

AGENDA

RĀRANGI TAKE

NOTICE OF AN EXTRAORDINARY MEETING OF

COUNCIL

FURTHER DELIBERATIONS RELATING TO THE FORWARD STAFFING BUDGET ON THE DRAFT ANNUAL PLAN

to be held on **Tuesday 18 June 2024** commencing at **2.00 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. NGĀ WHAKAPAAHA APOLOGIES

2. 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.

3. PŪRONGO KAIMAHI STAFF REPORTS

- **Further Amendment to the Draft Annual Plan 2024/2025: Removal of a Number of Vacant Positions**
Emma Rae, Strategy and Communications Advisor

DATE OF NEXT EXTRAORDINARY COUNCIL MEETING – 24 JUNE 2024
DATE OF NEXT ORDINARY COUNCIL MEETING – 27 JUNE 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

Report to Council



DATE: 18 June 2024
TO: Mayor and Councillors
FROM: Strategy and Communications Advisor and Finance Manager

Further amendment to the draft Annual Plan 2024/2025: Removal of a number of vacant positions

1. Summary

- 1.1. The purpose of this report is for the Council to resolve on the further amendment to the draft Annual Plan 2024/2025: Removal of vacant positions.
- 1.2. This issue arises from the Council's desire to make further reductions to the average rate for the 2024/2025 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 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 remove a number of vacant positions from the budget for the draft Annual Plan 2024/2025 (Annual Plan).

2. Background

- 2.1. The reason the report has come before the Council is due to the Council's desire to reduce the rate burden for ratepayers by finding further reductions to the draft budget for the Annual Plan.

3. Current Situation

- 3.1. The current situation is that officers have identified that funding for some vacant roles can be removed from the budget for the Annual Plan.
- 3.2. Removing the identified roles from the budget represents a saving of \$200,000, which is a decrease of approximately 1% in the General Rate.

4. Options

- 4.1. Option 1: Resolve to remove the funding for some roles from the draft Annual Plan.
- 4.2. Option 2: Do not resolve to remove the funding for some roles from the draft Annual Plan.

5. Risk Analysis

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

5.1.1. Reputational risk: Choosing not to fill the roles may impact the level of service provided in the affected activities.

6. Health and Safety

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

6.1.1. Potential staff burnout due to unrealistic workloads.

7. Significance and Engagement

7.1. The level of significance has been assessed as being medium. The Annual Plan directs Council's budget for the financial year and allows Council to strike rates. Community interest in the content of the Annual Plan and the activities of Council is high.

7.2. Public consultation was undertaken in April 2024 and the Council held its hearing on 15 May 2024. Five submitters commented on Council staff levels, including a reduction in staff.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Resolve to remove the funding for some roles from the draft Annual Plan.

8.1.1. The following financial implications have been identified:

8.1.1.1. A reduction in the budget of \$200,000, approximately 1% of the General Rate.

8.2. Option 2: Do not resolve to remove the funding for some roles from the draft Annual Plan.

8.2.1. The following financial implications have been identified:

8.2.1.1. The budget for the draft Annual Plan will not change.

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 all ratepayers contribute to the General Rate and the reduction in budget will be reflected in the final rates for all ratepayers.

10. Recommendation(s)

10.1. That the report be received.

10.2. The Council resolve to remove a number vacant positions from the budget for the draft Annual Plan 2024/2025.

Emma Rae
Strategy and Communications Advisor

Lynley Truman
Finance Manager