



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Meeting

and

AGENDA

of the

Finance, Audit and Risk Committee

in the

**Council Chamber, Third Floor
Waitaki District Council Headquarters
20 Thames Street, Oamaru**

9.00am, Tuesday 15 May 2018

MEMBERSHIP:

Cr Colin Wollstein (Chair)
Cr Craig Dawson (Deputy Chair)
Cr Jim Hopkins

Mayor Gary Kircher (ex Officio)
Cr Peter Garvan
Cr Jan Wheeler

Finance, Audit and Risk Committee

9.00am, Tuesday 15 May 2018

Council Chamber, Third Floor
Waitaki District Council Headquarters
20 Thames Street, Oamaru

	Page/s
1. Apology – Cr Colin Wollstein (leave of absence)	
2. Declarations of Interest	
3. Confirmation of Previous Meeting Minutes (Public)	4 – 7
• 10 April 2018	
4. Monthly Financial Report – 2018, Period 9 Quarter 3	8 – 23
• Report and Recommendation	
5. Information Services Group Activity Report	24 – 28
• Memorandum and Recommendation	
6. Finance and Corporate Development Group Activity Report	29 – 30
• Memorandum and Recommendation	

7. RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 8, 9, 10 and 11.

The general subject of each matter to be considered while the public is excluded; the reasons 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 this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter – Section 48(1)
Public Excluded:	To protect the privacy of natural persons.
• Confirmation of Previous Meeting Public Excluded Minutes – 10 April 2018 PE	Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
• Remission Request – Beach Road, Oamaru PE	
• Rating Adjustment – Davids Street, Moeraki PE	To enable the Council to carry out commercial negotiations without prejudice or disadvantage.
• Accounts Payable Analysis Quarter 3 2018 PE	Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

8.	Confirmation of Previous Meeting Public Excluded Minutes	31 – 32
	• 10 April 2018 PE	
9.	Remission Request – Beach Road, Oamaru PE	33 – 34
10.	Rates Adjustment – Davids Street, Moeraki PE	35 – 36
11.	Accounts Payable Analysis Quarter 3 2018 PE	37 – 39

Resolution to Return to the Public Meeting

That the Finance, Audit and Risk Committee resumes in open meeting and decisions made in the public excluded session are confirmed and made public as and when required and considered.

12. Release of Public Excluded Information

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, the Committee will consider approving the release of previously public excluded information because there is no longer a need for its continued protection under section 48(1) of the Local Government Official Information and Meetings Act 1987. If so approved for release, the previously public excluded information will appear in the public minutes of this 15 May 2018 Finance, Audit and Risk Committee Meeting, under this agenda item.

Waitaki District Council

Finance, Audit and Risk Committee

**UNCONFIRMED MINUTES of a meeting of the
Finance, Audit and Risk Committee of the Waitaki District Council
held in the Council Chamber, Waitaki District Council Headquarters,
20 Thames Street, Oamaru
on Tuesday 10 April 2018 at 9.00am**

- Present:** Cr Colin Wollstein (Chair), Cr Craig Dawson (Deputy Chair), Cr Peter Garvan, Cr Jim Hopkins, Cr Jan Wheeler; Mayor Gary Kircher
- In Attendance:** Cr Jeremy Holding
Cr Bill Kingan
Cr Hugh Perkins
Cr Guy Percival
Cr Melanie Tavendale
Fergus Power (Chief Executive)
Paul Hope (Finance and Corporate Development Group Manager)
Lichelle Guyan (Heritage, Environment and Regulatory Group Manager)
Bill Chou (Information Services Group Manager)
Ian Wells (Accounting Manager)
Richard Maher (Programme Manager)
Ainslee Hooper (Governance Advisor)

The Chair declared the meeting open at 9.00am, and welcomed everyone present.

1. Apologies

There were no apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Minutes

RESOLVED
FAR 2018/011

Cr Jim Hopkins / Cr Jan Wheeler
That the Finance, Audit and Risk Committee confirms public minutes of its previous meeting held on 20 March 2018, as circulated, as a true and correct record.

CARRIED

4. Otago Rural Fire Authority Establishment Loan Write-off

The report, as circulated, sought to resolve outstanding issues following the disestablishment of the Otago Rural Fire Authority.

During the discussion on this item, it was noted that:

- The equipment that was purchased originally for the Waitaki community would be remaining in the community, and that continued to offer benefits to ratepayers through the provision of and support for the local fire service.

RESOLVED
FAR 2018/012

Mayor Gary Kircher / Cr Colin Wollstein

The Finance, Audit and Risk Committee recommends:

That Council:

1. Approves the write-off of the Otago Rural Fire Authority Establishment Loan, and that this write-off be funded from existing rural fire depreciation reserves
2. Approves the transfer to the General Reserve of any unused balance in the depreciation reserve.

CARRIED
AGAINST: Cr Jim Hopkins

5. Information Services Group Activity Report for the period 6 March to 31 March 2018

The memorandum, as circulated, provided an update to the Finance, Audit and Risk Committee on Information Services Group activities during the reporting period.

There was general discussion on the following topics:

- E-services – phase one was now complete. The LTP consultation process was effectively another e-service, as submissions would be able to be completed online.
- Promapping exercise – underway across all Council business units. Mission-critical processes would be prioritised (eg those that are customer-facing; to do with business continuity; revenue-generating; involving payments to external parties; and associated with disaster response and management).
- The Authority 7 upgrade was scheduled for September.
- The Information Services group teams were liaising with their counterparts in other local authorities to discuss and inform best practice decisions.

RESOLVED
FAR 2018/013

Cr Craig Dawson / Cr Jan Wheeler

That the Finance, Audit and Risk Committee receives and notes the information.

CARRIED

6. Finance and Corporate Development Group Activity Report for the period 6 March to 31 March 2018

The memorandum, as circulated, provided an update to the Finance, Audit and Risk Committee on various finance, business development, policy, and health and safety matters during the reporting period.

Group Manager Paul Hope advised that, following Mike Roesler's departure from the organisation, his former role of Policy and Communications Manager would have a slightly different, more internal focus, and would be renamed the Policy and Strategy Manager.

The Chair congratulated the Finance team for their impressive efforts on the LTP draft documents and in getting them to the Auditors within the tight timeframes. Mr Hope acknowledged the leadership and commitment of Accounting Manager Ian Wells as a critical success factor in the Finance team's effort.

RESOLVED
FAR 2018/014

Cr Jim Hopkins / Cr Craig Dawson

That the Finance, Audit and Risk Committee receives and notes the information.

CARRIED

RESOLVED
FAR 2018/016

Cr Jan Wheeler / Cr Jim Hopkins
That a vote of thanks be passed on to Mike Roesler by the Mayor on behalf of Councillors for his detailed work on policy during his tenure with Council and especially for his significant effort on this year's LTP process.

CARRIED

7. Financial Report – Period 8 / February 2018

The financial report, as circulated, detailed results for the eight months ended 28 February 2018, being period 9 of the 2017/18 financial year. Indications are generally that most Council activities are operating, as in previous reports, close to or better than budget.

There was general discussion on the New Zealand Transport Authority (NZTA) subsidy, the investment strategy, and over- and under-budget expenses, with answers provided to Councillors' questions by Group Manager Paul Hope and Accounting Manager Ian Wells.

Mr Hope advised that he was intending to present an update to Council on insurance matters.

ACTION POINT: Group Manager Paul Hope

It was AGREED to extend the timeframe for future Finance, Audit and Risk Committee Meetings to 10.15am (from a 9.00am start) to enable more discussion on agenda items to occur.

ACTION POINT: Governance Advisor

Cr Jim Hopkins thanked Mr Wells for his detailed report, and also for the additional information and guidance he had provided during discussion on this item.

RESOLVED
FAR 2018/017

Cr Jim Hopkins / Cr Craig Dawson
That the Finance, Audit and Risk Committee receives and notes the information.

CARRIED

The Chair advised his intention to move the meeting into public excluded.
The media representative and members of the public left the meeting.

8. Resolution to Exclude the Public

RESOLVED
FAR 2018/018

Cr Jim Hopkins / Cr Craig Dawson
That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Meeting Minutes 20 March 2018
- Debtors' Report – 2018, Period 9 / Third Quarter PE

CARRIED

The general subject of each matter to be considered while the public is excluded; the reasons 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 this resolution are as follows:

UNCONFIRMED MINUTES – FAR 16.04.2018

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter – Section 48(1)
Public Excluded: <ul style="list-style-type: none"> • Confirmation of Public Excluded Meeting Minutes 20 March 2018 PE • Debtors' Report – 2018, Period 9 / Third Quarter PE 	To protect the privacy of natural persons. Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.) To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

Refer to Public Excluded Minutes

RESOLVED
FAR 2018/023

Cr Craig Dawson / Cr Jim Hopkins
That the Finance, Audit and Risk Committee resumes in open meeting and decisions made in the public excluded session are confirmed and made public as and when required and considered."

CARRIED

11. Release of Public Excluded Information

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, and pursuant to Resolution FAR 2018/011 of this meeting, the Committee APPROVED the release of previously public excluded information as set out below because there is no longer a need for continued protection under section 48(1) of the Local Government Official Information and Meetings Act 1987.

8. Confirmation of Public Excluded Meeting Minutes PE

RESOLVED
FAR 2018/023

That the Finance, Audit and Risk Committee confirms public excluded meeting minutes of 20 March 2018, as circulated, as a true and correct record.

CARRIED

There being no further business, the Chair declared the meeting closed at 10.12am.

To be confirmed on the 15th day of May 2018 in the Council Chamber, Waitaki District Council Headquarters, 20 Thames Street, Oamaru.

Chairman

Finance, Audit and Risk Committee

Memorandum

From Finance and Corporate Development Group Manager **Date** 15 May 2018

Monthly Financial Report – 2018, Period 9 / Third Quarter

Recommendation

That the Finance, Audit and Risk Committee receives and notes the information.

Financial Overview

This financial report covers the first three-quarters of the 2017/18 financial year, and notes that most Council activities continue to operate close to or better than budget.

Commentary

The GAAP Financial Reports, presented as Appendix (a), show an operating deficit of (\$633k) against a budgeted deficit for the same period of (\$159k). Even though this result includes recognition of a net \$440k gain on sales of property so far this year, this positive variance is more than offset by the increase in depreciation charged following the roading revaluation. This is covered in detail in the commentary below.

The GAAP Financial Reports are presented in the format required for Council's external financial reporting. Whilst they are based on information provided in the summarised activity reports included in Appendix (e), that information is re-stated to meet financial reporting standards and so the two sets of reports do not necessarily align.

Revaluation gain

The most prominent feature of the Statement of Comprehensive Revenue and Expense is the impact of revaluation of Council's Roding infrastructural assets, which has resulted in an increase in cost of \$84.9m, some \$70m more than was budgeted. The budget was determined based on projected inflation and other factors, so the actual valuation and resulting gain was unexpected. The valuation has been carefully reviewed and a number of issues resolved, and generally officers are satisfied that it accurately reflects the worth of the network. While the revaluation increases both Fixed Assets and the Revaluation Reserve, it also results in a significant increase in Depreciation, which is now well above budget. This major change has been factored into the Long Term Plan.

Revenue

Overall revenue, including the gain on property sale of \$440k, is over budget by \$1.139m, with most revenue categories achieving or bettering budget.

Notable variances from budget:

- User Charges are over budget by \$1.058m, primarily arising from:
 - Unbudgeted forestry harvesting proceeds of \$304k (see Other Expenses and * below).
 - Unbudgeted quarry revenue \$186k (see Other Expenses for related cost).
 - Unbudgeted contributions towards Corbett Road works \$88k.
 - Unbudgeted revenue related to LED lighting \$196k (see Other Expenses for related cost).
 - Unbudgeted insurance claims generating \$62k.
 - Water supply, and Water and sewer connection charges, over budget by \$222k.
 - Camping revenues over budget by \$31k.
 - Property rentals are over budget by \$69k.
 - Tradewaste revenues are under budget by -\$54k.
- Government Grants are under budget by \$675k:
 - NZTA subsidy related to capital works is under budget by \$1.431m.
 - NZTA subsidy related for roading operations is over budget by \$774k, \$537k of which relates to reimbursement for flood damage works.
 - Unbudgeted funding received from MBIE for Dunback toilets \$85k.

- Revenue related to Alps2Ocean construction is under budget by \$61k due to lower than anticipated activity on this project.
- Other grants and donations are over budget by \$29k, largely due to \$50k to be received from Trust Aoraki for the Alps2Ocean.
- Development and Financial Contributions are over budget by \$134k:
 - Roding DCs are ahead by \$79k.
 - Water DCs are ahead by \$88k.
 - Sewer DCs are under budget by \$5k.
 - RMA contributions are under budget by \$29k.
- Finance income is under budget by \$82k, due to continuing lower interest rates, and increasing value of interest-free advances; refer to the Treasury report appendix (b) for further discussion.

Insurance reimbursements related to other flood damage have now been largely finalised, with only claims relating to damaged water infrastructure to be resolved once reinstatement is complete.

Expenditure

Overall expenditure is reported over budget by \$1.613m.

Notable variances from budget:

- Employee costs are under budget by \$513k.
 - Salaries and wages are \$555k under budget, reflecting savings made due to vacancies.
 - Contributions to Kiwisaver are under budget by \$27k, largely due to those vacancies.
 - The cost of contractors required to fill those gaps amounted to \$89k, \$64k over budget, mainly impacting GIS \$48k (no budget) and Regulatory \$38k (\$13k over budget).
 - Training and related costs are \$57k under budget.
 - Recruitment costs are \$69k over budget, again directly related to current and previous vacancies and to newly-created positions.
- Depreciation is over budget by \$903k. This variance is almost entirely an effect of the roading revaluation which, as noted above and as shown in the Statement of Comprehensive Revenue and Expense, was considerably larger than had been budgeted.
- Other Expenses are over budget by \$1.223k.
 - Unbudgeted Forestry harvesting costs account for \$248k of this variance (* refer below).
 - Roding flood repairs cost \$1.083m.
 - Insurance premiums are over budget by \$82k.
 - LED lighting supplied to Southland District Council \$196k.
 - Many other costs are running under budget.

* **Forestry** – any surplus or deficit arising from forest harvesting or replanting is held in special funds, and has no impact on Rates. The special fund so created provides funds to support replanting, an activity that produces no income until much later. At the end of the third quarter, Council's forestry management activities have generated a surplus of \$36k, or approximately a 12% return.


Capital Expenditure

Overall capital expenditure, at \$11.751m, is under the budget of \$18.425m, by \$6.674m.

Notable variances from budget:

- Roding capital expenditure is under budget by \$3.158m, due to the essential restoration of flood-damaged infrastructure; to delays resulting from adverse weather conditions; and to difficulties securing suitable contractors (in competition with State highway projects);
- Water capital expenditure is ahead of budget by \$196k as work on South Hill improvements and the Hamnak project continues;
- Sewer capital expenditure is down by \$681k; the Moeraki scheme is under budget by \$480k and the Otematata scheme is under by \$64k, but Oamaru is over budget by \$143k;
- Stormwater capital expenditure is under budget by \$301k, as a start has been made on work scheduled for Oamaru;
- Property capital expenditure is under budget by \$2.151m, as a consequence of delays on the Courthouse (YTD budget \$325k), the RSA (YTD budget \$350k), Holmes wharf (YTD budget \$555k), and the timing of works on the breakwater meaning that project remains under budget by \$59k. Work has commenced on the courthouse.
- IT/GIS capital expenditure is under budget by \$298k due to delays in various projects.

More detail on the above projects and variances from budget has been provided in group activity reports to other Council Committees.



Ian Wells
Accounting Manager

Paul Hope
Finance and Corporate Development Group Manager

Attachments

Appendix (a) – Third Quarter Financial Reports

Appendix (b) – Quarterly Treasury Report

Appendix (c) – Internal Loans – position at 31 March 2018

Appendix (d) – Special Funds and Reserves – position at 31 March 2018

Appendix (e) – Variance Reports and Commentaries for period nine

Statement of Comprehensive Revenue and Expense

for the nine months ended 31 March 2018

	2018 9 Months Actual \$000	2018 9 Months Budget \$000	2018 Annual Budget \$000	2017 12 Months Actual \$000	Variance from YTD Budget		
					\$000	%	
Revenue							
Rates Revenue	23,102	22,929	30,717	30,303	173	0.8%	
User Charges	4,084	3,026	3,907	5,909	1,058	35.0%	Refer commentary
Regulatory Charges	1,219	1,197	1,557	1,508	22	1.8%	
Development and RMA Contributions	653	519	692	738	134	25.8%	Refer commentary
Government Grants and Subsidies	4,571	5,246	7,163	6,339	(675)	-12.9%	Refer commentary
Other Grants and Donations	235	206	2,388	900	29	14.1%	Refer commentary
Finance Revenue	933	1,015	1,354	1,184	(82)	-8.1%	Refer commentary
Petrol Tax	153	147	196	193	6	4.1%	
Infringements and Fines	77	43	57	86	34	79.1%	Refer commentary
Dividend and Subvention Payments	-	-	120	790	-		
Assets vested in Council	-	-	-	726	-		
Other gains and Losses	440	-	-	(1,618)	440	100.0%	
Total Revenue	35,467	34,328	48,151	47,058	1,139	3.3%	
Expenses							
Personnel costs	8,104	8,617	11,314	10,652	(513)	-6.0%	Refer commentary
Depreciation and amortisation	9,992	9,089	12,119	11,887	903	9.9%	Due to revaluation
Finance Costs	-	-	-	1	-		
Other expenses	18,004	16,781	21,286	22,987	1,223	7.3%	Refer commentary
Total Expenses	36,100	34,487	44,719	45,527	1,613	4.7%	
Surplus / (Deficit) before Tax	(633)	(159)	3,432	1,531	(474)	298.1%	
Other Comprehensive Revenue and Expense							
Gain/(Loss) on revaluation of Infrastructural Assets	84,924	14,315	14,315	-	70,609	493.3%	Refer commentary
Gain/(Loss) on revaluation of Properties	-	-	-	9,741			
Other Comprehensive Revenue	-	-	-	-			
Total Other Comprehensive Revenue and Expense	84,924	14,315	14,315	9,741			
Total Comprehensive Revenue and Expense	\$84,291	\$14,156	\$17,747	\$11,272			

Appendix (a) – Third Quarter Financial Reports (continued)

Statement of Financial Position

As at 31 March 2018

	2018 Actual At 31 March \$000	2018 Budget year end \$000	2017 Actual year end \$000
Public Equity			
Ratepayers' Equity	310,208	310,208	310,208
Revaluation Reserve	499,859	426,746	415,187
Operating Reserve	21,574	25,448	21,932
Other Reserves	14,818	15,648	14,842
Total Public Equity	\$846,459	\$778,050	\$762,169
Non-Current Assets			
Property Plant and Equipment	805,322	740,550	719,240
Intangible Assets	529	820	681
Forestry	226	100	226
Assets held for Sale	1,150	1,150	1,150
Other Financial Assets			
- Investments in CCO's	4,912	4,912	4,912
- Investments in other entities	145	145	145
- Loans to other entities	28,015	25,032	25,060
	840,299	772,709	751,414
Current Assets			
Cash and Cash Equivalents	3,658	2,150	4,483
Receivables	4,367	3,275	3,470
Prepayments	300	285	233
Inventory	11	14	26
Other Financial Assets			
- Term deposits	5,900	6,750	9,425
- Loans to other entities	16	1	16
Assets held for Sale	-	-	369
	14,252	12,475	18,022
Total Assets	854,551	785,184	769,436
Non-Current Liabilities			
Provisions	788	390	788
	788	390	788
Current Liabilities			
Trade and Other Payables	6,288	5,620	5,272
Employee Entitlement Liabilities	1,007	1,050	1,074
Provisions	9	74	133
	7,304	6,744	6,479
Total Liabilities	8,092	7,134	7,267
Net Assets	\$846,459	\$778,050	\$762,169

Appendix (b) – Quarterly Treasury Report

Treasury Overview

This report reviews Treasury performance for the third quarter of the 2017/18 financial year, and projects Council's expenditure profile and anticipated investment maturity over the next twelve months.

Interest rates continue to disappoint, again failing to reach levels allowed for in the budget in the third quarter. As reported previously, rates charged for the NOIC and Observatory Village loans reduced on those charged last year due to the contractual basis on which those rates are calculated.

It should be noted that, aside from lower-than-expected interest rates, reduced investment income is also due, in part at least, to several other contributing factors, including:

- Council funds the cost of Alps2Ocean construction while awaiting contractual payments from central government – currently almost \$500k – with no certain payment date;
- Council advanced \$300k to Tourism Waitaki while the CCO awaits reimbursement, also from central government, for flood damage repairs to the A2O;
- Council advanced \$50k to the North Otago Recreational Turf Trust while the Trust awaits a significant GST refund related to its recent upgrade (to be repaid in April);
- Council has provided interest-free funding to both the Observatory Village (\$250k) and the Oamaru Whitestone Civic Trust (\$100k). Note that these advances were taken into account when setting the 2017/18 budgets.

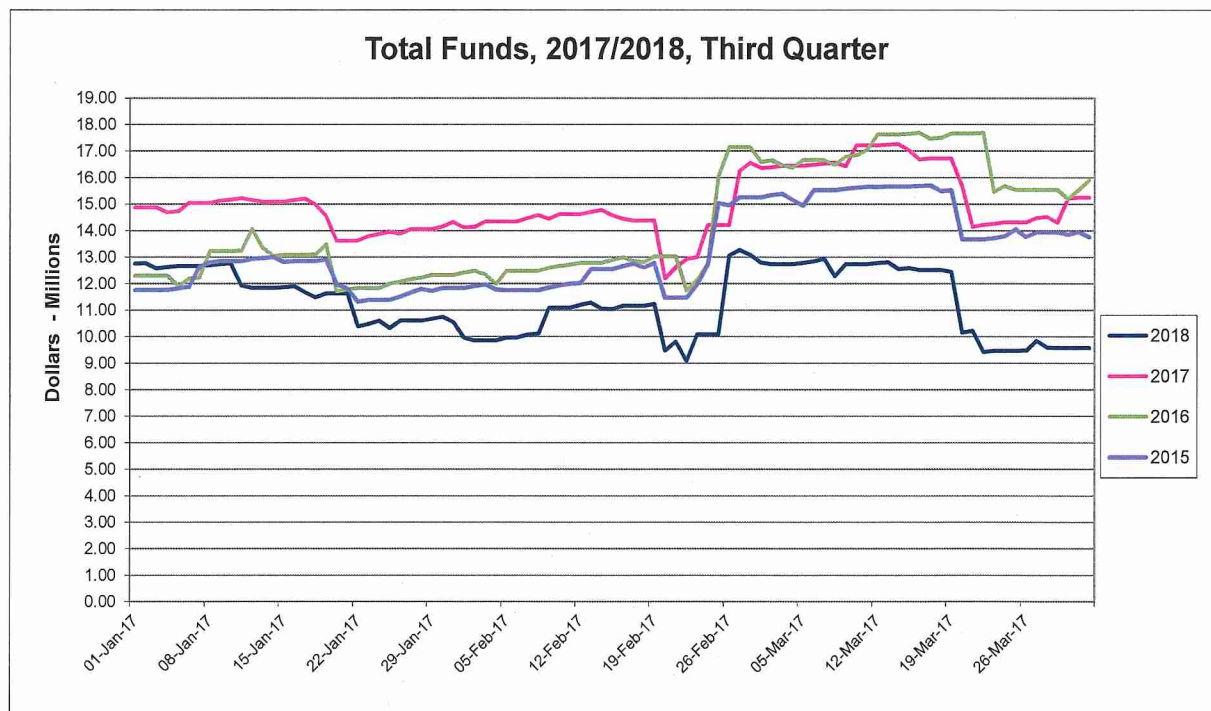
Receipt of these funds would result in an increase of over \$50k in annual interest income.

Overall Cash Position

Every effort is made to improve, or at least maintain, potential investment returns while still ensuring sufficient funds remain available for normal operational requirements. Amounts invested are based on expected inflows and always allow a margin so no external borrowing will be required.

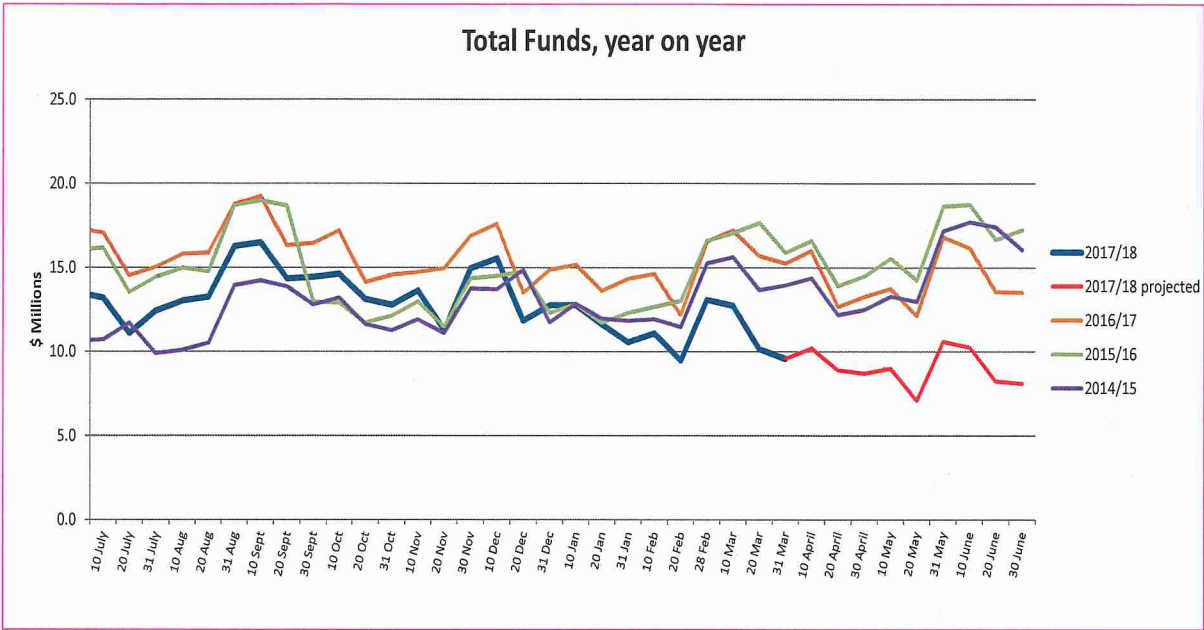
Council uses the four major New Zealand banks for deposits, and compares rates when deciding on investment opportunities. These banks are rated "AA" or better by Standard and Poors. Council has approved five other "A" rated banks for investment purposes on a more limited basis but, in the short term, it is unlikely that use of other banks will be required.

At no point during the third quarter did Council's bank account operate in an overdraft position.



Appendix (b) – Quarterly Treasury Report (continued)

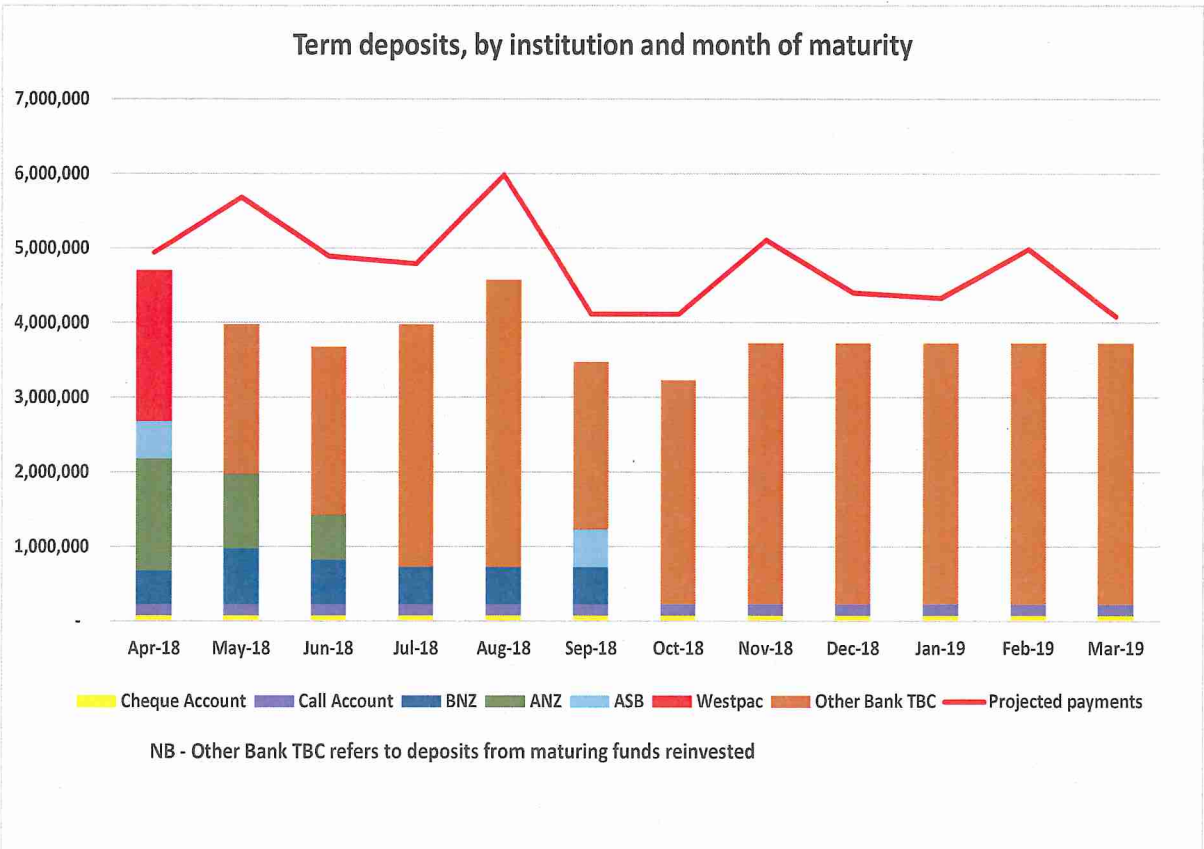
Total Funds, 2017/18 Financial Year



Projected investment maturity and outgoings analysis

This graph projects likely cash outgoings and maturing investments by month, with the gap between available funds from bank deposits and projected expenditure being met by current month operating revenues.

Projected payments include loan draw-downs for Observatory Village, which has now started utilising those committed funds. Projections also allow for completion of the Hamnak project.



Appendix (b) – Quarterly Treasury Report (continued)

“Cash” Investments as at 31 March 2018

Institution	Original Term	Maturity Date	Rate	Amount
BNZ	189 days	20/04/2018	3.60%	\$450,000
BNZ	182 days	28/05/2018	3.60%	\$750,000
BNZ	149 days	20/06/2018	3.25%	\$600,000
BNZ	241 days	26/07/2018	3.63%	\$500,000
BNZ	175 days	20/08/2018	3.37%	\$500,000
BNZ	206 days	20/09/2018	3.41%	\$500,000
Total BNZ				\$3,300,000
ANZ	155 days	20/04/2018	3.15%	\$500,000
ANZ	147 days	23/04/2018	3.20%	\$1,000,000
ANZ	87 days	21/05/2018	3.15%	\$1,000,000
ANZ	148 days	20/06/2018	3.25%	\$600,000
Total ANZ				\$3,100,000
ASB	56 days	20/04/2018	2.45%	\$500,000
ASB	205 days	19/09/2018	3.41%	\$500,000
Total ASB				\$1,000,000
Westpac	56 days	05/04/2018	2.63%	\$1,000,000
Westpac	59 days	20/04/2018	2.72%	\$350,000
Westpac	7 days	26/04/2018	1.86%	\$675,000
Total Westpac				\$2,025,000
Total on deposit 31 March 2018				\$9,425,000

The pattern of investing focuses on ensuring that a range of deposits mature around the 20th of the month, to coincide with Council's monthly payments cycle. A further sequence of deposits matures at other times to match the timing of payroll and other creditor requirements.

Council has been able to generally achieve targets set in the Treasury Strategy during this quarter, and in cases where the target has been missed, the monetary impacts have not been significant:

- Up to 30 days achieved 1.76% - 1.86% (target range 1.75% - 2.00% or better)
- Between 30 and 60 days achieved 2.45% – 2.72% (target range 2.50% - 2.90% or better)
- Between 60 and 90 days achieved 2.70% - 3.15% (target range 2.70% - 3.20% or better)
- 3 – 6 months achieved 3.25% (two deposits) (target range 3.10% - 3.60% or better)
- 6 – 9 months achieved 3.37% - 3.41% (target range 3.25% - 3.85% or better)
- 9 – 12 months achieved N/A (no investments) (target range 3.60% - 4.00% or better).

The loans to NOIC and the Observatory Village (stage 1) earn interest rates of 3.28% (last year 3.58%) and 3.38% (last year 3.49%) respectively for the 2017/18 financial year. These rates still represent a very good return in this environment, and remain effective until 30 June 2018, at which time they will be re-set for the next 12 month period.

Appendix (b) – Quarterly Treasury Report (continued)

Other Investments

Council has several loans outstanding to community groups and other entities. The largest of these loans are set out below.

North Otago Irrigation Company Ltd –

- Balance at 31 March \$17,000,000
- Interest earned for the nine month period \$418,582
- Interest is charged and paid monthly.

Observatory Retirement Village Trust –

- Balance at 31 March stage one \$8,000,000, and the stage two loan interest-free \$249,637 and stage two \$1,603,354 – Total \$9,852,991
- Interest earned for the nine-month period on interest-bearing components – \$204,584
- Interest on the stage 1 loan is accrued monthly, and charged quarterly, while interest on stage two is charged and paid monthly.

Council's support for stage 1 is capped at \$8,000,000, \$250,000 for the interest-free stage 2 advance, and \$3,500,000 for the interest-bearing stage 2 loan.

Oamaru Whitestone Civic Trust –

- Balance at 31 December \$440,000 interest-bearing and \$100,000 interest-free
- Interest earned for the period \$11,336
- Interest is paid quarterly.
- Principal payments amounting to \$15,000 have been received since 1 July.

The Trust has an approved loan facility with Council of \$500,000, with an additional advance of \$100,000 interest-free.

Council provides the Trust with a quarterly grant to match the interest payment.

The Trust has committed to annual payments of \$15,000 in reduction of the loan balance.

Otago Rural Fire Authority –

- Balance at 31 March \$285,145

Interest is not charged on the loan, which reflects the value of equipment transferred to the Authority in the 2014/15 financial year. The loan is to be written off as a bad debt in April.

Other Investments

Amounts invested in Council Controlled Trading Organisations (CCTOs) comprise the majority of the value of the other investments held by Council.

Whitestone Contracting Limited has committed to paying a dividend of at least \$120,000 annually, and potentially more depending on its annual operating results. An annual dividend payment of \$503,549 was received in April, and will be reflected in the financial reports for period 10.

Appendix (c) – Internal Loan balances at 31 March 2018

	Interest Expense \$000	Balance 1 July 2017 \$000	Increased Borrowing \$000	Principal Repaid \$000	Balance 31 Mar 2018 \$000
Roads and Footpaths	12	467	-	(52)	415
Waste Water	7	266	125	(41)	350
Stormwater Damage	0	5	-	(4)	1
Water Supply	243	8,947	3,467	(550)	11,864
Waste Management and minimisation	7	433	-	(211)	222
Arts, Heritage and Culture	3	112	-	(8)	104
Parks and Recreation	15	807	9	(279)	537
Community amenities	3	84	58	(3)	139
Oamaru Harbour and Historic Precinct	51	1,852	281	(72)	2,061
Commercial and Development Activities	204	9,700	248	(1,951)	7,997
Support Services	(544)	-	-	-	-
	-	22,673	4,188	(3,171)	23,690

Council resolved to clear a number of older loans related to landfill operations (Waste Management and minimisation) and public toilets (Parks and Recreation) as part of its deliberations prior to completion and adoption of the 2017/18 Annual Plan, and the loans involved were repaid in Quarter 1 (a total reduction in loan balances of \$419k).

Also during Quarter 1, the proceeds of the sale of Boundary Creek were used to clear loan balances related to that property (a total of \$1.284m). In Quarter 2, the proceeds of the sale of a part of the Lory Block (\$328k) were applied in reduction of the balances of loans associated with that property.

Significant loan funding has been allocated in the financial year to date to these projects:

Hamnak water pipeline project	3,374k
Saleyards Road sewer extension	119k
Coastal protection works	278k
Property loans – compounding interest	134k
Cultural facilities development	55k

Type of Reserve	Purpose of Reserve		Balance at 1 July 2016 \$000	Transfers to Reserves \$000	Transfers from Reserves \$000	Balance at 30 June 2017 \$000	Transfers to Reserves \$000	Transfers from Reserves \$000	Balance at 31 Mar 2018 \$000
Special Reserves									
Development Funds									
Roading	Future expansion and upgrading infrastructure for growth		543	252	(245)	550	245	(42)	753
Water			1,764	297	(728)	1,333	282	(362)	1,253
Sewer			2,145	176	-	2,321	137	(148)	2,310
Total Development Funds		A	4,452	725	(973)	4,204	664	(552)	4,316
Other Council-created Funds									
Disaster & Insurance Excess Funds	Contingency for rapid response	B							
Land Endowment Fund	Operational funding	C	3,719	202	(66)	3,855	139	(40)	3,954
Community Housing Fund	Community housing projects & upgrades	D	1,559	298	(236)	1,621	40	(214)	1,447
Forestry Planting Fund	Community housing projects & upgrades	E	752	26	(170)	608	14	(114)	508
Forestry Planting Fund	Net proceeds from forestry activities	F	1,174	249	-	1,423	33	(104)	1,352
Other Council-created funds	Established for other specific purposes		904	563	(128)	1,339	48	79	1,466
Total Special Reserves			12,560	2,063	(1,573)	13,050	938	(945)	13,043
Trust Funds									
Waitaki Heritage Fund	Support for heritage projects		259	251	(136)	374	121	(10)	485
RMA Reserve	Future recreational developments	G	717	193	(220)	690	109	(63)	736
Oamaru Public Gardens	Grants, donations, bequests and other gifts for specific purposes		190	7	-	197	7	(55)	149
North Otago Museum			133	8	(9)	132	13	-	145
Other community purposes			377	28	(11)	394	-	(73)	321
Total Trust Funds			1,676	487	(376)	1,787	250	(201)	1,836
Reserved Funds									
SPARC and Creative NZ Funds	Funds for community organisation grants		-	30	(26)	4	30	(15)	19
Loan Funds	Repayments of heritage loans		1	-	-	1	-	-	1
Total Reserved Funds			1	30	(26)	5	30	(15)	20
Total Restricted Reserves			\$ 14,237	\$ 2,580	(\$ 1,975)	\$ 14,842	\$ 1,218	(\$ 1,161)	\$ 14,899

Appendix (e) – Variance Reports and Commentaries 31 March 2018

Notes to assist with interpretation

“Funding” includes:

- Income from external sources, whether received or accrued as owing, including
 - Rates
 - Government and other Grants
 - User charges
 - Interest
 - Proceeds of asset sales
- Transfers from Reserves, including
 - Depreciation reserves
 - Special funds
- Adjustments for the unfunding of Depreciation
- Funding derived from new or additional Internal Loans

“Expenditure” includes:

- Payments, whether made during the period or due at period end, including
 - Salaries and Wages
 - Other operating costs
 - Capital expenditure
- Depreciation charged for the period
- Transfers to Reserves, including
 - Development and Financial Contributions to Special Reserves
 - Other transfers to Special Reserves
- Internal Loan principal repayments

Percentage variances

Funding

- Positive variance is Favourable, and occurs when actual funding exceeds budget
- Negative variance is Unfavourable, and occurs when actual funding is below budget

Expenditure

- Positive variance is Unfavourable, and occurs when expenditure exceeds budget
- Negative variance is Favourable, and occurs when expenditure is lower than budget

		FUNDING			EXPENDITURE				
				YTD % Variance			YTD % Variance	Actual	Budget
		FUNDING	FUNDING	(-variance is	EXPENDITURE	EXPENDITURE	(-variance is	(Surplus)	(Surplus)
		YTD Actuals	YTD Budget	unfavourable)	YTD Actuals	YTD Budget	favourable)	or Deficit	or Deficit
Assets Group									
Alps 2 Ocean		(254,846)	(286,759)	-11.1%	291,209	329,262	-11.6%	36,363	42,503
Aquatic Centre		(1,273,718)	(1,291,182)	-1.4%	1,149,535	1,301,493	-11.7%	(124,183)	10,311
CDEM Liaison		(95,769)	(91,638)	4.5%	63,683	91,620	-30.5%	(32,086)	(18)
GM Assets	1	-	-	0.0%	108	(85)	-227.2%	108	(85)
Parks and Recreation		(4,017,210)	(3,991,605)	0.6%	4,009,968	4,127,361	-2.8%	(7,242)	135,756
Property	2	(5,080,587)	(6,386,267)	-20.4%	5,020,947	6,643,568	-24.4%	(59,640)	257,301
Roading	3	(14,624,739)	(16,247,175)	-10.0%	15,271,550	15,688,943	-2.7%	646,811	(558,232)
Solid Waste		(1,135,665)	(1,114,236)	1.9%	1,177,872	1,138,504	3.5%	42,206	24,268
Vehicles General		(164,609)	(171,000)	-3.7%	165,153	171,250	-3.6%	544	250
Waters	4	(13,555,650)	(14,184,983)	-4.4%	12,614,148	14,949,040	-15.6%	(941,502)	764,057
Assets Group Total		(40,202,793)	(43,764,845)	-8.1%	39,764,172	44,440,956	-10.5%	(438,620)	676,111

Comment

- 1 - Departments affected by Council reorganisation - budgets have not been updated to reflect the changes
- 2 - Property revenue includes gross sale proceeds from the disposal of Boundary Creek property
- 3 - Roading revenue and cost have been impacted by flood-related works and adverse weather affecting the programme of works
- 4 - Waters cost is under budget due to delays with capital projects, which are now progressing

CEO

CEOs Office	1	-	-	0.0%	11,337	(84,051)	113.5%	11,337	(84,051)
Economic Development		(793,186)	(757,832)	4.7%	886,294	1,021,956	-13.3%	93,108	264,124
CEO Total		(793,186)	(757,832)	4.7%	897,631	937,905	4.3%	104,445	180,073

Comment

- 1 - Departments affected by Council reorganisation - budgets have not been updated to reflect the changes

		FUNDING			EXPENDITURE			Actual	Budget
		YTD % Variance			YTD % Variance			(Surplus)	(Surplus)
		(-variance is unfavourable)			(-variance is favourable)			or Deficit	or Deficit
		FUNDING YTD Actuals	FUNDING YTD Budget		EXPENDITURE YTD Actuals	EXPENDITURE YTD Budget			
Council									
Committees		(35,199)	(30,258)	16.3%	25,470	30,543	-16.6%	(9,729)	285
Community Boards	5	(336,416)	(354,185)	-5.0%	304,636	354,787	-14.1%	(31,780)	602
Election		(30,528)	(26,253)	16.3%	30,528	26,250	16.3%	-	(3)
Reporting	6	(520,722)	(500,169)	4.1%	469,313	497,274	-5.6%	(51,409)	(2,895)
Waitaki District Council	7	(2,073,452)	(2,126,148)	-2.5%	1,768,065	2,146,303	-17.6%	(305,387)	20,155
Council Total		(2,996,317)	(3,037,013)	-1.3%	2,598,012	3,055,157	15.0%	(398,305)	18,144
Comment									
5 - Community Boards' expenditure on grants is under budget									
6 - Reporting includes both the Annual Report and the Long Term Plan, rate funding is ahead of actual costs incurred.									
7 - Overheads allocated to Council by various business units are under budget by \$335k largely due to staff vacancies resulting in reduced costs									
Finance & Corporate Group									
Finance	1	(11,545)	(17,622)	-34.5%	11,581	13,361	-13.3%	36	(4,261)
GM Finance & Corporate Development	1	-	-	0.0%	-	-	0.0%	-	-
Policy Development	1	-	-	0.0%	113	(1,054)	-110.7%	113	(1,054)
Treasury	8	(32,334)	372,953	-108.7%	304,809	(253,808)	-220.1%	272,475	119,145
Finance & Corporate Group Total		(43,879)	355,331	-112.3%	316,503	(241,501)	231.1%	272,624	113,830

Comment

1 - Departments affected by Council reorganisation - budgets have not been updated to reflect the changes

8 - Treasury includes the net gain on property sales of \$440k, being \$855k of gains reflected in Actual Funding, and \$415k of losses, reflected in Actual Expenditure

8 - Treasury Funding, as well as including property gains, reflects the offset of interest paid on special funds and separate rate accounts, and reduced interest revenue

		FUNDING			EXPENDITURE			Actual	Budget
		FUNDING	FUNDING	YTD % Variance	EXPENDITURE	EXPENDITURE	YTD % Variance	(Surplus)	(Surplus)
		YTD Actuals	YTD Budget	(-variance is unfavourable)	YTD Actuals	YTD Budget	(-variance is favourable)	or Deficit	or Deficit
Heritage, Planning & Regulatory Group									
Building Control	1	(1,351,751)	(1,360,885)	-0.7%	1,602,024	1,285,532	24.6%	250,273	(75,353)
Community Safety		(126,247)	(134,986)	-6.5%	129,518	138,670	-6.6%	3,271	3,684
GM Heritage Planning & Regulatory	1	(2,920)	-	0.0%	2,920	(5,093)	157.3%	-	(5,093)
Health Admin and Inspection		(132,473)	(145,018)	-8.7%	149,428	148,733	0.5%	16,955	3,715
Planning	9	(997,863)	(945,725)	5.5%	821,106	959,631	-14.4%	(176,757)	13,906
Regulatory Services	1	(1,003,120)	(1,155,724)	-13.2%	711,980	1,125,626	-36.7%	(291,141)	(30,098)
Heritage, Planning & Regulatory Group Total		(3,614,375)	(3,742,338)	-3.4%	3,416,976	3,653,099	6.5%	(197,399)	(89,239)
Information Services Group									
GIS/IT	10	(166,761)	(473,093)	-64.8%	222,294	451,370	-50.8%	55,533	(21,723)
GM Information Services		-	-	0.0%	-	-	0.0%	-	-
Information Services Group Total		(166,761)	(473,093)	-64.8%	222,294	451,370	50.8%	55,533	(21,723)

Comment

10 - Capital expenditure in IT/GIS is behind budget by \$298k, results in reduced Funding

		FUNDING			EXPENDITURE			Actual	Budget
		FUNDING	FUNDING	YTD % Variance	EXPENDITURE	EXPENDITURE	YTD % Variance	(Surplus)	(Surplus)
		YTD Actuals	YTD Budget	(-variance is unfavourable)	YTD Actuals	YTD Budget	(-variance is favourable)	or Deficit	or Deficit
People and Culture Group									
Customer Contact Team	1	(3,470)	(1,375)	152.4%	4,170	911	357.7%	700	(464)
Gallery & Museum		-	-	0.0%	-	-	0.0%	-	-
General Admin Support	1	(999,318)	(876,339)	14.0%	959,576	1,028,892	-6.7%	(39,742)	152,553
General Grants		(293,899)	(302,318)	-2.8%	322,081	296,647	8.6%	28,182	(5,671)
GM People and Culture	1	(105)	(12,591)	-99.2%	108	11,930	-99.1%	3	(661)
Human Resources	1	(16,016)	(20,655)	-22.5%	17,148	14,321	19.7%	1,132	(6,334)
Libraries		(1,143,965)	(1,143,548)	0.0%	1,196,955	1,161,543	3.0%	52,990	17,995
Oamaru Opera House		(962,728)	(952,483)	1.1%	1,017,248	959,493	6.0%	54,520	7,010
Recruitment and Retention		-	-	0.0%	11,745	4,000	-65.9%	11,745	4,000
People and Culture Group Total		(3,419,501)	(3,309,309)	3.3%	3,529,030	3,477,737	-1.5%	109,530	168,428
Comment									
1 - Departments affected by Council reorganisation - budgets have not been updated to reflect the changes									
Total		(51,236,812)	(54,729,099)	-6.4%	50,744,618	55,774,723	9.0%	(492,193)	1,045,624

Finance, Audit and Risk Committee Memorandum

From **Information Services Group Manager**

Date **15 May 2018**

Information Services Group Activity Report for the period 1 April to 30 April 2018

Recommendation

That the Finance, Audit and Risk Committee receives and notes the information.

Summary

This memorandum provides an update to the Finance, Audit and Risk Committee on Information Services Group activities during the reporting period.

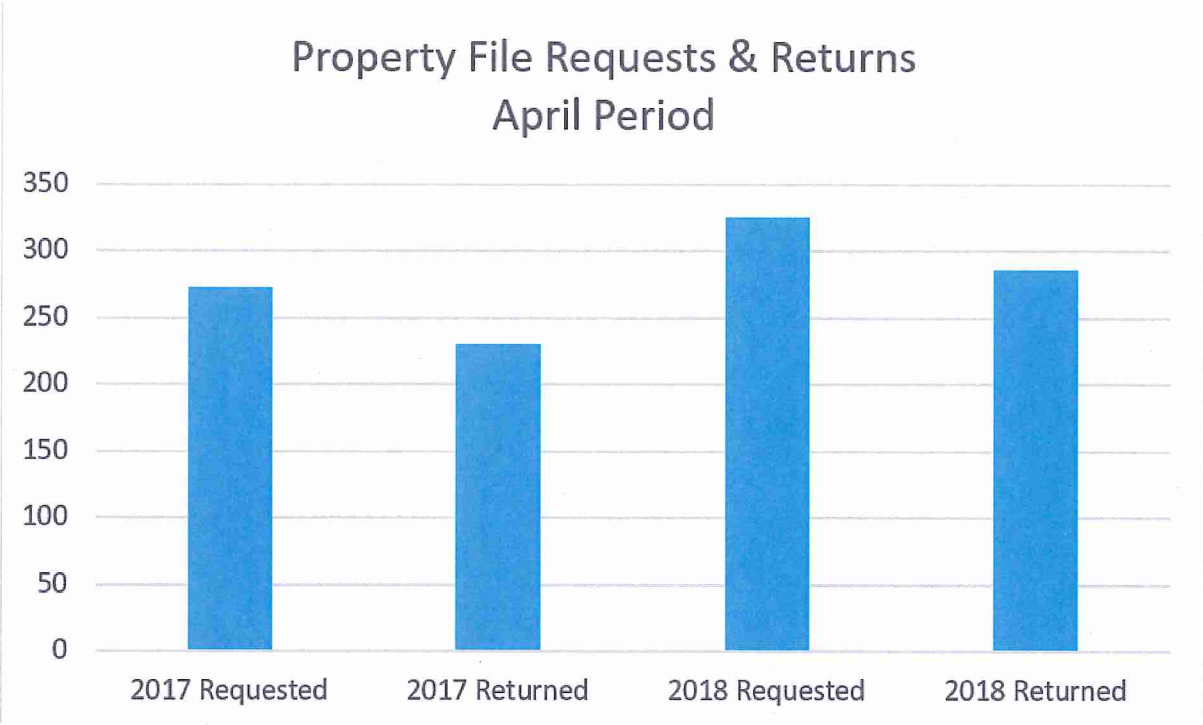
Service Operations

The Service Desk continues to remain busy. 464 jobs were received in April, which is up 39 jobs from the previous month. The customer satisfaction rate still remains high, with 95% of the ratings "excellent". The resolution rate increased on the previous month as staff returned from leave, from 347 resolved in March, to 393 resolved in April.

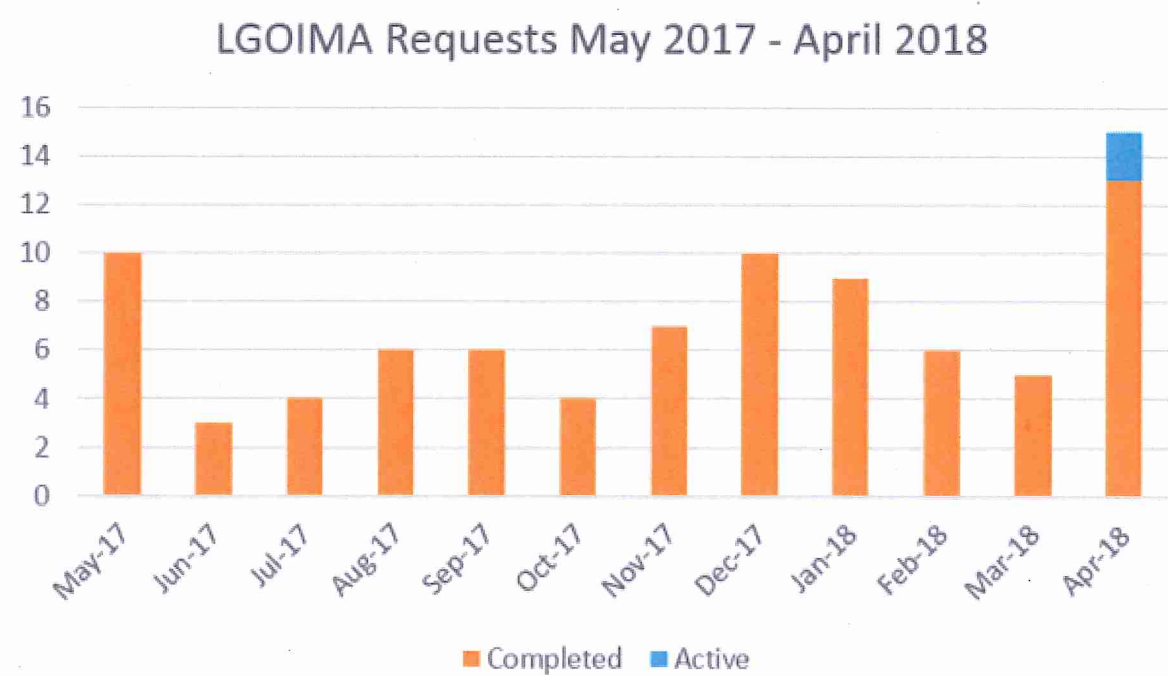


Information and Records Management

The diagram on the next page shows the comparison of April property file requests in 2017, and this year. The number of requests has increased from last month, and has also increased on the previous year's requests for the month of April. The numbers stated include both staff and customer requests.



The diagram below shows the number of LGOIMA requests for the past year. April is shown to have the highest number of requests for the past year. Although there are still some active LGOIMA requests from April, they are tracking to be completed within the legally required timeframe. All completed LGOIMA requests for the April period were completed within the legally required time. The Information Management Officer is continuing to keep the Executive Management team and the Mayor updated every week on LGOIMA requests.



Programme and Project Status

Summary of Activity

A number of projects are making great progress. Skype for Business (replacement for aging phone system) has passed a number of milestones, and implementation across Council will commence from late May onwards. A number of small-scale implementations have already been completed for testing purposes, and these are progressing well. Given the legacy phone system has been failing more frequently as of late, the timing of the Skype for Business replacement cannot come soon enough.

While there is still a great deal of work to do with the BIS and HUB (legacy reporting tool) replacement, the project team is reporting good progress. This is very satisfying, given the past month has seen the team's efforts spread across multiple activities concurrently. With continued focus, the team will commence testing the new reports with the relevant business units in the next reporting period.

The initiative to clean Parcel data ahead of the planned Authority upgrade has also progressed quite well. Disappointingly, Civica has advised that its Authority 7 upgrade is likely to be delayed. Given the Authority system is a dependency for some important projects, the delay may have flow-on effects.

Current Projects

Project Name	Status Update	% Completed	Status
Skype for Business	The project is currently in the final stage of implementation. The project team is planning to deploy Skype for Business from May via a staged roll-out approach. The project team will announce a number of training opportunities and provide user manual/training materials for staff to help familiarise them with Skype for Business. Before the staged roll-out approach, the Information Services Group will perform internal testing and a pilot roll-out of the system, before the User Acceptance Testing team also performs its systems checks.	60%	
Authority LTP Submission and Reporting	LTP Submissions have closed. A significant amount of reporting has been developed and the final analysis reporting is underway. The scope was extended to include the Development Contributions Consultation and Financing Policy Consultation as well.	80%	
ProMapp (Process Mapping)	The project team has compiled a list of critical/core business processes. The list is now under review and will be presented to the Business Operations and Leadership Team for its consideration and prioritisation. The project team met with the Project Sponsor to further clarify project goals and present some of the challenges facing the project. With the advice gathered from meeting with the Sponsor, the project team will continue to develop an approach for this project that will achieve the goals and expectations of the Project Sponsor.	10%	
BIS and HUB Replacement	A specialist contractor is progressing really well with the reports. A lack of available resource in the systems team has held up the unit testing of reports, but this will improve now that the UNESCO Global Geopark EOI has been submitted.	28%	

Parcel Data Cleaning	This project has progressed well in the last month. Updates to address the first four issues have been supplied to the Civica consultant to load, and consultations with stakeholders about the parcel flag updates have been completed.	50%	
Infocouncil (Council Meetings and Governance Management system)	The Infocouncil project is now in Phase 3, after onsite installation and training of report writers and system administrators occurred on 12 and 13 April. The project timeline has been pushed out 2-3 weeks, to enable resources to prioritise the fixing of configuration and systems issues with Infocouncil which arose during installation. Parallel work on user guidelines and templates testing is continuing, to preserve project momentum in readiness for user acceptance testing to begin as soon as systems matters are resolved.	70%	

Key

No Issues reported or exceptions within tolerance – no action required	Project performance outside tolerance level, or a number of minor issues reported – attention required	Project performance outside tolerance, more than one issue reported, high probability of project failure – Intervention required
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Upcoming Projects

Project Title	Brief Description
Authority 7 Upgrade	The upgrade of the Authority system to version 7 will most probably be delayed as news received from the system's vendor has advised the delivery of the upgrade package is delayed. The delay is believed to be several weeks, and this will make the upgrade more challenging for Council as the time available to test the solution will be decreased. Alternately, Council could postpone the upgrade locally, but this is unlikely to be commensurate with the vendor's delay due to Council's business cycles. This may mean the upgrade could be postponed until 2019.
Council eServices – Phase 2	The second phase of the eServices initiative has commenced, with the focus being the Building Consent and Inspection processes. The project team is being formed, and vision and approach for the project is being developed.
Recreation and Parks	The Recreation team has a number of challenges related to the booking of facilities and management of assets. Team members are working with the Programme Manager to develop a proposal to improve their business functions. There are several opportunities to make improvements that can benefit Council and the community.
Property Management	Similar to the Recreation team, the Property team has some asset management challenges and also some potential for improvements in its leasing management system. The Programme Manager is working closely with the Property team to develop a proposal to improve their business functions. Ideally, there will be commonality across the asset management systems.
Digital Asset Management	A Proposal for the implementation of a Digital Asset Management solution is currently being developed. The proposal would see Council and related entities such as Tourism Waitaki share their digital assets to improve the quality of marketing campaigns and further collaboration activities.

Recruitment System	A proposal for the implementation of an online recruitment tool is also under development. The goal is to remove much of the manual labour required to manage the application and interview process.
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pp. 

Bill Chou
Information Services Group Manager

Finance, Audit and Risk Committee

Memorandum

From **Finance and Corporate Development Group Manager** Date **15 May 2018**

Finance and Corporate Development Group Activity Report for the period 1 April to 30 April 2018

Recommendation

That the Finance, Audit and Risk Committee receives and notes the information.

Summary

This memorandum provides an update to the Finance, Audit and Risk Committee on various finance, business development, policy, and health and safety matters.

Discussion

April is usually a month when some progress is made on items other than LTP/Annual Plan, Annual Report, and Business as Usual. However, there were other demands in April that limited the time available for this new work. These items are set out below.

Finance – Policy and General

There were two areas that were the focus during the month.

The first was concluding discussions and preparing the material to consult on the Revenue and Financing Policy and the Development Contributions Policy. External advice was sort on both issues, and this was incorporated into the materials that were released on 13 April. Consultation closed on 30 April. Both exercises have focused on simplifying, clarifying and – where possible – improving these policies, which will hopefully create some efficiencies over the next three years.

The second area was the ongoing project to look at alternative approaches to reporting internally and at a governance level. Laura Ludolphy (the intern based with the finance team) has been working on this over the last few months. More recently, the focus has shifted to preparing a report of her work for both Council and to meet her study requirements. This report will be presented at the next committee meeting and will include some options and suggestions as to the type and content of reports that could be useful in the future.

Finance – Accounting and Transactional

The focus for the month was on loading the data from the asset revaluation into the finance systems and generating the depreciation calculations for the year to date. The results of this work are contained in the Quarter 3 financial report included elsewhere in the agenda to this meeting.

Finance – Rates

The results of the triennial revaluation are now in the rates system. Objections to the revaluation are now coming through for approval and processing. Annual processing of subdivisions and property separations, along with maintenance and set up for year-end, are the current focus for the team.

Policy

The key achievement of the policy “team” has been the development of a system using Authority to record and report on the Long Term Plan submissions. This was developed by the information services team using the CRM function in Authority. Although using Authority did create some issues, particularly in relation to data entry, this did still produce most of the functionality that was required, including enabling residents and ratepayers to enter a submission online for the first time. It also allowed the use of some additional Authority functionality, including the name and address register, and workflow systems. Nevertheless, some aspects of the Authority systems were cumbersome, and they will need further development.

The second issue was the recruitment of the Policy and Strategy Manager. This attracted a strong pool of candidates, of which five were shortlisted and interviewed. When the results of this process were considered, Mike Searle was considered to be the strongest candidate and was appointed to the role.

Corporate and Business Development

Discussion has started on what the development priorities should be once the Long Term Plan is adopted. A primary consideration is the Key Performance Indicators (KPIs) for the Chief Executive, along with Information Services project priorities.

Health and Safety

Safehold Incidents April 2018

9 Incidents Reported – 6 of these were through the Aquatic Centre (slips, kicks, grazing). Other incidents occurred at the Opera House, Waihemo Service Centre, and out of office for work (near miss).

1 Occurrence of Lost Time – Opera House

2 Near Misses – 1 at the Aquatic Centre and 1 when an officer was travelling within the district for work

Safehold Incidents March 2018

7 Incidents Reported – 6 of these were through the Aquatic Centre (slips, kicks, grazing). The other incident was associated with a vehicle-related near miss.

1 Occurrence of Lost Time – Aquatic Centre

A serious “Near Miss” at the Pump Station was reported on 3 May, and is being investigated thoroughly by the contractors (Plunket Electrical and Network Waitaki).

Sitewise

Council’s contractors are sitting at a 71% average score. There are still a number of unassessed contractors and 7 contractors are out of date.

Contractors 360Safety undertook a worksite audit on behalf of the Property Team in April to ensure Council’s contractors are performing within Health and Safety guidelines and best practice.

Staff flu vaccinations were provided in April.

Work has been done to update the Health and Safety Officer’s position description so that the position can be advertised.



Paul Hope
Finance and Corporate Development Group Manager