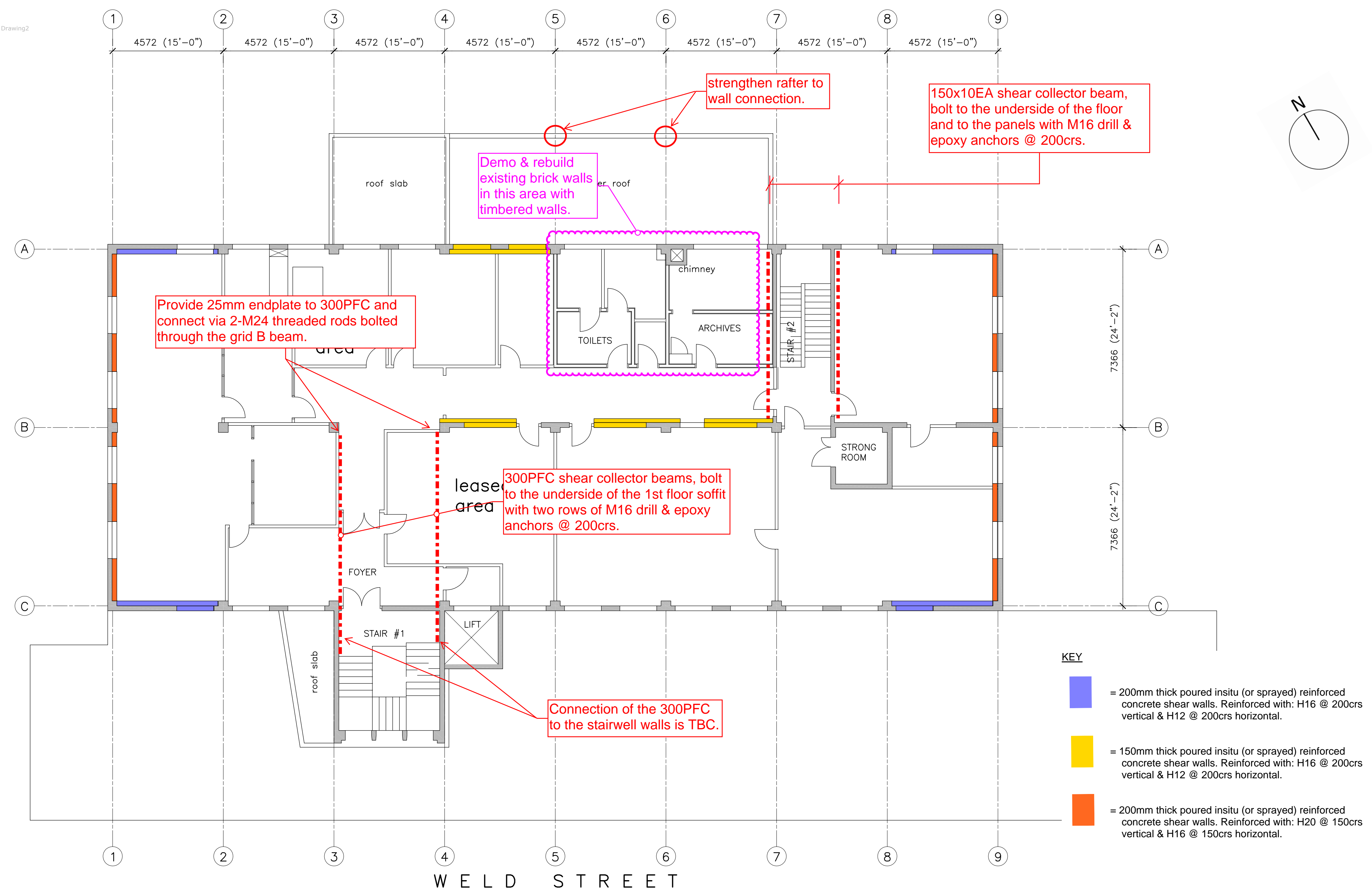
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SO3





NOTES

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67% **NBS SEISMIC  
STRENGTHENING CONCEPT**

36 Weld Street, Hokitika

**FIRST FLOOR PLAN**

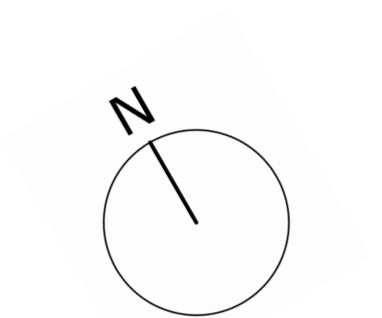
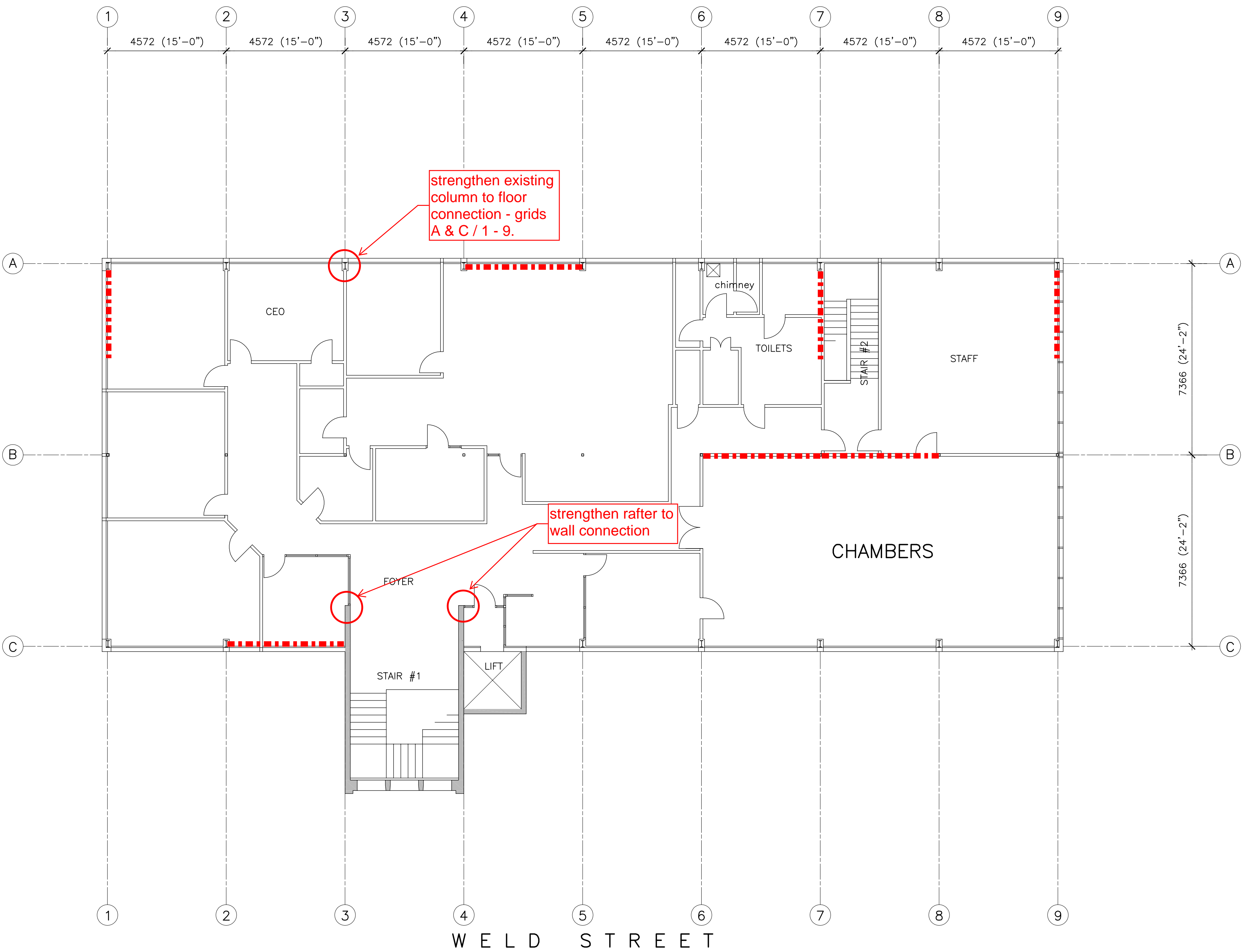
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67% **NBS SEISMIC STRENGTHENING CONCEPT**  
36 Weld Street, Hokitika  
**SECOND FLOOR PLAN**

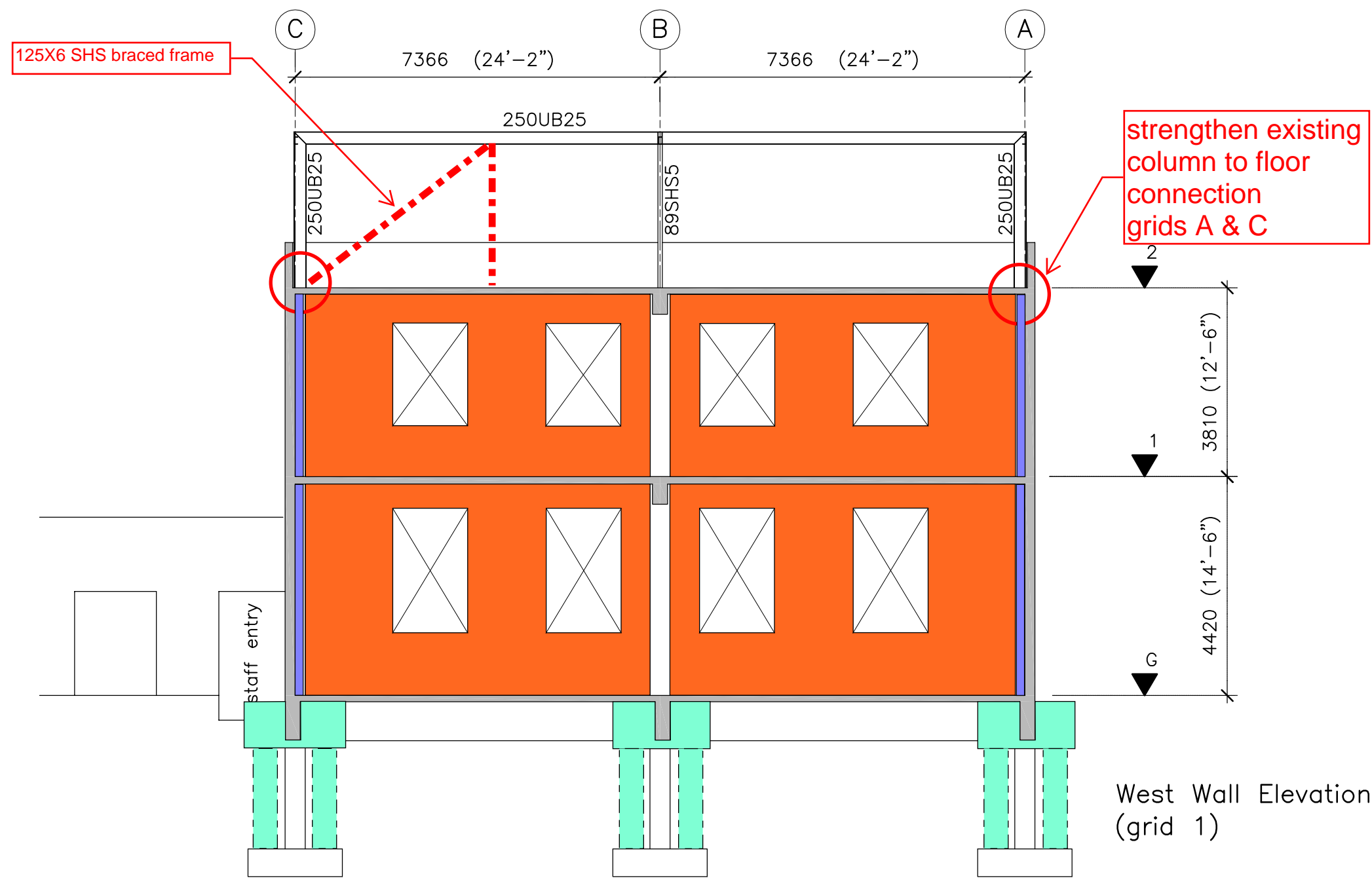
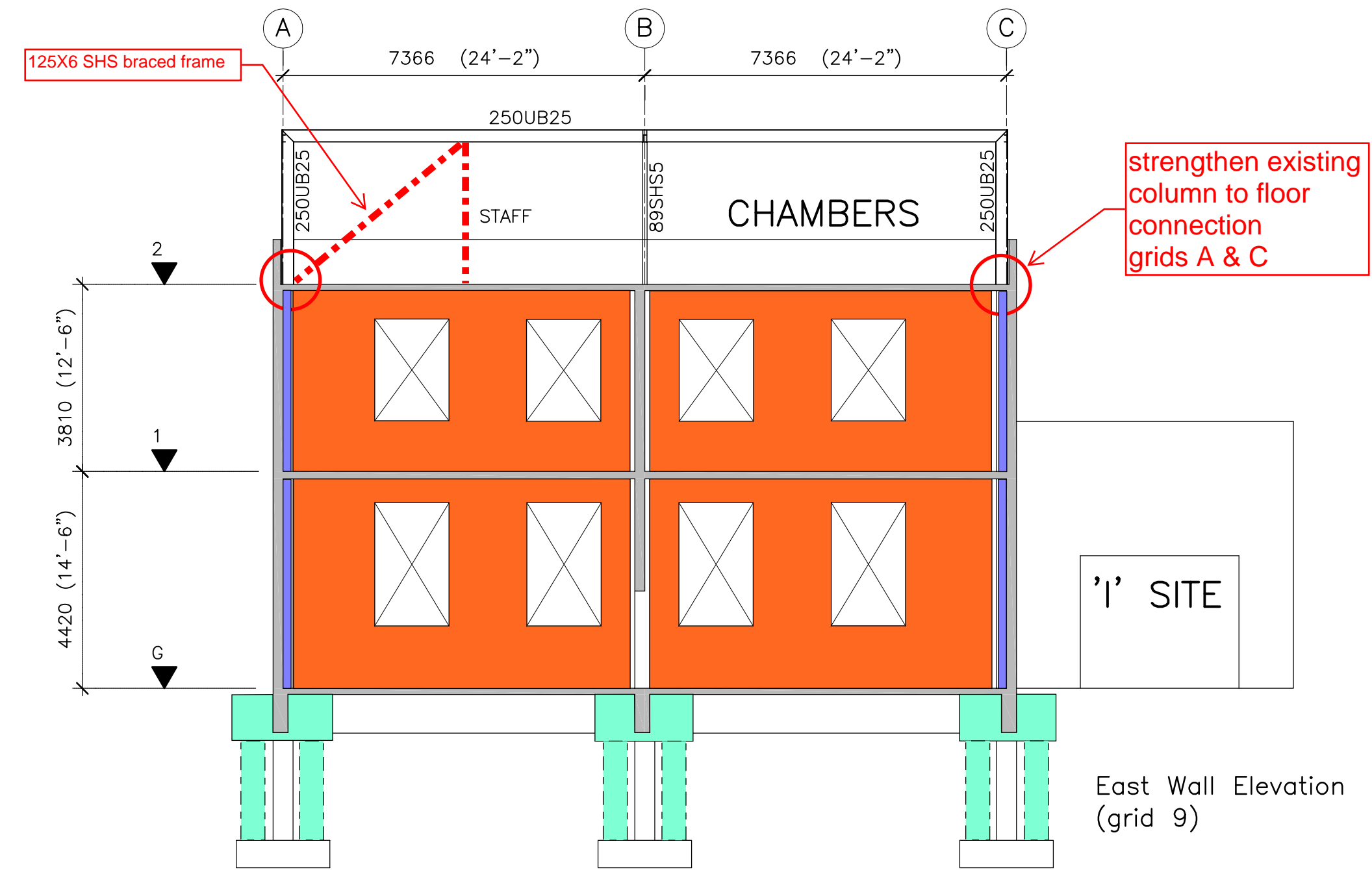
PROJECT  
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**A**

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S05





KEY

-  = 200mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H20 @ 150crs vertical & H16 @ 150crs horizontal.
-  = Poured insitu reinforced concrete foundations. Refer to sheet S02 & S10-S11 for extent & indicative details.
-  = 200mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H16 @ 200crs vertical & H12 @ 200crs horizontal.

NOTES

1. Contractors to verify all dimensions and the location of all underground services on site prior to commencing work.

2. Unless noted otherwise, all work shall be undertaken in accordance with the NZBC and any relevant Territorial Authority Engineering Standards and Specifications as a minimum standard.

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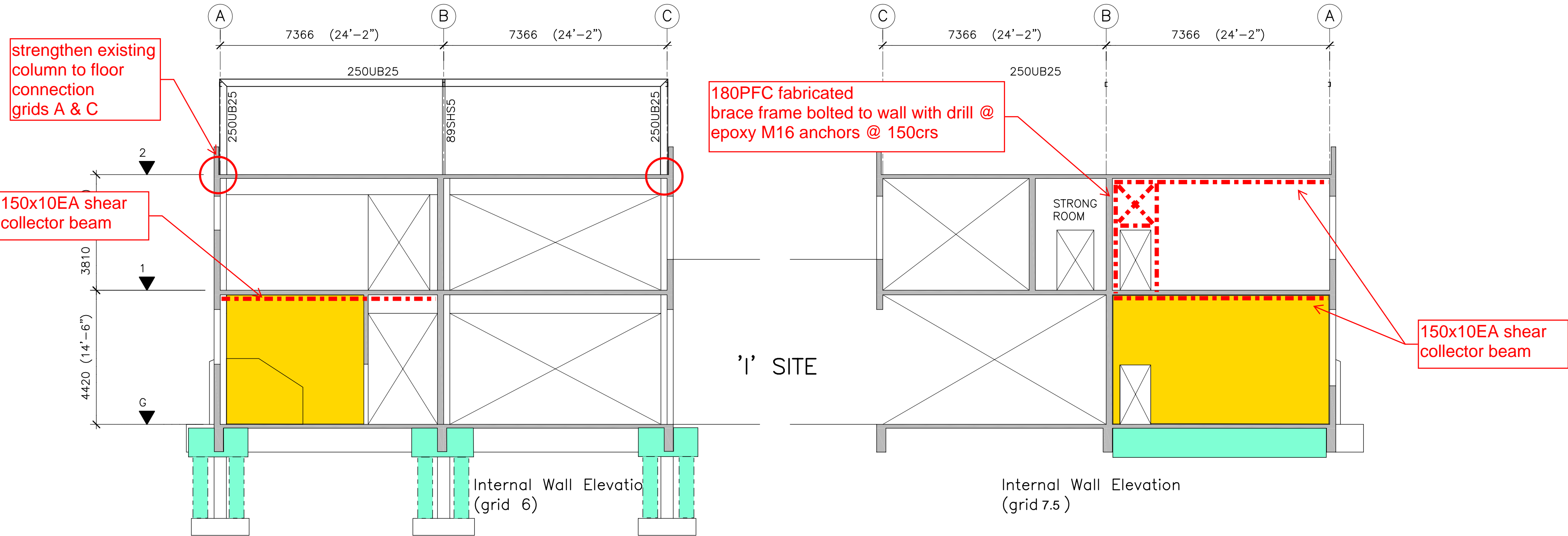
67% **NBS SEISMIC STRENGTHENING CONCEPT**

36 Weld Street, Hokitika

**GRID 1 & 9 ELEVATIONS**

PROJECT	REV.
503048	A
SET	SHEET
SC	S06





- KEY**
- = 150mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H16 @ 200crs vertical & H12 @ 200crs horizontal.
  - = Poured insitu reinforced concrete foundations. Refer to sheet S02 & S10-S11 for extent & indicative details

NOTES  
1. Contractors to verify all dimensions and the location of all underground services on site prior to commencing work.  
2. Unless noted otherwise, all work shall be undertaken in accordance with the NZBC and any relevant Territorial Authority Engineering Standards and Specifications as a minimum standard.

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67% **NBS SEISMIC STRENGTHENING CONCEPT**  
36 Weld Street, Hokitika  
**GRID 6 & 7.5 ELEVATIONS**

PROJECT	REV.
503048	A
SET	SHEET
SC	S07



strengthen existing column to floor connection grids A / 1-9

125X6 SHS braced frame

KEY

- = 200mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H16 @ 200crs vertical & H12 @ 200crs horizontal.
- = 150mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H16 @ 200crs vertical & H12 @ 200crs horizontal.
- = Poured insitu reinforced concrete foundations. Refer to sheet S02 & S10-S11 for extent & indicative details
- = 200mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H20 @ 150crs vertical & H16 @ 150crs horizontal.

Where existing windows are indicated as being infilled, allow for the same reinforcing as the new facing wall. Provide H12 starters @ 200crs to the window perimeter, drill & epoxy 200mm typical.

North Wall Elevation (grid A)

150x6SHS column installed against the inside face of the existing piers where shown.

125X6 SHS braced frame

Where existing windows are indicated as being infilled, allow for the same reinforcing as the new facing wall. Provide H12 starters @ 200crs to the window perimeter, drill & epoxy 200mm typical.

Internal Wall Elevation (grid B)

NOTES

- Contractors to verify all dimensions and the location of all underground services on site prior to commencing work.
- Unless noted otherwise, all work shall be undertaken in accordance with the NZBC and any relevant Territorial Authority Engineering Standards and Specifications as a minimum standard.

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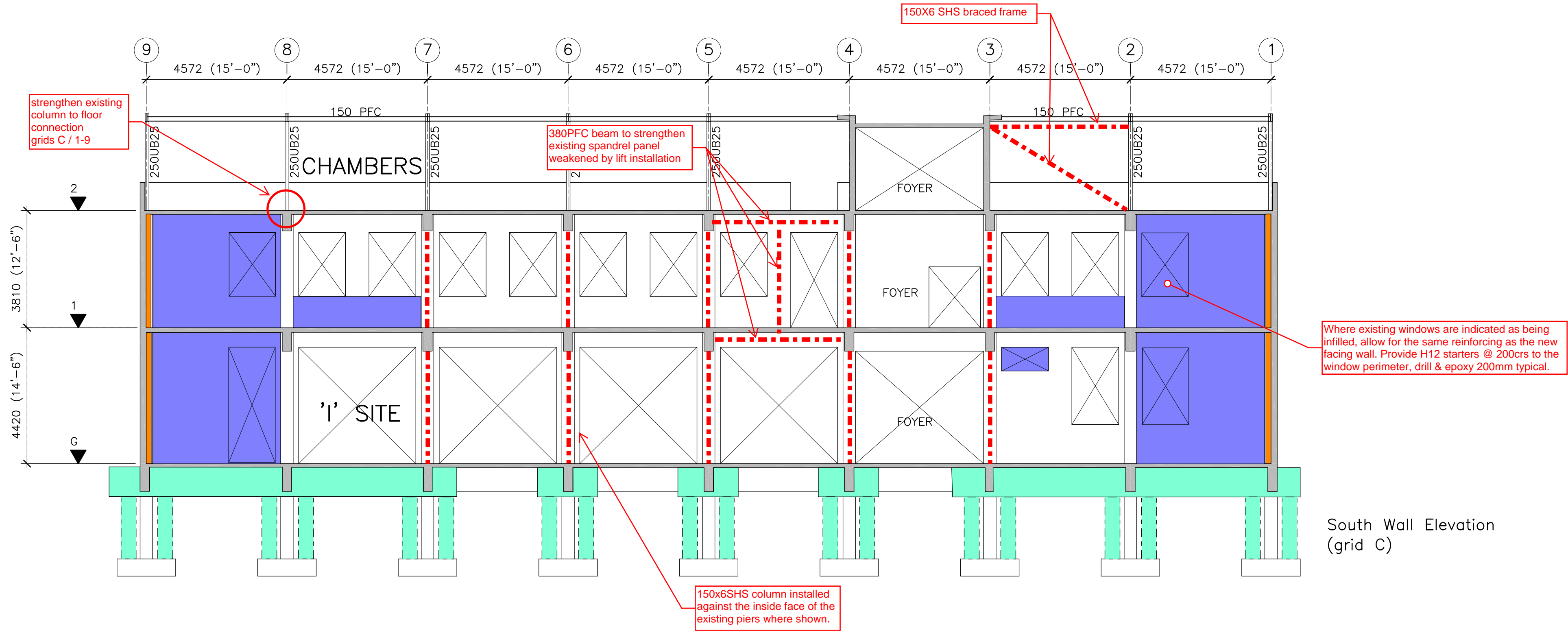
67% NBS SEISMIC STRENGTHENING CONCEPT

36 Weld Street, Hokitika




GRID A & B ELEVATIONS

PROJECT	REV.
503048	A
SET	SHEET
SC	S08





KEY

-  = 200mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H16 @ 200crs vertical & H12 @ 200crs horizontal.
-  = Poured insitu reinforced concrete foundations. Refer to sheet S02 & S10-S11 for extent & indicative details
-  = 200mm thick poured insitu (or sprayed) reinforced concrete shear walls. Reinforced with: H20 @ 150crs vertical & H16 @ 150crs horizontal.

NOTES

- Contractors to verify all dimensions and the location of all underground services on site prior to commencing work.
- Unless noted otherwise, all work shall be undertaken in accordance with the NZBC and any relevant Territorial Authority Engineering Standards and Specifications as a minimum standard.

DISCLAIMER

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25.07.24 - Council Meeting Agenda

REV.	DRAWN	DATE	NOTE
A	TIA	26.06.24	Preliminary Concept



DESIGNED	XX
DRAWN	XX
REVIEWED	XX
APPROVED	XX
STATUS	PRELIMINARY
SCALE	1:100 [A2]

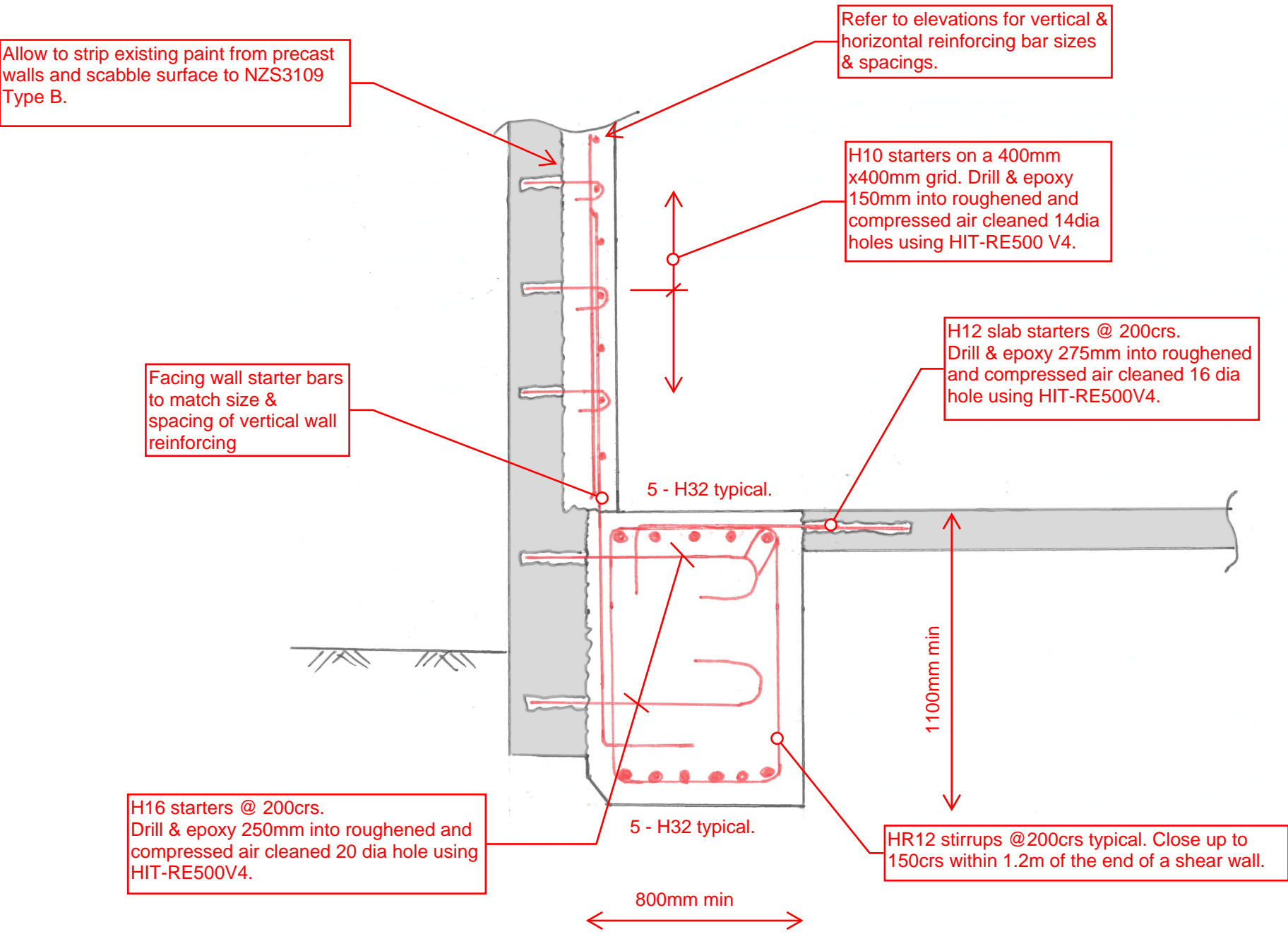
67% **NBS SEISMIC STRENGTHENING CONCEPT**

36 Weld Street, Hokitika

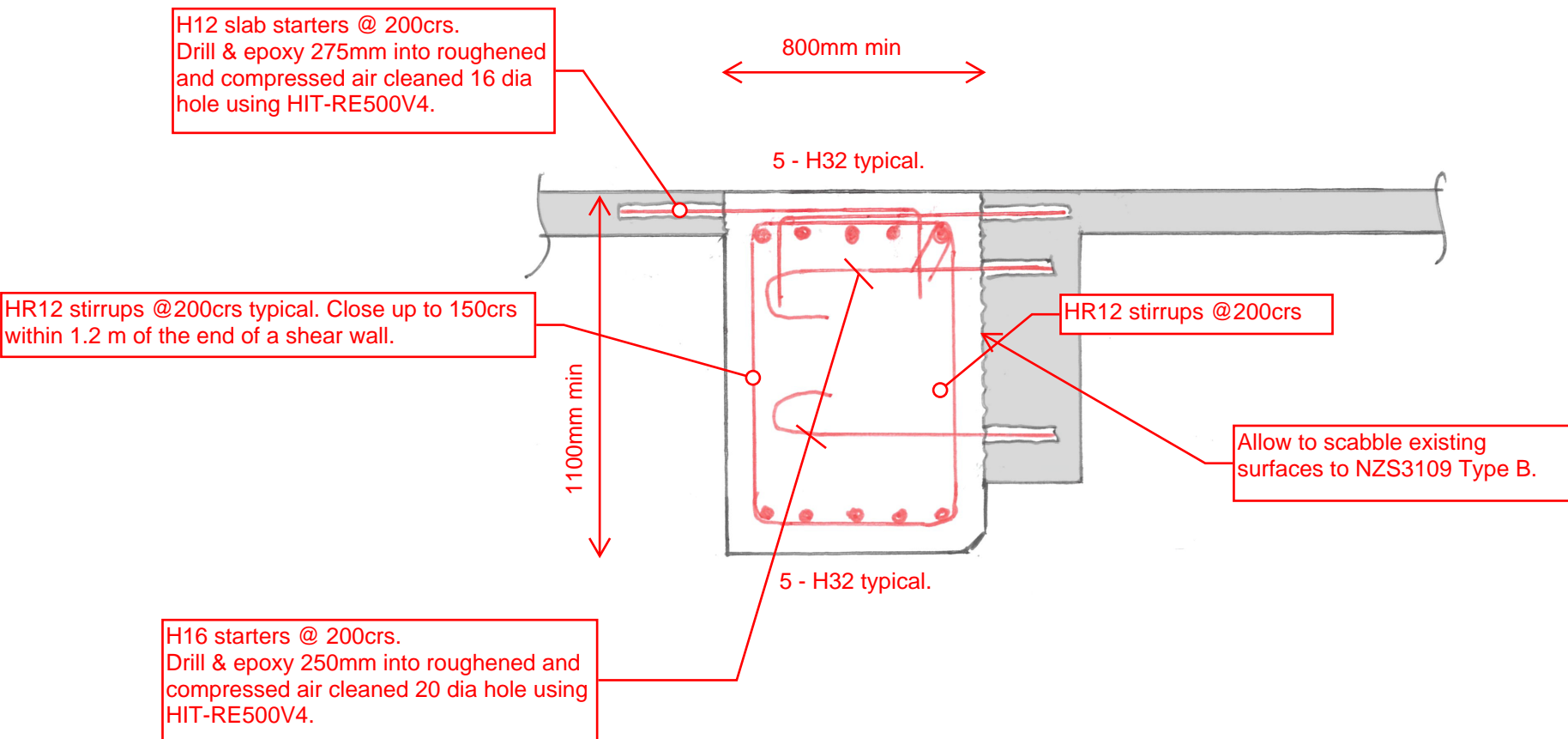
**GRID C ELEVATION**

PROJECT	REV.
503048	A
SET	SHEET
SC	S09

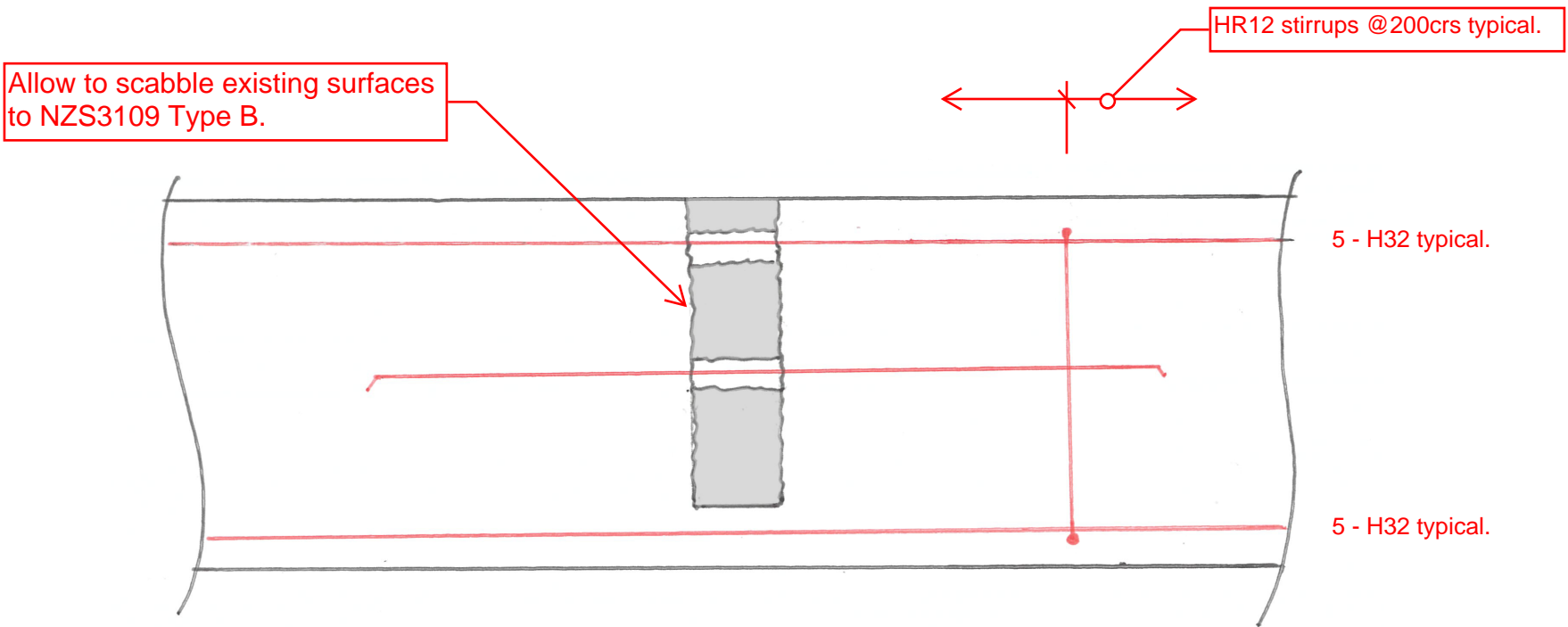




Typical New Concrete Facing Wall to New Foundation Connection

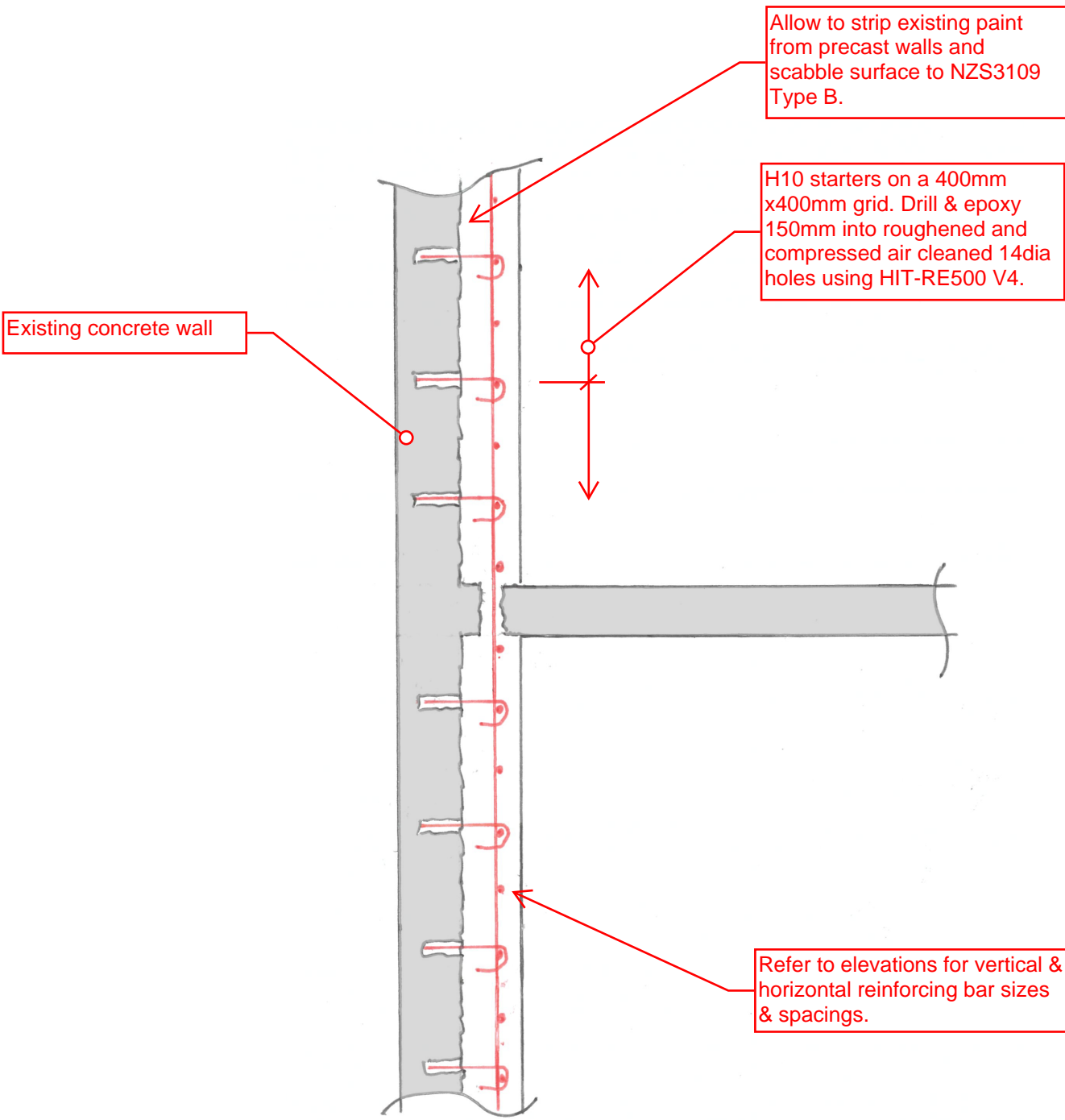


Typical New Foundation to Existing Foundation Connection - Parallel

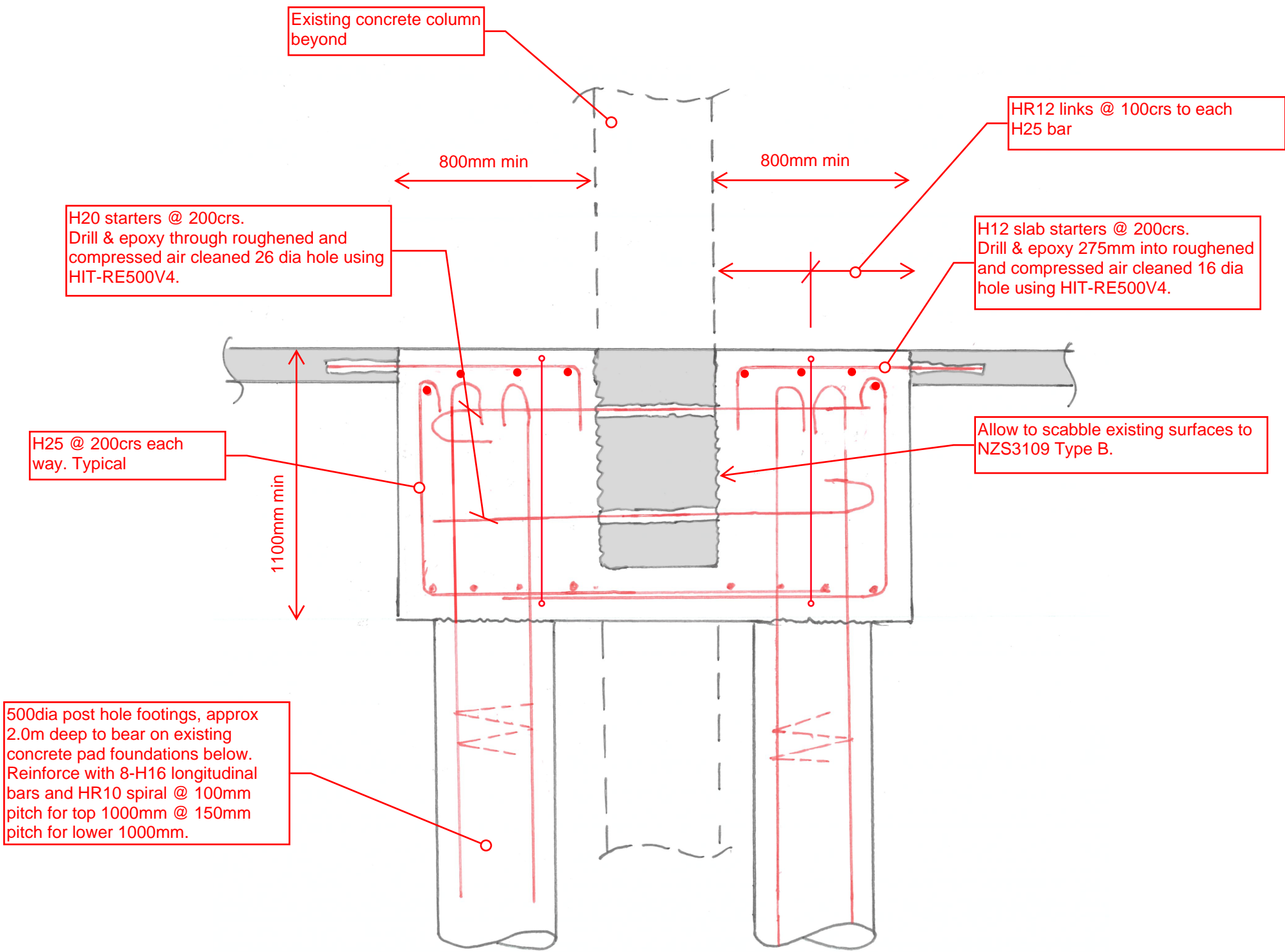


Typical New Foundation to Existing Foundation Connection - Perpindicular





Typical New Concrete Facing Wall to Floor Junction



Typical New Foundation Connection @ Existing Grid Intersections



## Westland District Council - Head Office Strengthening / Upgrade

Estimate of Cost - 26th June 2024

<b>Strengthening Works Upgrade</b>			
<i>Scope of Works</i>	<i>Notes</i>	<i>19th June 24 Estimate</i>	<i>Actual</i>
Structural Upgrade	The structural estimate of costs have been based on the Simco estimates.	\$ 1,345,680.00	
	Preliminary & General 8%	\$ 107,654.40	
	Main Contractors Margin 10%	\$ 134,560.00	
	Contingency 10%	\$ 269,136.00	
	Escalation 8%	\$ 107,654.40	
Structural Upgrade Finishing Work	The structural estimate of costs have been based on the Simco estimates.	\$ 394,048.80	
<b>Sub Total Strengthening Works Upgrade</b>		<b>\$ 2,358,733.60</b>	

<b>Base Building Upgrade</b>			
Roof	Based on builders report completed to date. 40% replacement of the existing roof.	\$ 61,236.00	
	Allowance to replace all the guttering, downpipes etc.	\$ 22,140.00	
	Allowance to remove and make good the existing skylights.	\$ 54,000.00	
	Scaffolding and H&S costs associated with the above.	\$ 24,840.00	
	Replacement of the remaining 60% of the remaining roof.	\$ 92,005.20	
	Additional scaffolding for 60% remain roof.	\$ 28,000.00	
Exterior Cladding	Condition report to be completed on the current façade.	\$ 10,800.00	
	Scaffolding and access equipment, considered with roof and strengthening work (\$38,000).	\$ 59,400.00	
	Repair façade, patch, repair and paint to all areas. Sum allowed 70% of the area.	\$ 213,169.32	
	Full repair to the exterior all areas.	\$ 91,358.28	
Exterior Glazing	The current windows are steel framed and single glazed. Replacement windows, aluminium and double glazed to be installed including new flashings.	\$ 268,380.00	
Stairwells	Make good all internal areas affected by moisture and repaint.	\$ 30,240.00	
HVAC	Full HVAC system to be installed to the second floor. This would be stand alone to the second floor only.	\$ 255,744.00	
	Upgrade the current boiler system to service the ground and first floor.	\$ 162,000.00	
	<b>\$620,293.1 Minus \$162,000.00 above =</b>	<b>\$ 162,000.00</b>	
Main Power Upgrade	Due to the current power upgrade recently completed for the Hokitika pool an allowance for the building has been allowed.	\$ 54,000.00	
Building Upgrade Facilities	Toilet upgrade.	\$ 64,800.00	
	Kitchen upgrades.	\$ 64,800.00	



	<b>Sub Total Base Building Upgrade</b>	<b>\$ 1,718,912.80</b>	
	Preliminary & General 8%	\$ 137,513.02	
	Main Contractors Margin 10%	\$ 171,891.28	
	Contingency 10%	\$ 171,891.28	
	Escalation 8%	\$ 137,513.02	
	<b>Total Base Building Upgrade</b>	<b>\$ 2,337,721.41</b>	

<b>Compliance / Refurbishment General</b>			
Accessibility	Upgrade of ramps handrails and signage.	\$ 27,000.00	
Fire Protection	Current building is sprinklers to the main areas including atrium. Upgrade to other areas has been allowed at \$40 a metre of 50% of the building.	\$ 43,761.60	
	Interface shutdown with HVAC.	\$ 5,400.00	
Interface Fire/HVAC	Mechanical upgrade.	\$ 27,000.00	
Emergency Lighting	Allow for total upgrade top the building to meet code, \$45 a metre at 2027m2.	\$ 98,512.20	
HVAC	Ventilation of the toilets and kitchens.	\$ 27,000.00	
Electrical	Building upgrade to bring up to code.	\$ 120,344.40	
Security	Access & CCTV upgrade	\$ 90,000.00	
<b>Fitout</b>			
GF Office Fitout	Based on a m2 rate of \$380 a metre x 834m2.	\$ 360,288.00	
First Floor	Based on a m2 rate of \$380 a metre x 592m2.	\$ 255,744.00	
Second Floor	Based on a m2 rate of \$380 a metre x 592m2.	\$ 255,744.00	
<b>Specialist Items</b>			
Lift Upgrade	Passenger only upgrade.	\$ 194,000.00	
Library Reinstatement	Make good existing building fitout.	\$ 125,000.00	
	<b>Sub Total Compliance / Refurbishment</b>	<b>\$ 1,629,794.20</b>	
	Preliminary & General Costs 8%	\$ 130,383.54	
	Main Contractors Margin 10%	\$ 162,979.42	
	Contingency 10%	\$ 162,979.42	
	Escalation 8%	\$ 130,383.54	
	<b>Total Construction Estimate of Cost</b>	<b>\$ 2,216,520.11</b>	
<b>Consultants</b>			
Geotech Engineer		\$ 143,050.00	\$ 143,050.00
Structural Engineer			
Architect		\$ 170,000.00	
Mechanical Engineer		\$ 27,000.00	
Fire Engineer		\$ 15,000.00	
Lighting Engineer		\$ 8,640.00	
Hydraulics Engineer		\$ 6,480.00	
PM Pre-Construction		\$ 111,720.00	
PM Construction		\$ 139,440.00	
Quantity Surveying		\$ 75,360.00	
Travel		\$ 49,555.00	
<b>Compliance</b>			
Building Consent		\$ 66,960.00	
	Escalation Increase 8%	\$ 64,192.40	
	<b>Total Consultants and Compliance Excl GST</b>	<b>\$ 877,397.40</b>	
	<b>Total Construction, Consultant &amp; Compliance</b>	<b>\$ 7,790,372.52</b>	

<b>Current Allocated Budget</b>	<b>\$ 8,400,000.00</b>
<b>Total Contingency on the Estimate to Allocated</b>	<b>\$ 609,627.48</b>