

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 18th April 2024** commencing at **1.00 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

Chairperson:	Her Worship the Mayor
Deputy Mayor & 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



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

Council Vision

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

Purpose

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

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

<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 KAUNIHERA** **MINUTES OF MEETINGS**

The Minutes of the previous Meeting were circulated.

- **Ordinary Council Meeting Minutes – 28th March 2024** (Pages 5 – 13)

6. **ACTION LIST** (Page 14)

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

- **Transportation Update –**
Karl Jackson, Transportation Manager

8. **PŪRONGO KAIMAHI** **STAFF REPORTS**

- **Financial Performance – March 2024 -** (Pages 15 – 30)
Cody Nabben, Graduate Accountant
- **Representation Review -** (Pages 31 – 43)
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Amalgamation of Westland Holdings Ltd with Destination Westland Ltd -** (Pages 44 – 54)
Lesley Crichton, Group Manager Corporate Services and Risk Assurance
- **Guy Menzie Window Repairs -** (Pages 55 – 58)
Jan Visser, Facilities and Properties Manager

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987. The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Minutes to be confirmed: Confidential Minutes – Council Meeting - 28 th March 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Section 48(1)(a)			
2.	Nomination of Trustee to the West Coast Primary Health Organisation	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Section 48(1)(a)			

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

Item No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons (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	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))

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 23RD MAY 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 28TH MARCH 2024 COMMENCING AT 1.03 PM

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

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy Mayor & Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Gillett (via zoom)
Southern Ward Member:	Cr Manera
Iwi Representative:	Kw Madgwick

NGĀ WHAKAPAAHA APOLOGIES

Cr Davidson and Kw Tumahai

Moved Cr Baird, seconded Cr Burden and **Resolved** that the apologies from Cr Davidson and Kw Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory Planning and Community Services; L. Crichton, Group Manager: Corporate Services, Risk & Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator, K. Jackson, Transportation Manager, C. Nabben, Graduate Accountant; L. Truman, Finance Manager.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.

The following changes were noted to the Interest Register:

- Deputy Mayor Cassin added – LGNZ Young Elected Member, Committee Member.

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 KAUNIHĒRA
MINUTES OF MEETINGS**

The Minutes of the previous Meeting had been circulated.

- **Ordinary Council Meeting Minutes – 22nd February 2024**

Moved Deputy Mayor Cassin, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 22nd February 2024 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of 22nd February 2024.

Minutes to be Received from Standing Committees.

- **Cycling and Walking Subcommittee Meeting Minutes – 16th November 2023**

Councillor Burden asked that there be an amendment to the Cycling and Walking Subcommittee Minutes of the 16 November 2023 as he was not in attendance at the meeting and Cr Baird was in attendance. The Minutes are required to be amended accordingly.

- **CE Review Committee Meeting Minutes – 20th July 2023**

Moved Deputy Mayor Cassin seconded Cr Burden and **Resolved** that the Amended Minutes of the Cycling and Walking Subcommittee Meeting held on the 16th November 2023, and the Minutes of the CE Review Committee Meeting held on the 20th July 2023, be received.

6. **ACTION LIST**

Simon Bastion, Chief Executive spoke to the Action List and provided the following updates:

- The waterproofing and soffit repairs on the Pakiwaitara Building are to be completed in April 2024,
- The future of Council Headquarters is in the draft Consultation Document on the Council Agenda. The detailed report will be expected in May 2024 at the earliest.

Moved Cr Manera, seconded Cr Burden and **Resolved** that the updated Action List be received.

7. **NGĀ TĀPAETANGA
PRESENTATIONS**

- **QV – Westland District Revaluation Overview 2023 Presentation**

Kris Rodgers and David Shaw, Property Valuers from QV spoke to this presentation as follows:

- Valuations are carried out under the Rating Valuation Act 1998 and the Rating Valuation Rules 2008.
- Values get audited by The Office of the Valuer General before they are confirmed.
- A traffic light system is used by QV to determine the level of checks required.
- A discussion with agents and valuers in the district takes place to get that secondary information.
- A lot of properties are virtually inspected, and some also have had field inspections done.
- QV have a team of auditors that will audit the valuations before they go to the independent auditors.

- Tourism is back on the rise in Westland which plays a part in valuation.
- Dairy Capital Value and Land Value are both down by 5.9% and 12.2% respectively. This is consistent with national levels. Half of the Westland District is dairy.
- Residential Capital Value and Land Value are both up significantly by 43.3% and 76.2% respectively.
- Property owners have the right to object to their rating value.
- The market has kept rising after these valuations were completed.
- Nationally, overall objection rates have been low.
- Objections are looked at on an individual basis, these are then inspected in person before the final valuation decision is made.
- Timeline –
 - Effective date of valuation: 1 September 2023
 - Owners notices posted from 21 February 2024
 - Objection period closes 28 March 2024
 - Used for rating purposes from 1 September 2024

Moved Cr Neale, seconded Cr Burden and **Resolved** that the presentation from Kris Rodgers and David Shaw, Property Valuers, QV, be received.

- **West Coast Wilderness Trail Performance Report 2023 Presentation**
- **West Coast Wilderness Trail Economic Assessment and Performance Report 2023**

Jackie Gurden, Chair, West Coast Wilderness Trail spoke to the presentation as follows:

- Direct economic return of \$15 million to the District.
- Ministry of Business, Innovation and Employment (MBIE) multiplier of 3.55 is used to calculate the economic return of the cycle trail.
- 6 k riders annually doing the full cycle trail.
- There are 7 counters on the trail, Ross is the lower counter which is used to calculate the riders doing the complete trail, after 20% is removed off the counter figure (to allow for part use of the trail), a total of 6 k is remaining, this is the total riders doing the full cycle trail.
- 15 k to 16 k visitors total on the cycle trail, these are riders doing a section of the trail.
- Each visiting cyclist spends on average 1 k per visit to the West Coast.
- The growth of small businesses in Kumara and Ross has been noticeable, small towns close to the cycle trail are getting a boost.
- There are a lot of cycle companies, and the growth of other local businesses is happening as a direct result of the cyclists coming in for the trail.
- A lot of local riders, walking, running, and cycling on the trail, and commuting to work.
- Performance of the trail is very high.
- 52% of bikes on the trail are now E-bikes.
- Each cyclist spends an average of 4.5 days in Westland, 75% of these are coming here for the trail.
- Wellbeing, understanding of the environment, and the cultural understanding of the district are great.
- 80% of riders are over 50.
- Auckland and Canterbury are the main regions of origin for visiting riders. Australia is the main international market, and people from all over the world are coming into the trail.
- A lot of enhancement work is happening on the trail, a new website coming soon, accessible ride guide was launched in December and is a wonderful asset.
- MBIE has agreed to cover a portion of the trail maintenance, this will be a great help and see the Chair's role still funded in the future. They will also fund any clean-up for major weather events, Council outlay will be much less with this funding.
- 545 surveys have been completed this year by West Coast Wilderness Trail.

- Ross rail bridge - commission work to be completed, engineering inspection, and a price to fix the bridge, outcome of this survey will be in a couple of months.
- Local businesses that get a boost from the cycle trail should be helping to market the cycle trail.
- Cycle companies are paying the \$10 per rider fee that is asked by the cycle trail. This cannot be enforced, but there are signs around to try and get more people paying.

Cr Burden left the meeting at 1.55 pm and returned at 1.57 pm.

Moved Cr Phelps, seconded Cr Neale and **Resolved** that the presentation from Jackie Gurden, Chair, West Coast Wilderness Trail be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance Report – February 2024 -**

Cody Nabben, Graduate Accountant spoke to this item and advised the purpose of the report is to provide an indication of the Council’s financial performance for the month to 29 February 2024.

- Grants debtors and Grants outstanding have been added to explain in more depth outstanding funds.
- \$3 M loan maturing which is prefunded with a term deposit. There will be a loan drawdown of \$3.5 M in April, debt will increase by \$500 k, funding the term deposit. The debt position is likely to be \$30.3 M for April to June 2024.
- Better off Funding – The expenditure on these projects is capital spend as the assets they relate to are not owned by the Council.

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

1. The Financial Performance report for 29 February 2024 be received.

- **Adoption of the Draft Annual Plan 2024/2025 and Draft Consultation Document -**

Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of the report is to provide Council with the Draft Annual Plan 2024/2025 and Draft Consultation Document for adoption, prior to community engagement.

- Rates on the database will be available in May 2024 (Local Government Rating Act).
- Lazar Park fencing –
 - The Chief Executive had met with Hokitika Lions Club representatives on the 27th March 2024.
 - The budget for fencing is at maximum of \$20k, this is not being carried forward in the 2024/2025 annual plan.
 - Fencing will progress in the current financial year, using agreed carried over funding from the 2023 Annual Plan year.
- Lazar Park toilets –
 - Conversation was had to reduce the number of toilets in Hokitika to minimise the cost of maintenance.
 - The \$2.5 k for grounds maintenance has not been removed from the plan.
 - Council removed the cost of the water fountain, so this will be amended in the budget from \$18 k to \$11 k.
- Regent Theatre –

- Received a business plan from the Regent Theatre, who have been asked for additional financial information that should be included in a business plan to be added, as the plan does not meet the requirements.
- Council can work with the Regent Theatre regarding this but need to see changes made to that business plan.
- This years funding of \$60 k has been held back on the premise of the business plan not being fit for purpose.
- Once the business plan, that is fit for purpose is presented, the funding will be applied, there is currently no funding in next year's budget.
- Regent Theatre is more than welcome to submit to the annual plan.
- Anyone can make a submission on anything they want to during the submission process.

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

1. The report be received.
2. Council adopt the Draft Annual Plan 2024/2025 and Draft Consultation Document with the amendment as follows:
 - a. Council removed the cost of the water fountain and corrected the budget for the Lazar Park Toilets from \$18,000 to \$11,000.
3. Engagement with the community will be undertaken from 9 am, Tuesday 2 April to 12 pm, Friday 3 May 2024.

Meeting Duration:

Moved Cr Manera, seconded Deputy Mayor Cassin and **Resolved** that the meeting be adjourned for a break at 3.05 pm. The meeting reconvened at 3.20 pm.

• **Streamlined Consultation Proposal for the Amalgamation of Westland Holdings Ltd and Destination Westland Ltd -**

Lesley Crichton, Group Manager Corporate Services & Risk and Assurance spoke to this item and advised the purpose of this report is to obtain Council approval to carry out a streamlined consultation process for the amalgamation of Westland Holdings Ltd (WHL) and Destination Westland Ltd (DWL).

- The amalgamation will simplify the ownership structure of the CCOs owned by Council, which will reduce compliance and costs for Council and save money for ratepayers. Council will retain (and now hold directly) 100% ownership of shares in both DWL and WHL.
- The cost of the review is commercially sensitive.
- This amalgamation will allow Council to focus on the core business of DWL and Westroads Ltd (WRL) under the simplified ownership structure. Council will have more oversight into the CCOs through a committee of Council with full council membership and an independent chair.
- WHL does not have a public presence in the district and there will be no change to services provided by Council as a result of the proposal.
- There is a short consulting window (28 March to 11 April 2024) where people can ask some questions if desired.

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

1. The report be received.
2. Council approve in principle to adopt a streamlined consultation process for the amalgamation of Westland Holdings Ltd and Destination Westland Ltd.

• **Approval to Apply for Extension to Current Procurement Strategy -**

Karl Jackson, Transportation Manager spoke to this item and advised the purpose of the report is to seek Council approval to apply for an extension of the Council's current NZTA approved Procurement Strategy.

- The present Procurement Strategy is due to expire on 31 May 2024. These documents have to be submitted to NZTA for approval every 3 years but there is the ability to apply for an extension if needed.
- This action has the potential to create significant cost savings through the power of joint procurement for maintenance, renewal and capital projects.
- Buller, Greymouth and Westland District Councils are all planning to align on a singular strategy for the West Coast. If either Buller and/or Grey District Councils decide not to proceed then Council will need to re-evaluate alternative options at that time.
- Early conversations with Waka Kotahi NZ Transport Agency have been positive towards this proposal.

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

1. The report be received.
2. Council resolve to adopt Option 1 - To apply to NZTA for an extension of the existing procurement strategy until July 2025 to allow for time to develop a new strategy in conjunction with Buller and Grey District Councils in order to save costs and align all 3 Councils Procurement strategies into a single West Coast Councils Procurement Strategy.

• **Franz Josef/Waiiau Rating District – Changes to Joint Committee Agreement -**

Simon Bastion, Chief Executive Officer spoke to this item and advised the purpose of this report is to endorse the amended Franz Josef/Waiiau Rating District Joint Committee Agreement.

- Through recent local consultation, the Franz Josef/Waiiau Rating District Joint Committee have supported a move to increase the number of community representatives from one to four from each side of the Waiho River.
- To increase the number of community representatives from two to eight requires an amendment to the Joint Agreement, this needs formal approval from both Westland District Council and West Coast Regional Council.
- Request that meetings be held bi-annually (twice a year).
- Committee Membership –
 - Westland District Council - Mayor Helen Lash, Deputy Mayor Cassin, Councillor Manera.
 - West Coast Regional Council - Councillor Campbell, Councillor Haddock and one vacancy.
 - Te Rūnanga o Makaawhio – Paul Madgwick.
 - Department of Conservation – Mark Davies
 - New Zealand Transport Agency – James Caygill
 - Eight Community Members (if agreed at this meeting)
- West Coast Regional Council has adopted the changes at its recent meeting.

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

1. The report be received.
2. Council approve the amendments to the Franz Josef/Waiiau Rating District Joint Committee Agreement and shown in Attachment 1 to the agenda, including the following:
 - Amendment of Clause 7 to provide for the appointment of eight community members, four from each side of the Waiho River.
 - Amendment of Clause 13 to alter the required quorum from five to nine and specify the make-up of the quorum needed to hold a meeting.
 - Providing for the appointment of a delegate from each Council to attend meetings in place of appointed Councillors, where necessary;

- Updating the term 'floodwalls' to 'flood defence assets', for accuracy.
- Including a minor amendment to correct a cross-reference in Clause 24.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI

RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Manera, seconded Cr Neale 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 3.36 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.	Minutes to be confirmed: Confidential Minutes - Council Meeting - 22nd February 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Minutes to be received: Confidential Cycling and Walking Subcommittee Meeting Minutes - 16 th November 2023	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Minutes to be received: Confidential Minutes - CE Review Committee Meeting - 20 th July 2023	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Minutes to be received: Confidential Minutes - CE Review Committee Meeting - 13 th October 2023	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

5.	Franz Josef/Waiatu Rating District Joint Committee – Appointment of Community Representatives	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
7.	Hokitika Z Line Tender Award	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1, 2, 3, 4, 5	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2, 3, 4, 7	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))
6	Maintain legal professional privilege; or (S. 7(2)(g))
6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1, 2, 3, 7	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))
7	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr Baird, 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 4.08 pm.

Information Released to the Open part of the meeting:

In accordance with Standing Orders 18.5, the following information was released to the open part of the meeting due to the grounds to withhold the information no longer exist:

Franz Josef/Waiiau Rating District Joint Committee – Appointment of Community Representatives -

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

1. The report be received.
2. Council confirm the appointment of Dale Straight, Graham Berry, Jeremy Williams and Kelley Molloy as the four south side community representatives on the Franz Josef/Waiiau Rating District Joint Committee.
3. Council confirm the appointment of Ian Hartshorne, Grant Gibb, Logan Skinner, and Kim Smith as the four north side community representatives on the Franz Josef/Waiiau Rating District Joint Committee.
4. Council confirm that the above resolutions be moved to the public part of the meeting and thank the nominees.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 18TH APRIL 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**


MEETING CLOSED AT 4.08 PM

Confirmed by Council at their meeting held on the 18th April 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	Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building. Geotech work for both buildings is also being progressed. Waterproofing and Soffit repairs on Pakiwaitara are to be completed April 2024. Future of Council Headquarters is currently out for consultation.

Report to Council



DATE: 18 April 2024
TO: Mayor and Councillors
FROM: Graduate Accountant

FINANCIAL PERFORMANCE – March 2024

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 March 2024.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 March 2024.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Risk and Assurance Committee (R&A Committee), previously known as the Audit and Risk Committee, on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.

3. Current Situation

- 3.1. The information in the report is of a summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.
- 3.2. With the inclusion of the sustainability report, it is not necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report. A number of these indicators make up part of the covenants required to be reported half-yearly to the Local Government Funding Agency.

- 3.3. The financial performance report to 31 March 2024 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
 - 3.3.2.Statement of Comprehensive Revenue and Expense
 - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense
 - 3.3.4.Revenue and Expenditure Graphs
 - 3.3.5.Funding Impact Statement
 - 3.3.6.Statement of Financial Position
 - 3.3.7.Debtors
 - 3.3.8.Debt position
 - 3.3.9.Capital Report

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 31 March 2024.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 March 2024.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being low as the report is for information purposes only.
- 7.2. No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.
- 8.2. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.
- 8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

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

10. Recommendation(s)

10.1. That the Financial Performance Report for 31 March 2024 be received.

Cody Nabben
Graduate Accountant

Appendix 1: Finance Performance Report for 31 March 2024

Appendix 1



Financial Performance Year to 31 March 2024

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$26.47M	\$25.89M	\$0.59M
Is 5.34% more than the total budget of \$25.13M	Is 8.09% more than the total budget of \$23.95M	Against a budget of \$1.18M

SUSTAINABILITY

Rates to operating revenue **54.34%**

Rates Revenue	\$14.38M
Operating Revenue	\$26.47M

54.34% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio **102.26%**

Operating revenue	\$26.47M
Operating expenditure	\$25.89M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 102.26% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **2.61%**

Net interest and finance	\$0.38M
Rates Revenue	\$14.38M

2.61% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.61% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.42%**

Net Interest and finance	\$0.38M
Operating revenue	\$26.47M

1.42% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.42% indicates that interest revenue is less than interest expense.

Liquidity Risk (LGFA Cov.) **144%**

Gross debt	\$29.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$9.25M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 144%.

Essential services ratio **47.56%**

Capital expenditure	\$2.33M
Depreciation	\$4.91M

Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 47.56% of depreciation. Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roading. Capital expenditure is lower than Depreciation by 2.57M due to the following:

- Expenditure on Roading assets was brought forward into the 2022-23 financial year. This has had an impact of limiting current year expenditure by \$0.55M.
 - Delays in receiving invoices, which has led to outstanding purchase orders relating to ES projects totalling \$0.79M.
 - Asset revaluations at the end of the 2022-23 financial year lead to a 6.18% increase in value of ES assets, which means an increase in depreciation totalling approximately \$0.43M.
-

Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	19,215	19,266	14,435	14,384	(51)	(0.35%)
Grants and subsidies	02	9,597	9,843	7,873	7,627	(246)	(3.12%)
Interest Revenue	03	921	268	201	855	653	324.83%
Fees and Charges	04	2,605	2,232	1,678	2,051	373	22.22%
Other revenue	05	1,846	1,235	944	1,556	612	64.80%
Total operating revenue		34,185	32,844	25,131	26,473	1,342	5.34%
Expenditure							
Employee Benefit expenses	06	6,363	6,274	4,705	4,794	89	1.89%
Finance Costs	07	1,513	1,130	848	1,231	383	45.14%
Depreciation	08	8,660	9,331	6,998	6,328	(671)	(9.58%)
Other expenses	09	17,780	15,643	11,399	13,535	2,137	18.75%
Total operating expenditure		34,316	32,378	23,950	25,888	1,938	8.09%
Operating Surplus/(Deficit)		(130)	466	1,182	585	(596)	(50%)

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

Variance is due to revenue from metered water charges being lower than forecast.

02 Grants and subsidies

Of the grant revenue received to date, \$3.2M relates to the Hokitika Swimming Pool redevelopment project.

Transport grants are below budget by \$1.8M due to low capital spend this year.

All further variances relate to either timing or unbudgeted grants, including unbudgeted MTFJ grants which total to \$352k

03 Interest Revenue

Interest on swaps is \$336k over budget, while the rest of the variance (\$317k is attributable to interest from our term deposits and the current account. The total variance of \$653k more than offsets the adverse increase of \$383k in finance costs against budget.

04 Fees and charges

Building and resource consent fees are over by \$133k and \$91k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged). This is offset by the variance in consent processing costs (\$167k over). Waste disposal levy payments are \$57k over, fees for rubbish removal to Butlers Landfill are \$46k over, both due to higher than expected tourist numbers and escalations.

05 Other Revenue

Non-cash gain on swaps is \$462k above budget. This is more than offset by loss on swaps mentioned in note 09.

Unbudgeted cost recoveries relating to 3-Waters total \$200k.

06 Employee benefit expenses

Salary cost is relatively on track with budget.

07 Finance Costs

This is largely made up of interest expenses on our loans. While finance costs are over budget by \$383k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

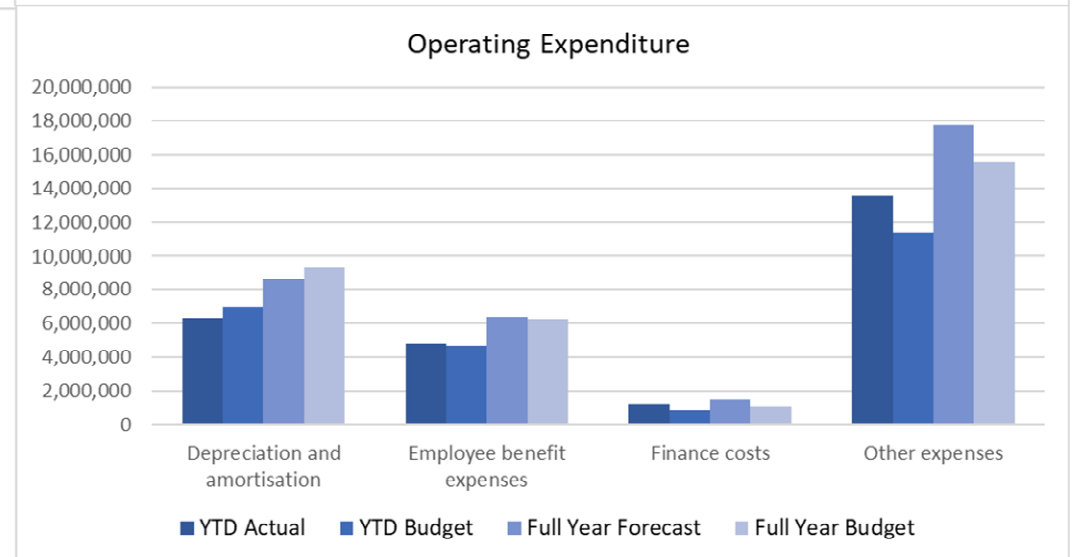
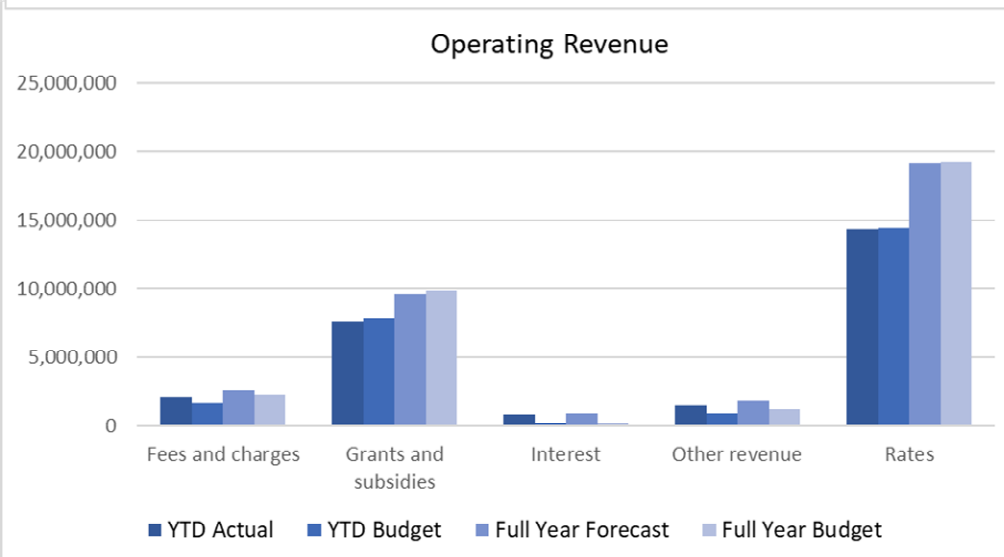
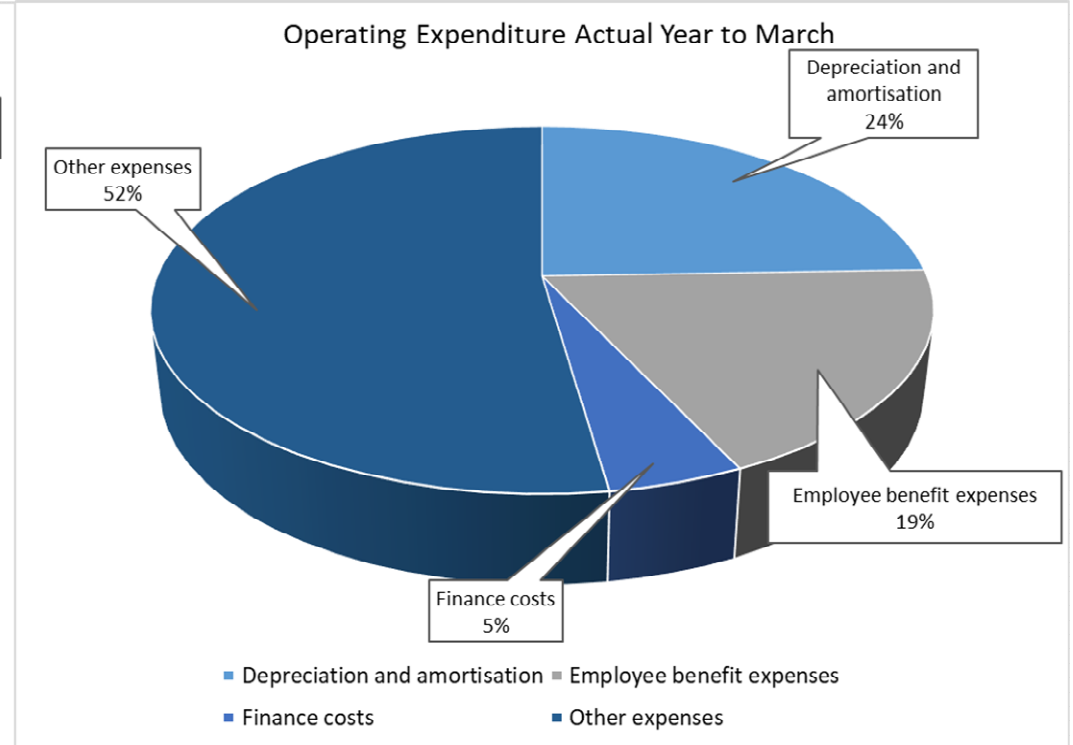
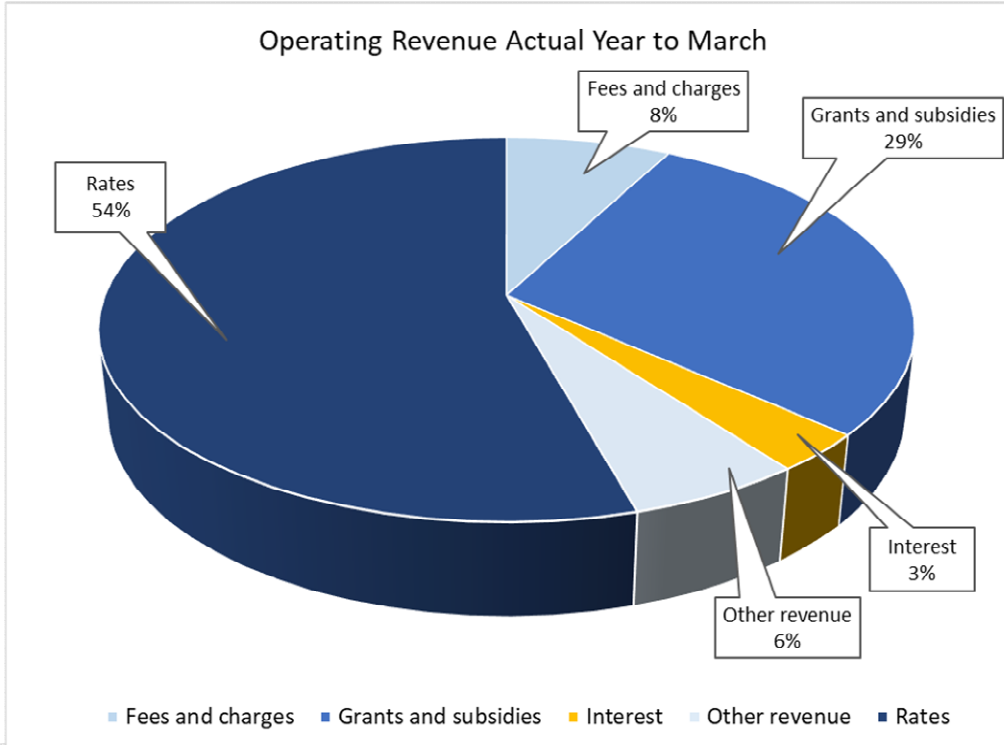
08 Depreciation

Asset Revaluations completed at the end of the 2022-23 financial year were larger than anticipated. Also worth noting that, as more assets are capitalized throughout the year, monthly depreciation will increase.

09 Other expenses

- Non-cash loss on swaps is over budget \$713k due to drops in swap rates.
- Maintenance of Water Services assets is over by \$376k due to additional sampling costs not budgeted for, as well as asset failures.
- Maintenance of Waste Water assets is over by \$125k. \$52k due being undercharged for blockages costs dating back to November 2022. The rest relates to higher than expected escalation costs.
- Unbudgeted, fully funded MTFJ costs total \$174k.
- Land assets were disposed of/derecognized after we performed a wash-up of our asset register. Land was either merged with other land, deemed abandoned, or transferred to our CCOs. This resulted in a non-cash expense totalling \$158k.
- Resource and Building consent processing costs are \$125k and \$45k over respectively as this continues to be outsourced. This is offset by the fees mentioned in note 04.
- 3 waters transition consultancy is \$99k over - offset by recoveries mentioned in note 05.
- Unbudgeted emergency works for construction of a wall at Franz Josef wastewater treatment pond \$202k.

Revenue & Expenditure Graphs



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2023 Annual Plan \$000	2023 Annual Report \$000	2024 Annual Plan \$000	2024 Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	8,982	8,889	11,131	8,402
Targeted Rates	10,245	9,878	8,135	5,982
Subsidies and grants for operating purposes	2,135	3,867	2,638	1,811
Fees and charges	2,037	2,254	2,232	2,051
Interest and dividends from investments	257	1,050	518	1,055
Local authorities fuel tax, fines, infringement fees, and other receipts	1,084	2,649	985	1,345
Total Operating Funding (A)	24,740	28,588	25,639	20,645
Applications of Operating Funding				
Payments to staff and suppliers	19,950	23,011	21,916	18,145
Finance Costs	986	1,395	1,130	1,227
Total Applications of Operating Funding (B)	20,936	24,407	23,047	19,372
Surplus/(Deficit) of Operating Funding (A - B)	3,804	4,181	2,592	1,273
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	9,156	3,992	7,205	5,817
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	5,941	(3,000)	6,887	-
Gross proceeds from sale of assets	-	12	-	8
Total Sources of Capital Funding (C)	15,097	1,004	14,092	5,825
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	1,735	666	252	151
- to improve the level of service	14,250	4,929	10,600	5,466
- to replace existing assets	12,537	6,266	9,770	2,198
Increase (decrease) in reserves	(9,770)	(6,675)	(3,937)	(717)
Increase (decrease) of investments	149	-	-	-
Total Applications of Capital Funding (D)	18,901	5,185	16,684	7,098
Surplus/(Deficit) of Capital Funding (C - D)	(3,804)	(4,181)	(2,592)	(1,273)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Statement of Financial Position

	At 29 February 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Assets			
Current assets			
Cash & cash equivalents	9,481	4,311	8,378
Debtors & other receivables	3,559	3,135	2,809
Tax receivable	-	-	-
Derivative financial instruments	153	12	53
Other financial assets	48	-	48
Total Current Assets	13,240	7,458	11,288
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	176	137	176
Intangible assets	129	225	151
Assets Under Construction	16,553	10,781	9,571
Derivative financial instruments	460	493	1,052
Other Financial Assets	626	771	553
Property, Plant and Equipment	510,208	516,239	515,647
Total Non-current assets	540,847	541,340	539,845
Total Assets	554,087	548,797	551,133
Liabilities			
Current liabilities			
Creditors & other payables	2,204	2,863	4,001
Employee benefit liabilities	735	507	521
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	-
Other	1,502	1,475	595
Total Current Liabilities	7,441	4,846	8,116
Non-current liabilities			
Deferred Tax	-	-	-
Employee benefit liabilities	34	36	30
Provisions	3,335	2,821	3,335
Borrowings	26,818	36,180	23,818
Derivative financial instruments	41	-	-
Total Non-Current Liabilities	30,228	39,038	27,183
Total Liabilities	37,669	43,883	35,299
Net Assets	516,418	504,914	515,833

	At 29 February 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Equity			
Retained Earnings	173,143	179,854	172,412
Restricted Reserves	10,073	6,481	10,073
Revaluation reserves	333,025	318,402	333,170
Other comprehensive revenue and expense reserve	177	177	177
Total Equity	516,418	504,914	515,833

Debtors 31 March 2024

31/03/2024					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	37,525	-	2,835	84,034	124,393
Building Warrants	2,148	-	248	1,130	3,525
Resource Consents	17,440	12,875	2,650	22,400	55,365
Sundry Debtors	42,107	5,676	39,851	271,474	359,108
Grant Debtors	497,986	-	73,046	-	571,031
Grand Total	597,205	18,551	118,629	379,038	1,113,422

31/03/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	25,114	-	10,822	20,349	56,286
Building Warrants	-	-	-	(257)	257
Resource Consents	4,125	-	275	6,315	10,715
Sundry Debtors	10,372	13,580	122,420	130,031	276,402
Grant Debtors	72,449	-	-	13,800	86,249
Grand Total	112,061	13,580	133,517	170,237	429,395

Grants outstanding as at 31/03/2024 (exceeding \$25k)

Date Invoiced	Project	Total (\$)
6/11/2023	Better off Funding - Hokitika Swimming Pool	434,043
20/12/2023	Better off Funding - Community Halls	63,942
22/02/2024	Custom House Restoration claim	73,046
		571,031

Rates Debtors 31 March 2024

Rates Debtors at 29 February 2024		821,254
Rates instalment	(1,906.88)	
Less payments received	(444,844.92)	
Paid in advance change	164,311.10	
Previous years write off's	2,290.73	
Write off's	(1,609.07)	
Penalties	(1,696.08)	
Discounts	-	
Court Cost	-	
		(283,455.12)
Total Rates Debtors at 31 March 2024		537,798.90
Arrears included above at 31 March 2024	537,799	
Arrears at 31 March 2024	433,637	
Increase/(decrease) in arrears		104,162

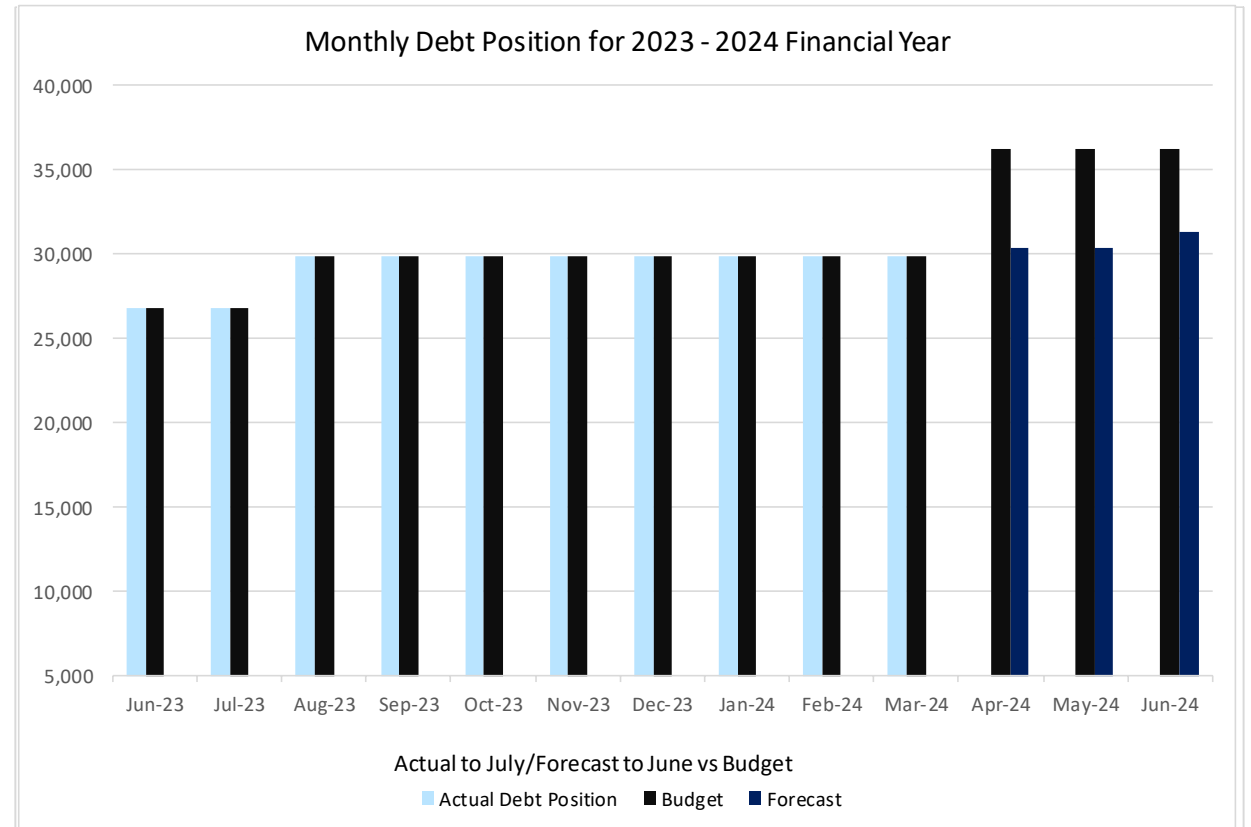
Debt Position

Debt Position 2023/2024 (\$000)

	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Actual Debt Position	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818			
Budget	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	36,180	36,180	36,180
Forecast											30,318	30,318	31,318

Forecast Debt Position for 2023-2024 Financial Year

Forecast as at	Jun-23
Opening Balance	26,818
Loan funded capex forecast	12,362
Forecast repayments 2023-24	-3,000
Forecast balance June 2024 per AP	36,180



Capital Expenditure

Capital Projects 2023/24			
As at 31/03/2024			
Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast
	\$0	\$0	\$0
Leadership			
	145,646	512,049	327,058
Planning & Regulatory Services			
	33,219	1,560,708	28,509
Library & Museum			
	85,691	886,532	889,550
Water Supply			
	1,122,664	1,954,048	2,053,143
Waste Water			
	295,800	1,586,805	1,459,017
Solid waste			
	84,117	822,760	834,600
Storm water			
	157,359	228,340	191,443
Cemeteries			
	39,754	98,150	143,960
Swimming pools			
	2,752,936	2,197,950	2,752,936
Facilities & leisure services - other			
	385,550	2,498,835	1,249,507
Parks & reserves			
	1,418,722	7,979,143	5,614,363
Land transportation			
	758,052	3,741,538	2,752,253
Better Off Funded Projects			
	662,855	1,499,404	1,375,735
Less Operational Better Off Funding	300,611	615,893	539,903
Total Less Operational Better Off Funding	362,244	883,511	835,832
Unbudgeted capital expenditure			
	160,330	0	160,330
Funded Projects			
	12,887	0	0
Total	8,115,581	25,566,261	19,832,404
Total Less Operational Better Off Funding	7,814,970	24,950,368	19,292,501

For full details, please refer to report from District Assets.

Report to Council



DATE: 18 April 2024
TO: Mayor and Councillors
FROM: Group Manager, Corporate Services and Risk Assurance

Representation Review

1. Summary

- 1.1. The purpose of this report is for Council, in accordance with section 19H of the Local Electoral Act 2001 (the Act) to determine by resolution, whether members of Council are proposed to be elected;
 - 1.1.1. By the electors of the District as a whole, or by the electors of 2 or more wards, or a mixture of the two?
 - 1.1.2. Are Communities well represented?
 - 1.1.3. Should Council create Community Boards?
- 1.2. This issue arises from the requirement to review representation arrangements at least every six years.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council retain the current representation arrangements.

2. Background

- 2.1. The reason the report has come before the Council is due to the requirement under section 19H of the Act to undertake a review of the current representation arrangements, attached as **Appendix 1** once in every six years after the first determination.
- 2.2. The period of review will be for the 2025 and 2028 election.
- 2.3. Matters to be undertaken under the review are;
 - 2.3.1. Identify Communities of Interest.
 - 2.3.2. Effective representation for identified Communities of Interest.
 - 2.3.3. Fairness of representation.
- 2.4. The electoral system is not determined through the representation review process, Council resolved on 24 August 2023 to maintain the First Past the Post (FFP) voting system for the 2025 and 2028 election.

3. Current Situation

3.1. The current situation is that there are three wards. Map attached as **Appendix 2**.

- 3.1.1. Northern Ward
- 3.2.2. Hokitika Ward
- 3.2.3. Southern Ward

Northern Ward	All that part of Westland District north of the Mikonui River but excluding Hokitika Ward.
Hokitika Ward	All that part of Westland including the town of Hokitika, the area north to Three Mile and including the areas to the east known as Blue Spur and Brickfield as far as Pine Tree Road.
Southern Ward	All that area of Westland south of the Mikonui River.

3.2. The current representation based on the representation review in 2019.

- 3.2.1. Northern Ward 3 members
- 3.2.2. Hokitika Ward 3 members
- 3.2.3. Southern Ward 2 members
- 3.2.4. The Mayor is elected 'at large' as per s19B of the Act.

3.3. Council resolved at meeting on 26 October 2023 not to establish Māori Wards for the 2025 and 2028 election.

3.4. The current representation arrangements above do comply with s19V (2) of the Act, as they are within the ratio of +/- 10% of the average population per member using the updated estimated population figures from Statistics NZ at 30 June 2022.

Ward	Population	Members	Cr/Population	Variation
Northern Ward	3340	3	1113	101%
Hokitika Ward	3300	3	1100	99%
Southern Ward	2170	2	1085	98%
Total	8810	8	1101	100%

4. Options

- 4.1. Option 1: That Council resolve to retain the current representation arrangements;
 - 4.1.1. no change to the total number of councillors; and
 - 4.1.2. retain the 3 wards, Northern, Hokitika and Southern
 - 4.1.3. that the councillors are elected by the electors of 2 or more wards.
 - 4.1.4. that council does not establish community boards.

4.2. Option 2: That Council resolve on other arrangements to be advised.

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified; compliance and reputational risk if council do not resolve on the representation arrangements by the statutory deadlines.

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 high therefore wider community engagement is necessary.

7.1.1. Public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – That Council resolve to retain the current representation arrangements.

Increasing or decreasing the number of elected members has an impact on s 19(V) where none of the 3 wards retains representation within +/- 10% of the population. If Council were to increase the total number of elected members, an additional ward would be required and all wards would need to be of a similar size.

Decreasing the number of elected members by 2 to 6 and changing the boundaries of the wards to equal sizes would be the only way to ensure fair representation under s 19(V) of the act.

The election of members at large is not recommended as due to the size and shape of the district it is likely that representation would not be fair.

An increase or decrease in total elected members will not affect the total remuneration fund set by the remuneration authority, only individual elected member remuneration would change.

Large boundary changes could be made, however this will likely still result in s 19(V) of the Act being outside of the +/- 10% rule.

Small boundary changes could be made, and if elected members resolve to change the boundaries, surveys will be required at a cost of approximately \$2,000 to \$3,000.

Community boards are unlikely to result in any favourable benefit, the cost of administration of these boards and the board members would be funded through a targeted rate.

8.2. Option 2 – If Council resolve for staff to investigate other arrangements, this would require staff to further review the impact of these arrangements.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that the current arrangements have been in place for some time, and they comply with s 19(V) of the Act which requires fair representation of communities of interest.

9.3. Changing the number of elected members and also ward sizes could result in the wards not being aligned with the communities of interest.

9.4. The ward system has worked well without community boards, as council does recognise community groups throughout the district. There is likely no benefit to establishing community boards and there will be a further cost to ratepayers.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council resolve to retain the current representation arrangements;

10.2.1. no change to the total number of councillors; and

10.2.2. retain the 3 wards, Northern, Hokitika and Southern

10.2.3. that the councillors are elected by the electors of 2 or more wards.

10.2.4. that council does not establish community boards.

Lesley Crichton

Group Manager, Corporate Services and Risk Assurance

Appendix 1: Representation review

Appendix 2: Ward maps

Westland District Council

Representation Review 2024

Introduction

Council must, in accordance with section 19H of the Local Electoral Act 2001 (the Act) determine by resolution:

- 1)** Whether the members of Council are proposed to be elected;
 - By the electors of the District as a whole; or
 - By the electors of 2 or more Wards; or
 - In some cases by the electors of the District as a whole and in the other cases by the electors of each Ward of the District; and
 - The proposed number of members to be elected by electors of the district as a whole; and
 - The proposed number of members to be elected by the wards of the district.
- 2)** The proposed number of members to be elected; and
- 3)** The proposed name and the proposed boundaries of each Ward and the number of members for each Ward.
- 4)** Whether there should be community boards in the district and, if so;
 - The number of boards, names and boundaries
 - The number of members of each board including appointed members
 - Whether the board area should be subdivided for electoral purposes
- 5)** A decision on Māori Wards has already been made.

A public notice of the initial resolution must be made within 14 days of making the resolution.

Background

Westland District has traditionally elected its members using the ward system.

In determining the existing ward boundaries and representation, Council took into account the traditional communities of interest, the population, the geographic area, and the rateable values of each ward. No community boards have ever existed in Westland.

Current Representation arrangements

Currently the District comprises of 3 Wards.

Northern Ward	All that part of Westland District north of the Mikonui River but excluding Hokitika Ward.
Hokitika Ward	All that part of Westland including the town of Hokitika, the area north to Three Mile and including the areas to the east known as Blue Spur and Brickfield as far as Pine Tree Road.
Southern Ward	All that area of Westland south of the Mikonui River.

Ward names, members, population, and ratio of Councillors to population and variation from the District ratio as follows:

Ward	Population	Members	Cr/Population	Variation
Northern Ward	3210	3	1070	97%
Hokitika Ward	3500	3	1167	106%
Southern Ward	2080	2	1040	95%
Total	8790	8	1099	100%

Table 1: Existing Representation Arrangements used for 2019 Election.

Matters to be considered by Council in undertaking the review.

1) *Communities of Interest*

Westland District is a long narrow District with a large and diverse area. The population is not evenly dispersed along the length of the District, with a significant concentration in the main District township (Hokitika), and a larger rural population in the north of the District including Kaniere and Blue Spur.

The existing Ward boundaries recognise the urban nature of Hokitika (Hokitika Ward), the rural principally dairy farming and small support townships of the north (Northern ward), and the geographic isolation and tourism dominated nature of the south (Southern Ward).

2) *Effective Representation for identified Communities of Interest*

Because of the size and diversity of the District, it is considered that effective representation of communities of interest can only be achieved by Councillors being elected on a ward basis. An “at large” system of election is not considered to be in the best interests of the geographically distinctive communities of interest in Westland.

3) *Consideration of whether there should be Community Boards*

Westland District currently does not have any community boards. The District is well served by a network of existing local community organisations, which are recognised by Council, and consulted with on local issues.

Historically, because of the low population of Westland District, the ward basis of elections and the accessibility of and to Councillors, it is considered that Community Boards are not warranted.

The Council need to consider that this approach is still relevant.

Council should consider;

- Do all communities enjoy fair and effective representation?
- Could improved, fair and effective representation be achieved through community boards?

Should Council resolve to establish community boards, then each board must;

- Membership to be not less than four nor more than 12 members; and
- Consist of no fewer than 4 elected members; and
- May include appointed members who must be members of, and appointed by, the territorial authority for the district in respect of which the community is based; and
- The number of appointed members is to be less than half the total number of members.
- The appointed members must represent a ward in which the community is situated.

Should council consider establishing community boards, the wards and membership would be required to change.

Board members would be funded by a targeted rate.

4) *Fairness of Representation*

The current situation using the estimated current population figures as at 30 June 2019 is demonstrated by the following table:

Ward	Population	Members	Cr/Population	Variation
Northern Ward	3210	3	1070	97%
Hokitika Ward	3500	3	1167	106%
Southern Ward	2080	2	1040	95%
Total	8790	8	1099	100%

Table 2. Existing Representation Arrangements with estimated current population figures at 30 June 2019.

Under s 19B of the Act, there should be no less than 6 councillors and no more than 30 including the Mayor.

The existing wards have provided fair representation, with a spread of members along the length of the District. The Council may therefore opt for the retention of the existing Wards.

Using Stats NZ representation tables, all wards comply with s 19V of the Act, where the variation to the population as a whole is within the +/- 10% rule.

Ward	Population	Members	Cr/Population	Variation
Northern Ward	3340	3	1113	101%
Hokitika Ward	3300	3	1100	99%
Southern Ward	2170	2	1085	98%
Total	8810	8	1101	100%

Table 3. Updated population figures under current arrangements.

Therefore, it is not necessary to review these wards.

If elected members do require a review, this would either be in the nature of a change to representation or by a change to Ward boundaries or a combination of both.

Council may not want to change the number of elected members as there would be financial implications on individual member salaries.

It is necessary to consider the effect of any changes on communities of interest.

5) Māori Wards

Under the Local Electoral Amendment Act 2002, a local authority may resolve to establish Māori Wards or Māori Constituencies (Regional Councils).

The decision, if made after a triennial election but no later than two years before the next triennial election, takes effect for the next triennial election and the next.

Using Stats NZ MEP and GEN statistics – 2022 estimates the population of Westland District would allow for one representative.

Council resolved on 26 October 2023 to not establish Māori wards and to continue with the Manatu Whakaaetanga (partnership agreement).

6) Electoral system

The review does not include review of the electoral system. Council resolved on 24 August 2023 to retain the First Past the Post electoral system for the 2025 and 2028 election.

Recommendation:

- 1 That this report be received.**
- 2 That Council note that the current representation arrangements do comply with section 19V of the Local Electoral Act 2001.**
- 3 That Council consider the option of the creation of one or more Community Boards.**
- 4 That council considers as to whether further consultation on the representation arrangements needs to be carried out prior to the commencement of the statutory procedures.**



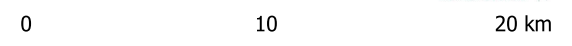
Westland District

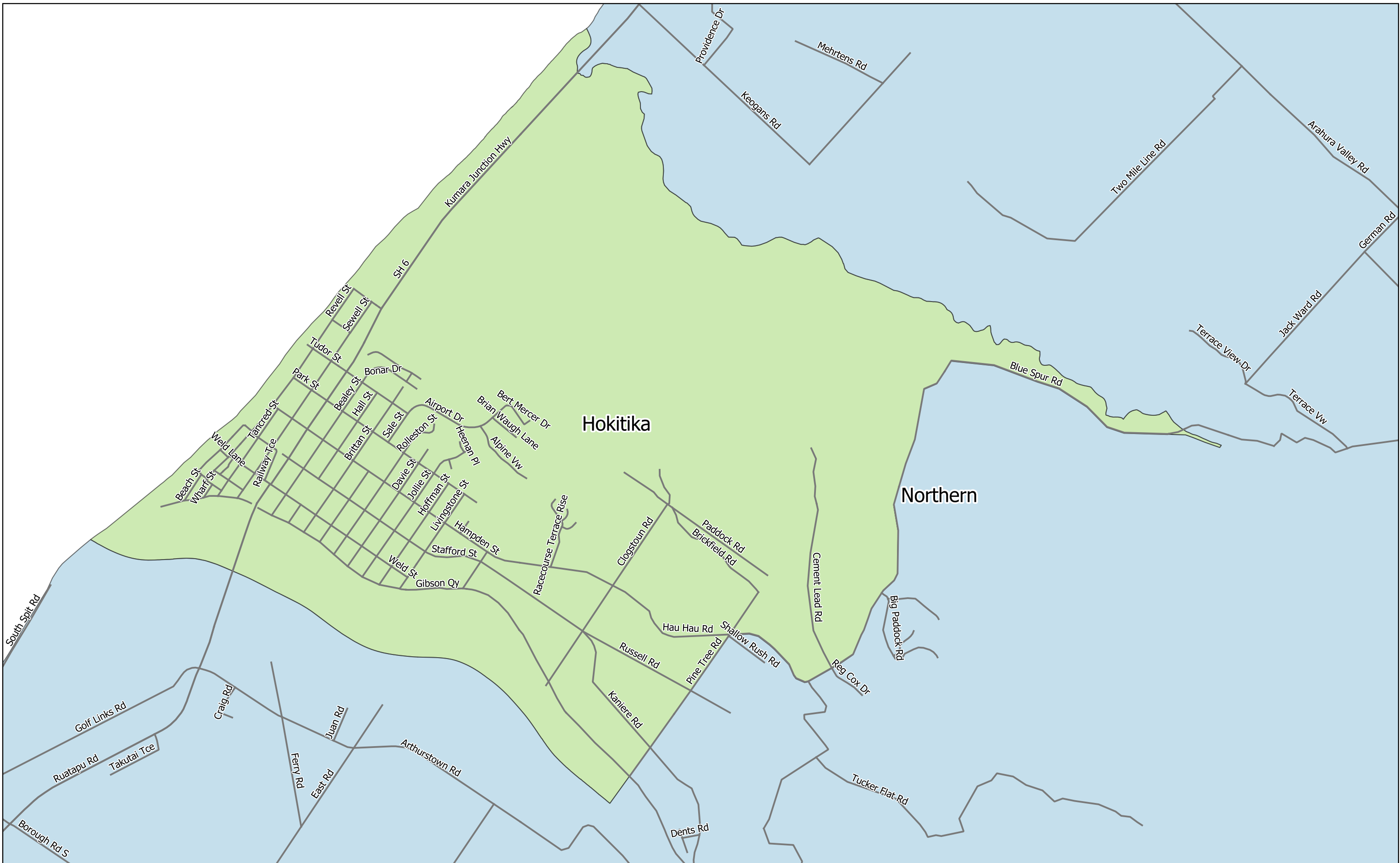
Northern Ward

NOTES

Where a ward boundary is along a river or a road it follows the centre line of the physical river or the legal road (unless otherwise shown).

All seaward boundaries follow the Mean Low Water Springs but cross the mouths of all rivers, streams, inlets and estuaries (unless otherwise shown).





Westland District

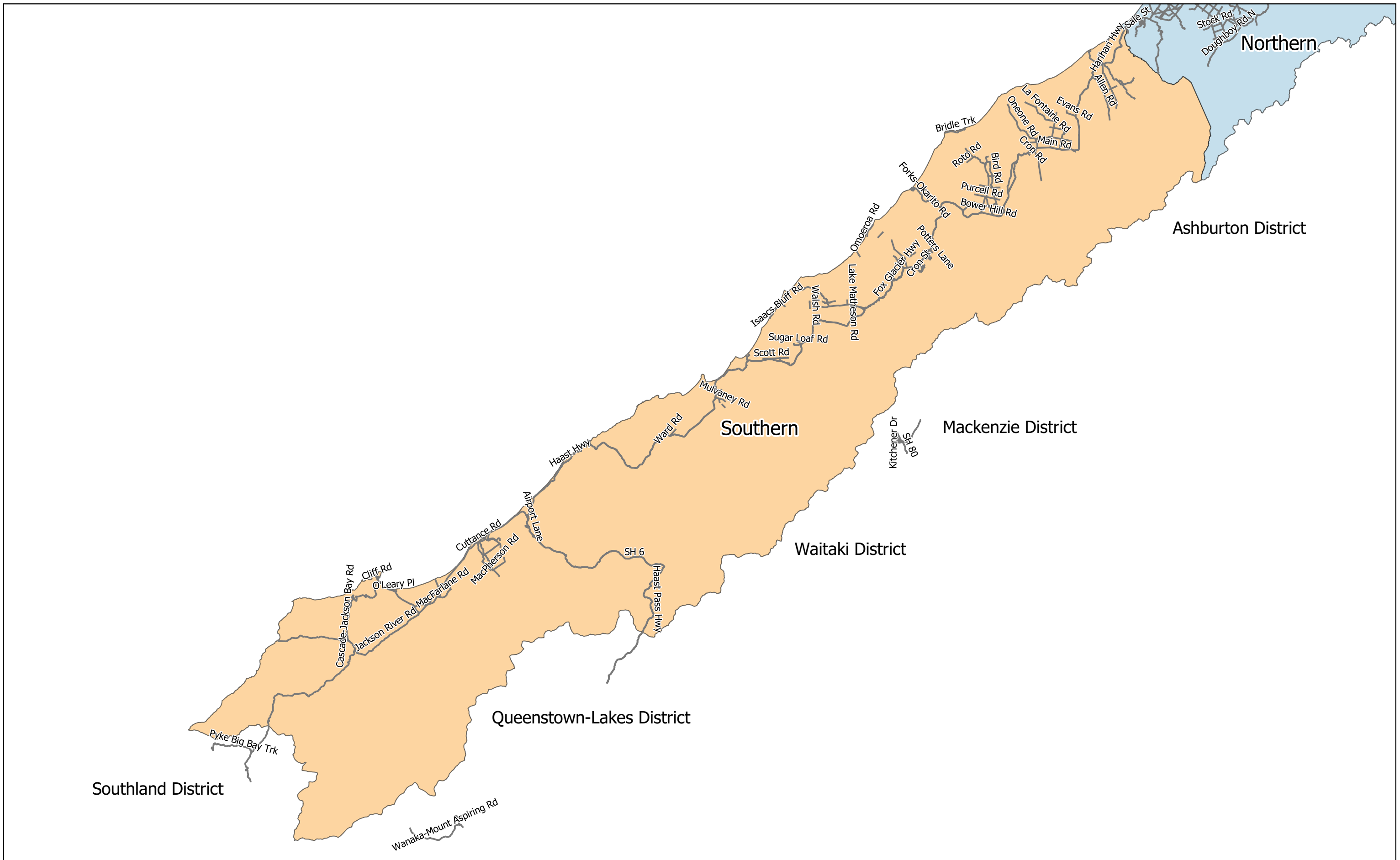
Hokitika Ward

NOTES

Where a ward boundary is along a river or a road it follows the centre line of the physical river or the legal road (unless otherwise shown).

All seaward boundaries follow the Mean Low Water Springs but cross the mouths of all rivers, streams, inlets and estuaries (unless otherwise shown).





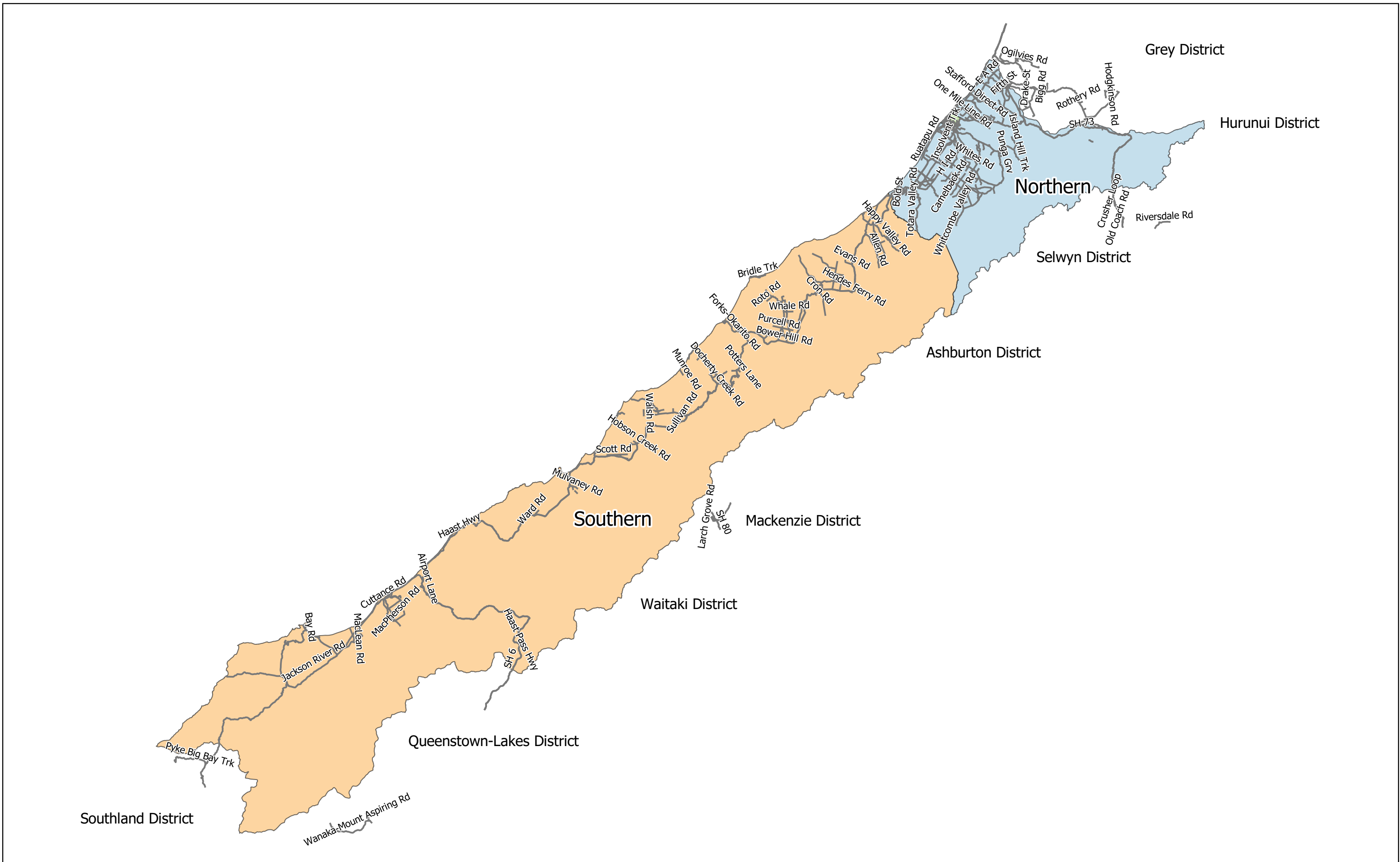
Westland District

Southern Ward

NOTES

Where a ward boundary is along a river or a road it follows the centre line of the physical river or the legal road (unless otherwise shown). All seaward boundaries follow the Mean Low Water Springs but cross the mouths of all rivers, streams, inlets and estuaries (unless otherwise shown).

Open Bay Islands (Tuamaka Island and Popotai Island and Hanta Island are part of the Southern Ward).



Westland District

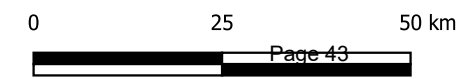
Southern, Northern & Hokitika Wards

18.04.24 - Council Meeting Agenda

NOTES

Where a ward boundary is shown along a river or a road it follows the centre line of the river or the legal road (unless otherwise shown). All seaward boundaries follow the Mean Low Water Springs but cross the mouths of all rivers, streams, inlets and estuaries (unless otherwise shown).

Open Bay Islands (Tuamaka Island and Popotai Island) and Hanata Island are part of the Southern ward.



Report to Council



DATE: 18 April 2024
TO: Mayor and Councillors
FROM: Group Manager, Corporate Services and Risk Assurance

Amalgamation of Westland Holdings Ltd with Destination Westland Ltd

1. Summary

- 1.1. The purpose of this report is to present the submissions for the consultation on the amalgamation of Westland Holdings Ltd (WHL) and Destination Westland Ltd (DWL) and to resolve on the proposal.
- 1.2. This issue arises from the Council Controlled Organisation (CCO) review as directed by Elected Members.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the submissions and resolve to amalgamate WHL and DWL.

2. Background

- 2.1. The reason the report has come before Council is due to the consultation on the amalgamation of WHL and DWL as resolved by Elected Members at 28 March 2024 Council meeting.
- 2.2. This follows advice given by PwC who undertook the review that amalgamation would provide Council with a more streamlined approach and further transparency of the performance of the CCO's, and provide administrative savings, such as but not limited to audit and director fees. The known costs for WHL as at 30 June 2023 was \$113,120, there are other costs not identified at this stage that will not carry forward if WHL is amalgamated into DWL.
- 2.3. As the advice is to carry out an amalgamation, a short consultation under s 56 was deemed appropriate.

Current Situation

- 2.4. Three submissions were received, attached as **Appendix 1**. Council should deliberate these submissions before resolving on the recommendation to amalgamate WHL and DWL. The submissions have been analysed and commented on by staff, attached as **Appendix 2**.
- 2.5. The cost of the CCO review at this date is \$211,978 there will be legal costs in relation to amalgamation and also to discharge the WHL trust deed. However, as the recommendation is for a short form

amalgamation these costs as unknown at this time are unlikely to be significant. The cost of the review is not only related to the amalgamation advice but also includes advice and review of the individual activities of each of the CCO's.

3. Options

3.1. Option 1: Receive the submissions on the recommendation to amalgamate Westland Holdings Ltd and Destination Westland Ltd and resolve to amalgamate Westland Holdings Ltd and Destination Westland Ltd as of 30 June 2024.

3.2. Option 3: Do nothing.

4. Risk Analysis

4.1. Risk has been considered and the following risks have been identified:

4.1.1. Reputational risk – Council could be seen to be unable to make decisions and meet their obligations by the public.

5. Health and Safety

5.1. Health and Safety has been considered and no items have been identified in receiving this report.

6. Significance and Engagement

6.1. The level of significance has been assessed as being low.

6.1.1. Public consultation was undertaken, and this report is to make a decision.

7. Assessment of Options (including Financial Considerations)

7.1. Option 1 – Council requested a CCO review which has been concluded. PwC have advised that amalgamation of WHL and DWL will provide greater transparency over the operations of the CCO's and administrative efficiencies by reporting directly into Westland District Council (WDC). Risk to WDC can be managed through a sub-committee of council that includes an independent chair. The members of the committee would be all elected members plus the independent chair. All other recommendations are not considered in this report, further actions from the CCO review are encompassed in the draft annual plan that is currently being consulted on with the community.

7.1.1. The following financial implications have been identified:

7.1.1.1. There are financial savings by amalgamating the two CCO's through administrative costs and directors fees.

7.1.1.2. By amalgamating the two companies with an effective date of 30 June 2024 will save on audit fees and other costs for the 2024/2025 financial year.

7.1.1.3. WDC debt would increase by the amount WHL currently borrow, \$6 million from Local Government Funding Agency (LGFA), however LGFA have confirmed that on-lending will have a neutral effect on Council's debt limits and balance sheet.

7.1.1.4. There would also be savings to the group as a whole by Council borrowing on behalf of the two CCO's as there would only be one audit fee for the LGFA Debenture Trust Deed, of which Council is already obliged to have carried out annually. Disbursements for the registrar would only be required for Council which are currently payable for its own borrowing.

7.1.1.5. On-charging by Council to the two CCO's will include a margin however as required under the Local Government Act 2002 s63, which is beneficial to Council but means that the debt that the CCO's will hold will be at higher service costs.

7.2. Option 2 – Council cannot do nothing as three submissions have been received. Elected Members have a requirement to receive these submissions and deliberate.

7.3. If Council determine to not amalgamate the two companies, WHL will remain as a separate entity and the two CCO's WRL and DWL will continue to be owned by WHL. Elected Members could potentially lose the opportunity to have more transparency into the CCO operations, and administrative savings would be lost.

7.3.1. The following financial implications have been identified:

7.3.1.1. Annual audit fees for the annual report, audit fees for audit of the LGFA Debenture Trust Deed, Directors fees and any other disbursements and fees would continue.

8. Preferred Option(s) and Reasons

8.1. The preferred option is Option 1.

8.2. The reason that Option 1 has been identified as the preferred option is that Council would have more transparency over the operations of the CCO's which has been an area that has been of concern. There are cost savings to be gained through a flatter structure to the group.

Risk through airport operations can be managed through a committee with an independent chair with particular experience in governance of airport operations.

9. Recommendation(s)

9.1. That the report be received.

9.2. That Council receives the submissions.

9.3. That Council resolves to amalgamate Westland Holdings Ltd and Destination Westland Ltd as of 30 June 2024.

9.4. That Council resolves to instruct staff to engage with Local Government Funding Agency to take the WHL debt.

9.5. Instruct the boards of WHL and DWL to undertake a short form amalgamation as at 30 June 2024.

Lesley Crichton

Group Manager, Corporate Services and Risk Assurance

Appendix 1: Submissions

Appendix 2: Submission analysis

Emma Rae

From: Rex and Anthea Keenan [REDACTED]
Sent: Wednesday, 10 April 2024 9:22 am
To: Consultation Submissions; Steven Gillett; Patrick Phelps; Ashley Cassin; Winston.Peters@parliament.govt.nz.
Cc: editor@greystar.co.nz
Subject: CCO - review consultation

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

COUNCIL REVIEW ON CCOS (Council Companies): AFTER all the costs by Council Companies (CCOs), Westland Holdings, Westroads, Destination Westland (previously Airport, Westland District Property) lists of it, court cases of Beach St properties, forging on with Haast Hollyford road (not on Statement of Intents) and files held. Subdivisions!! Wilderness Trail!! Now \$3 million pool project increased to over \$6 million (not properly budgeted but forged on)! B R E A C H of LGA Section 93 to change Long Term Plan without Special Consultation, FUNDS switched... Council Companies costly (not transparent) review after staff finance staff previously advised to keep those companies !. There was a review done 2014 with a Local Government Fix It Steve Halliwell employed for months on end as Property Company was forging on without consultation!. Those CCO connected leadership/directors making gains for themselves at ratepayers loss and lack of dividend returns. CCO's a list of irregularities involved and easily brought forward.

CCO's overhead expenses must STOP – DWL are openly advertising work they are not supposed to be involved, stop it!. AS too Council/s must seek to unite to reduce excessive costs they incur. It is not a "free for all" to take from!! Behind closed doors.

Council now consulting on CCO Review at another undisclosed expense and ratepayers seem unaware... so WHERE is the consultation happening?

Regards

:Anthea – Rose : Keenan

Emma Rae

From: Rex and Anthea Keenan [REDACTED]
Sent: Thursday, 11 April 2024 7:37 am
To: Consultation Submissions; Steven Gillett; Patrick Phelps; Ashley Cassin
Cc: editor@greystar.co.nz
Subject: FW: CCO - review consultation

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact IT for assistance.

Thank you for sending CCO Review Proposal and Submission Form. We checked yesterday morning on your website but could not find such and received yesterday as below with only a day to respond. So WE object to the way in which Council are forming submission process whereby Council only consulting with certain factors of community when there have been major concerns about these companies for years. ALL ratepayers, residents and especially local contractors should be given opportunity with at least one month to have a say, and in their terms , with opportunity to speak to make a submission/or objection.

Destination Westland Ltd under someone's authority (who is that?) yesterday blocked us from their facebook page for making comment. It is more of your so doing Council/Companies locking people out. WE have every right under the Bill of Rights Act and also under Free Speech laws to make our views known without being subject to being shut down, blocked, or blamed (especially after not given opportunity as in consultation section 83 of Local Government Act or to alter Long Term Plan section 93) when that Company is irregular. There also may be a need to use Significance & Engagement especially significant assets i.e. Airport, Pensioner Housing, Roding network management & maintenance are concerned, to ensure best decision making which is at the cost to all Westland rate/tax payers.

ALL those who express to us and in public the inequality, self interest gains, the unfairness and of having Council Companies using ratepaid assets, competing against local contractors! We/they should ALL be able to express opinions and points (as was previously done in CCO reviews) to ensure their views heard and proper deliberation is carried out.

"COUNCIL REVIEW ON CCOS (Council Companies): AFTER all the costs by Council Companies (CCOs), Westland Holdings, Westroads, Destination Westland (previously Airport, Westland District Property) lists of it, court cases of Beach St properties, forging on with Haast Hollyford road (not on Statement of Intent) and files held. Subdivisions!!. Wilderness Trail!!. Now \$3 million pool project increased to over \$6 million (not properly budgeted but forged on)! B R E A C H of LGA Section 93 to change Long Term Plan without Special Consultation, FUNDS switched... Council Companies costly (not transparent) review after staff finance staff previously advised to keep those companies !. There was a review done 2014 with a

Local Government Fix It Steve Halliwell employed for months on end as Property Company was forging on without consultation!. Those CCO connected leadership/directors making gains for themselves at ratepayers loss and lack of dividend returns. CCO's a list of irregularities involved and easily brought forward.

CCO's overhead expenses must STOP – DWL are openly advertising work they are not supposed to be involved, stop it!. AS too Council/s must seek to unite to reduce excessive costs they incur. It is not a "free for all" to take from!! Behind closed doors". Council now consulting on CCO Review at another undisclosed expense and ratepayers seem unaware... so WHERE is the consultation happening? (you then sent the message of the consultation document, one day before submissions close!).

WE support a restructure of CCOs but further strongly than that of Council/s proposal sent to us 10th April 2024, as in regard to all past history (it is well documented and a review could have been done locally rather than at another undisclosed expense). These Companies have been and still are at expense to ratepayers, while high cost wages of over \$100,000, lack of dividend returns for an over \$9 mil capital asset restructure between 2003/2011, complexity, non transparent and nondemocratic causing contentions. These issues are not mentioned in your consultation document, so therefore after years of observations, questioning also with ratepayers and residents group, it is our conclusion that:

1. *Westland Holdings Ltd is disbanded*
2. *Westroads Ltd is held, to carry out Westland roading needs meantime – with greater controls by Council and to consider whether contractors would better do this work*
3. *Destination Westland Ltd is disbanded and all asset holdings brought back to Council*

Yours faithfully

:Anthea – Rose : Keenan
Rex Keenan

From: Consultation Submissions <Consultation.Submissions@westlanddc.govt.nz>

Sent: Wednesday, April 10, 2024 12:30 PM

To: Rex and Anthea Keenan [REDACTED]; Steven Gillett <cr.gillett@westlanddc.govt.nz>; Patrick Phelps <cr.phelps@westlanddc.govt.nz>; Ashley Cassin <cr.cassin@westlanddc.govt.nz>

Cc: editor@greystar.co.nz

Subject: RE: CCO - review consultation

Good afternoon Anthea,

As per your request below, the Consultation information and submission form is available on our website here: <https://www.westlanddc.govt.nz/have-your-say/current-consultations/cco-amalgamation-proposal/>

Kind regards,
Emma

Emma Rae | Strategy and Communications Advisor
Te Kahui o Poutini | Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 |   

 +64 3 756 9082 |  +64 27 235 8917 |  emma.rae@westlanddc.govt.nz

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www.westlanddc.govt.nz/AP24-25

What do you think?

Tell us what you think of our proposed Draft Annual Plan 2024/2025

Submissions open: 9am, Tuesday 2 April

Submissions close: 12pm, Friday 3 May



From: Rex and Anthea Keenan [REDACTED]

Sent: Wednesday, April 10, 2024 9:22 AM

To: Consultation Submissions <Consultation.Submissions@westlanddc.govt.nz>; Steven Gillett <cr.gillett@westlanddc.govt.nz>; Patrick Phelps <cr.phelps@westlanddc.govt.nz>; Ashley Cassin <cr.cassin@westlanddc.govt.nz>; Winston.Peters@parliament.govt.nz.

Cc: editor@greystar.co.nz

Subject: CCO - review consultation

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CCO's overhead expenses must STOP – DWL are openly advertising work they are not supposed to be involved, stop it!. AS too Council/s must seek to unite to reduce excessive costs they incur. It is not a "free for all" to take from!! Behind closed doors.

Council now consulting on CCO Review at another undisclosed expense and ratepayers seem unaware... so WHERE is the consultation happening?

Regards

:Anthea – Rose : Keenan

Share your Feedback – Amalgamation of Westland Holdings Ltd and Destination Westland Ltd

Submissions close: 4pm, Thursday 11 April 2024

We welcome your feedback on the proposed restructuring of Westland Holdings Limited (WHL), Destination Westland Limited (DWL) and Westroads Limited (WRL) (together, Council CCOs).

Full details of the proposed changes are set out in the Consultation Document.

Please scan and email this form to the Council. Email: consult@westlanddc.govt.nz

You can also call us with your submission and use the form to help you.

Phone: 03 756 901

Freephone: 0800 474 834

Name* Greg Macfarland Organisation (if applicable) _____
Email* _____ Address* _____
Phone number _____ Area of the district _____

*Required

Do you support the restructuring of the Council CCOs as set out in the Consultation Document?

Yes

No

Please provide reasoning for your response:

There is a need to streamline Council Services.
I don't believe Westland Holdings fills a necessary roll
and as such presents a cost burden to rate payers

Do you have any comments about the proposed restructuring of the Council CCOs?

Yes

Do you have any other comments you would like to make about the information in this Consultation Document?

Yes

No

If yes, what are these comments?

I object to the requirement of having to supply an email address. Many elderly rate payers do not have computers. Therefore the requirement of an email address becomes discriminatory.

If you wish the whole or any part of your submission or objection to be kept confidential, you must tell us and outline the reasons.

Do you wish for the whole, or any part of your submission to be kept confidential?

Yes

No

If yes, please tell us which part or parts of your submission you would like to remain confidential and why:

The personal information collected from you in your submission is held securely by Westland District Council.

We use this information to develop and advise on the proposed restructuring of Council CCOs (including compiling statistical information) and to contact you about the outcome of the process.

Please note, submissions will be publicly available on the council's website, through inclusion in council agendas, and/or retrievable by request under the Local Government Official Information and Meetings Act 1987. Personal contact details will redacted under the Privacy Act 2020 or by request.

Submission subjects		Sub #	Submission Comments	Staff Comments	Council Decision
1	Support the restructure of the CCOs	2, 3	<ul style="list-style-type: none"> • WE support a restructure of CCOs • There is a need to streamline Council services. I don't believe Westland Holdings fills a necessary role and as such presents a cost burden to ratepayers. 		
2	Do not support the restructure of the CCOs				
3	CCO overhead expenses	1	CCO's overhead expenses must STOP – DWL are openly advertising work they are not supposed to be involved, stop it!. AS too Council/s must seek to unite to reduce excessive costs they incur.	Noted - outside of the scope of the consultation.	
4	Other matters	2	<ul style="list-style-type: none"> • Consultation period • Destination Westland operations • Disbanding Destination Westland and returning assets to Council. 	Noted - outside of the scope of the consultation.	
5	Other comments	3	Object to requirement to supply email address, discriminates against elderly ratepayers.	Noted - email addresses are required for the online form to work, and so that Council can send a letter to advise final outcome. However a copy of the letter can be posted if a physical address is supplied.	

Report to Council



DATE: 18 April 2024
TO: Mayor and Councillors
FROM: Facilities & Property Manager

Guy Menzie Window Repairs

1. Summary

- 1.1. The purpose of this report is to seek council's approval to allocate \$1,497 out of the Guy Menzies Trust towards the replacing of windows at Guy Menzie Hall
- 1.2. This issue arises from the windows on the northern side of the hall being in poor condition and in need of replacement.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approves the allocation of \$1,497 towards the cost of replacing the windows.

2. Background

- 2.1. The reason the report has come before the Council is due to the windows and frames on the northern side of the Guy Menzie Hall being old, damaged and in need of replacement. PGF funding was allocated towards the hall to do repairs on the main entrance doors and windows at the hall, however at the time the northern windows were not addressed. The hall committee has requested a contribution towards the replacement of the windows on the northern side which totals \$8,934.38. The reserve fund was set up for the Guy Menzies event and has \$1,497 available for the Guy Menzies Hall

3. Current Situation

- 3.1. The current situation is that the windows had been replaced by Design Windows and paid for by the Hall committee, who requested a contribution from the available Guy Menzies Trust.

4. Options

- 4.1. Option 1: That council approves the allocation of \$1,497 from the Guy Menzies Trust towards the replacement of the windows.

4.2. Option 2: That council does not approve the allocation of \$1,497 from the Guy Menzies Trust towards the replacement of the windows.

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 very low.

7.1.1.No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 –

8.1.1.The following financial implications have been identified that the Guy Menzies Trust would be empty of any funds following the allocation of the \$1,497.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the windows have been replaced by the hall committee who is seeking additional funding.

10. Recommendation(s)

10.1. That the report be received.

10.2. That option 1 be approved and \$1,497 be allocated towards the replacement of the windows at the Guy Menzie Hall.

Jan Visser
Facilities And Properties Manager

Appendix 1: Full invoice for the window replacement



TAX INVOICE 38057

GST Number 088-798-341

Design Windows West Coast Ltd
7 Hinau Crescent, Kaiata Park
PO Box 542
Greymouth 7840

p: 03 768 0834 f: 03 768 0831
e: westcoast@designwindows.co.nz

Date 24/01/2024

Customer HARHAR

Order Number

Job No 23634

Sales Person Mark Radcliffe

Page 1

HARI HARI COMMUNITY ASSOCIATION
PO BOX 2
HARI HARI

p: SHIRLEY 02102733082 m:

Delivery Address:
HANGER BUILDING
MAIN ROAD
HARI HARI

Description	Quantity	Unit	Price	Amount
To Supply Aluminium Joinery as per Quote #79725-B	1.0		\$6,588.15	\$6,588.15
Less Previously Invoiced	-1.0		\$3,294.08	-\$3,294.08

***** Please note *****

Delivery is scheduled for: 29/01/24

Payment for this account is due within 7 days of delivery

pd
1/2/24

Payment is due on: 5 Feb 2024

Payment can be made via Cash, Cheque or Direct Credit
Bank Details: ASB 12-3193-0023404-00 please use Customer Code & Invoice No.
Subject to Design Windows Terms and Conditions
<http://www.designwindows.co.nz/about/terms-of-trade/>

Sub Total	\$3,294.07
GST	\$494.11
Invoice Total	\$3,788.18

Page 57

Payment Due Within 7 Days of Invoice Date

TAX INVOICE

Shirlee Black

Invoice Date
2 Feb 2024

Invoice Number
INV-0379

Reference
QU-0111

GST Number
133246695

Weston Carpentry Limited
148 Weld Street
Hokitika 7810
South Island
NEW ZEALAND

Description	Quantity	Unit Price	GST	Amount NZD
Carpenters Labor	1.00	1,200.00	15%	1,200.00
Materials	1.00	725.00	15%	725.00
Travel per KM	144.00	0.80	15%	115.20
			Subtotal	2,040.20
			TOTAL GST 15%	306.03
			TOTAL NZD	2,346.23

Due Date: 9 Feb 2024

Please make payment into the following account and include your invoice number as reference:

Weston Carpentry Limited
06-0701-0590568-00

Time is charged from when I leave home until when I leave the job. It includes time spent collecting materials and disposing of rubbish. It does not include time spent on breaks. Late payments may incur extra fees. We do not accept cheques.

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PAYMENT ADVICE

To: Weston Carpentry Limited
148 Weld Street
Hokitika 7810
South Island
NEW ZEALAND

pd 7/2/24

Customer Shirlee Black
Invoice Number INV-0379
Amount Due 2,346.23
Due Date 9 Feb 2024
Amount Enclosed

Enter the amount you are paying above