



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

FINANCE, AUDIT AND RISK COMMITTEE

to be held on Thursday 28 March 2019 at 9.00 am
in the Council Chambers, 36 Weld Street, Hokitika

Chairperson: Cr Martin (Deputy)

Members: His Worship the Mayor

Cr Carruthers

Cr Havill ONZM

Cr Olson

Kw Tumahai (or Representative)

Cr Lash (Deputy)

Cr Eatwell

Cr Neale

Cr Routhan

Kw Rochford (or Representative)



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 meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

1. **KARAKIA TĪMATANGA** **OPENING KARAKIA**

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!

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Give love receive love
Let us show respect for each other
Bind us all together!

2. **NGĀ WHAKAPAAHA** **APOLOGIES**

(includes leave of absence notification)
Cr Carruthers.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
- (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, –
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, –
- (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. NGĀ MENETI O TE HUI KOMITI MINUTES OF COMMITTEE MEETING

Pages 5-9

6. PŪRONGO KAIMAHI STAFF REPORTS

Pages 10-25

7. WORKPLAN

Page 26

8. 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.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1	Confidential Minutes – 28 February 2019	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason or withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) 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 area as follows:

Item No.	Interest
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

**DATE OF NEXT MEETING – 18 APRIL 2019
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**



Finance, Audit and Risk Committee Minutes

MINUTES OF A MEETING OF THE FINANCE, AUDIT AND RISK COMMITTEE OF WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 28 FEBRUARY 2019 COMMENCING AT 9.30 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Members Present

Deputy Mayor Cr L.J. Martin (Chair)
His Worship the Mayor R.B. Smith
Crs D.L. Carruthers, D.M.J. Havill (ONZM), J.A. Neale, G.L Olson, D.C Routhan,
Cr Gray Eatwell

Apologies and Leave of Absence

Kw. Francois Tumahai, Te Rūnanga o Ngāti Waewae
Deputy Mayor H.M. Lash for lateness (from 9.33 am)

Moved Cr Neale, seconded Cr Olson and **Resolved** that the apologies be received and accepted.

Absent:

Kw. Tim Rochford, Te Rūnanga o Makaawhio

Staff in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;
D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Chair circulated the Interest Register and no amendments were noted.

2. CONFIRMATION OF MINUTES:

2.1 Finance, Audit and Risk Committee Meeting – 24 January 2019

Moved Cr Havill, seconded Cr Neale and **Resolved** that the Minutes of the Finance, Audit and Risk Committee Meeting held on the 24 January 2019 be confirmed as a true and correct record of the meeting.

3. REPORTS FOR INFORMATION

3.1 Financial Report – January 2019

Deputy Mayor Lash attended the meeting at 9.33 am.

The Finance Manager spoke to this report and provided an update and clarification since the report had been published with the Agenda.

The following items were noted:

- Forecasting
There is a full subsidy for the water treatment plant at Franz Josef. The project will not be completed until July 2019.
- Carryovers and projects
The adjustments to the carryovers and projects will be forecasting a lower closing balance due to the loan funded projects.
- Review of projects
A full review of projects will be undertaken and some may need additional lead-in scoping and additional times.
- Arahura Water Supply
There is a lead-in time required for sampling process. There is a bore on site at Arahura. An application will be made for a resource consent going forward for a design and build.
- Ross Water Treatment Plant
This will go out for a design and build.

Deputy Mayor Lash

- Asked when the Whataroa water supply will be completed. The Group Manager: District Assets advised that there are ongoing delays with completion of the project and a final completion date is not yet available.

Moved Cr Neale, seconded Cr Olson and **Resolved** that the Finance, Audit and Risk Committee receive the Financial Performance Report to 31 January 2019.

3.2 **Audit Management Report – Year Ended 30 June 2018**

The Group Manager: Corporate Services spoke to this report.

Cr Eatwell raised the item of the OAG investigation into the Franz Josef stopbank process as outlined on Page 26 of the Agenda. Cr Eatwell asked how the complaint was laid about the processes and how did it affect the Audit Report.

The Group Manager: Corporate Services advised it was not mentioned initially, that the OAG investigation would affect the Audit process and noted that staff had spent a lot of time answering queries and this had resulted in why other work had been delayed.

Cr Eatwell noted that this had been of concern to him and that if there are issues that himself or any other elected member needed to take this item to the authorities, that we should take this to them as it impedes the purpose of the statutory obligations in place.

The Group Manager: Corporate Services advised that concerns had been raised with the Audit Director, Audit New Zealand and there is a good working relationship between Council and Audit New Zealand.

The Chief Executive noted that if Council had been advised in the first instance of any proposed delays due to the OAG investigation, then it should have been a stand-alone investigation which would be supported.

Westland Holdings Limited

It was noted that there would be a presentation from the Chair of Westland Holdings Limited in the Ordinary Council Meeting which would provide an update on Westland Holdings Limited.

Moved Deputy Mayor Lash, seconded Cr Eatwell and **Resolved** that:

- A) The Committee receives the Audit Management Report for the year ended 30 June 2018.
- B) The Committee approves the public release of the Audit Management Report for the year ended 30 June 2018.

4. **REPORTS FOR DECISION:**

Nil.

5. ITEMS FOR DISCUSSION

5.1 Finance, Audit and Risk Committee Rolling Workplan

The Group Manager: Corporate Services provided an update on the Committee Workplan.

Moved Cr Olson, seconded Deputy Mayor Lash and **Resolved** that the Finance Audit and Risk Committee Rolling Workplan be received.

6. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved His Worship the Mayor, seconded Deputy Mayor Lash and **Resolved** that the Finance, Audit and Risk Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 9.58 am.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

6.1 Confidential Minutes – 24 January 2019

6.2 Staff Conflict of Interest and Protected Disclosures Policy

6.3 Health and Safety Initiatives

6.4 Living Wage

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.	Minutes/ Report of	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
6.1	Confidential Minutes – 24 January 2019	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
6.2	Staff Conflict of Interest and Protected Disclosures Policy	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

6.3	Health and Safety Initiatives	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
6.4	Living Wage	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Section 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
6.1, 6.2, 6.3, 6.4	Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

Moved Cr Neale, seconded Cr Routhan 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 10.31 am.

MEETING CLOSED AT 10.31 AM

Confirmed by:

Deputy Mayor Latham Martin
Chair – Finance, Audit and Risk Committee

Date

Report



DATE: 28 March 2019

TO: Finance, Audit and Risk Committee

FROM: Accountant

FINANCIAL PERFORMANCE: FEBRUARY 2019

1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for seven months to 28 February 2019.
- 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 Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that the Finance, Audit and Risk Committee receive the financial performance report to 28 February 2019, attached as **Appendix 1**.

2 BACKGROUND

- 2.1 The committee receives monthly financial reporting so that it has current knowledge of its financial performance and position against targets and objectives adopted in the Long Term Plan 2018-28.

3 CURRENT SITUATION

- 3.1 The committee now receives a monthly financial summary report in a consistent format.
- 3.2 The Financial Performance Report to 28 February 2019 is attached as **Appendix 1** and contains the following elements:
 - 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure with the addition of the actual amounts.
 - 3.2.2 Update on Rates Debtors.
 - 3.2.3 Whole of Council Cost of Service Statement.
 - 3.2.4 Variance analysis
 - 3.2.5 Unbudgeted expenditure
 - 3.2.6 Debt report including budgeted debt, forecast debt and actual debt.
 - 3.2.7 Capital Expenditure 2018-19
 - 3.2.8 Carryover Schedule 2017-18

3.2.9 Balance Sheet

4 OPTIONS

4.1 The committee can decide to receive or not receive the report.

5 SIGNIFICANCE AND CONSULTATION

5.1 This report is for information only and, while feedback is invited from Council in order for staff to continuously improve the quality of information provided, no assessment of significance or consultation and no options analysis is required.

6 RECOMMENDATION

A) **THAT** the Finance, Audit and Risk Committee receive the Financial Performance Report to 28 February 2019

John Kagagi
Accountant

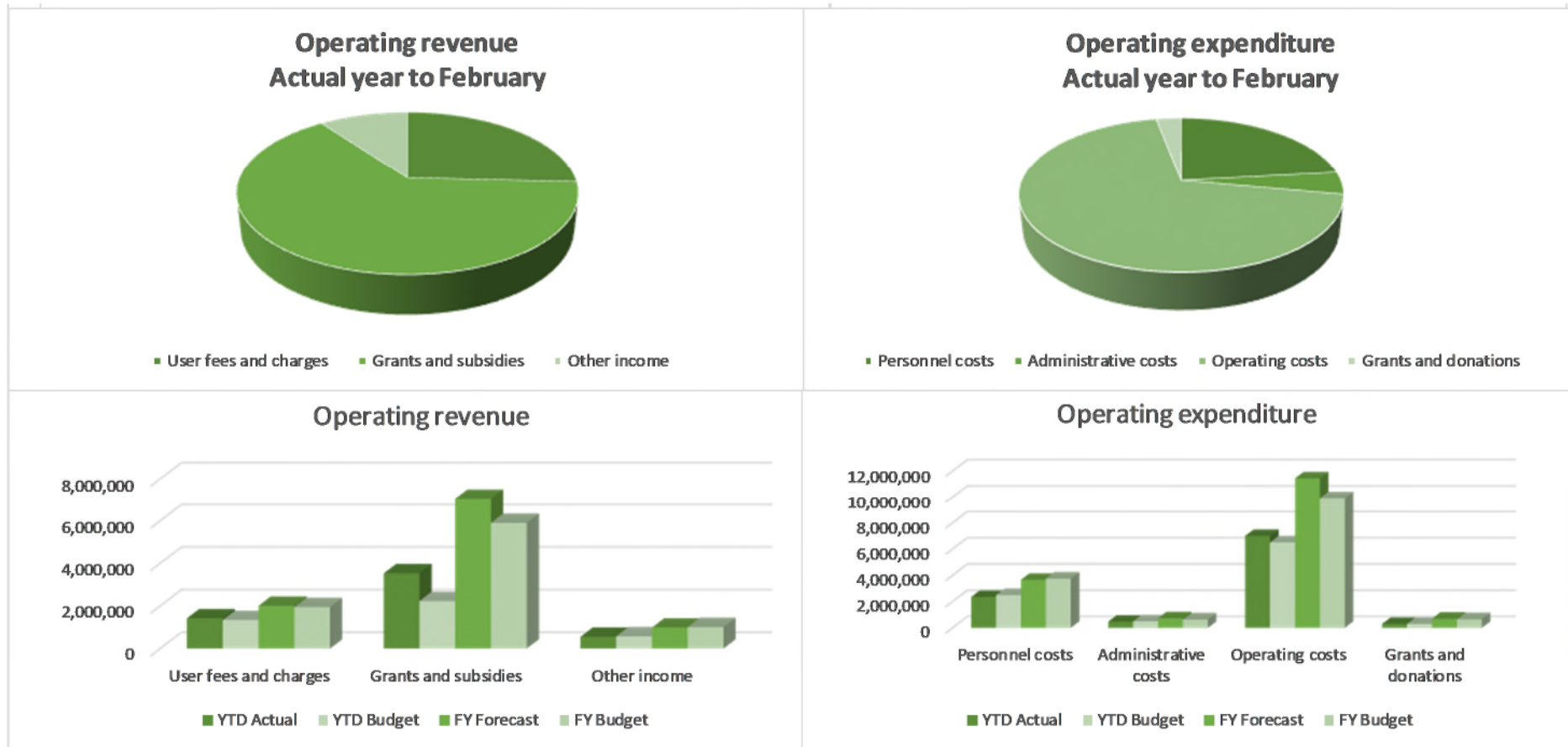
Appendix 1: Financial Performance February 2019

Appendix 1



Financial Performance February 2019

Graphs: Operating Revenue and Expenditure



Column#1	User Fees & Charges	Grants & Subsidies	Other Income
Actual YTD	1,420,500	3,531,570	553,070
Budget YTD	1,342,997	2,227,781	573,784
Variance	77,503	1,303,790	(20,714)
FY Forecast	2,006,762	7,061,529	987,381
FY Budget	1,945,649	5,904,264	1,009,013

Column#1	Personnel	Administration	Operating	Grants & Donations
Actual YTD	2,353,278	474,189	6,999,893	302,115
Budget YTD	2,500,934	503,889	6,509,337	303,328
Variance	(147,656)	(29,700)	490,556	(1,213)
FY Forecast	3,661,076	729,839	11,441,268	698,003
FY Budget	3,749,231	638,465	9,921,209	656,620

Rates Debtors as at 28 February 2019

Rates Debtors at 31 January 2019		3,413,015
Rates instalment		
Less payments received	-2,436,275	
Paid in advance change	139,823	
Previous years write off's	-586	
Write off's	-7,796	
Penalties	-3,395	
Discounts	-72	
Court costs awarded	0	
		-2,308,301
Total Rates Debtors at 28 February 2019		1,104,714
Arrears included above at 28 February 2019	1,104,714	
Arrears at 31 January 2018	3,413,015	
Increase/(decrease) in arrears		-2,308,301

Debt Management February 2019

FY Year	Feb-19	Feb-18	Jan-19
Pre 2015	108,199	161,185	108,199
2015-16	40,409	57,156	40,719
2016-17	52,801	142,222	53,353
2017-18	129,730	829,329	158,302
Current	773,576		3,052,442
Total	1,104,714	1,189,891	3,413,015

Cost of Service Statement

WESTLAND DISTRICT COUNCIL	Year to February			Full Year 2018-2019	
	Actual	Budget	Variance	FY Forecast	Budget
Operating revenue					
Rates (includes targeted rates and metered water)	11,075,225	10,999,830	75,395	15,719,106	15,706,106
User fees and charges	1,420,500	1,342,997	77,503	2,006,762	1,945,649
Grants and Subsidies	3,531,570	2,227,781	1,303,790	7,061,529	5,904,264
Other income	553,070	573,784	(20,714)	987,381	1,009,013
Overhead recoveries	4,534,615	4,783,699	(249,084)	6,926,464	7,175,548
Total revenue (A)	21,114,979	19,928,090	1,186,890	32,701,243	31,740,580
Operating expenditure					
Personnel costs	2,353,278	2,500,934	(147,656)	3,661,076	3,749,231
Administrative costs	474,189	503,889	(29,700)	729,839	638,465
Operating costs	6,999,893	6,509,337	490,556	11,441,369	9,921,209
Grants and donations	302,115	303,328	(1,213)	698,003	656,620
Overheads	4,527,913	4,745,920	(218,007)	6,900,127	7,118,134
Total operating expenditure (B)	14,657,387	14,563,408	93,979	23,430,414	22,083,659
Net operating cost of services - surplus/(deficit) (A - B)	6,457,592	5,364,682	1,092,910	9,270,829	9,656,921
Other expenditure					
Interest and finance costs	552,417	504,447	47,970	804,640	756,670
Depreciation	4,121,492	3,952,543	168,949	6,173,587	5,928,815
(Gain)Loss on swaps	161,934	130,515	31,418	227,191	195,773
(Gain)Loss on disposals	-	-	-	-	-
Total other expenditure (C)	4,835,843	4,587,505	248,338	7,205,418	6,881,258
Total expenditure (D = B + C)	19,493,230	19,150,914	342,317	30,635,832	28,964,917
Net cost of services - surplus/(deficit) (A - D)	1,621,749	777,176	844,573	2,065,411	2,775,663

Variance Analysis

Variance Analysis

Operating Revenue	
Rates revenue	This is due to a misallocation of written off penalties which are causing an overstatement. A system review is being undertaken to correct the overstatement. Also water rates are above budget now so this variance is expected increase over summer.
User fees and charges	Refuse site fees above budget by \$73k due to seasonal fluctuation. Vehicle operations are above budget by \$23k because of 3 additional vehicles and more travel. Animal control, while under budget by \$34k, is higher by \$14k on last year's fees & charges.
Grants and Subsidies	\$946k WCWT MBIE grant was budgeted in the previous financial year while the \$546k responsible camping grant was unbudgeted but will be offset by operational and capital expenditure. NZTA Grant is \$163k below budget but is expected to pick up when ongoing maintenance works are claimed.
Other Income	Interest Revenue is below budget \$11.5k, this is due to lower cash flow due to unbudgeted expenditure. HR services recoveries \$29k budget is unspent due to staff sharing costs with WCRC.
Operating Expenditure	
Personnel costs	Unfilled vacancies lowered expected personnel costs, offset by increased expenditure on recruitment, contractors and consultant's costs. A number of positions have recently been filled which should see the variance gap close.
Administrative costs	Photocopying and printing costs across all departments are showing savings of \$24k as the internet becomes the preferred method of communication. Library programme expenses, currently \$5.4k under budget, are expected to increase now that the digital learning centre has opened.
Operating costs	Transport maintenance costs are over budget by \$207k due to storm and older installation repairs and maintenance. Waste water maintenance is \$155k over budget mainly due to major maintenance work in Haast, \$55k, and Hokitika, \$73k. Franz water monitoring and consultancy costs are over by \$25k. Responsible camping's operation expenses of \$85k will be offset by a government grant, and HR services are \$66k over budget as a result of cost sharing 3 roles with WRC, now under contractors costs.
Grants and Donations	
Other Expenditure	
Depreciation	Depreciation is above budget. Budgeted depreciation was lowered by the auditor through the LTP process. Depreciation is forecasted to be above budget at the end of the financial year.
(Gain)/Loss on Swaps	Swap values are based on market factors and are difficult to predict. Any gain or loss on swaps would not materialise unless swaps were cashed in before maturity.

Unbudgeted Expenditure

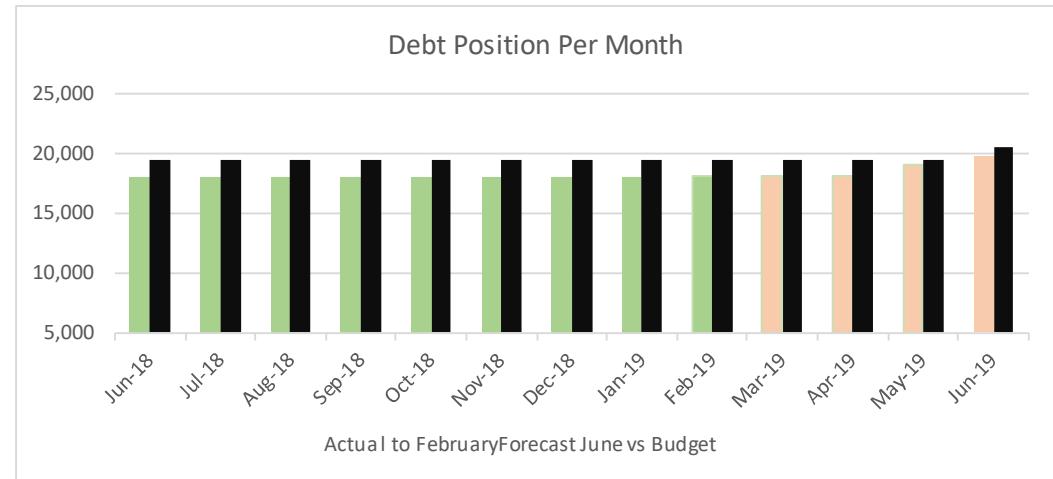
2018-2019

Dated Approved	Description	Amount Approved \$	Amount Spent \$	Status
Aug-18	Purchase of Land for Wastewater treatment plant	285,000	285,000	Purchase completed
Aug-18	Funding of War memorial in France	1,300	1,300	\$100 per soldier
Aug-18	Policy on Mining Conservation Land	20,000		
	IBIS Financial Reporting Software	50,000	44,441	IBIS Implementation in progress, there will be payments coming through the implementation period.
	Employment of Mayor's PA	21,120	22,719	Started Employment 10th September. Budget for 20 hours a week has been increased to 40 hours, forecast for the year is expected be 39.3k.
	Hokitika Tourist Amenities Block (TIFF)	58,750		Amount approved is Council's contribution. Amount Spent includes TIFF funded expenditure.
	Kumara Visitor Experience (TIFF)	61,350	2,092	Amount approved is Council's contribution. Amount Spent includes TIFF funded expenditure.
	Haast Toilets (TIFF)	222,880	382,875	Amount approved is Council's contribution. Amount Spent includes TIFF funded expenditure.
	Whataroa Toilets (TIFF)	100,250	2,092	Amount approved is Council's contribution. Amount Spent includes TIFF funded expenditure.
	Ross Toilets (TIFF)	106,750	2,092	Amount approved is Council's contribution. Amount Spent includes TIFF funded expenditure.
	ELMO - HR Software	31,018	31,018	50/50 Split with WCRC
	HR and Health & Safety Contractors	123,600	69,048	Total is Council's contribution only
Total		1,082,018	842,677	

February Debt Position

Forecast Debt Position per Long Term Plan for the 2018-19 Financial Year

Forecast as at	Jul-18	Feb-19
Opening Balance	18,018	18,018
Loan funded capex forecast	3,998	3,405
Forecast repayments 2018-19	(1,571)	(1,753)
Forecast balance June 2019	20,446	19,670



	Debt Position per month												
	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Budget	19,402	19,402	19,402	19,402	19,402	19,402	19,402	19,402	19,402	19,402	19,402	19,402	20,446
Forecast at 1 July 2018	18,018	18,018	18,018	18,018	18,018	18,018	19,401	19,401	19,401	19,401	19,401	19,401	20,446
Actual + Forecast	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,959	19,670
Waste Management loan	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,307	2,172
Water Supply loan	2,178	2,178	2,178	2,178	2,178	2,178	2,178	2,178	2,178	2,178	2,178	2,122	2,534
Wastewater loan	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	2,100	2,304
Structured Infrastructure loan for Council assets	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845
Stormwater loan	702	702	702	702	702	702	702	702	702	702	702	702	1,065
Transportation	685	685	685	685	685	685	685	685	685	685	685	685	718
Vehicle loan	44	44	44	44	44	44	44	44	44	44	44	44	34
Cass Square	109	109	109	109	109	109	109	109	109	109	109	109	123
Conveniences	165	165	165	165	165	165	165	165	165	165	165	446	659
Other	60	60	60	60	60	60	60	60	60	60	60	60	486
Hokitika Water supply upgrade	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	1,729

Capital Projects

Capital Projects 2019-20

		28/02/2019				Legend - Key	
							Project Delayed - Will not be completed by 30th June 2019
							Project on-Track - Will be completed by 30th June 2019
							Project Complete - 100% Progress
Project / Activity	YTD E	2018-19 Budget	Forecast	Budget Track	Progress / Track	Progress Comments	
LEADERSHIP							
Information Management - DMS	18,485	50,000	50,000			This is a project that spans 2 years, therefore will not be expected to be completed by the end of this financial year. Planning is taking place therefore costs will materialise throughout the year.	
IT Equipment renewals - Annual Network	4,586	32,000	17,000			This should be below budget due to the new servers however there is still some work to be done between the floors	
IT Equipment renewals - Upgrades to workstations	19,918	12,000	30,000			Increased the forecast for workstation upgrades but reduced the network upgrades forecast correspondingly	
IT Equipment renewals - Webcam replacement	-	2,500	2,500			Quote received, evaluating options, will be purchased before EOY	
IT Equipment renewals - Disaster recovery servers	-	40,000	0			Delayed this year, due to obtaining suitable offsite location	
Council HQ - Refurbishment	-	100,000	100,000			stage of project to be completed this year	
IT Equipment renewals - Civil Defence Laptop	-	5,000	5,000			completed	
Civil Defence - Civil defence Kits	5,663	4,800	5,663			completed	
IT Equipment renewals - Councillors Tablets	1,618	-	1,618			completed	
	50,270	246,300	210,163				
LIBRARY							
Library - Electrical upgrade	27,088	29,300	29,000			Almost complete. Smaller IT purchases outstanding, likely to be slightly underbudget.	
Library - Audio/Visual Resource	1,661	4,324	4,324				
Library - Books	23,692	45,403	45,403				
Library - Large Print Books	3,749	6,486	6,486				
	56,190	85,513	85,213				
WATER SUPPLY							
Kumara - Mains upgrade programme	-	15,000	15,000			Project cost is for investigation work that will be finalised by the end of the financial year	
Kumara - Treatment Components upgrade programme	-	2,778	0			carried forward to next year	
Kumara - Disinfection upgrades programme	-	2,222	0			provision for chlorination in place, only needed if legislation changes, carry over	
Kumara - Telemetry	5,279	3,333	5,279			in progress	
Arahura - Treatment Components upgrade programme	-	2,778	0			will be completed with new plant, carry over	
Arahura - Disinfection upgrades programme	-	2,222	0			will be completed with new plant, carry over	
Arahura - Telemetry	-	3,333	0			will be completed with new plant, carry over	
Arahura - Water treatment plant	-	365,000	265,000			water testing in progress, remainder of budget will be carried over to next year to complete project	
Hokitika - Mains upgrade programme	-	300,000	300,000			Currently being scoped	
Hokitika - Pumps Upgrade Brickfield	-	25,000	25,000			Pumps are on order	
Hokitika - Water meter replacements	-	90,000	50,000			Contractor has scoped work, waiting on pricing of instruments	
Hokitika - Generator	41,203	45,000	45,000			On Order	
Hokitika - Treatment Components upgrade programme	-	2,778	0			carried forward to next year	
Hokitika - Disinfection upgrades programme	-	2,222	0			provision for chlorination in place, only needed if legislation changes, carry over	
Hokitika - Telemetry	-	3,333	3,333			in progress	
Ross - Mains upgrade programme	-	120,000	70,000			Forecast works are expected in the last quarter, some money to be carried over and project to be completed next year	
Ross - Building Repairs and Stabilisation	-	15,000	15,000			Work has been scoped and contract has been issued	
Ross - Water Source	-	20,000	20,000			Underway	
Ross - Treatment Components upgrade programme	-	2,778	0			carried forward to next year	
Ross - Disinfection upgrades programme	-	2,222	0			provision for chlorination in place, only needed if legislation changes, carry over	
Ross - Telemetry	380	3,333	3,333			in progress	
Hari Hari - Mains upgrade programme	-	15,000	15,000			Currently being investigated, project due to start in February 2019	
Hari Hari - Treatment Components upgrade programme	-	2,778	0			carried forward to next year	
Hari Hari - Disinfection upgrades programme	-	2,222	0			provision for chlorination in place, only needed if legislation changes, carry over	
Hari Hari - Telemetry	-	3,333	3,333			in progress	
Whataroa - Treatment Components upgrade programme	-	2,778	0			part of the new Treatment Plant	
Whataroa - Disinfection upgrades programme	-	2,222	0			part of the new Treatment Plant	
Whataroa - Telemetry	3,624	3,333	3,624			part of the new Treatment Plant	
Franz Josef - Mains upgrade programme	-	90,000	90,000			Consultant has been engaged do the preliminary work	
Franz Josef - Raw Water Source	102,920	220,000	220,000			Work nearly complete waiting on invoicing from contractor	
Franz Josef - Blower Electrics & SCADA	39,016	32,000	39,016			Complete	
Franz Josef - Treatment Components upgrade programme	22,027	2,778	22,027				
Franz Josef - Disinfection upgrades programme	-	2,222	0			provision for chlorination in place, only needed if legislation changes, carry over	
Franz Josef - Telemetry	380	3,333	3,333			in progress	
Fox Glacier - Plant upgrade	-	400,000	100,000			Currently Investigated, majority of work to be carried over until next year	
Fox Glacier - Mains upgrade programme	-	80,000	80,000			Currently Investigated	
Fox Glacier - Treatment Components upgrade programme	-	2,778	0			will be part of the new Treatment Plant, some carry over	
Fox Glacier - Disinfection upgrades programme	-	2,222	0			will be part of the new Treatment Plant, some carry over	
Fox Glacier - Telemetry	-	3,333	0			will be part of the new Treatment Plant, some carry over	
Haast - Treatment Components upgrade programme	-	2,778	0			carried forward to next year	
Haast - Disinfection upgrades programme	-	2,222	0			provision for chlorination in place, only needed if legislation changes, carry over	
Haast - Telemetry	380	3,333	3,333			in progress	
	215,209	1,907,000	1,396,612				

WASTEWATER						
Hokitika - WWTP upgrade		275,000	275,000			Plant on order, design being finalised
Hokitika - Mains upgrade programme		60,000	60,000			Work in progress
Hokitika - Pump upgrade		20,000	20,000			on West Drive, should be completed this year
Hokitika - Pump upgrade (Kaniere)		130,000	130,000			Should be completed this year
Hokitika - Kaniere Road catchment	10,566	50,000	50,000			in progress (Tonkin + Taylor)
Hokitika - WW Network Growth		2,500	2,500			
Franz Josef - WWTP upgrade	552,314	2,250,000	1,000,000			Contract has been let, construction ready to start, costs YTD include land purchase
Franz Josef - WW Network Growth		2,500	2,500			
Fox Glacier - Mains upgrade programme		32,000	32,000			Network investigation underway
Fox Glacier - WWTP upgrade		100,000	100,000			Aerators and intakes on order
Fox Glacier - WW Network Growth		2,500	2,500			
Haast - WW Network Growth		2,500	2,500			
	562,880	2,927,000	1,677,000			

STORMWATER						
Hokitika - Mobile generator	23,810	30,000	30,000			Complete
Hokitika - Mains upgrade programme	39,976	25,000	35,000			reviewing tender documents, to be issued next week
Hokitika - Pump upgrade (Tancred)		200,000	0			Consultant working on final design, carry over until next year
Hokitika - Pump upgrade (Sewell)	23,010	100,000	100,000			Pump arrived awaiting installation
Hokitika - Pump upgrade (Rolleston)		20,000	0			to be carried forward to next year, delays in input data
Hokitika - Pump upgrade (Hoffman)		50,000	0			to be carried forward to next year, delays in input data
Hokitika - Extension Weld St		130,000	0			to be carried forward to next year, delays in input data
Hokitika - Realignment Beach St		20,000	20,000			waiting on construction works
Hokitika - Extension Jollie St	19,074	240,000	240,000			Consultant scoping project, cctv undertaken to finalise design
Hokitika - Mains upgrade new developments		10,000	10,000			may be a carryover, investigations not complete
	105,870	825,000	435,000			

SWIMMING POOLS						
Swimming Pool Ross - EQ strengthening		10,000	10,000			
Hokitika Swimming Pool ventilation System	20,000	-	20,000			Project moved forward from year 2 of the LTP
	20,000	10,000	10,000			

COMMUNITY SERVICES DEVELOPMENT						
Footpath upgrades - Kokatahi		27,000	27,000			surfacing of footpaths included in resealing contracts
Footpath upgrades - Kumara	12,000	10,000	12,000			reflects some carry-over from previous year
Footpath upgrades - Fox Glacier		3,000	3,000			surfacing of footpaths included in resealing contracts
Footpath upgrades - Kaniere		1,000	1,000			surfacing of footpaths included in resealing contracts
Footpath upgrades - Ross		3,000	3,000			surfacing of footpaths included in resealing contracts
Footpath upgrades - Franz Josef		20,000	20,000			surfacing of footpaths included in resealing contracts
Footpath upgrades - Whataroa		1,000	1,000			surfacing of footpaths included in resealing contracts
Footpath upgrades - Hari Hari		1,500	1,500			surfacing of footpaths included in resealing contracts
Footpath upgrades - Haast		1,500	1,500			surfacing of footpaths included in resealing contracts
	12,000	68,000	70,000			

RESPONSIBLE CAMPING						
Toilets, Motor Vehicles, Refuse & Recycling Bins and Signage	130,911	-	142,000			Installation well underway, three sights operational. Expenditure to be fully subsidised by MBIE
	130,911	0	142,000			

NEW TOILET & ASSOCIATED FACILITIES						
Franz Josef Toilets	58,631	-	58,631			Finished
Whataroa Toilets	2,092	-	100,250			Currently being Designed
Ross Toilets	2,092	-	106,750			Currently being Designed
Kumara Visitor Experience	2,092	-	61,350			Currently being Designed
Okarito Toilets	9,893	-	9,893			Finished
Fox Toilets	57,344	-	57,344			Finished
	132,144	0	394,218			

ANIMAL CONTROL						
Motor vehicles	33,594	-	33,594			
	33,594	0	33,594			

ELDERLY HOUSING						
Elderly Housing - Glazing and insulation	-	20,000	0			Project rescheduled for the next financial year
	0	20,000	0			

WCWT						
West Coast Wilderness Trail - Enhancement	147,075	70,000	147,075			Cost has been recovered from MBIE
	147,075	70,000	147,075			

SOLID WASTE						
Haast - Preparation for new cell		10,000	10,000			
Butlers - Site Shed		15,000	15,000			Completed
	0	25,000	25,000			

LAND & BUILDINGS						
Buildings - Greypower windows		8,000	8,000			project with Destination Westland
Carnegie Building Upgrade	29,334	-	29,334			used carry-over from previous years
	29,334	8,000	8,000			

I-SITE & MUSEUM						
Museum - Photo booth		2,400	0			to be carried forward into next financial year
i-Site - Booking Computers		7,500	7,500			
i-Site - Interactive mapping		11,780	11,780			Not sure if able to proceed due to no longer having the in-house qualifications
i-Site - Self service computers		4,900	4,900			
i-Site - Website development	10,000	10,000	10,000			
i-Site - Replacements of equipment		3,000	0			any replacements to be under IT renewals
	10,000	39,580	34,180			

PARKS & RESERVES						
Reserves - Waterfront development		50,000	50,000			
Reserves - Cass Square - Demolish Grandstand		15,000	15,000			
Reserves - Cass Square - Building improvements Pavilion		20,000	20,000			
Reserves - Cass Square - Rubber matting		20,000	20,000			completed except last square
Reserves - Haast		10,000	10,000			community project, carry over
		0	115,000			115,000
TRANSPORTATION						
Unsealed Road Metalling (3030)	261,481	286,500	286,500			Ongoing Programme. Within Mtce contract
Sealed Road Resurfacing (3031)		850,000	850,000			Awarded to Fulton Hogan, Work has started yet to be invoiced
Maintenance - Drainage Renewals (3032)	5,370	159,000	159,000			Ongoing Programme. Within Mtce contract
Structures Component Replace (3033)	186,398	212,500	212,500			Ongoing Programme. Currently Sharing large costs for William Stewart with GDC
Traffic Services Renewals (3034)	49,520	127,500	127,500			Pavement Marking yet to come out of this. Awarded to Fulton Hogan as part of Reseal contract
Sealed Road Pavement Rehabilitation	43,274	80,000	80,000			Ongoing Programme. Within Mtce contract
Sealed Road Resurfacing (3070)		159,000	159,000			Awarded to Fulton Hogan, Work has started yet to be invoiced
Maintenance - Drainage Renewals		27,000	27,000			
Structures Component Replace (3072)	62	53,000	53,000			
Traffic services renewals	9,102	11,000	11,000			
Sealed Road Pavement Rehabilitation		150,000	150,000			Ongoing Programme. Within Mtce contract
Low Cost Low Risk - Local	14,625	545,000	545,000			2 Projects this year, Cauldron Creek & Fox Creek. Likely to be lower cost options than originally scoped
Low Cost Low Risk - SPR		35,000	35,000			Project Yet to be fully scoped.
	569,831	2,695,500	2,695,500			
Total	2,075,307	9,041,893	7,478,554			

Carryover Schedule to 2018-19

Carryover Schedule to 2018-19

Activity	Detail	Funded by	Requested Amount \$	Actual \$	Forecast \$	Balance \$	Notes
Township Development	Upgrade footpaths and driveways over next three years	Depreciation	5,000	5,000	5,000		Repairs and maintenance footpaths, Kumara. Planned early 2019
Township Development	Repairs and Maintenance to Hokitika Statues	Depreciation	5,000	0	5,000		Statue upgrades of lighting etc. commenced -Budget required for this. 2018 - 19.
Water Supply	Kumara - Water treatment plant - seismic valves	Depreciation	30,000	0	30,000		Ordered & to be installed this year - Dec 2018
Water Supply	Whataroa - Water treatment plant	Depreciation	153,008	260,540	315,000		Now under construction - was delayed. Expected operational Nov 2018
Water Supply	Whataroa - Seismic valves	Depreciation	20,000		20,000		To be included / installed early 2019
Wastewater	Hokitika - Mains upgrade	Depreciation	126,856	40,089	126,856		One project completed (Z-line)- others underway - completions march 2019.
Wastewater	Haast - Mains upgrade	Depreciation	20,000	0	20,000		General works programmed in next 8 months, or TIF contribution.
Wastewater	Haast - De-sludge oxidation ponds	Depreciation	150,000	0	150,000		Planned for March / April 2019
Township Development	New footpaths - Franz	Depreciation	25,000	0	25,000		Cron Street - planned 2019
Township Development	Footpath upgrades - Hokitika	Depreciation	27,000	37,758	37,758		Resealing footpaths and driveways Hoffman Street, Hokitika. Late 2018
Township Development	Footpath upgrades - Kumara	Depreciation	5,000	5,000	5,000		Repairs and maintenance footpaths, Kumara. Planned early 2019
Township Development	Footpath upgrades - Franz	Depreciation	15,000	0	15,000		Business area development, Cron Street upgrade. DOC/Ngai Tahu. April 2019
Parks & Reserves	Reserves - Cass Square - Repairs to Statues	Depreciation	5,000	0	5,000		Lighting & upgrades of Cass Squ. statues & bases. - mid- 2019
IT Equipment Renewals	IT Equipment Renewals	Depreciation	86,848	86,848	86,848	0	
Water Supply	Hokitika - Mains Upgrades	Depreciation	81,507	17,867	81,507		general works being completed
Water Supply	Ross - Water Treatment Plant - Seismic Valves	Depreciation	30,000	0	30,000		On order
Water Supply	Whataroa - Pump Upgrades	Depreciation	35,000	0	35,000		planned with Plant upgrade
Water Supply	Fox Glacier - Seismic Valves	Depreciation	30,000	2,934	30,000		to be undertaken with prior upgrade works
Cemeteries	Cemetery - Hokitika Upgrade & Expansion	Depreciation	10,000	0	10,000		Forward works planned.
Township Development	Township Maintenance - Kumara Rubbish Bins	Depreciation	3,000	0	3,000		on-going upgrades
Township Development	Township Maintenance - Hokitika Rubbish Bins	Depreciation	7,000	0	7,000		on-going upgrades
Township Development	Township Maintenance - Fox Rubbish Bins	Depreciation	3,000	0	3,000		on-going upgrades
Township Development	Township Maintenance - Haast Rubbish Bins	Depreciation	2,000	0	2,000		on-going upgrades
Reserves	Reserves - Cass Square - Repairs To Statues	Depreciation	5,000	0	5,000		See previous notes. - works planned.
Reserves	Reserves - Lazar Park Upgrade	Depreciation	45,000	0	45,000		Funds needs retaining for community project

Township Development	Footpath Upgrades	Depreciation	45,000	0	45,000	Works now scoped - ready to proceed.
Buildings	Council HQ Refurbishment	Loan Funding	104,767	71,651	104,767	Works underway need to retain funds.
Township Development	Bruce Bay Toilets	Loan Funding	23,024	0	23,024	
Township Development	Haast Township- New Toilet Facilities, Dump Station, Shelter, Bus Depot & Carpark	Loan Funding	262,880	382,875	382,875	Planning underway - programmed to start in Dec 2018.
Township Development	Sunset Point - New Toilets, Shelter & Carparks	Loan Funding	500,000	0	500,000	Works now progressing - design being finalised.
Solid Waste	Franz Josef Landfill	Loan Funding	25,000	0	25,000	Expected to occur in March 2019
Solid Waste	Intermediate Capping for Butlers	Loan Funding	50,000	29,290	50,000	about to be undertaken - October 2018.
Solid Waste	Landfill- Haast - Digout new Cell	Loan Funding	3,740	0	3,740	About to be undertaken - November 2018.
Solid Waste	Haast intermediate cap current cell	Loan Funding	10,000	0	10,000	Development scoping underway with new team / Mgr.
Water Supply	Kumara - Water treatment plant	Loan Funding	346,004	293,720	346,004	Now underway.
Wastewater	Franz Josef - New WWTP	Loan Funding	60,836	60,836	60,836	Project in tendering / design process
Transportation	Hokitika Gorge & Whitcombe Valley Road - Upgrade Of Existing Toilet Facilities, Carparks, Road Widening, Seal & Extension.	Loan Funding	68,056	899,986	899,986	Work now nearing completion - weather dependent
Water Supply	Hokitika - River Water Intake Upgrade	Loan Funding	25,322	258,224	258,224	Final works completed - Invoices & close off being processed.
Water Supply	Fox Glacier - Water Treatment Plant Upgrade	Loan Funding	50,000	3,977	50,000	Planned for new year
Wastewater	Hokitika - WWTP Upgrade	Loan Funding	298,333	25,928	298,333	Items on order - works underway
Wastewater	Fox Glacier - WWTP upgrade	Loan Funding	100,000	7,487	100,000	Items again on order - need to retain funds
Township Development	Franz Josef Urban Revitalisation Plan	Reserves	100,000	0	100,000	Awaiting further study / work with community, regional council and central government on a "master plan" for the township before this streetscape / revitalisation work takes place.
Reserves	Reserves - Marks Road Reserve	Reserves	10,000	0	10,000	Works planned in this financial year. Prior to June 2019
Reserves	Reserves - Hokitika Waterfront Development	Recreation Contributions	72,045	10,410	72,045	Works planned in this financial year. Prior to June 2019
Reserves	Reserves - Hokitika Heritage Trail signs	Reserves	3,500	0	3,500	Works planned in this financial year. Prior to June 2019
Total			3,083,725	2,500,420	4,441,302	
	Total Depreciation Funded Carryovers		970,219			
	Total Loan Funded Carry Overs		1,927,961			
	Total Reserve Funded Carryovers		185,545			
			3,083,725	2,500,420		

Statement of Financial Position as at 28 February 2019

Balance Sheet as at 28 February 2019	Actual	Council	
	Feb-19	Budget as at	Actual as at
	\$'000	30th June 2019	30th June 2018
		\$'000	\$'000
Assets			
Current assets			
Cash and cash equivalents	4,891	5,570	2,021
Debtors and other receivables	2,620	2,354	5,277
Other financial assets	27	0	310
Inventory	0	0	0
Work in progress	0	0	0
Total current assets	7,538	7,923	7,609
Non-current assets			
Property, plant and equipment	427,525	459,716	429,889
Intangible assets	62	81	143
Derivative financial instruments	0	0	5
Council Controlled Organisations	8,695	8,695	8,695
Other Financial Assets	627	401	302
Investment property	0	0	0
Term inventory	0	0	0
Assets under construction	5,605	0	2,698
Total non-current assets	442,514	468,893	441,732
Total assets	450,052	476,816	449,340
Liabilities			
Current liabilities			
Creditors and other payables	1,565	2,087	2,604
Derivative financial instruments	0	0	1
Borrowings	0	1,701	3,000
Employee entitlements	177	182	358
Provisions	0	0	0
Tax payable	3	3	3
Other current liabilities	810	377	461
Total current liabilities	2,555	4,351	6,428
Non-current liabilities			
Derivative financial instruments	703	500	545
Borrowings	18,018	18,745	15,018
Employee entitlements	35	20	35
Provisions	2,179	2,089	2,179
Deferred Tax	32	28	32
Total non-current liabilities	20,968	21,382	17,810
Total liabilities	23,523	25,733	24,238
Net assets	426,529	451,084	425,104
Equity			
Retained earnings	148,353	151,581	148,031
Restricted reserves	8,725	7,347	7,622
Revaluation reserves	269,387	292,091	269,387
Other comprehensive revenue and expense reserve	64	64	64
Net assets	426,529	451,084	425,104

FINANCE, AUDIT AND RISK COMMITTEE ROLLING WORK PLAN

Item	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
External Audit				Interim Audit 2018/19			Note - Final Audit Annual Report 2018/19 begins Interim Audit Management Report 2018/19 – review action to be taken by management					Audit Management Report 2018/19
Financial Reporting		Quarterly Report to March 2019				Verbal update on year end		Quarterly Report to September 2019 Review Audited Annual Report 2018/19 – for recommendation of adoption to Council		Quarterly Report to December 2019		
Insurance									Valuation Information Renewal			
Risk Management Framework		Review Risk Register	Health & Safety Report		Review Risk Register Health & Safety Report			Review Risk Register Health & Safety Report		Review Risk Register Health & Safety Report		
Internal Control Framework			Update – Fraud Control Progress			Update – Fraud Control Progress			Update – Fraud Control Progress			Update – Fraud Control Progress