



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Extraordinary Meeting of *Council*

at the

**Council Chamber, Council HQ
20 Thames Street, Oamaru**

at

9am, Wednesday 9 November 2016

***In the interests of the environment and to help reduce photocopying costs,
please bring your Council agenda with you to the meeting***

www.waitaki.govt.nz

Waitaki District Extraordinary Council Meeting

9am, Wednesday 9 November 2016

Council Headquarters, Council Chambers
3rd Floor, 20 Thames Street, Oamaru

Apologies

Declarations of Interest

	Page
1. Confirmation of Minutes	
• Council 26 October 2016	4-9
2. Assets Group Activity Report	
Memorandum and Recommendation	10-17
3. Regional Transport Committee Meeting Update	
• Memorandum and Recommendation	18-25
4. Community Services Group Activity Report – Period Ending 21 October 2016	
• Memorandum and Recommendation	26-33
5. Chief Financial Officer Update – November 2016	
• Memorandum and Recommendation	34
7. Financial Report – Period 3/Quarter 1	
• Memorandum and Recommendation	35-60
8. Warrant of Appointment	
• Report and Recommendation	61

"That the public be excluded from the following parts of the proceedings of this meeting, namely items 9, 10, 11, 12 and 13.

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:

- Confirmation of Public Excluded Minutes – 26 October 2016
- Sale of Endowment Land
- Sale of Land (Kurow)
- Sale of Land (Pukeuri-Oamaru Road)
- Council Controlled Organisation - Director Appointment

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."

9.	Confirmation of Public Excluded Minutes	
	• Council 26 October 2016	62
10.	Sale of Endowment Land	
	• Report and Recommendation	63-65
11.	Sale of Land (Kurow)	
	• Report and Recommendation	66-68
12.	Sale of Land (Pukeuri-Oamaru Road)	
	• Report and Recommendation	69-74
13.	Council Controlled Organisation- Director Appointment	
	• Report and Recommendation	75-77

Waitaki District Council

Council

Minutes of a meeting of the Waitaki District Council held in the Council Chamber, Council HQ, 20 Thames Street, Oamaru at 9.00am on Wednesday 26 October 2016

Present Mayor Kircher (Chair), Crs Tavendale, Dawson, Garvan, Holding, Hopkins, Kingan, Percival, Perkins, Wheeler and Wollstein

Apologies

In Attendance Mr Ross (Chief Executive)
Mr Jorgensen (Assets Group Manager)
Dr Cloete (Community Services Group Manager)
Mr Hope (Chief Financial Officer)
Mr Roesler (Policy & Communications Manager)
Mrs Finnerty (Acting Committee Secretary)

Declarations of Interest

There were no declarations of interest.

1. Public Forum

No one attended public forum.

2. Confirmation of Minutes

RESOLVED
WDC16/290 Crs Hopkins/Tavendale
"That Council confirms minutes of the 5 October 2016 Council meeting."
CARRIED

RESOLVED
WDC16/291 Crs Hopkins/Kingan
"That Council confirms minutes of the 19 October 2016 Inaugural Council meeting."
CARRIED

RESOLVED
WDC16/292 Crs Kingan/Hopkins
"That Council confirms minutes with amendments of the Assets Committee meeting held on 31 August 2016."
CARRIED

RESOLVED
WDC16/293 Crs Hopkins/Tavendale
"That Council confirms minutes of the Community Services Committee meeting held on 31 August 2016."
CARRIED

RESOLVED
WDC16/294

Crs Wollstein/Kingan
"That Council confirms minutes of the Customer Services Committee meeting."

CARRIED

RESOLVED
WDC16/295

Crs Wollstein/Hopkins
"That Council confirms minutes of the Finance, Audit and Risk Committee meeting held on 5 October 2016."

CARRIED

3. Recommendation from Finance, Audit and Risk Committee Meeting 5 October 2016

RESOLVED
WDC16/296

Crs Wollstein/Hopkins
"That Council:

1. Adopts the proposed Treasury Strategy for the second quarter of the 2016/17 financial year, continuing the use of term deposit facilities for terms between 7 days and 12 months, dependent on short-term operational cash requirements and on achieving target interest rates;
2. Amends the Treasury Strategy to lower the required credit rating for banks that Council can place funds with from AA to A and allows funds to a maximum of \$1m to be placed with any New Zealand based institution that meets the A rating criteria."

CARRIED

4. Mayor's Report

The following comments are provided to bring Councillors and the public up to date with a number of issues that have arisen since the Council meeting.

- Youthline Launch – the service has opened an office in Oamaru, this has been a much needed service and the Mayor expressed his gratitude to all involved in getting the service up and running in Waitaki.
- Lighting of the old quarry cliff beside the Penguin Colony is going ahead, a date is yet to be set.
- The fence near the Penguin Colony has been in the media and work is being carried out to alter the appearance of the fence.
- The newly refurbished toilets at Roberts' Park in North Oamaru were officially opened.
- East Otago Field Days attracted over 100 exhibitors, the event was well subscribed by the industry and congratulations must go to the organising committee.
- Tourism Ventures – the Mayor met with Select Contracts when they visited Oamaru to further their work on the adventure park/zipline proposal. They have been commissioned to do a business case for this possible tourism venture.

RESOLVED
WDC16/297

Crs Wollstein/Kingan
"That Council receives the information."

CARRIED

5. Chief Executive's Report

The following comments are provided to bring Councillors up to date with issues that have arisen since the last Council meeting on 14 September 2016.

- The Annual Plan process for the 2017/18 plan will commence shortly, with individual budget holders worksheets being distributed.

- The building team are working with the industry to improve the understanding in the wider construction community of the changes which Council is making to its consenting system in order to ensure that our processes comply and meet the standards required by the Building Act and code.
- Alps2Ocean are holding a Joint Committee meeting on 27 October, followed by a Shareholder meeting and a Summit.
- District Plan workshops with Councillors are continuing to be held.
- Otago Civil Defence, the Otago Mayors resolved to support the move to a single Civil Defence organisation on Tuesday 4 October.
- Induction programme for the new Councillors and Community Board members is in place and underway.

RESOLVED

WDC16/298

Crs Hopkins/Tavendale

"That Council receives information."

CARRIED

6. Adoption of Annual Report for the Year Ended 30 June 2016

The report presented Council's Annual Report for the year ending 30 June 2016. The Local Government Act (LGA) requires Council to adopt an Annual Report detailing Council's performance against a range of measures included in the 2015-25 Long Term Plan (LTP). The Annual Report must be adopted by resolution within four months of the end of the financial year. Audit New Zealand audits the Annual Report on behalf of the Office of the Auditor General (OAG). Scott Tobin, the Audit New Zealand Director responsible for the audit opinion has released a draft opinion which will be issued as soon as the Annual Report is adopted without any changes being made.

RESOLVED

WDC16/299

Crs Dawson/Wollstein

"That Council adopts the Annual Report for the year ended 30 June in accordance with sections 98 and 99 of the Local Government Act 2002."

CARRIED

Meeting adjourned at 10.16am and reconvened at 10.39am

7. Appointment to Community Boards

The purpose of this report is to make appointments to the Waihemo and Ahuriri Community Boards.

RESOLVED

WDC16/300

Crs Kingan/Hopkins

"That Council appoints the following Councillors to Community Boards:

- Cr Dawson to Ahuriri Community Board
- Cr Wheeler to Waihemo Community Board."

CARRIED

8. Waitaki District Council Committee Structure

The purpose of this report is for Council to resolve the Committee structure, Chair and Deputy roles, membership and all remuneration. This decision will set the basis for the committee structure for the triennium and will be confirmed, along with final agreement of the full membership of the core committees at the 30 November meeting.

RESOLVED

WDC16/301

Crs Hopkins/Tavendale

"That Council:

1. Agrees the Committee structure attached in Appendix One;
2. Appoints the following Councillors (Cr) as Chairs/Deputy Chairs to the Committees below:
 - a. **Assets:**
Crs: Kingan (Chair), Percival (Deputy Chair)
 - b. **Community Services:**
Crs: Perkins (Chair), Wheeler (Deputy Chair)
 - c. **Customer Services:**
Crs: Tavendale (Chair), Dawson (Deputy Chair)
 - d. **Finance and Audit:**
Crs: Wollstein (Chair)
3. Appoints the following Councillors (Cr) to the Committees below:
 - a. **Executive Committee:**
Mayor Kircher (Chair), Crs: Dawson, Garvan, Tavendale, Wollstein
 - b. **Cultural Facility Development Committee:**
Crs: Holding, Hopkins, Percival, Perkins (Chair), Tavendale
 - c. **Development Contributions:**
Crs: Dawson, Garvan (Deputy Chair), Hopkins, Percival (Chair)
Perkins
 - d. **District Plan Review Committee**
Crs: Dawson, Garvan, Hopkins (Chair), Kingan, Percival, Wheeler
 - e. **Grants and Awards:**
Crs: Dawson, Garvan, Holding (Chair), Hopkins, Kingan (Deputy Chair), Percival, Perkins, Tavendale, Wheeler, Wollstein, Ahuriri Community Board Chair, Waihemo Community Board Chair (note only up to five members will be called on to attend any one meeting)
 - f. **Harbour Area Committee:**
Mayor Kircher (Chair), Crs: Holding, Hopkins, Percival, Tavendale, Wollstein
 - g. **Youth Council:**
Cr Tavendale
 - h. **District Licensing Committee "A"**
Crs: Garvan (Chair), Hopkins, Perkins
 - i. **Hearings Committee:**
Crs: Hopkins (Chair), Garvan and Perkins
4. Notes the Mayor is an ex-officio member on all Committees with the exception of Hearings and District Licencing Committee;
5. Appoints Councillor Percival to represent Waitaki District Council on the Regional Land Transport Committee and appoints Councillor Kingan as an alternate;
6. Appoints the following Councillors to the External and Joint Committees below:
 - a. **Lower Waitaki South Coastal Zone Committee**
Cr: Holding
 - b. **Upper Waitaki Zone Committee**
Cr: Dawson
 - c. **Donald and Nellye Malcolm Trust**
Mayor Kircher, Cr: Holding
 - d. **Waitaki Community Recreation Centre Trust**
Cr: Holding
 - e. **Safer Waitaki Coalition**
Cr: Kingan
 - f. **Oamaru Whitestone Civic Trust**
Mayor Kircher
 - g. **Alps2Ocean Joint Committee**
Cr Wollstein
7. Holds Committee and Council meetings on Wednesdays, commencing at 9.00am on a six weekly basis from 1 January 2017 and notes that the full calendar will be presented for adoption at the 30 November 2016 Council meeting;
8. Appoints the following Elected Members to the Portfolio groups below:
 - a. **Communications**
Mayor Kircher, Crs: Hopkins, Tavendale
 - b. **Emergency Management**
Mayor Kircher

- c. Property Advisory Portfolio**
Mayor Kircher, Crs Garvan, Perkins
 - d. Sport and Recreation**
Mayor Kircher
 - e. Solid Waste and Recycling**
Crs: Kingan, Perkins, Wheeler
 - f. Rural Roads**
Crs: Dawson, Kingan, Percival, Wheeler
 - g. Cultural Facility Development Funding**
Mayor Kircher, Crs Perkins, Tavendale
9. Agrees to submit the attached proposed remuneration information to the Remuneration Authority for the 2016/17 period.
 10. Notes further advice on delegations and draft terms of references will be presented to Council in the New Year."

CARRIED

9. Rural Intersection Traction Seal Project

It is proposed that Council approves the allocation of \$150,000 for the extending of the sealed approaches at rural intersections to a minimum of 50 metres on flat and up to 75 metres on grade. This work will dramatically improve the level of service at these intersections for users, through removing corrugations and potholes. This will make them safer and reduce maintenance needs at the intersections.

RESOLVED
WDC16/302

Crs Percival/Hopkins
"That \$150k be funded from the Council Whitestone Dividend for the purpose of sealing rural intersection and bridge approaches on gravel roads."

CARRIED

RESOLVED
WDC16/303

Mayor Kircher/Cr Tavendale
"That Council:

- 1 Allocates a further \$350,000 funded from the 2015/16 surplus and/or Whitestone Dividend, to deal with urgent issues on Waitaki's rural roads.
- 2 Instructs the Chief Executive to report back on the level of NZTA subsidy available, and
- 3 Provides a priority list for use of the money for final approval by Council."

CARRIED

RESOLVED
WDC16/304

Crs Wollstein/Wheeler
"That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of Minutes
 - Council 5 October 2016
 - Assets Committee – 31 August 2016
- Freeholding of Endowment Land."

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter - Section 48(1)
Public Excluded:	
• Confirmation of Minutes – Council 5 October 2016	To protect the privacy of natural persons. Section 48(1)(a)
• Confirmation of Minutes – Assets Committee 31 August 2016	(The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned).
• Freeholding of Endowment Land	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
WDC16/308

Crs Hopkins/Wollstein
"That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

CARRIED

There being no further business the Chairman declared the meeting closed at 11.24am.

Confirmed on this day, 9 November 2016 at Waitaki District Council Chambers, Oamaru.

Mayor Kircher

Waitaki District Council

Memorandum

From Asset's Team Managers

Date 9 November 2016

Assets Group Activity Report

Recommendation

That the information be received.

Summary and Purpose

The purpose of this memorandum is to inform Council about the activities of the Assets Group.

1. General

1.1. Assets Team Changes

There are no changes to report for this meeting.

2. Roding General

2.1. Customer Service – CRM Process

Customer request were back to normal after a flurry pre-election and 49 requests were received by the roading maintenance team

- 11 for grader
- 9 for litter roadside or illegal dumping (rising in responses)
- 9 for sealed pot holes
- 8 for Sign missing or damaged
- 0 for rural blocked culverts/drains
- 0 for frost/ice grit
- 3 Abandoned vehicles
- 3 for footpath repairs
- 7 General maintenance activities: Fallen trees –request for new litter bins-maintenance road enquiries-NZTA network enquiries

2.2. Operations

Maintenance operations for the new financial year have started off well, with a concentration of maintenance on the townships signs and posts, fences and rails on retaining walls, footpath repairs and levelling of streets.

Rural resilience drainage continued around the NOIC stage 2 sites with the upgrading of culverts in these areas along with side drainage improvements or maintenance. Pre-reseal repairs were completed and sealed pavement maintenance works have begun in Oamaru around the CBD links

2.3. Communications

Date	Customer/Client	Outcomes
Sept	RCA's + NZTA	Collaboration with LED street lighting contract
Sept	NZTA State Highway 1 resilience project	Meetings to determine and evaluate risks to the effectiveness of State Highway1 between Christchurch and Dunedin
Sept	North End Business Park	Continued discussion in regard to business park future development

Oct	Council Workshop on roading	Presented proposed changes to the roading maintenance contract and asked for feedback
Oct	Gordon Clark-Surveyor	Sub divisions consents
Oct	Automobile Association	Attended and represented Council

2.4. Projects

Well underway		Comment
Reseal Programme		Seal renewals underway with two crews working on district roads.
Re-metalling Programme		Some roads have been re metalled for road reshape and crowning purposes, to assist resilience, the general programme is continuous.
Bridge Renewal Programme		Dunback Swing Bridge awarded - Galbraith In design.
Footpath Renewal Programme		Works by Whitestone Contracting Ltd are underway around 80% complete.
Minor Improvements Programme		Tenders evaluated and awarded to The Roding Company.
Rehabilitation Programme		Tender awarded to The Roding Company.
Rural Resilience Project		15 km of side drains renewed 170metres of culvert renewals completed
Bridge Maintenance		Programme 80% complete
Seal Widening Programme		This years programme is being put together by staff and will be tendered soon.
Remarking Contract		Line re marking underway in the District.
Larger Projects (Prioritised)		
1	Maintenance Contract Renewal	Work is underway preparing the new document for tendering.
2	Oamaru Coastal Protection	Tender documents are nearly ready for tender.
3	Maheno Iron Bridge	Component renewal of 6 corroded beams underway
4	Penguin Underpass Culvert	Completed.

Consents: 6 Sub division consents requiring roading input and recommendations

3. Water Services and Solid Waste

3.1. Customer Service

Since commencement of the 2016/17 financial year, 700 CRMs have been resolved by the water services reticulation contractor and officers. The team has continued to put additional focus to achieve the required response and resolution timeframes and as a result 91% of faults have been resolved within the required timeframes.

Positive feedback is being received from the Customer Contact Team in relation to the helpful and proactive interaction with SouthRoads and officers.

3.2. Operations

SouthRoads is continuing to find their feet whilst battling the demands of a small workforce. However, all waters reticulation operations and maintenance works continue to be completed efficiently and to very high standard of workmanship.

Frequent feedback from SouthRoads to officers continues to occur providing valuable insight into the condition and past maintenance of the water and sewer reticulation networks.

Water Treatment Plants continue to supply water to the required standard. A maintenance fault at the Herbert/Waianakarua intake resulted in a short duration boil water notice in early October highlighting the value of the new pipeline from the Oamaru water supply to the Herbert/Waianakarua and Hampden/Moeraki supplies.

SJ Allen continues to operate and maintain sewer facilities to the required standard. Assessments are being completed on various treatment processes at the Otematata and Oamaru sewer treatment plants to ensure they are meeting their designed outputs.

3.3. Communications

Date	Customer/Client	Outcomes
Multiple occasions	Otago Regional Council	Various email, phone and in person correspondence relating to general resource consent compliance, short term renewal of the Herbert/Waianakarua and Hampden/Moeraki water permits and renewal of the Moeraki wastewater treatment discharge consent.
Multiple occasions	ECan	Various phone and email correspondence relating to general resource consent compliance.
Multiple occasions	Waitaki Resource Recovery Trust	On-going communication relating to funding, operations and noise control.
Multiple occasions	Waste Management	On-going communication relating to the development of the new transfer station.
Multiple occasions	Public Health South	Various email and phone correspondence relating to the Annual Drinking Water Survey and issuing of the Herbert/Waianakarua boil water notice.
Multiple occasions	Lean Meats	Assistance in the diverting of organic waste from the landfill in preparation for the landfill closure. This has resulted in considerable improvements to odour at the landfill site.
Multiple occasions	Kai Tahu ki Otago	Various correspondence via LEI consulting relating to renewal of the Moeraki wastewater treatment discharge consent.
September	Alliance Pukeuri	Liaison relating to damage to a private pump line and on-going trade waste concerns.
October	Corriedale Water Management Ltd	Sourcing of Awamoko reticulation plans to assist in day to day operations.
October	Waihemo Community Board	Attendance at the Community Board meeting to discuss options relating to private tanks on Dunback Road.
October	Various Water Supply Committees	Various phone correspondence relating the future roles of the committees and the organisation of AGM's.
October	Waitaki Developers	Various phone and email correspondence relating to general development, Hospital

Date	Customer/Client	Outcomes
		Hill development (old hospital demolition and retirement village), subdivision and service connection matters.
Multiple occasions	H2OurHealth Project Landowners	Various phone, email and in person correspondence with approx. 50 landowners between Oamaru and Hampden.
October	Audit NZ	Various email and in person correspondence relating to the audit of the performance measures in the Annual Report.
October	Enforcement and NZ Police	Various correspondence with WDC Enforcement and the Oamaru Police Senior Sergeant and Community Constable relating to action against water theft on a number of supplies.

3.4. Projects

Larger Projects		
1	Oamaru Waste Transfer Station (including greenwaste/special waste treatment)	Site works are underway and the current timeline has the Waste Management Transfer Station operational in February 2017
2	Moeraki wastewater consent	LEI consultants engaged and actively liaising with Kai Tahu Ki Otago following a submission to ORC by Iwi opposing the location of the proposed new disposal system.
3	HamNak Water Supply Project	Significant liaison with approximately 50 landowners between Oamaru and Hampden to seek approval to install the pipeline.
4	Holmes Wharf Deck Replacement	Review of draft contract documents in progress.
5	Corriedale Water - Determine management structure	Options report to be developed prior to 1 July 2017 as per Council resolution.
6	Otematata water upgrade	UV disinfection system operating effectively. Review of draft Water Safety Plan in progress.
7	Omarama water upgrade	Drilling of the third bore complete and testing in progress. Waugh Infrastructure engaged to complete design of the pump shed and associated pipe work.
8	Sewer Laterals from private to public	Information on quantity of private sewer works and location received from local plumbers. Assessment and report underway.
9	Ohau water upgrade	Review of draft Water Safety Plan in progress. Waugh Infrastructure engaged to complete an options report and Andrea Kydd-Law engaged to carry out stakeholder engagement and communication. Rate impact assessment underway by the finance team.
10	Wastewater Overflow Mitigation, Oamaru	Reports received on recommended actions. Officer assessment underway.

11	Retirement Village Services	Construction of the Stoke Street water main complete. Various quality checks of assets to be vested with Council undertaken.
12	Oamaru South Hill Water – Trunk main replacement/ upgrade	Detailed design complete. Development of contract documents and plans for procurement nearing completion.
13	Hampden On-Site Wastewater Management	Capacity of Oamaru sewer treatment plant septage ponds under assessment for inclusion in the options analysis.
14	Oamaru Water Treatment Plant Ozone Upgrade	Contract awarded to Ozone Technologies to complete the upgrade of the existing ozone generation system. Work scheduled to commence in March 2017.

4. Property

4.1. Customer Service

Since the commencement of the 2016/17 financial year, we have had around 45 CRMs and there are no outstanding issues.

4.2. Operations

A number of renewal projects are underway:

- 1 x Community Housing unit - Reed Street
- Library lighting, ventilation and security
- Holmes Wharf sheds
- Centennial Memorial heating
- Airport houses - garaging

4.3. Projects

Larger Projects (Prioritised)

1.	Court House	Ownership transferred on 1 July 2016. Planning underway to get the Court House ready for occupation.
2.	North Otago RSA	Asbestos remediation works is complete. Planning is underway to get the RSA building ready for occupation.
3.	Reserve land swaps	Titles have been registered with LINZ. Stage two is underway, expect completion before Christmas.
4.	Land development and sales	Various projects are underway and workshops/reports will be prepared to present to Council as required.
5.	Property Debt Project	Report being developed for Council consideration.
6.	Airport development plan and district plan review	Work is underway to plan for future development at the airport.
7.	Harbour Development Strategy	The Harbour Portfolio is working on a draft concept plan. This will be presented to the Assets Committee in due course.
8.	Community Housing Review	It is intended to review Community Housing once other priorities are completed.

9.	Halls Review	Title investigation initiated. Awaiting other priorities to be completed.
----	--------------	---------------------------------------------------------------------------

5. Information Services

5.1. General

Gary Woodcock is continuing the acting Information Services Manager role, Bob Matheson retired from this role at the start of September 2016. There is a recruitment process underway to fill the position.

5.2. Information Services Review

The review will happen when the new IS Manager is established.

5.3. User Requests

User requests remain a focus of the team and additional help is assisting and is working well. The team has reduced the number of active requests from over 120 to less than 70. Work is continuing in this area.

5.4. Operations

The operations area is separated into areas for the purposes of this report.

5.4.1. Authority

Authority is a product of Civica International and is supported out of Australia. This software product is the backbone of the council providing Financial and Operational computer data management. It is used either directly or indirectly by all units within council. Over half of user requests relate to Authority and its operation.

Projects

Role Based Security

Currently Authority is setup on a by-user basis, however this needs to be changed to role based. This is a significant change to the system setup and requires quite a bit of input from IS, Finance and Unit managers. The change is needed so that other business improvements can be made, including the AP workflow project. The required changes have been setup with in a TEST environment and the Authority team are working in conjunction with the Project leader in Finance to be ready to migrate the changes in the LIVE business system.

Business as Usual

Ongoing maintenance of Authority software for security and reliability:

- Updates installed to make sure Authority is secure and bug free.
- Ongoing user support, with business continuity having high priority.
- Authority has its own dedicated help-desk that is managed through SharePoint.

5.4.2. SharePoint

SharePoint is the electronic document repository that was introduced by Council to comply with the Public Records Act (2005) for control and disposal.

In July there was a temporary hiatus to allow us to reprioritise.

We are currently in the process of re-engaging with managers on the key points around SharePoint:

- Resell – the benefits of SharePoint.
- The effectiveness of the training and how it is being delivered.
- Clarity of what needs to be retained.

5.4.3. GIS / Asset Management

Geographical Information System (GIS), is used to show information against a map or geographical reference. When used with the Asset information it is a valuable tool used by every part of the business to manage their unique requirements, from rate payers properties, water pipes and valves, roads and even cemeteries and the like.

Projects

Parks and Recreation – An initial meeting was held with Parks staff and Downer to evaluate IT needs of the new contract. Work is underway with system integration with the new Contractor.

The GIS mapping system is being assessed, there are parts of the current system that are a number of years old, uses out-of-date information and is now not supportable and incompatible with newer operating systems. Estimated time for starting this project – December 2016.

Internal users of our GIS system **SmartClient** have suffered from poor performance and the team have been working to improve this. Work done so far has resulted in positive feedback from users. Estimated time for completion – February 2017.

There has been a number anomalies with addresses and how they are linked to assessment information in Authority. Customers are reporting these and they are then being fixed on a case by case basis.

5.4.4. Infrastructure

This is the hardware and devices that serve up services, operating systems, and network that delivers all the data throughout Council.

There have been a number of challenges facing the department and we have put in place some structure and procedures and were possible to establish best practices. The changes that have currently been introduced have given us a more stable and manageable system across all of council, with security and business continuity being the main strategic goals.

The management of the telecommunications system has been a focus recently and work is underway on a more formal structure on which the team can better manage the increasing demands.

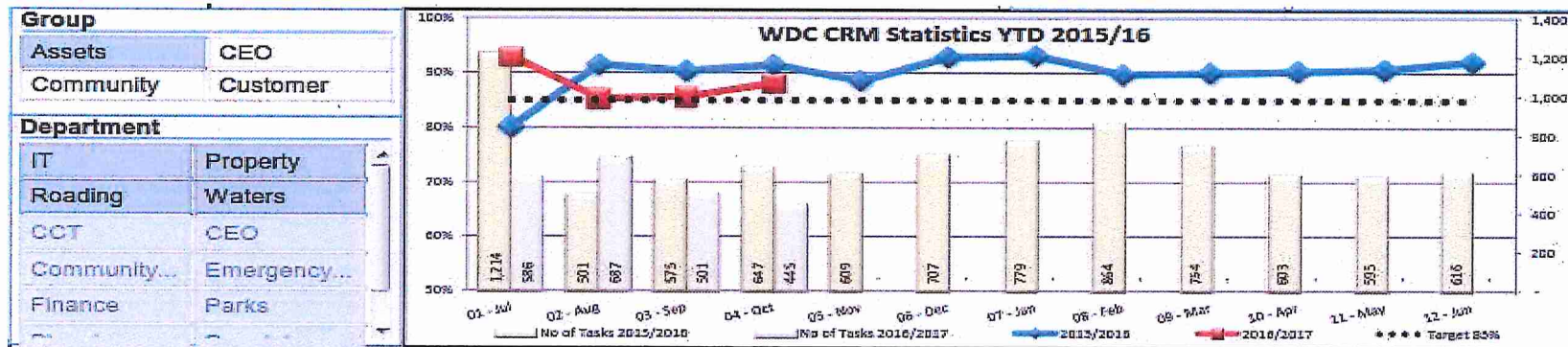
6. Contracts recently let:

Title	Tenders Received	Awarded to	Tender Value	Start Date	Expected completion date
Pavement Rehabilitation 2016-17	4	The Roding Company	\$668,000.00	21 October 2016	31 March 2017
Seal Widening – Livingstone – Duntroon Road	4	The Roding Company	\$257,000.00	25 October 2016	31 March 2017
Seal Widening – Island Cliff – Duntroon Road	4	The Roding Company	\$140,000.00	25 October 2016	31 March 2017



Neil Jorgensen
Assets Group Manager

Attachments
CRM Report



**WDC CRM Statistics for YTD 2016/17 as at:
Wed - 26 Oct 2016 - 6:45 AM**

KEY: Under = Closed Before Due Date, Over = Closed After Due Date, No Due = No Due Date

Respond		Assets		Community		Customer		CEO		Total Tasks	Total %
Status		Tasks	%	Tasks	%	Tasks	%	Tasks	%		
Under		959	83%	205	88%	136	65%	93	78%	1,393	81%
Over		169	15%	27	12%	68	33%	16	13%	280	16%
Overdue		8	1%	2	1%	2	1%	3	3%	15	1%
Open		14	1%	-	-	2	1%	8	7%	24	1%
No Due		-	-	-	-	-	-	-	-	-	-
Total		1,150	100%	234	100%	208	100%	120	100%	1,712	100%
Success Rate		84%		88%		66%		83%		83%	
	Waters	79%		88%		65%		83%			
	Roading	94%				89%					
	Property	92%									
	IT	100%									

Resolve		Assets		Community		Customer		CEO		Total Tasks	Total %
Status		Tasks	%	Tasks	%	Tasks	%	Tasks	%		
Under		992	89%	135	61%	890	94%	203	97%	2,220	89%
Over		84	8%	58	31%	44	5%	5	2%	201	8%
Overdue		7	1%	10	5%	3	0%	1	0%	21	1%
Open		26	2%	7	3%	6	1%	1	0%	40	2%
No Due		-	-	-	-	-	-	-	-	-	-
Total		1,109	100%	220	100%	943	100%	210	100%	2,482	100%
Success Rate		92%		63%		95%		97%		91%	
	Waters	91%		63%		95%		97%			
	Roading	91%				100%					
	Property	100%									
	IT	93%				100%					

Waitaki District Council Memorandum

From: Michael Voss

Date 9 November 2016

Regional Transportation Committee Meeting update

Recommendation:

That this memorandum is received by the Council. A copy of the Minutes from the Regional Transport Committee (RTC) meeting is attached.

Summary

This memorandum to the Assets Committee reports on the last meeting with the Regional Transportation Committee and implications for Waitaki District Council. Overall the meeting was neutral as no decisions of consequence were made with the focus more on the pressures and influences within the land transportation sector and hints for the upcoming GPS (Government Policy Statement) – Transportation (2018 – 2021) and National/Regional Land Transport Plans.

Purpose

The purpose of this memorandum is to present information on the actions and matters arising from the recent Regional Transportation Committee meeting held in Balclutha on 6 September 2016, and attended by Cr Guy Percival and Michael Voss.

Background

The Regional Transportation Committee meets quarterly and is made up of councillors representing all councils south of the Waitaki River. It combines Otago Regional Council with Environment Southland. The Committee's function is to collaboratively engage with New Zealand Transport Agency to develop a Regional Transportation Plan that reflects the needs of the Road Controlling Authorities and transitions the National Land Transport Plan objectives into the Regional Land Transport Plan. From this the allocation of co-investment funding is prioritised and sourced for each RCA.

The meeting of the 6 September 2016 reviewed where we are at as a group and what we are likely to be facing in the Financial Year 2018-2021 funding period and understanding signals from NZ Government via the GPS – Transportation. To this end staff from the Ministry of Transport also attended the meeting to give their view on where the Minister of Transport is wanting and to ask what issues we are having to address to meet the Ministry's obligations.

Comment

The meeting focussed on three areas of concern:

1. GPS – Transportation 2018 – 2021
2. NZTA Business Case
3. NLTP, RLTP

1. The representatives from the Ministry of Transport (MoT) outlined their thoughts on the GPS-Transportation. It appears there is no significant change to the current GPS however Safety is likely to be incorporated as a fundamental part of the activities of Economic growth, Efficiency and Tourism. The latter, Tourism, is likely to have its own place as there is a growing recognition, evidenced by the Government releasing funding for southern authorities of moneys dedicated for meeting the needs of visitor drivers.

The rejection of bulk funding proposed as a mechanism to provide greater flexibility to authorities was disappointing - especially as this Council's performance has been recognised as reliable and provides value for money. It could be a battle for another day.

At least there was an understanding that the current activity classes are too rigid which hinders flexibility and a loosening could be considered.

The opportunity to provide feedback to the GPS process by the combined Councils is likely to be taken up by requesting greater flexibility and recognition of the stresses land use change and

tourism are putting on the various networks is greater than the local authorities' ability to fund with the changing demographics.

2. NZTA have introduced business cases as a means of activity support. This approach has become fairly common within NZ. There has been a number of teething issues over its introduction – namely scale and scope of the activity needing a business case support. Naturally this is under review and though there is progress towards making the practice more effective it still adds another layer of complexity to the activity.

Detail to support additional expenditure a similar level has always been sought using on-line access but the need to now develop a business case for the maintenance expenditure programme is new and has some potential issues or potential tensions should there be a separation between what we consider the network requires (based on practice) and what level (based on aggregated efficiencies across NZ) NZTA considers for co-investment. Furthermore this maintenance activity business case is submitted to the RTC for evaluation against others within the lower South Island. Council is currently creating our business case using best practice to meet the core needs.

The One Network Road Classification (ONRC) performance measures aimed at providing a nation-wide consistency between like Authorities will have some influence on the outcomes but it is too early in the continuum to forecast effectiveness.

3. The purpose of the Government Policy Statement (GPS) Transportation is to provide guidance to Authorities as to the Government's core requirements for transportation expenditure for the next 3 years (though the period is generally around 10 year with 3 yearly tweaks). The outcomes from this are translated into the National Land Transport Plan that then gets "regionalised" into the Regional Land Transport Plan. There are some concerns that the NLTP appears to almost circumvent the RLTP process.

Summary:

Overall the transportation portfolio is undergoing considerable change and we must be careful to note what the effects on our roading network maybe but without over-thinking the changes in a negative way.

Waitaki District Council has a solid 'business as usual' approach but is aware and responding to the effects of land use change, increasing demands for newer classes of heavy vehicle usage and tourism.



Michael Voss
Roading Manager

Neil Jorgensen
Assets Group Manager

Attachment: Minutes from RTC Meeting.



**Notes of the Otago and Southland Regional Transport
Committees Workshop,
held in Clutha District Council Chambers, Balclutha, on
Tuesday, 6 September 2016 at 10.38 am**

Present:		
	Southland Regional Transport Committee	
	Chairman A Timms	Environment Southland (<i>Chair</i>)
	Cr P Jones	Environment Southland
	Cr B Dillon	Southland District Council
	Mr J Harland	NZ Transport Agency
	Otago Regional Transport Committee	
	Cr T Kempton	Otago Regional Council
	Cr H Anderson	Clutha District Council
	Cr B Wills	Central Otago District Council
	Cr K Wilson	Dunedin City Council
	Cr L Cocks	Queenstown Lakes District Council
	Cr Guy Percival	Waitaki District Council
	Mr J Harland	NZ Transport Agency
In Attendance:		
	Mr R Hawkes	Environment Southland
	Dr J Turnbull	Otago Regional Council
	Mr R Pearson	Invercargill City Council
	Mr J Bourque	Southland District Council
	Mr T Sizemore	NZ Transport Agency
	Mr G Hall	NZ Transport Agency
	Mr M Voss	Waitaki District Council
	Mr F McRae	Otago Regional Council
	Mr S Smith	Dunedin City Council
	Mr M Hasler	Central Otago District Council
	Ms S Connolly	Dunedin City Council
	Mr S Hill	Clutha District Council
	Mr G Chaplin	Ministry of Transport (<i>nil 1.00 pm</i>)
	Ms H White	Ministry of Transport (<i>nil 1.00 pm</i>)
	Mr E Barnes	Equip (<i>nil 1.50 pm</i>)
	Mr S Findlay	Equip (<i>nil 1.50 pm</i>)
	Mr B Frewin	Dunedin City Council (<i>from 1.00 pm</i>)
	Mrs D O'Donnell	Environment Southland (<i>Minutes</i>)

1 Welcome

Chairman Timms welcomed everyone to today's workshop. A round of introductions was conducted.

The order of today's agenda was revised, to facilitate more useful discussion on some items and due to technical issues with the initial planned presentation.

2 Apologies

Apologies for absence were noted on behalf of Cr N Davis (Gore District Council), Cr L Thomas (Invercargill City Council), Cr A Forbes (Queenstown Lakes District Council), Cr G Bell (Otago Regional Council) and Mr C Bopp (Clutha District Council).

3 Update on South Island RTC Chairs Meeting

Chairman Timms provided an update on the South Island RTC Chairs meeting, which had been held in Christchurch on 22 August 2016. The discussion and outcomes of the workshop had already been circulated.

The number one priority for the group was the investment framework funding. A letter had been written to the Minister for Transport outlining the issues. Chairman Timms stressed that the group was not critical of the NZTA, but was looking for better outcomes and more flexibility in the funding model. A meeting with the Minister to discuss the issues was to be held in Invercargill on Friday, 9 September 2016.

The group was to meet two times a year, with staff and officials to meet on an as needs basis. It was noted that this group had the potential to make a real difference in regard to how freight and tourism were considered on a regional scale. There were real gains to be made across the South Island.

4 GPS 2018 – Next GPS for Land Transport

Gareth Chaplin, Ministry of Transport, had attended today's meeting to provide a presentation on the next GPS for Land Transport (GPS 2018). A copy of the presentation is appended to these minutes.

There was some discussion regarding KiwiRail. It was noted that rail was funded separately by the Government, not under the NLTF. It was suggested that rail should be talking to the RTCs and working with the NZTA at a strategic planning level. Mr Chapman acknowledged the issues regarding rail crossings. There may be an opportunity to discuss these issues with KiwiRail at the combined South Island RTC meeting. It was expected that the relationship would be a collaborative one, rather than KiwiRail dictating the process in regard to crossing maintenance.

Flexibility of funding was discussed – were the activity classes right for planning? It was noted the funding model did not work for an inter-modal structure. There was further discussion regarding this. Bulk funding would require a higher level of maturity than currently existed. It was suggested that funding should be allocated in terms of outcomes, rather than only outputs.

There needed to be more flexibility in activity classes for funding, so that one project could be funded from several activity classes.



It was noted that rural areas were being depressed by a population based funding philosophy.

Transport emissions and the aging light passenger fleet were discussed. It was noted the average age of light passenger vehicles in New Zealand was 14 years – it was one of the oldest fleets in the world.

There was discussion in regard to mobility scooters and the increase use of these on footpaths. It was suggested that it could be worthwhile for the RCA forum to provide a report to the RTCs in regard to actions being taken in this area.

Next Steps

Feedback to be provided to Helen White, Policy Manager, (h.white@transport.govt.nz).

Investment signals and draft GPS to be released before Christmas 2016. The formal consultation period will close at the end of February 2017, with a draft document to be produced following this. It was unlikely that the GPS would progress further until after the elections.

12.35-12.53 – a break was taken for lunch.

5 Collaboration Clarification

South Island Rooding Collaboration

Mr Hill explained that this collaboration had arisen from issues in regard to the timing of contracts. Collaboration provided opportunities to resolve several issues, especially in regard to service delivery and avoiding duplication of work. Southland and Clutha Districts had large roading networks and the two Mayors had been keen to progress the collaboration. The collaboration had been discussed with the S17A review team.

S17A Review

Mr Frewin advised that Dunedin City Council had held a high level review across all functions. This had been driven by legislation deadlines and looking at governance, funding and delivery to determine a programme of reviews.

Mr Bourque advised that Southland District Council's S17A review had been completed some time ago, via an external consultant. The existing collaboration had proved useful and would continue. A technical audit had also been completed recently.

Mr Pearson advised that Invercargill City Council had also undertaken its S17A review via an external consultant. A draft report was due in the next few weeks.

One Network Roads Classification Implementation

Mr Findlay spoke to the meeting, noting that there had been a lot of discussion regarding how to invest and what should be invested in. He explained that Equip had been asked to facilitate, at the asset owner level, how to maximise opportunities. The aim was to get fundable business cases and make sure assets were protected.

6 NZTA Business Case Approach

Mr Harland addressed the meeting, outlining the Business Case Approach (supporting documents had been emailed to Committee members prior to the meeting and were tabled on the day).

Chairman Timms noted there had been some frustration with the business case approach. However it was encouraging to see how things could be done together, rather than a more strung out approach. She hoped that, going into the next RLTP, the process would be made easier to accommodate small projects.

Mr Sizemore explained the programme for the current RLTP. He noted that it contained a number of legacy projects. However, into the future, it would be expected that the RLTP would not contain any new activities that did not have a programmed business case. One of the barriers to doing this work now is that the information has to be put the information into TIO – this was being worked on.

Mr Hawkes noted that there were a number of projects in the RLTP that were not progressing as quickly as liked, because they had been caught up in the business case process. He suggested it would not be unreasonable for the RTC to expect projects to have business cases prior to going into the RLTP in future. This needed to be decided for future planning.

Cr Dillon commented that he felt some problems could be avoided if there was earlier consultation with the elected representatives of the communities affected.

Mr Harland noted the benefits of collaboration in terms of bids for maintenance work, agreed timetables and scheduling.

Chairman Timms noted that, in light of the upcoming elections and changes to the Committees there was a need to have a process in place to ensure continuity going forward.

7 Regional Land Transport Plans Review

The purpose of this item was to facilitate discussion in regard to the strategy for the common front end of the plans. A flow chart to assist the process had been circulated with the agenda.



There was lengthy discussion and the following points were noted:

- **Wider goal (46)**
 - ◆ replace 'growing' with 'thriving and/or diversifying';
 - ◆ use of 'democratic rights' queried;
- **Transport goal (45)**
 - ◆ 'reasonable freedom of choice about transport modes' – not possible in all areas – replace with 'integrated and appropriate transport modes';
 - ◆ should include something about minimising environmental effects;
- **Critical success factor: transport helps shape the future of Otago & Southland positively (40)**
 - ◆ 'countering depopulation' – cannot do this;
 - ◆ amend wording to read '...places to live, *work and play* thus realising...';
 - ◆ connectedness – important – does not exclude rail, ports, etc.
- How to incentivise private companies to connect places within Otago/Southland (e.g. bus service Cromwell – Queenstown) – tourists unable to connect and have to hire cars.

Mr Harland suggested the meeting try to identify the three main issues/problems in the regions. The meeting split into groups and undertook an exercise to identify these. The main points are listed below.

Yellow Post It Note Exercise

- visitor experience on road network – safe roads;
- resilience of road network in the face of more heavy traffic movements;
- ensuring freight links and levels of service are maintained (and improved);
- affordability of service – aging population leading to funding constraints in rural areas/security of funding;
- uncertainty of future needs (access to services);
- large regions – small populations;
- remove over-complication of processes;
- funding – flexibility to facilitate change;
- funding the solutions for Queenstown's transport problems;
- rail development for heavy transport to common destination;
- integration of cycleways and walkways into RLTP
- modal network – KiwiRail
- reliance on use of cars.

It was noted that the rural/aging population was clearly a problem for funding. Suitable funding mechanisms needed to be found as it was difficult to raise the local share (FAR) in a lot of cases.

Mr Harland suggested that one possibility was targeted rates for the extra FAR, agreeing that affordability was an issue, particularly in regard to maintenance. He



asked if there was a need to maintain all assets at the current level (i.e. some rural roads could revert to unsealed roads in future).

It was agreed the main three issues were tourism, freight and affordability.

Chairman Timms noted that the pace of change was increasing and that flexible mechanisms were needed to deal with this. What could be done on a collective basis in regard to maintenance needed to be determined.

Staff were asked to re-work the flow-chart for discussion at the next Technical Advisory Group meeting. It would then be presented to the next RTC meeting.

Termination

There being no further business, the meeting closed at 3.05 pm.

Waitaki District Council

Memorandum

From Community Services Group Manager

Date 9 November 2016

Community Services Group Activity Report – Period Ending 21 October 2016

Recommendation

That the information be received.

Summary and Purpose

The purpose of this memorandum is, for the period ending 21 October, to inform the Council about the activities of the Community Services Group.

Background

The Community Services Group is a diverse group that have a varied impact on the community. This report process is the only direct reporting line to Councillors for some of the Community Services units.

Advance notice of any questions would be gratefully received.

1. Oamaru Opera House

1.1 Comparative Year to Date statistics

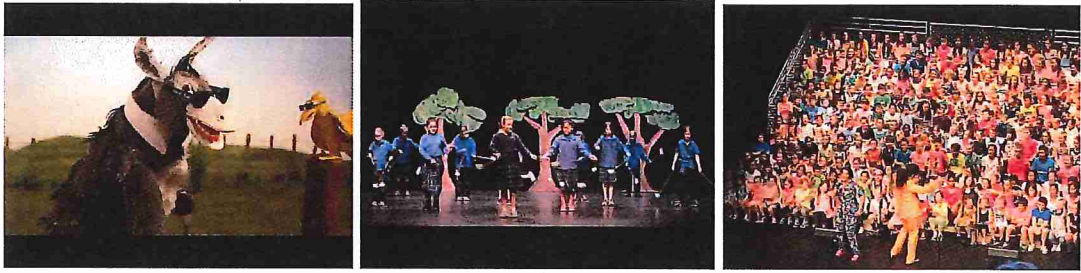
		YTD			
1 July-16 October		2015/16		2014/15	
		Bookings	Pax	Bookings	Pax
Not For Profit/Free of Charge		26	399	35	614
Community (inc WDC)		35	3,040	24	*3,453
Commercial		52	2,818	50	1,525
Total Bookings & Attendees		113	6,257	109	2,139

*Musical Theatre Oamaru production held in the 2014/15 period which contributes to increase in attendees.

Update on Sales and Hire for the period of August through October 2016

- ROAR Conference was held. The organisers were very happy with the venue and the success of the conference and rebooked their 2017 conference within the week.
- AAPG contract is signed after 5 months of liaising with Indonesia. This is an international conference which we have secured for 2018 and it is expected between 80-120 delegates will be attending, with the majority of delegates international visitors.
- A planned marketing campaign for conferencing and meetings is underway, with an emphasis on digital marketing. Google optimisation has already put us to the top
- Convene South Tradeshow attended with Tourism Waitaki. 3 Opera House bookings secured from this show.
- Not for Profit groups that utilise the venue include Alzheimer's Support group, Newcomers, Day of Delights (Cancer patient support), Friends of Forrester, and the Wriggle & Rhyme preschool programme.

- We've had a wonderfully colourful few months with schools from around the district participating in the children choir extravaganza Kids for Kids (World Vision fundraiser), Pembroke and Fenwick School productions, three international touring groups and two sold out Wonky Donkey shows in the Inkbox Theatre.



- The Opera House has registered with BURP (Breastfeedings Ultimate Refuel Place) and as a result we have enjoyed an increase in mothers calling into the café to enjoy some quiet time or meet with their friends and their children.

1.2 Marketing/Audience Development Activity

The term Audience Development describes activity which is undertaken specifically to meet the needs of existing and potential audiences and to help arts organisations to develop on-going relationships with audiences. Audience development focuses on finding audiences outside the mainstream i.e. new audiences and communities. Audience development focuses on the long term and places the audience at the heart of everything we do, creating positive theatre experiences.

- **Test Drive the Arts**
There has been a positive response from earlier Test Driver making the leap to full purchase with our September/October shows. We now have a 33.3% full conversion rate.
- **Arts Ambassadors and Schools**
The Opera House Arts Ambassadors from St Kevin's College and Waitaki Girls' High School had another meet-up at the Opera House in mid-September. They are attending shows throughout the season and writing reviews which are published online.

The Opera House's Arts Ambassadors programme gives local high school students the opportunity to attend performances as our guest and to learn about professional theatre on-stage and behind-the-scenes. Here's a review of the recent show *Beyond the Barricades* from a Waitaki Girls' High School Arts Ambassador, Nicole Bond:

"On the Sunday 9th of October I had the opportunity to watch 'Beyond the Barricades' presented by Lunchbox Theatrical Productions at the Oamaru Opera House. This critically acclaimed show featured hit songs from the greatest Broadway and West End musicals in the world such as *Les Misérables*, *Oliver*, *West Side Story* and *Evita*. The show starred four principal performers from London's West End, including a band of talented musicians.

I enjoyed the performance of all four performers both as soloists and also as a group but in particular I enjoyed the performance of David Fawcett. He had such a powerful voice and was easy to listen to. A stand-out performance from him came during the finale of the show when all four members sang songs from *Les Misérables*. Fawcett's performance of *Bring Him Home* was my favourite performance of the night. He was fully in character as Jean Valjean when performing this song and you could feel the emotion of his character through his voice.

Another performance I would like to mention was the performance of Katie Leeming. Leeming played the role of Eponine in *Les Misérables* in London and her singing was outstanding. She had a strong beautiful voice and like David, she put lots of emotion into her singing to portray her character. My favourite performances by Leeming was her performance of *Don't Cry for Me Argentina* from *Evita* and her final song of *On My Own* from *Les Misérables*.

There was also a bit of humour during this show with a hilarious performance of Song That Goes Like This from Monty Python's Spamalot which was performed by David Fawcett and Julie Brighten.

All of the performers sung beautifully as soloists as well as together, with perfect harmonies and the finale of songs from Les Misérables was the pinnacle of the show. This show was highly entertaining, with much of the audience giving the four performers a standing ovation at the end of their performance. All four singers gave a high quality of performance and I thoroughly enjoyed the show."

- Online Activity

Mailchimp

The monthly e-newsletter is tracking steadily. These go out to approximately 2,502 subscribers. An average of 31.16% open and engage with the newsletter, slightly up on previous report. The industry open rate is 14.1%.

Facebook

Average post reach, across 47 posts for the period is 561.1 (7% increase on previous period). Average engagement with clicks/likes/shares, is 45.26 (32.8% increase on previous period).

Page likes increased at a rate of 2.58%, from 1,316 likes to 1,350. That's about the same rate of the previous period.

Website Analytics

In the reporting period the website was visited 1,310 times. Of these visits, 59% (773) are new visitors and 41% (537) are returning visitors. On average, visitors view 2.77 pages in sessions of just under two minutes.

We saw spikes in visits on 26th, 29th August in the lead up to Kids for Kids, when a lot of new families were attending the Opera House. Other spikes occurred on 13th and 22nd Sept, though these don't correlate to any particular activities.

The site continues to be primarily used as a What's On guide.

- Community

26/8/16 – Light up yellow for Cancer Society's Daffodil Day

7/10/16 - Lights Up Teal for Trigeminal Neuralgia

Sept – Oct – with Tourism Waitaki and other interested stakeholders, organised Waitaki Events Calendar for general community use.

2 x tickets, The ABBA show for St Joseph's School fundraiser.

2 x tickets, The Nutcracker for Salvation Army fundraiser

- Show attendance

31/08/16 Kids for Kids: 340

1/09/16 Kids for Kids: 437

4/09/16 Menopause the Musical: 266

8/09/16 Oh What a Night: 272

12/09/16 Pembroke School: 300

20-22/09/16 Fenwick School: 1,100

3/10/16 Beatlemania on Tour: 132

6/10/16 Wonky Donkey Man & Mr Yipadee Children's Holiday Show: 2 x sold out

9/10/16 Beyond the Barricade: 314

1.3 Whitestone Contracting Limited

Continued sponsorship of the Whitestone Contracting Ltd auditorium has been secured to the value of \$20,000. This will be reviewed in July 2017.

2. Recreation

2.1 General

- Downer take over the recreation maintenance contract on 1 November 2016. This includes mowing, toilet cleaning, gardens and sexton services. As part of their preparation to undertake this contract they have employed many existing Whitestone staff. Council officers will be completing a tour with Downer and Whitestone contracting the week of 24th October 2016 to ensure existing maintenance is ready for handover. Officers will be helping induction Downer staff on levels of service over November.

2.2 Aquatics

- Aquatic Centre closedown for a month progressed well. All major scheduled jobs were completed with the addition of unplanned replacement of roof stays and re-varnishing of main roofing beams. The need to do these additional works was not able to be established until the placement of the scaffold allowed for inspection.



- The team at the Aquatic Centre has released a new Learn to Swim Programme that provides a simplified progression, an increased emphasis in water safety and new achievement passport (see photo below). This has been received with glowing compliments from parents. Swim School enrolments are up on previous years (25% increase from last term).



Oke Jamieson with her passport

2.3 Lakes Camping Grounds

- Camping Grounds are open for summer with good pre-season bookings.
- Youth camping on the upper terrace at Loch Laird caused problems for the camp manager with toilets left in very unhygienic state and broken glass in many areas.
- The film set at Falstone has been removed. Some of the crushed rock has been used on roads with the rest spread on the film set site as proposed by the contractor. We are monitoring camper feedback on the demolition.

BEFORE



AFTER



2.4 Forestry

- Herbert Forest has been replanted following last year's harvest
- Hampden Cemetery esplanade block has been planted in Manuka and flax as colonising native species that are less vulnerable to rabbit browse.
- The owner of adjacent stand of trees to Council block in Palmerston (known as Milligan's) will harvest his trees in November. He is happy to work in to allow Council to harvest our block and share costs of access with Council logs to be transported through his forestry block.

2.5 Parks

- Due to the horse's head falling off and issues with wobble and slowness, the carousel at Friendly Bay was removed for repair and upgrading by Ireland Engineering. They repaired all horse's heads with reinforced steel as well as replacing bushes and installing grease nipples for ongoing lubrication of bushes/axle.
- To mitigate the risk of children falling from Moana onto wooden deck and the timber around hull the option of attaching a climbing netting to the side of the boat is being investigated.
- Youth Council ran two successful family movie events at Friendly Bay and a very popular gypsy fair was held. This demonstrates the value of having a versatile grass area of this size at Friendly Bay to provide for local attractions.
- 2 of 3 leaning walls of terraced gardens in the RSA Garden of Memories have been replaced. Officers are determining whether the third wall should be replaced this year.
- A planting day was held at Glen Eden Reserve with Weston School with approx. 55 children. 60 native seedlings were planted to continue on from the 2015 school plantings.

- Two planting days organised by Forest and Bird were held at Cape Wanbrow with over 1000 seedlings planted. Our thanks to them for their contribution to restoration of Cape Wanbrow.
- The Palmerston AP Society held a very successful field day on the Palmerston Domain. They have offers of support to repair damage that occurred as a result of the wet weather and ground conditions. This work will be completed when the surface has dried sufficiently for this to take place. There are no immediate booking for use of this space. The offers of support to restore the field condition may extend to improvements such as leveling, drainage and re-sowing in autumn.
- The Otago Community trust has confirmed \$55,000 funding towards the Learn to Ride area at the harbour. Donation and contributions from other businesses are being discussed. We expect work on the Learn to ride surface to commence in November with the seating area and landscaping work likely to commence after the Christmas and New Year Holiday period.

2.6 Toilets

- Roberts Park refurbishment has been completed. These toilets are attracting positive comments and were completed within the budget of \$90,000.
- Completion of Hampden toilet has been delayed while we wait for relocation of the power supply under the road. This will enable removal of the power pole near the toilets and the cost of this is being met by Network Waitaki.
- Omarama Dump Station is installed and is expected to be open and ready for use by the end of October.

2.7 Sports

- Council's intention to issue a lease for a Cricket Pavilion at Centennial Park has been notified. No submissions have been received. A lease will be issued when North Otago Cricket inform us they have raised the necessary funding to complete this work.

2.8 CRM Comment

Parks CRM completion rate for 2016/17 is currently 80%. Current outstanding CRM's are assigned to Whitestone:

- Prune memorial oak.
- Install swing at Kakanui esplanade.
- Prioritise tree inspections.
- Fill in potholes at Hampden Beach.
- Trim vegetation in field of play at King George Park.

3. Waitaki District Libraries – RFID (Radio Frequency Identification) Project

What is RFID?

RFID is a technology that uses radio-waves to transfer data from an electronic RFID tag or label, attached to a library book or resource. It offers automation of book issues and returns, stock take, identification and security.

RFID is a more efficient way of identifying objects than the current bar-code systems that has been in use since the 1970s. Bar codes can only be read one at a time while several RFID tags can be read simultaneously, when returning or issuing. Because of its user friendly interface it is possible to achieve between 90 and 100% self-issue of material.

This will remove much of the physically repetitive, low value work, allowing staff to work with customers providing reader advice, search assistance and learning/digital support.

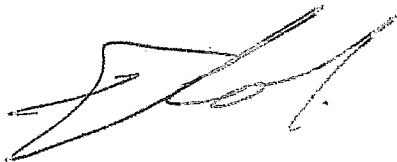
Tagging

Before we can introduce the equipment, all material will have to be tagged with an RFID enabled sticker. We have ordered 90,000 tags and have trained staff to tag material using equipment supplied to us by the vendor. This tagging (including the branch libraries) should be completed over the next 2 months. We are being supported by the vendor, and Dunedin Public library, who have recently introduced RFID, are offering us support and sharing their tagging routines and work schedules to ensure that mistakes are avoided.

Reconfiguration

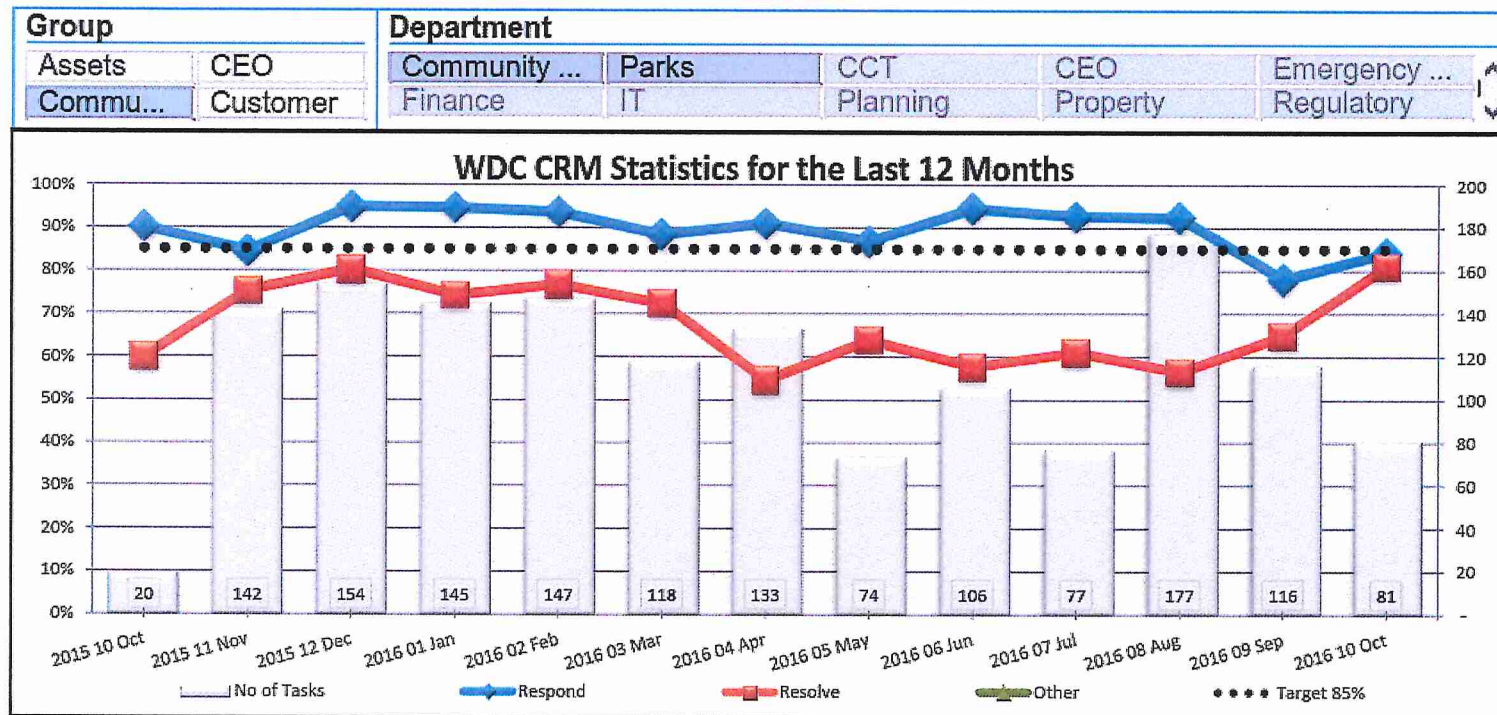
We have finalised the layout of the reconfigured library and the Property Department is assisting with the project management of the reconfigured library. The reconfigured library will include a multi-purpose training area that will be equipped with six laptops and a screen for training small groups of staff as well as the public. This room will also be available for public bookings, business meetings, events or as space for reading. 20:20 Trust have generously donated six laptops, an iPad and an android tablet to utilise for training purposes.

The completion date is set for the end of March 2017.



Thunes Cloete
Community Services Group Manager

Attachments:
CRM report



Waitaki District Council Memorandum

From Chief Financial Officer

Date 9 November 2016

Chief Financial Officer Update – November 2016

Recommendation

That Council receives the information.

Summary

This memorandum provides an update to Council on various finance related matters.

Discussion

Purchasing System Development

A workshop on the procurement policy is yet to be scheduled with Council. Progress on the first stage of the Accounts Payable Workflow continues and is expected to be commissioned in December 2016.

Risk Management Framework

No progress on this issue since the last report.

Investment Policy

The amended Investment Policy and change in strategy will be implemented now that has been confirmed by Council. The current intention is to start the wider review of the policy in November but this will be subject to change if more urgent requirements arise.

Investments – Observatory Retirement Village

As this process has now started and the required processes established, it is proposed to only be reported on an exception basis.

Audit New Zealand Management Letter

We are expecting to receive the full report in November and once this is received we will arrange the presentation of the report by a representative of Audit New Zealand.

Internal Audit Shared Service

As the first shared service was considered to be a successful exercise by the Councils involved the focus of a second project is scheduled for discussion at the next Canterbury, and Otago / Southland Finance Managers meetings.

Otago Rural Fire Authority (ORFA) and Fire and Emergency New Zealand (FENZ).

Mr Phil Marsh was appointed Principal Rural Fire Officer / Chief Executive of the Otago Rural Fire Authority in September and started in August. Mr Marsh came from the New Zealand Fire Service in Dunedin. Mr Marsh is eager to visit all of the contributing Councils and update them on preparation for both the upcoming fire season and the potential transition to FENZ. It will also be an opportunity to speak to the ORFA Annual Report and update Council on the equipment and other developments that are taking place.

Justice of the Peace Services

It has come to my attention that not all elected members were aware that I am a Justice of the Peace and that I am available to provide these services during office hours. Like all JP's I am happy to help any member of the community that needs the services we can offer, however appointments are recommended to make sure we are available.



Paul Hope
Chief Financial Officer

Waitaki District Council Memorandum

From Chief Financial Officer

Date 9 November 2016

Financial Report – Period 3 / Quarter 1

Recommendation

That Council receives the information.

Financial Overview

This financial report covers the first quarter of the 2016-17 financial year, and shows that Council has made a strong start to the year. All activities are operating close to or better than budget for the first three months and expectations, both in terms of revenue and expenditure, are for this to continue.

Key factors affecting the timing of budgeted expenditure and revenues are changing work flows between winter and summer and the design and construction cycle of projects, particularly those related to new and renewal capital works. Budgets have been spread across the year to reflect the expected operating patterns, but this timing may change as managers become aware of delays or other issues.

Commentary

The financial reports show an operating deficit of (\$712k) against a budgeted deficit for the same period of (\$1.056m). Overall reported revenue is ahead of budget by \$125k, due to increased User Charges and Development contributions, offset by Government Grants which are under budget by \$119k.

User charges reflect high usage of the landfill facility, and will continue ahead of budget until the landfill closes in February 2017. NZTA subsidies will improve over the balance of the year as the work programme begins in earnest. The increased development contributions are reflective of the local economy, but Council can do little to either anticipate or influence the receipt of these funds, and the timing of their recognition is largely dependent on development activity.

Expenditure is also tracking well below budget, by \$219k. Personnel costs and depreciation are tracking well against budget, but Other Expenses are lower than budget for the three months by \$208k. Insurance Premiums are under budget by \$89k for the first quarter, although some further premiums will be paid over the balance of the year. Savings have also been made in the use of contractors and consultants, although much of this is due to the timing of works, particularly the roading activity, and so we would still expect some of the savings will reverse by year end.

GAAP Financial Reports – refer Appendix (a)

It should be noted that these reports are presented in the format required for inclusion in Council's external financial reports. While they are based on information provided in the variance reports appearing in Appendix (b), that information is re-stated to meet financial reporting standards and so the two sets of reports don't necessarily align.

Variance Report – refer Appendix (b)

The overall "controllable" operating position reported in the variance reports shows a favourable variance of \$318k (Revenue favourable \$33k, Expenditure favourable \$285k) compared to budget. Much of this has been identified as due to timing variances, which are discussed in the analysis below.

The key variances in line items are as follows:

User Charges –

These are ahead of budget, due in part to revenues from the Landfill exceeding budget by \$45k. The budget anticipated the closure of the facility at the end of September, so it is expected that these revenues will comfortably outperform budget until the site closes in February/March 2017.

Property rentals are also ahead of budget by \$56k and Camping fees received to date are better than budget by \$36k. Aquatic Centre revenue is under budget by \$33k due to the pool's closure for maintenance in July/August.

Grants, Subsidies, and Contributions –

Government Grants, mainly the NZTA Roothing subsidy, are below budget by \$119k for the first quarter months due to the timing of the works programme, but are expected to rebound as projects get underway. Roothing management has had input into the phasing of the budget, and further changes may be made if required. This reduction has been offset to an extent by increased Development Contributions of \$82k.

Finance Income –

Interest earned in the first quarter amounted to \$287k, some \$3k below budget. This is a good result considering the level of interest rates available from the major banks, and is largely due to Council having had more funds available for investment than was anticipated. Property sales and the deferral of a number of projects have influenced this position.

As usual, Officers will continue to take action to maximise available returns, and will look to open relationships with second tier banks as opportunities arise.

There was no income from dividends or subvention payments during the first quarter, and none had been budgeted. However the dividend of \$700k that has been declared by Whitestone Contracting is well ahead of the budgeted \$120k.

Other Revenue –

Penalties charged on overdue rates generated income of \$278k against a budget of \$304k, but other sundry revenues were generally close to budget.

Employee costs –

These costs are under budget by \$94k for the first quarter. Overall salaries and wages are \$60k under budget for the first quarter, and the annual ACC levy was under budget by \$28k. Salaries and wages cost will fluctuate during the year as positions become vacant and are then filled, but the saving on the ACC levy is permanent.

Contractors and Professional Services –

Taken together, these categories are virtually on budget. The reduction in roading subsidy has arisen from deferred capital expenditure, not programmed routine maintenance. These costs are likely to increase as the district plan review commences.

Operational –

A major factor influencing this category has been the saving of \$37k in the cost of insurance. Some further costs may be expected over the balance of the year, but a significant portion of the current saving will be retained by year end.

Administration –

This category is virtually on budget for the quarter.

Sale Proceeds - Contra Sales –

This revenue item represents the gross sales proceeds for vehicles and other equipment sold in the first quarter and still requires adjustment to reflect the actual profit or loss on disposal, an exercise which is usually completed at year end.

Capital Expenditure –

Overall capital expenditure is well down on budget. Much of this is due to later commencement of the roading work programme which, in turn, has resulted in more funds available for investment and reduced roading subsidy revenue. The situation is expected to correct itself over the next few months



Ian Wells
Accounting Manager



Paul Hope
Chief Financial Officer

Attachments

- Appendix (a) – First Quarter Financial Reports
- Appendix (b) – Variance Reports and Commentaries
- Appendix (c) – Treasury and Other Funding Issues
- Appendix (d) – Separate Rate Accounts
- Appendix (e) – Special Funds

Appendix (a) – First Quarter Financial Reports

Statement of Comprehensive Revenue and Expense

for the First Quarter ended 30 September 2016

	Council Only			
	2017	2017	2017	2016
	3 Months	3 Months	12 Months	12 Months
	Actual	Budget	Budget	Actual
	\$000	\$000	\$000	\$000
Revenue				
Rates Revenue	7,568	7,569	30,385	30,375
User Charges	1,355	1,261	4,059	6,410
Regulatory Charges	519	488	1,354	1,289
Development and RMA Contributions	230	148	595	545
Government Grants and Subsidies	1,085	1,204	8,009	6,574
Other Grants and Donations	57	85	1,105	677
Finance Revenue	287	284	1,137	1,264
Petrol Tax	47	48	190	192
Infringements and Fines	24	19	54	38
Dividend and Subvention Payments	-	-	120	562
Assets vested in Council	-	-	-	63
Other gains and Losses	93	34	-	(2,672)
Total Revenue	11,265	11,140	47,008	45,317
Expenses				
Personnel costs	2,797	2,844	10,665	9,914
Depreciation and amortisation	2,881	2,845	11,380	11,463
Finance Costs	-	-	-	-
Other expenses	6,299	6,507	22,307	22,620
Total Expenses	11,977	12,196	44,352	43,997
Surplus / (Deficit) before Tax	(712)	(1,056)	2,656	1,320
Income Tax Expense / (Refund)	-	-	-	-
Surplus / (Deficit) after tax	(712)	(1,056)	2,656	1,320
Other Comprehensive Revenue and Expense				
Gain/(Loss) on revaluation of Infrastructural Assets	-	-	5,250	5,824
Gain/(Loss) on revaluation of Properties	-	-	-	-
Other Comprehensive Revenue	-	-	-	-
Total Other Comprehensive Revenue and Expense	-	-	5,250	5,824
Total Comprehensive Revenue and Expense	(\$712)	(\$1,056)	\$7,906	\$7,144

Statement of Changes in Equity

for the First Quarter ended 30 September 2016

Public Equity at 1 July	750,897	750,897	757,781	743,753
Total Comprehensive Revenue and Expense	(712)	(1,056)	7,906	7,144
Public Equity at 30 September	\$ 750,185	\$ 749,841	\$ 765,687	\$ 750,897

Appendix (a) – First Quarter Financial Reports

Statement of Financial Position

As at 30 September 2016

	Council Only		
	2017 Actual \$000	2017 Budget \$000	2016 Actual \$000
Public Equity			
Ratepayers' Equity	310,208	310,208	310,208
Revaluation Reserve	407,181	414,526	407,181
Operating Reserve	18,213	26,378	19,271
Other Reserves	14,583	14,575	14,237
Total Public Equity	\$750,185	\$765,687	\$750,897
Non-Current Assets			
Property Plant and Equipment	709,073	726,558	709,232
Intangible Assets	887	839	895
Forestry	253	72	253
Inventory	2,519	1,735	2,519
Other Financial Assets			
- Investments in CCO's	4,912	4,912	4,912
- Investments in other entities	145	145	145
- Loans to other entities	18,235	25,650	17,663
	736,024	759,911	735,619
Current Assets			
Cash and Cash Equivalents	3,776	1,775	2,463
Receivables	5,229	4,125	4,259
Prepayments	418	340	356
Inventory	28	15	29
Other Financial Assets			
- Term deposits	12,500	6,500	14,750
- Loans to other entities	1	1	1
Assets held for Sale	441	-	441
	22,393	12,756	22,299
Total Assets	758,417	772,667	757,918
Non-Current Liabilities			
Provisions	387	285	387
	387	285	387
Current Liabilities			
Trade and Other Payables	6,505	5,545	5,270
Employee Entitlement Liabilities	995	975	1,015
Provisions	345	175	349
	7,845	6,695	6,634
Total Liabilities	8,232	6,980	7,021
Net Assets	\$750,185	\$765,687	\$750,897

Appendix (a) – First Quarter Financial Reports

Commentary on variance in the Financial Reports

Councillors will note that the line "Finance Costs" appearing in the Statement of Comprehensive Revenue and Expense records no cost, despite numerous activities actually reporting finance costs. This may not seem sensible at first glance, and this brief comment is intended to remind committee members how the process related to internal loans works:

1. For external reporting purposes, and for the Statement of Comprehensive Revenue and Expense, Finance Costs equates to External Interest, being interest charged on external borrowings and overdrafts. Internally, the category "Finance Costs" includes interest charges and bank fees. Bank fees, for the purposes of external reporting, are treated as a component of Other Expenses.
2. Internal loans do bear interest, which is charged to the activity which has had the benefit of the funding, and is included in "Finance Costs" at the activity level. However, the charge is only a notional cost, and reference to the Treasury activity will reveal a significant credit entry which clears internal interest charges across all of Council.

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

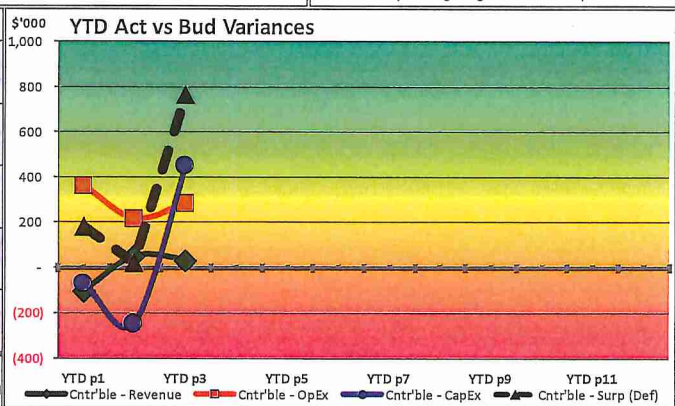
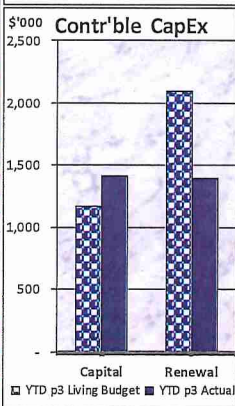
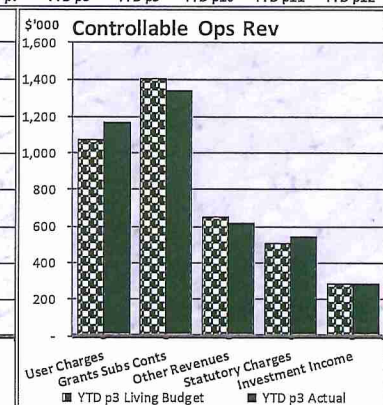
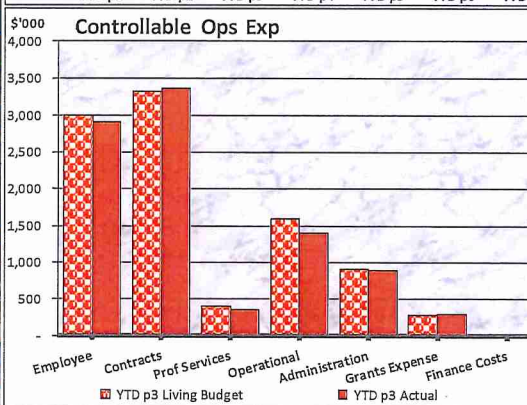
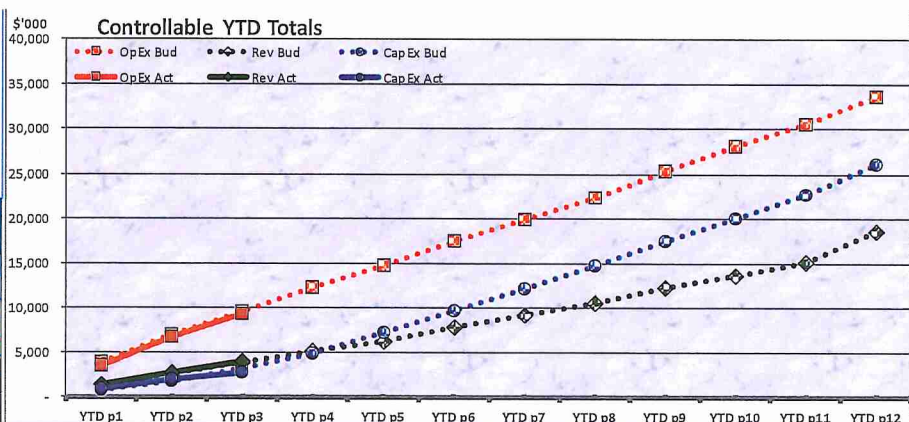
Level_01	
Assets Group	CEO
Community S...	Council
Customer Ser...	

Level_02	
Aquatic Centre	
CEOs Office	
Committees	
Community Boards	
Community Safety	

Level_03	
Accounting Servi...	
Ahuriri	
Alcohol Licensing	
Alps 2 Ocean	

Level_04	
Ahuriri	
Airedale	
Ardgowan	
Awamoko	

	Full	Res	Act	Prjs	PrR	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Controllable											
Revenue											
User Charges			(1,555)			(1,555)	(4,091)	(1,166)	(1,070)	96	9%
Grants Subsidies Contributions			(1,219)			(1,219)	(9,961)	(1,338)	(1,402)	(65)	(5%)
Other Revenues			(635)			(635)	(1,874)	(618)	(654)	(36)	(5%)
Statutory Charges			(625)			(625)	(1,408)	(543)	(507)	36	7%
Investment Income			(317)			(317)	(1,257)	(287)	(284)	3	1%
Revenue Total			(4,352)			(4,352)	(18,591)	(3,952)	(3,918)	33	1%
Expense											
Employee Costs			3,047			3,047	11,270	2,913	3,007	94	3%
Contracts			3,574			3,574	13,221	3,368	3,322	(46)	(1%)
Professional Services			287			287	1,798	356	398	42	11%
Operational			1,493			1,493	4,150	1,401	1,592	191	12%
Administration			942			942	2,064	901	917	16	2%
Grants Expense			342			342	986	304	286	(18)	(6%)
Finance Costs			14			14	61	8	15	7	45%
Expense Total			9,699			9,699	33,549	9,252	9,537	285	3%
Capital Expense											
Renewal			1,421			1,421	11,524	1,397	2,099	701	33%
Capital			1,437			1,437	14,512	1,411	1,160	(251)	(22%)
Capital Expense Total			2,858			2,858	26,036	2,808	3,259	451	14%
Controllable Total			8,205			8,205	40,995	8,108	8,878	769	9%
Centrally Controlled											
Revenue											
Asset Disposal & Fair Value Adjus			-			-	-	-	-	-	-
Physical Resources Received Free			-			-	-	-	-	-	-
Rates			(9,948)			(9,948)	(29,722)	(7,461)	(7,431)	31	0%
Sale Proceeds - Contra Sales			(94)			(94)	(134)	(93)	(34)	60	178%
Transfers from Reserves			(1,806)			(1,806)	(26,681)	(1,483)	(3,981)	(2,498)	(63%)
Revenue Total			(11,848)			(11,848)	(56,537)	(9,038)	(11,445)	(2,407)	(21%)
Expense											
Asset Disposal & Fair Value Adjus			-			-	-	-	-	-	-
Depreciation			3,841			3,841	11,380	2,881	2,845	(36)	(1%)
Overheads In			5,127			5,127	16,515	4,041	4,128	88	2%
Overheads Out			(5,275)			(5,275)	(16,713)	(4,174)	(4,178)	(4)	(0%)
Transfers to Reserves			462			462	1,796	462	600	138	23%
Expense Total			4,155			4,155	12,977	3,210	3,395	185	5%
Capital Expense											
Renewal			66			66	249	61	62	1	1%
Capital			534			534	2,316	524	382	(142)	(37%)
Capital Expense Total			601			601	2,565	586	444	(141)	(32%)
Centrally Controlled Total			(7,092)			(7,092)	(40,995)	(5,242)	(7,606)	(2,364)	(31%)
Surplus (-) / Deficit (+)			1,113			1,113	(0)	2,866	1,272	(1,595)	(125%)

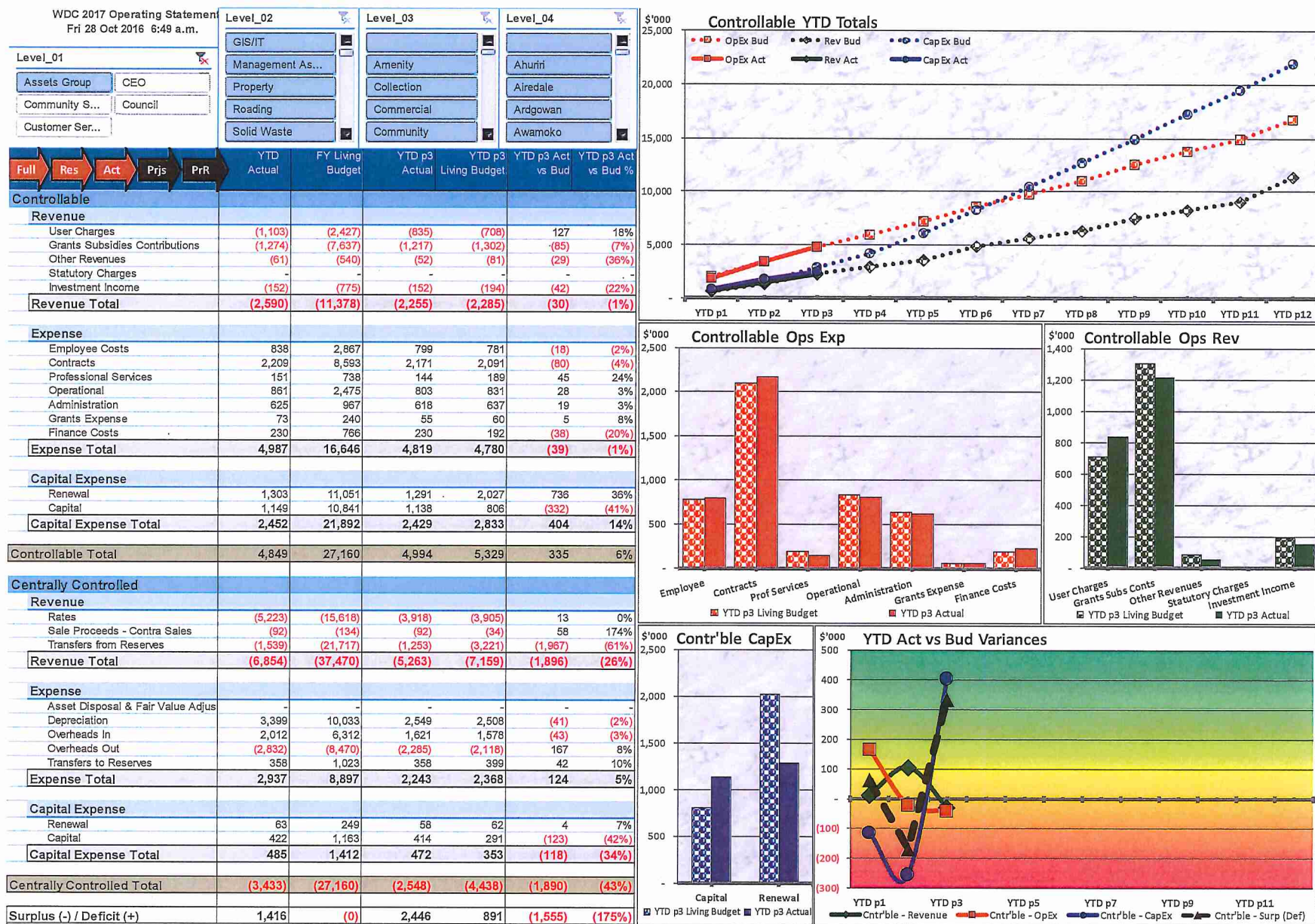


*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

Appendix (b) – Variance Reports and Commentaries

Council – overall total

Assets Appendix (b) – Variance Reports and Commentaries (continued)



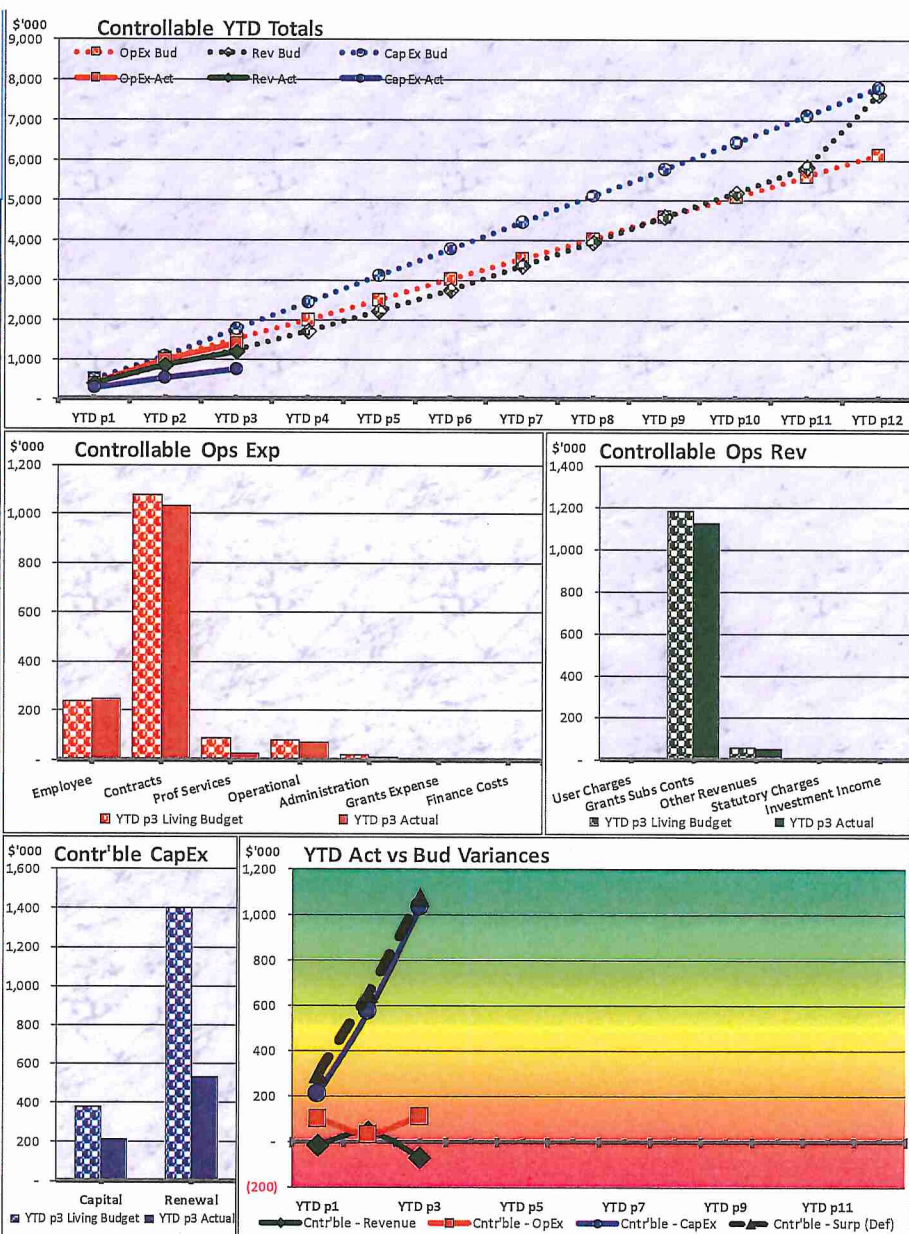
Appendix (b) – Variance Reports and Commentaries (continued)

Assets – commentary

	last year YTD	this year YTD	budget YTD	variance YTD	Variance YTD%	Manager/Activity(s) Overview:	Solutions/Actions Overview:
Assets Group	3,974	4,994	4,943	(50)	(1%)	Income and expenditure is as expected for period 3.	Continue to monitor into period 4.
Assets_GM	85	101	98	(3)	(3%)	All on track as at period 2.	
Information_Technology	513	434	519	85	16%	With the current department in flux the current Acting Manager is dealing with an historic and out dated budget plan which needs to be reviewed when the role is made permanent.	A Departmental review will align with a new budget strategy for 2017 / 2018
Property	756	1,356	933	(423)	(45%)	Income is slightly ahead of budget. Rents increased to market when they fall due. Expenditure is higher than budget predominantly due to the Penguin Colony redevelopment. Expenses are considered and minimised wherever possible. Some planned project works has not yet been completed.	
Roading	609	969	1,662	694	42%	Programme of works underway with renewal activities will commence in the second quarter	Roading unit to monitor programme and budgets and review income ensuring that it is going to the correct area. Expenditure profile also to be reviewed and corrected if necessary.
Utilities_Solid_Waste	30	47	31	(17)	(54%)	Operating expenditure is tracking to budget.	
Utilities_Water	1,492	1,717	1,374	(343)	(25%)	Operating expenditure is tracking slightly above budget. Capital expenditure is showing a variance to budget which will be corrected via reserve transfers in P3	
Utilities_Sewer	449	335	284	(51)	(18%)	Operating expenditure is tracking to budget.	
Utilities_Waste_Water	42	35	42	7	17%	Operating expenditure is tracking to budget.	

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

Level_01	Level_02	Level_03	Level_04	Full	Res	Act	Prjs	PrR	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Assets Group	CEO	Amenity	Ahuriri											
Community S...	Council	Financially Assis...	Capital New											
Customer Ser...		Management Roa...	Capital Renewal											
		Non-financially A...	Comedale											
		Townships and T...												
	GIS/IT													
	Management As...													
	Property													
	Roading													
	Solid Waste													
Controllable														
Revenue														
User Charges						(0)								
Grants Subsidies Contributions						(1,173)				(7,157)			(1,125)	(1,182)
Other Revenues						(58)				(447)			(52)	(58)
Statutory Charges						-				-			-	(6)
Investment Income						-				(25)			(6)	(100%)
Revenue Total						(1,231)				(7,628)			(1,178)	(1,246)
Expense														
Employee Costs						244				867			248	236
Contracts						1,038				4,554			1,032	1,079
Professional Services						29				350			27	88
Operational						74				246			73	81
Administration						16				94			14	23
Grants Expense						-				-			-	-
Finance Costs						5				16			5	4
Expense Total						1,408				6,126			1,399	1,511
Capital Expense														
Renewal						533				6,124			532	1,402
Capital						221				1,669			215	381
Capital Expense Total						754				7,793			747	1,783
Controllable Total						930				6,291			969	2,048
Centrally Controlled														
Revenue														
Rates						(2,204)				(6,573)			(1,653)	(1,643)
Sale Proceeds - Contra Sales						-				-			-	-
Transfers from Reserves						(1,061)				(5,659)			(837)	(1,412)
Revenue Total						(3,265)				(12,233)			(2,490)	(3,055)
Expense														
Depreciation						1,719				5,056			1,289	1,264
Overheads In						590				1,726			493	432
Overheads Out						(441)				(1,388)			(382)	(347)
Transfers to Reserves						94				125			94	31
Expense Total						1,961				5,519			1,493	1,380
Capital Expense														
Renewal						17				153			16	38
Capital						25				269			23	67
Capital Expense Total						41				422			39	106
Centrally Controlled Total						(1,263)				(6,292)			(958)	(1,570)
Surplus (-) / Deficit (+)						(333)				(0)			11	478
													467	98%



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

Roading

Appendix (b) – Variance Reports and Commentaries (continued)

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

Level_01: Assets Group, CEO, Community S..., Council, Customer Ser...

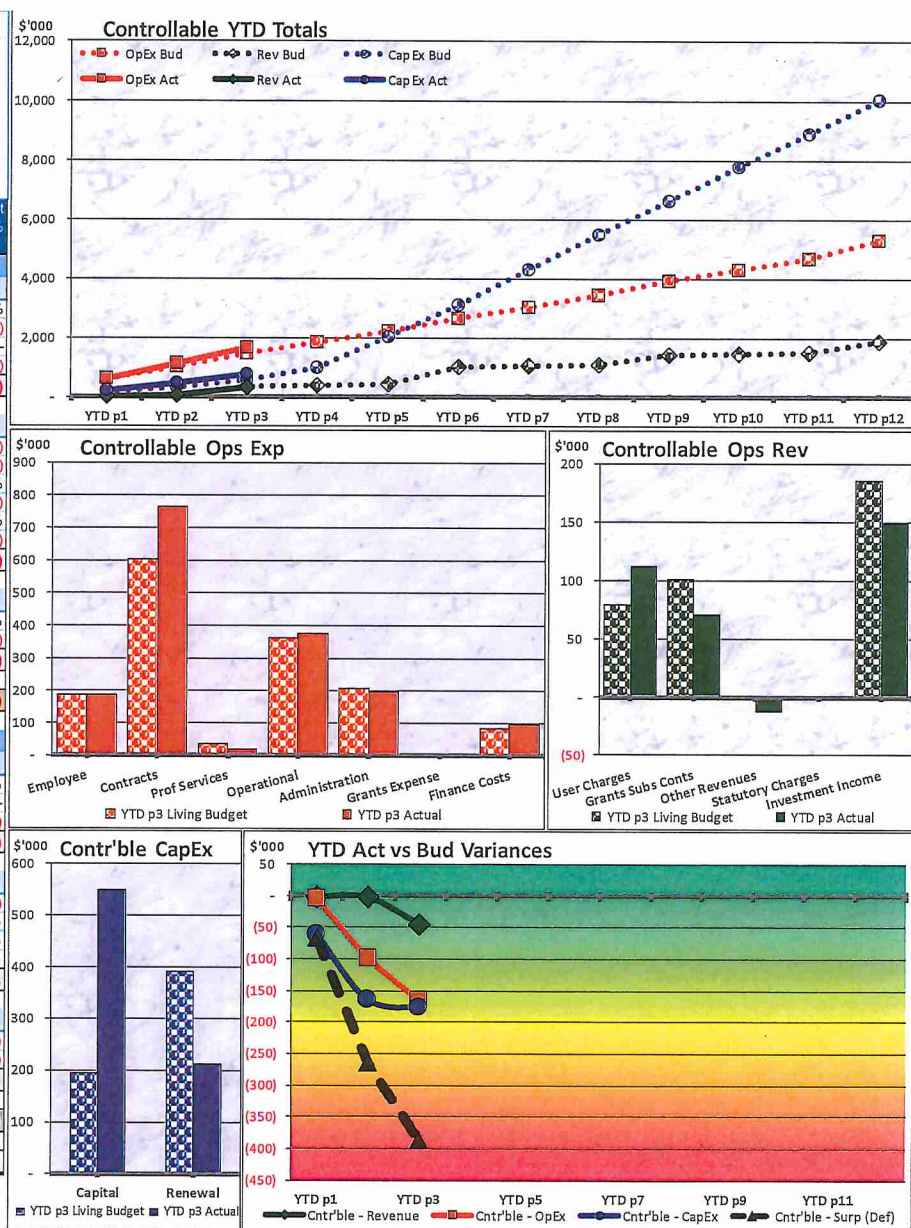
Level_02: Property, Rooding, Solid Waste, Waters, Aquatic Centre

Level_03: Management Wa..., Sewerage, Stormwater, Water

Level_04: Awamoko, Dunback, Duntroon, Enfield

Full Res Act Prjs PrR

	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Controllable						
Revenue						
User Charges	(125)	(751)	(112)	(79)	33	42%
Grants Subsidies Contributions	(80)	(405)	(70)	(101)	(31)	(30%)
Other Revenues	12	-	12	-	(12)	
Investment Income	(149)	(740)	(149)	(185)	(36)	(20%)
Revenue Total	(342)	(1,896)	(320)	(365)	(46)	(12%)
Expense						
Employee Costs	206	685	189	187	(2)	(1%)
Contracts	777	2,608	762	603	(159)	(26%)
Professional Services	21	150	21	37	17	45%
Operational	376	1,230	377	364	(12)	(3%)
Administration	202	275	199	207	8	4%
Finance Costs	98	329	98	82	(16)	(19%)
Expense Total	1,679	5,277	1,645	1,480	(165)	(11%)
Capital Expense						
Renewal	217	2,393	212	391	179	46%
Capital	553	7,658	550	195	(355)	(182%)
Capital Expense Total	770	10,051	762	586	(176)	(30%)
Controllable Total	2,107	13,432	2,087	1,700	(387)	(23%)
Centrally Controlled						
Revenue						
Rates	(2,426)	(7,272)	(1,819)	(1,818)	1	0%
Sale Proceeds - Contra Sales	-	-	-	-	-	
Transfers from Reserves	(173)	(11,183)	(150)	(857)	(706)	(82%)
Revenue Total	(2,598)	(18,455)	(1,969)	(2,675)	(705)	(26%)
Expense						
Depreciation	961	2,867	721	717	(4)	(1%)
Overheads In	864	2,891	687	723	36	5%
Overheads Out	(683)	(2,218)	(558)	(555)	4	1%
Transfers to Reserves	228	794	228	316	87	28%
Expense Total	1,370	4,334	1,077	1,201	123	10%
Capital Expense						
Renewal	46	96	42	24	(18)	(77%)
Capital	177	593	171	148	(23)	(15%)
Capital Expense Total	224	689	214	172	(41)	(24%)
Centrally Controlled Total	(1,004)	(13,432)	(678)	(1,302)	(623)	(48%)
Surplus (-) / Deficit (+)	1,102	0	1,409	398	(1,010)	(254%)



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

Level_01: Assets Group, CEO, Community S..., Council, Customer Ser...

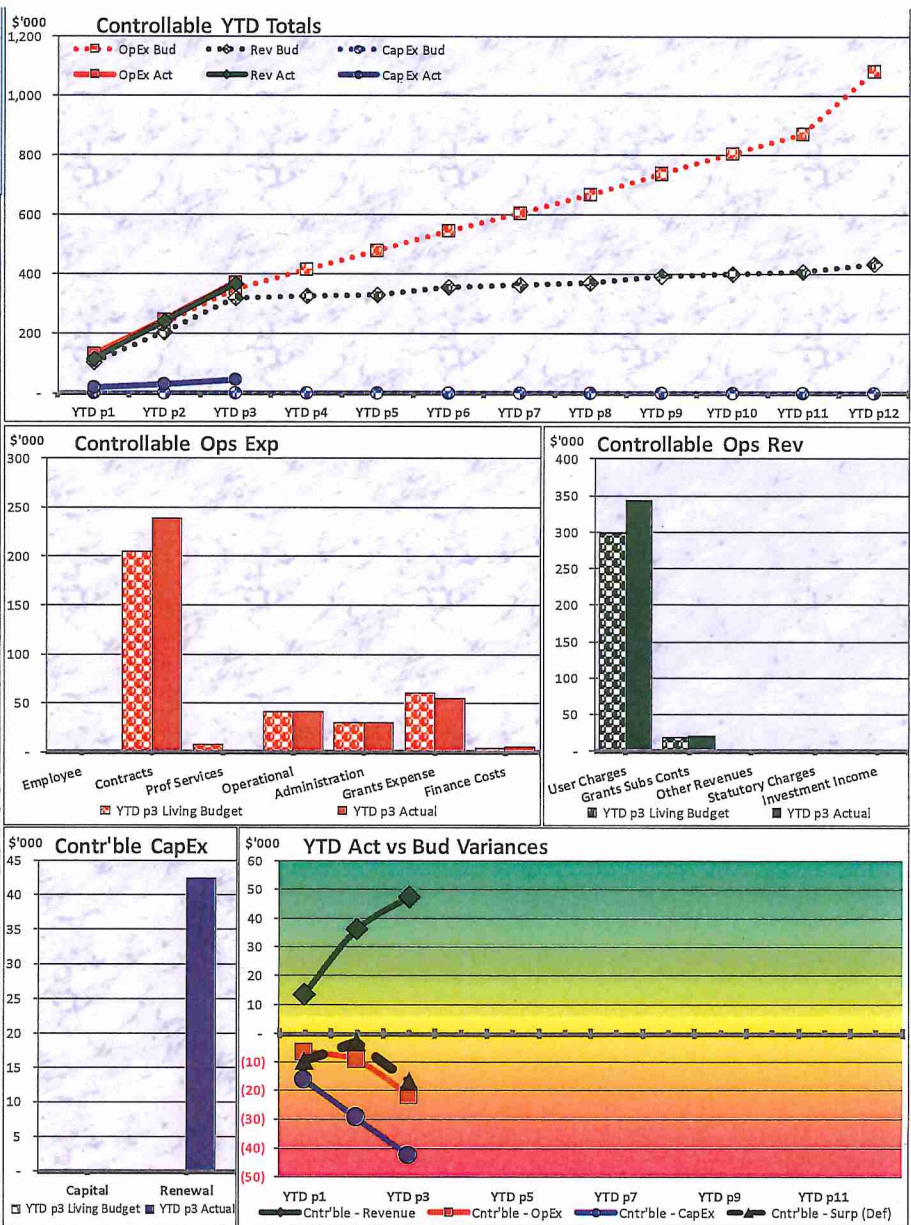
Level_02: Property, Roothing, Solid Waste, Waters, Aquatic Centre

Level_03: Collection, Waste Disposal..., Accounting Servi..., Ahuriri

Level_04: Ahuriri, Closed Landfill, Contaminated S..., Corriedale, Oamaru

Full Res Act Prjs PrR

	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Controllable						
Revenue						
User Charges	(357)	(356)	(344)	(299)	45	15%
Grants Subsidies Contributions	(21)	(75)	(21)	(19)	2	10%
Other Revenues	(1)	-	(1)	-	1	-
Statutory Charges	-	-	-	-	-	-
Revenue Total	(378)	(431)	(365)	(318)	47	15%
Expense						
Contracts	239	583	239	205	(34)	(16%)
Professional Services	-	29	-	7	7	100%
Operational	33	138	41	41	0	0%
Administration	33	72	29	30	1	3%
Grants Expense	73	240	55	60	5	8%
Finance Costs	6	18	6	4	(1)	(24%)
Expense Total	384	1,080	370	348	(22)	(6%)
Capital Expense						
Renewal	42	-	42	-	(42)	-
Capital	-	-	-	-	-	-
Capital Expense Total	42	-	42	-	(42)	-
Controllable Total	48	649	47	31	(17)	(54%)
Centrally Controlled						
Revenue						
Rates	(350)	(1,051)	(262)	(263)	(0)	(0%)
Transfers from Reserves	(8)	(31)	(6)	(8)	(1)	(18%)
Revenue Total	(358)	(1,082)	(269)	(271)	(2)	(1%)
Expense						
Depreciation	26	54	20	14	(6)	(47%)
Overheads In	71	258	57	65	8	12%
Transfers to Reserves	-	-	-	-	-	-
Expense Total	97	312	76	78	2	2%
Capital Expense						
Capital	34	121	34	30	(4)	(12%)
Capital Expense Total	34	121	34	30	(4)	(12%)
Centrally Controlled Total	(227)	(649)	(159)	(162)	(4)	(2%)
Surplus (-) / Deficit (+)	(179)	-	(111)	(132)	(20)	(15%)



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

Appendix (b) – Variance Reports and Commentaries (continued)

Solid Waste

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

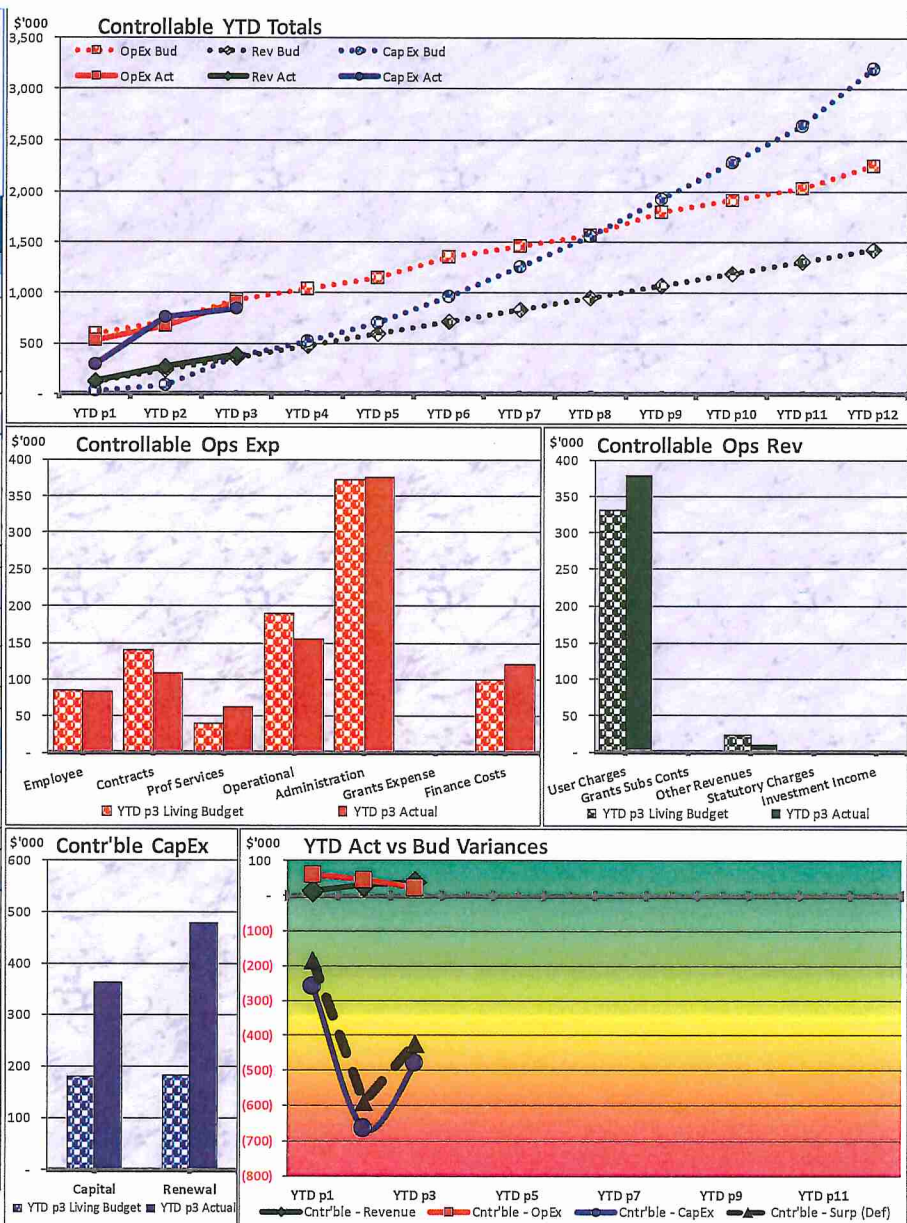
Level_01: Assets Group: CEO, Community S..., Customer Ser...

Level_02: Property, Rooding, Solid Waste, Waters, Aquatic Centre

Level_03: Commercial, Community, Halls and Comm..., Management Pro..., Property Holdings

Level_04: Alredale, Ardgowan, Awamoko, Breakwater Coa...

	Full	Res	Act	Prjs	PrR	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Controllable											
Revenue											
User Charges			(621)			(1,320)		(379)	(330)	49	15%
Grants Subsidies Contributions			(0)			-		(0)	-	0	
Other Revenues			(14)			(93)		(10)	(23)	(13)	(55%)
Investment Income			(3)			(10)		(3)	(2)	1	26%
Revenue Total			(638)			(1,423)		(392)	(356)	36	10%
Expense											
Employee Costs			92			312		84	85	1	1%
Contracts			122			593		108	140	31	22%
Professional Services			68			160		63	40	(23)	(58%)
Operational			157			276		155	189	34	18%
Administration			380			511		375	373	(2)	(0%)
Finance Costs			120			399		120	100	(21)	(21%)
Expense Total			939			2,250		906	927	21	2%
Capital Expense											
Renewal			484			2,049		479	182	(297)	(163%)
Capital			364			1,154		363	180	(183)	(102%)
Capital Expense Total			848			3,202		842	362	(480)	(133%)
Controllable Total			1,148			4,030		1,356	933	(423)	(45%)
Centrally Controlled											
Revenue											
Rates			(244)			(722)		(183)	(180)	2	1%
Sale Proceeds - Contra Sales			(70)			(50)		(70)	(12)	57	461%
Transfers from Reserves			(296)			(4,108)		(260)	(793)	(533)	(67%)
Revenue Total			(610)			(4,880)		(512)	(986)	(474)	(48%)
Expense											
Asset Disposal & Fair Value Adjus			-			-		-	-	-	0%
Depreciation			541			1,627		406	407	1	0%
Overheads In			350			1,018		280	255	(25)	(10%)
Overheads Out			(771)			(2,074)		(618)	(518)	100	19%
Transfers to Reserves			35			104		35	52	17	33%
Expense Total			155			675		103	195	92	47%
Capital Expense											
Renewal			-			-		-	-	-	
Capital			184			175		184	44	(140)	(320%)
Capital Expense Total			184			175		184	44	(140)	(320%)
Centrally Controlled Total			(271)			(4,030)		(226)	(747)	(521)	(70%)
Surplus (-) / Deficit (+)			877			-		1,129	185	(944)	(510%)



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

Appendix (b) – Variance Reports and Commentaries (continued)

Property

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

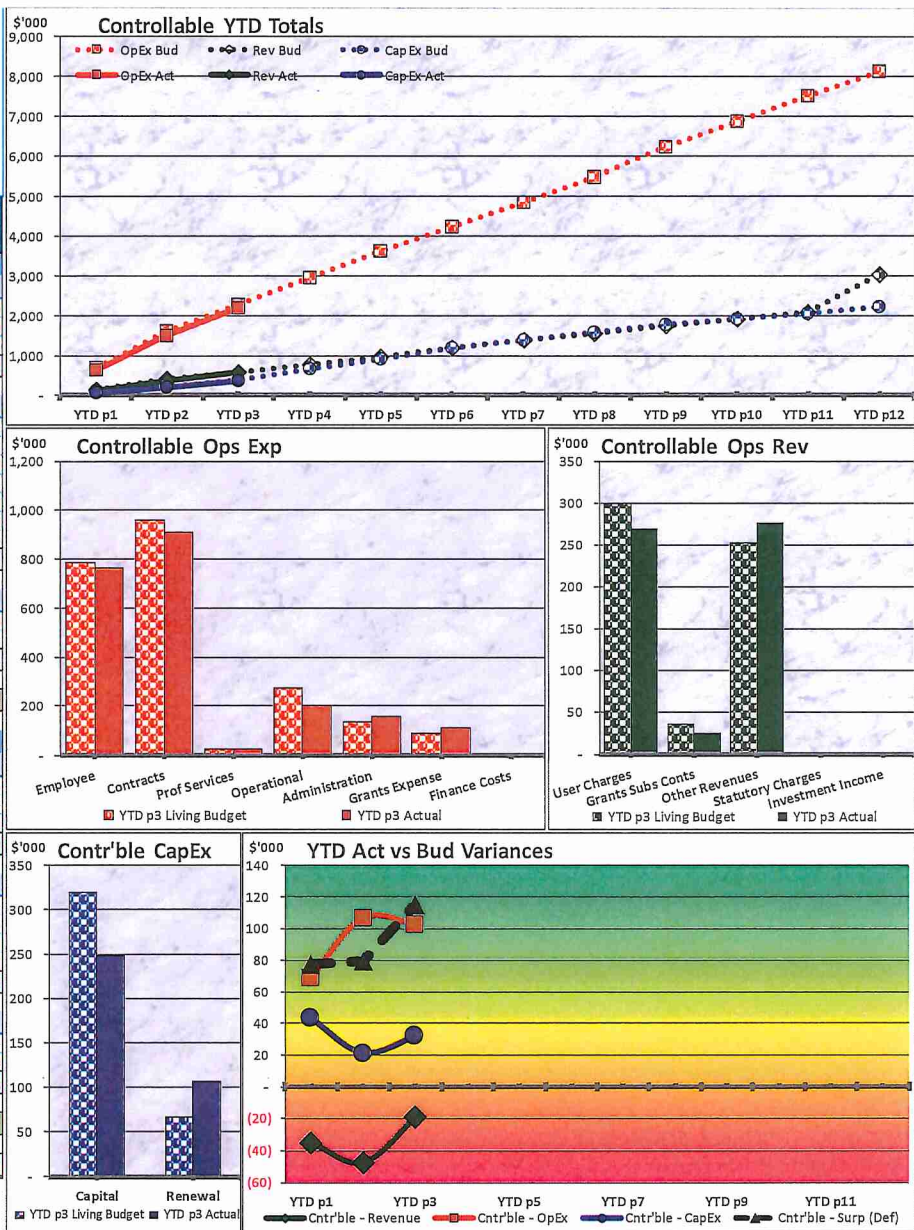
Level_01: Assets Group: CEO, Community S..., Council, Customer Ser...

Level_02: Gallery & Museum, General Grants, Libraries, Management Co..., Oamaru Opera H...

Level_03: Archive, Branch Libraries, Cafe, Camping Grounds

Level_04: Ahuriri, Comedale, Harbour Park, Monuments

	Full	Res	Act	Prjs	PrR	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Controllable											
Revenue											
User Charges			(374)			(1,315)	(269)	(300)	(31)	(10%)	
Grants Subsidies Contributions			(33)			(903)	(24)	(35)	(11)	(31%)	
Other Revenues			(281)			(793)	(275)	(252)	23	9%	
Revenue Total			(687)			(3,011)	(568)	(587)	(19)	(3%)	
Expense											
Employee Costs			802			2,875	762	786	24	3%	
Contracts			935			3,621	910	982	52	5%	
Professional Services			31			114	28	25	(3)	(12%)	
Operational			207			804	202	272	70	26%	
Administration			168			369	157	136	(21)	(15%)	
Grants Expense			129			300	113	90	(23)	(25%)	
Finance Costs			8			41	8	10	3	25%	
Expense Total			2,280			8,123	2,179	2,281	102	4%	
Capital Expense											
Renewal			118			432	106	67	(39)	(58%)	
Capital			264			1,796	248	319	71	22%	
Capital Expense Total			382			2,228	354	386	32	8%	
Controllable Total			1,974			7,341	1,965	2,080	115	6%	
Centrally Controlled											
Revenue											
Rates			(2,720)			(8,148)	(2,040)	(2,037)	3	0%	
Sale Proceeds - Contra Sales			(2)			-	(1)	-	1		
Transfers from Reserves			(222)			(2,852)	(192)	(607)	(414)	(68%)	
Revenue Total			(2,944)			(11,000)	(2,233)	(2,643)	(410)	(16%)	
Expense											
Depreciation			380			1,158	285	290	5	2%	
Overheads In			700			2,643	514	660	146	22%	
Overheads Out			(161)			(1,104)	(100)	(276)	(176)	(64%)	
Transfers to Reserves			31			50	31	20	(11)	(56%)	
Expense Total			949			2,746	730	694	(36)	(5%)	
Capital Expense											
Renewal			3			-	3	-	(3)		
Capital			52			913	51	31	(19)	(62%)	
Capital Expense Total			56			913	54	31	(23)	(73%)	
Centrally Controlled Total			(1,939)			(7,341)	(1,450)	(1,918)	(469)	(24%)	
Surplus (-) / Deficit (+)			35			(0)	515	162	(354)	(219%)	



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

Appendix (b) – Variance Reports and Commentaries (continued)

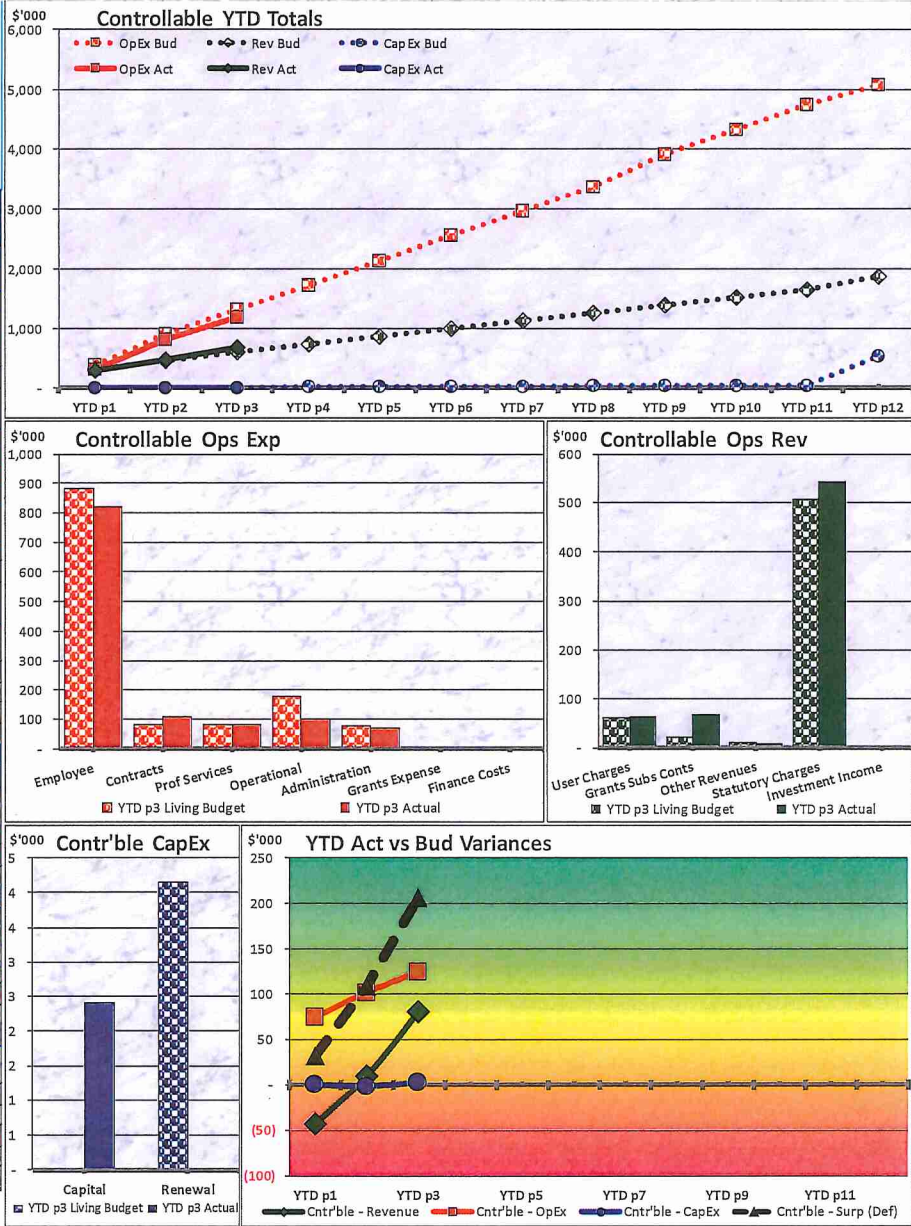
Community Services

	last year YTD	this year YTD	budget YTD	variance YTD	Variance YTD%	Manager/Activity(s) Overview:	Solutions/Actions Overview:
Community Services Group	1,651	1,965	2,080	115	6%	Start of the year reflects the timing of projects and the seasonality of the Opera House. The monthlong closure of the Aquatic Centre shows a 35% negative variance and a 54K Capital over expenditure in this period.	Monitoring the activities. An rephasing Aquatics budget.
Community_GM	153	183	155	(28)	(18%)	Timing of grants, will even out over year.	No action required
Aquatic_Centre	157	238	176	(62)	(35%)	Revenue 39K under budget as Aquatic centre closed one month and Budget evenly distributed over year. Capital expense 54K over budget as closedown work completed but budget phased over year.	Budgets rephased.
Community_Safety	24	19	36	16	46%	Reduced expenses due to timing of projects.	No action required.
Gallery_Museum	170	203	247	44	18%	Reduced income due to focus upon revenue raising through grants being focus of Cultural Facility Development Project (CFDP) and focus of output also related to CFDP rather than revenue at this time.	No action required.
Library	254	259	265	6	2%	Bonuses were included this period; we have started paying for the RFID equipment	Continue to monitor
Oamaru_Opera_House	98	83	103	20	20%	The Opera House has had a quiet start to the financial year as there have been no touring productions booked into the Opera House over the first two months. The room bookings have been on a par with previous years and the winter months are generally quieter. Unfortunately we have been plagued with influenza this year, which has increased demands on staffing.	Leading into the end of the year we continue to be busy with Whitestone Contracting auditorium productions hosting 3 local productions, 5 international shows, 2 NZ touring shows and a full heritage week programme, including school tours.
Parks_and_Recreation	794	980	1,099	119	11%	Camping - Revenue 36K up on budget due to season passes sold. Capital expense 43K down on budget due to Sailors and Falstone discharge fields to be completed in Autumn 2017. Cemetery - Cemetery plot sales 9K down on budget. Forestry - Operational expense 10K over budget due to phasing of replanting and release spraying. Capital 9K over budget due to work required to reinstate fences from harvest. Parks - Capital 30K underspent. Waiting to discuss work with new community boards. Toilets - 24K underspent due to invoices not received for Hampden Toilets. Sportsfields - 21K underspent as work on Mill Domain not scheduled until Autumn and King George Park in 2017/18	Camping - No action. Cemetery - Monitor Forestry - No Action. Operational phasing will catch up. Capital costs will be met by transfer from reserves. Management Parks - 5K Project Manager costs to be recovered from Capital Projects. Parks - No Action - will catch up with phasing. Toilets - No Action. Sportsfields - No Action.

Community Services - commentary

Appendix (b) – Variance Reports and Commentaries (continued)

WDC 2017 Operating Statement Fri 28 Oct 2016 6:49 a.m.									
Level_01		Level_02		Level_03		Level_04			
Assets Group		Management Cu...		Alcohol Licensing		Parking Enforce...			
Community S...		Planning		Animal Control		Parking Facilities			
Customer Ser...		Policy Development		Building Control		Ahuriri			
		Regulatory Serv...		CCT Oamaru		Airedale			
		Aquatic Centre							
Full	Res	Act	Prjs	PrR	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud
Controllable									
Revenue									
User Charges	(76)	(339)	(61)	(60)	1	2%			
Grants Subsidies Contributions	(73)	(90)	(66)	(23)	44	195%			
Other Revenues	(9)	(40)	(9)	(10)	(1)	(13%)			
Statutory Charges	(625)	(1,408)	(543)	(507)	36	7%			
Revenue Total	(784)	(1,877)	(679)	(599)	80	13%			
Expense									
Employee Costs	868	3,316	819	881	62	7%			
Contracts	109	412	107	81	(26)	(32%)			
Professional Services	86	519	83	81	(0)	(0%)			
Operational	128	550	100	180	80	45%			
Administration	80	286	70	79	9	12%			
Grants Expense	1	-	1	-	(1)	-			
Finance Costs	-	-	-	-	-	-			
Expense Total	1,271	5,083	1,180	1,304	124	10%			
Capital Expense									
Renewal	-	42	-	4	4	100%			
Capital	3	500	2	-	(2)	-			
Capital Expense Total	3	542	2	4	2	42%			
Controllable Total	490	3,748	503	709	206	29%			
Centrally Controlled									
Revenue									
Rates	(879)	(2,618)	(659)	(655)	5	1%			
Sale Proceeds - Contra Sales	-	-	-	-	-	-			
Transfers from Reserves	(3)	(1,155)	(3)	(113)	(110)	(97%)			
Revenue Total	(883)	(3,773)	(663)	(768)	(105)	(14%)			
Expense									
Depreciation	21	64	16	16	0	2%			
Overheads In	1,434	4,482	1,175	1,120	(55)	(5%)			
Overheads Out	(1,485)	(4,626)	(1,201)	(1,157)	44	4%			
Transfers to Reserves	73	105	73	26	(47)	(180%)			
Expense Total	44	25	64	6	(58)	(936%)			
Capital Expense									
Renewal	-	-	-	-	-	-			
Capital	0	-	0	-	(0)	-			
Capital Expense Total	0	-	0	-	(0)	-			
Centrally Controlled Total	(838)	(3,748)	(599)	(762)	(162)	(21%)			
Surplus (-) / Deficit (+)	(349)	-	(96)	(53)	43	82%			



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

Appendix (b) – Variance Reports and Commentaries (continued)

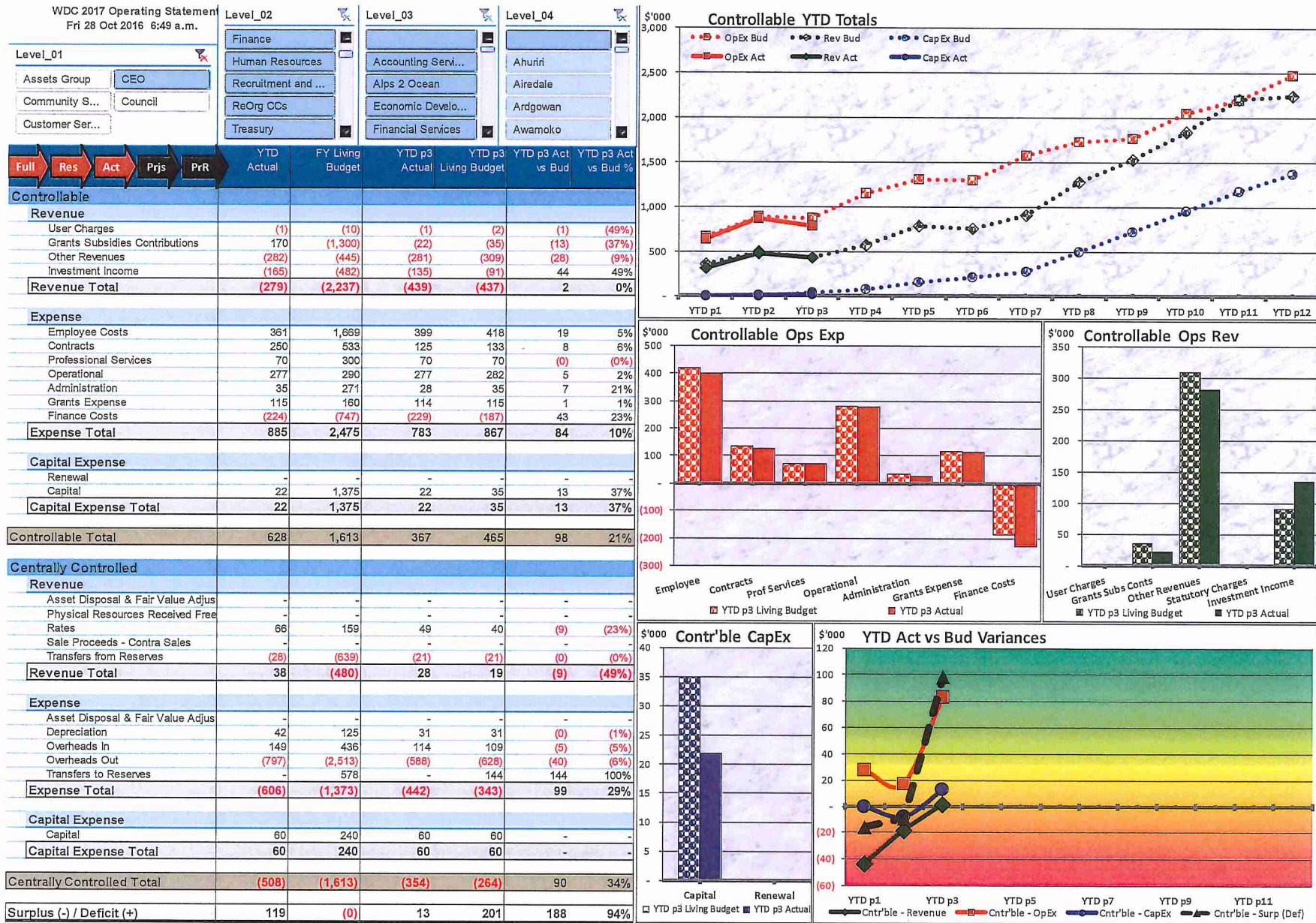
Customer Services

Appendix (b) – Variance Reports and Commentaries (continued)

Customer Services – commentary

	last year YTD	this year YTD	budget YTD	variance YTD	Variance YTD%	Manager/Activity(s) Overview:	Solutions/Actions Overview:
Customer Services Group	475	503	709	206	29%	There is minimal variance in activities at Period 3. The largest relates to grant payment to ORFA which was budgeted to be made in advance rather than in the first month of each quarter. The Planning variance is primarily due to the level of financial contributions received to date. Operationally it is operating within expectations.	Continue to monitor variances and apply corrective actions where required.
Customer_GM	78	71	83	12	14%	Underspend in consultant lines. This is expected to even out over the 12 months.	Continue to monitor and take corrective action as required.
Customer_Contact	140	140	143	3	2%		-
Emergency_Services	139	136	226	90	40%	Variance arises from timing of budgeted grants to ORFA for capital purposes. Operational grants are on budget.	N/A
Planning	64	53	130	77	59%		-
Policy	123	111	128	16	13%	The current surplus created by employee costs is forecasted to be a deficit as the financial year progresses. This deficit will reflect the use of contractors to deliver a policy project improving the quality of advice to the executive and Council.	-
Regulatory	(69)	(8)	(0)	8	6,776%	Overall regulatory budget is 5% under revenue \$33k and 5% overspent \$27K. Tracking well against budget to date. .	Monitor and prepare business case for additional support to address outstanding IANZ recommendations.

Appendix (b) – Variance Reports and Commentaries (continued) Chief Executive



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, pX=Period X

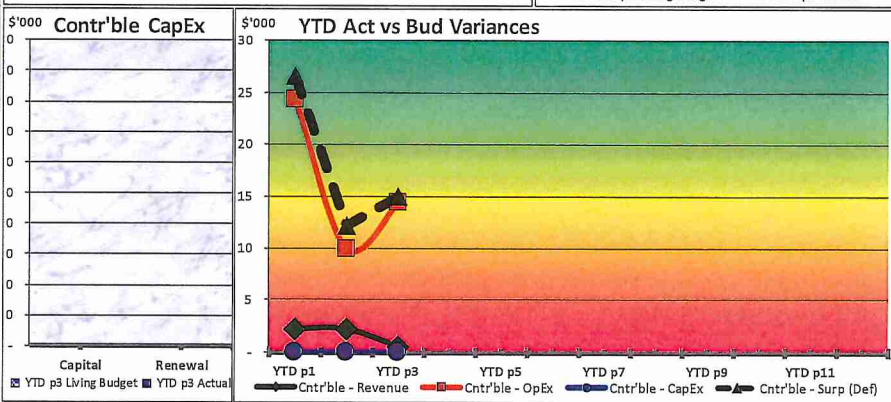
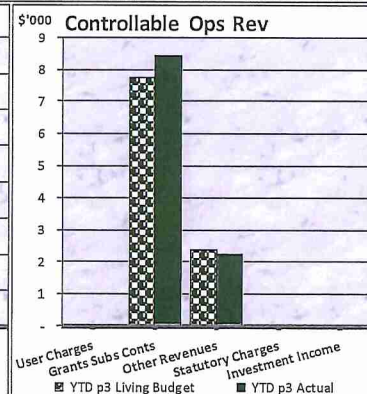
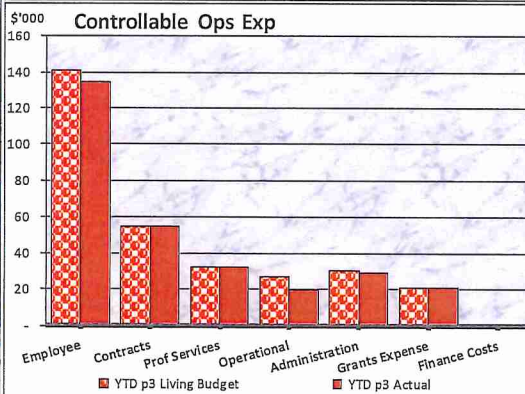
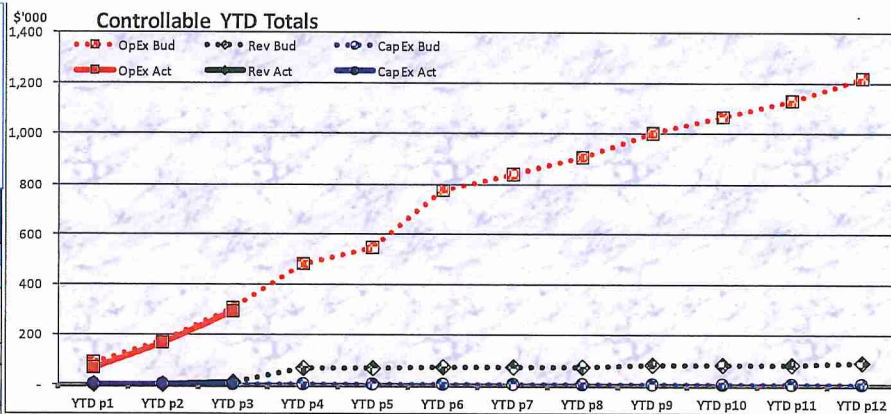
Appendix (b) – Variance Reports and Commentaries (continued)

Chief Executive - commentary

		last year YTD	this year YTD	budget YTD	variance YTD	Variance YTD%	Manager/Activity(s) Overview:	Solutions/Actions Overview:
CEO		476	367	465	98	21%	Treasury will be covered in detail in the treasury section of the report. The drivers are more funds being available because of property sales and a lower drawdown from ORV, and stabilised interest rates. The other variances are driven by two vacancies.	The treasury variance is positive and it is hoped this will grow. Recruitment for the vacancies is underway, the cost of which will be funded from the savings to date.
CEO		167	121	122	0	0%	As this activity is on budget no commentary is required.	No required.
Finance	Economic Development	207	250	240	(10)	(4%)	The main variance comes from Business Analyst vacancy. It will be partially off-set by transitional costs from the rates team as there will be a 8 week overlap. Treasury to be covered in the Treasury Report	Any saving is likely to be offset by recruitment costs so no action at present.
	Finance	315	285	315	30	10%		
	Treasury	(274)	(362)	(298)	64	21%		
	ReOrg CCs	0	-	-	-	-		
Human_Resources		62	73	86	13	16%	Timing issues. Will be resolved. Health and Safety Advisor position in recruitment and selection stage at present.	-

WDC 2017 Operating Statement
Fri 28 Oct 2016 6:49 a.m.

Level_01	Level_02	Level_03	Level_04	YTD Actual	FY Living Budget	YTD p3 Actual	YTD p3 Living Budget	YTD p3 Act vs Bud	YTD p3 Act vs Bud %
Assets Group	CEO	Ahuriri	Ahuriri						
Community S...	Council	Annual Plan LTP	Airedale						
Customer Ser...		Annual Reports	Ardgowan						
		Waitaki District ...	Awamoko						
		Aquatic Centre							
		CEOs Office							
		Waihemo							
Full	Res	Act	Prjs	PrR					
Controllable									
Revenue									
User Charges									
Grants Subsidies Contributions									
Other Revenues									
Revenue Total									
Expense									
Employee Costs									
Contracts									
Professional Services									
Operational									
Administration									
Grants Expense									
Expense Total									
Controllable Total									
Centrally Controlled									
Revenue									
Rates									
Transfers from Reserves									
Revenue Total									
Expense									
Depreciation									
Overheads In									
Overheads Out									
Transfers to Reserves									
Expense Total									
Centrally Controlled Total									
Surplus (-) / Deficit (+)									



*For Variances (Act vs Bud), Positive=Surplus, Negative=Deficit * Key: Act=Actual, Bud=Budget, YTD=Year to Date, px=Period X

Appendix (c) –Quarterly Treasury Report

Treasury Overview

This report reviews treasury performance for the first quarter of the 2016-17 financial year, and includes projections of Council's expenditure and investment maturity over the next twelve months. These projections allow for further loan drawdowns by the Observatory Village Charitable Trust based on the Trust's anticipated requirements.

The drop in the Official Cash Rate to 2.00% was generally expected by the banking industry and caused no really significant change in interest rates offered to Council, so rates have generally stabilised over the past few months. Council is in a fortunate position, as the rate charged to NOIC on its \$17 million loan is set for the full twelve months based on rates applying at 31 May, and this provides a solid base of revenue.

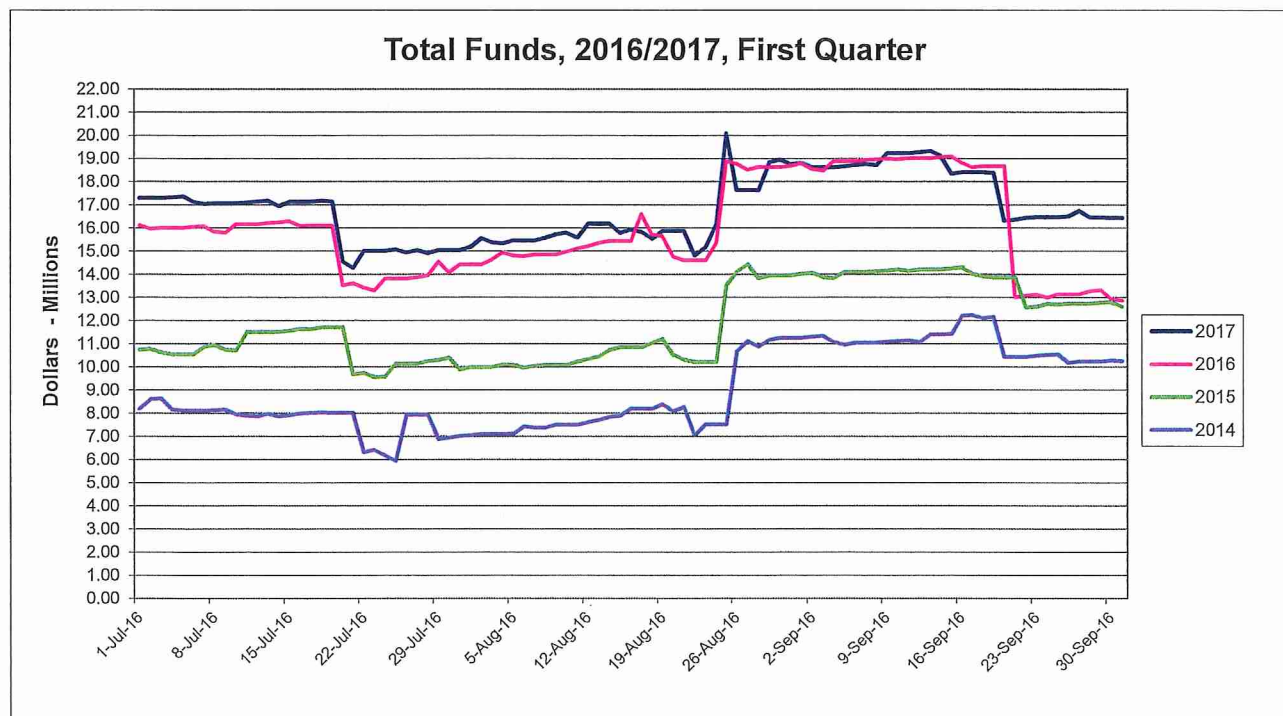
The stable NOIC interest rate was factored into the budget for 2016/17, but Council's investment income was slightly better than budget for the first quarter because it also had more funds available for investment than had been forecast. This position arose as a result of property sales, the extension of the operating life of the landfill and the deferral of a number of capital projects.

Council is now utilising the four major New Zealand banks for deposits, and consequently enjoys the benefits of being able to compare rates when deciding on investment opportunities. These four banks are rated "AA" or better by Standard and Poors. Council has now approved the use of a further five "A" rated banks for investment purposes, and officers will consider involving these other providers as opportunities arise.

Overall Cash Position

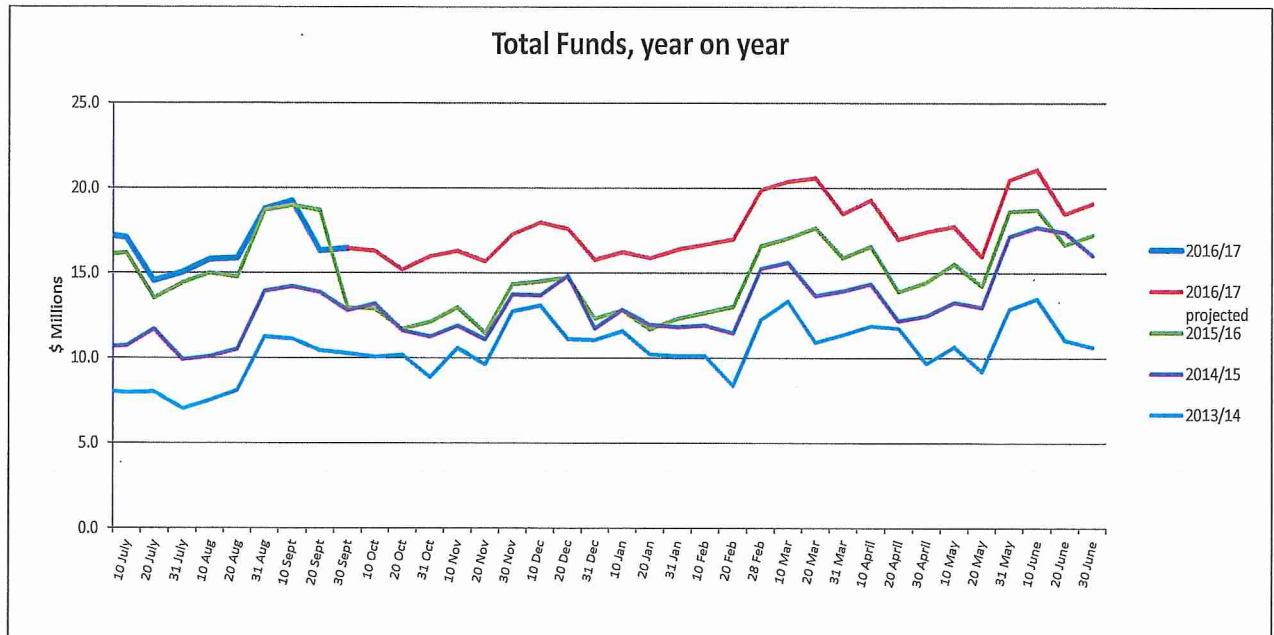
Every effort is being made to improve, or at least maintain, potential returns while ensuring sufficient funds remain available for normal operational requirements. Amounts invested are based on expected inflows and always allow a margin so no external borrowing will be required.

Total cash funds, first quarter movements



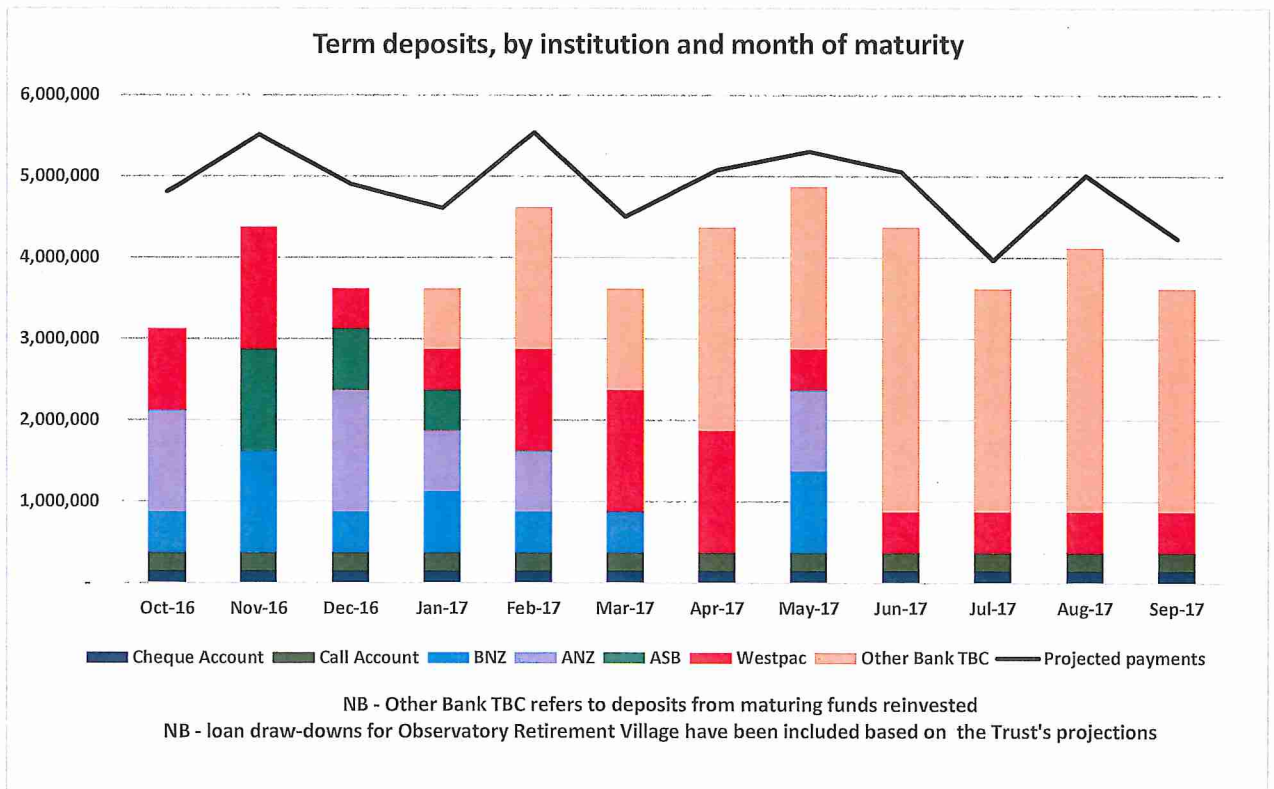
Appendix (c) –Quarterly Treasury Report (continued)

Total funds, actual and projected, 2016/17 financial year



Projected investment maturity and outgoings analysis

This graph represents likely cash outgoings and maturing investments by month. As always, the gap between available funds from bank deposits and projected expenditure is met by current month operating revenues. Payments projected anticipate drawdown for the retirement village loan in line with the Trust's projections.



Appendix (c) –Quarterly Treasury Report (continued)

“Cash” Investment as at 30 September 2016

Institution	Original Term	Maturity Date	Rate	Amount
BNZ	146 days	20/10/2016	3.10%	\$500,000
BNZ	101 days	21/11/2016	2.89%	\$500,000
BNZ	63 days	21/11/2016	2.53%	\$750,000
BNZ	92 days	20/12/2016	2.86%	\$500,000
BNZ	150 days	20/01/2017	3.07%	\$750,000
BNZ	178 days	20/02/2017	3.19%	\$500,000
BNZ	206 days	20/03/2017	3.40%	\$500,000
BNZ	266 days	22/05/2017	3.25%	\$1,000,000
Total BNZ				\$5,000,000
ANZ	92 days	13/10/2016	3.25%	\$1,000,000
ANZ	99 days	20/10/2016	3.10%	\$250,000
ANZ	84 days	15/12/2016	3.30%	\$500,000
ANZ	151 days	23/01/2017	3.20%	\$750,000
ANZ	365 days	25/02/2017	3.65%	\$750,000
ANZ	206 days	22/05/2017	3.50%	\$1,000,000
Total ANZ				\$4,250,000
ASB	203 days	21/11/2016	3.30%	\$750,000
ASB	188 days	19/12/2016	3.27%	\$500,000
ASB	88 days	19/12/2016	3.08%	\$250,000
Total ASB				\$1,500,000
Westpac	69 days	12/10/2016	2.75%	\$250,000
Westpac	112 days	20/10/2016	3.05%	\$500,000
Westpac	69 days	26/10/2016	2.64%	\$250,000
Westpac	75 days	9/11/2016	2.64%	\$250,000
Westpac	139 days	17/11/2016	3.09%	\$250,000
Westpac	267 days	18/11/2016	3.52%	\$500,000
Westpac	70 days	23/11/2016	2.70%	\$250,000
Westpac	70 days	7/12/2016	2.74%	\$250,000
Westpac	181 days	20/02/2017	3.30%	\$750,000
Westpac	206 days	20/03/2017	3.30%	\$750,000
Westpac	237 days	20/04/2017	3.30%	\$500,000
Total Westpac				\$4,500,000
Total on deposit 30 September 2016				\$15,250,000

The pattern of investing is currently focused on ensuring that deposits mature on or about the 20th of the month, to coincide with Council's monthly payments cycle. A further sequence of smaller deposits matures between these dates to match the timing of payroll and other creditor payment cycles.

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

- Up to 30 days achieved 2.09% – 2.25% (target range 2.20% - 2.60% or better)
- Between 30 and 60 days achieved 2.53% – 2.64% (target range 2.45% - 2.75% or better)
- Between 60 and 90 days achieved 2.64% - 3.08% (target range 2.70% - 3.10% or better)
- 3 – 6 months achieved 3.05% – 3.30% (target range 3.10% - 3.50% or better)
- 6 – 9 months achieved 3.27% - 3.52% (target range 3.25% - 3.70% or better)
- 9 – 12 months achieved 3.65% - 3.80% (target range 3.30% - 3.75% or better)

The loan to NOIC carries an interest rate of 3.58% (last year 4.57%) which, in this environment, is proving a real bonus. That rate remains effective until 30 June 2017, at which time it will be re-set for the next 12 month period.

Appendix (c) –Quarterly Treasury Report (continued)

Other Investments

Council has several loans outstanding to community groups and other entities. These are the largest of those loans:

North Otago Irrigation Company Ltd –

- Balance at 30 September \$17,000,000
- Interest to 30 September \$153,401. Interest is paid monthly

Observatory Retirement Village Trust –

- Balance at 30 September \$512,224
- Interest to 30 September \$1,224. Interest is compounded to the loan balance

In October a further \$810,000 was drawn down by the Trust.

The total advanced to date is below the Trust's initial projections.

Ultimately, Council's support is capped at \$8,000,000

Oamaru Whitestone Civic Trust –

- Balance at 30 September \$425,000
- Interest to 30 September \$3,671. Interest is paid quarterly

In October, a further \$30,000 advance was made, leaving only \$45,000 of its approved loan facility with Council of \$500,000 available.

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

Otago Rural Fire Authority –

- Balance at 30 September \$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

Other Investments

The amounts invested in CCTOs represent the majority of the value of the other investments Council holds.

Whitestone Contracting has committed to pay a dividend of at least \$120,000 annually, and the recent announcement that the company will pay a dividend of \$700,000 will see this revenue item well above budget by year end.

In 2016, Council received subvention payments from both Whitestone and Tourism Waitaki. These payments are not budgeted for, and whether any will be received during the 2016/17 financial year is unknown at present and is dependent on those companies' tax positions.

Internal Loans

Details of movements in internal loans have not been finalized for the quarter ended 30 September – when available, this information will be provided to the next meeting of the FAR Committee.

Appendix (d) – Separate Rate Accounts

Separate Rate Accounts are maintained for each of Council's targeted rate levies. Officers update the current position of each separate rate account at the end of each quarter.

At 30 June 2016, the following are either operating in deficit or require attention for other reasons:

	Rate Account balance	Depreciation Reserve balance	Proposed resolution
<i>Water Rate accounts</i>			
Awamoko	(10,651)	No issue	Monitor – deficit is reducing steadily
Kurow	(45,313)	No issue	Monitor – deficit is reducing steadily
Oamaru Supply	1,755,090	3,428,729	Council approved measures in the 2016/17 annual plan to utilize the surplus in the rate account by reducing rate requirement
Otekaieke	(4,071)	No issue	Monitor – deficit is reducing steadily
Otematata	No issue	(299,139)	Monitor – Capital works exceeded funding. The account will improve over time
Waihemo	(83,267)	(670,018)	Monitor – Capital works exceeded funding. The account will improve over time
Windsor	(3,981)	No issue	Monitor – deficit is reducing steadily
<i>Sewer Rate accounts</i>			
Oamaru	1,266,187	1,433,993	Council approved measures in the 2016/17 annual plan to utilize the surplus in the rate account by reducing rate requirement
<i>Hall Rate accounts</i>			
Macraes	(211)	N/A	Monitor – deficit is reducing steadily
<i>Harbour Rate accounts</i>			
Total Harbour	190,386	No issue	Monitor. Consider using surplus funds to repay related internal loans
<i>Amenity Rate accounts</i>			
Hampden	62,278	N/A	Monitor. Rated for septic tank cleaning, but no cost yet incurred, so balance is increasing
Shag Point	(4,799)	N/A	Monitor. Planned works were expected to overdraw the account for a short period – will improve over time

Appendix (e) – Special Funds

These are Special Reserves, Trust funds and other balances held by Council for specific purposes. The report below details movements in these reserves for the year ended 30 June 2016, and will be updated in subsequent reports.

Account Name	Balance 01/07/15	Interest Received	Movements In	Movements Out	Balance 30/06/16
Ahuriri Playground Fund	6,249.93	236.20	0.00	-4,400.00	2,086.13
Alps2Ocean Fund	138,595.31	0.00	0.00	-138,595.31	0.00
Aquatic Centre Bequest Funds	6,386.10	263.80	0.00	0.00	6,649.90
Archives Fund	9,648.75	398.59	0.00	0.00	10,047.34
Cemetery Trust A/c - Oamaru	3,794.37	154.37	0.00	-154.37	3,794.37
Cemetery Trust A/c - Herbert	9,294.15	383.95	0.00	0.00	9,678.10
Cemetery Trust A/c - Ngapara	808.21	33.39	0.00	0.00	841.60
Community Housing	722,601.76	29,851.10	0.00	0.00	752,452.86
Council Heritage Project	0.00	0.00	0.00	0.00	0.00
Development Contributions	4,135,802.99	169,724.85	468,643.70	-322,786.57	4,451,384.97
Disaster & Self-insurance Funds	3,531,704.76	0.00	221,493.00	-34,889.00	3,718,308.76
District Endowment Fund	1,478,054.60	61,158.31	220,000.00	-179,316.88	1,579,896.03
District Library Endowment Fund	165,500.00	6,733.50	0.00	-6,733.50	165,500.00
District Resource Management Act Financial Contributions Fund	894,101.39	36,340.12	76,271.26	-214,194.73	792,518.04
Emergency Services Upgrade/Renewal Fund	19,012.07	785.38	0.00	0.00	19,797.45
Forestry Planting	357,065.92	14,750.61	750,584.93	-52,399.03	1,070,002.43
Gallery Bequest Fund	8,335.67	251.64	0.00	-3,044.02	5,543.29
Gallery Lift Appeal	10,964.49	452.96	0.00	0.00	11,417.45
Hakataramea Bridge reserve	0.00	0.00	7,743.20	0.00	7,743.20
Harbour Endowment Fund	3,248.46	1,321.88	119,000.00	-1,321.88	122,248.46
Harbour Enhancement - Canterbury Spinners	5,000.00	126.38	0.00	-5,126.38	0.00
Harbour Projects Fund	0.00	0.00	0.00	0.00	0.00
Haven Street Reserve	72,574.01	0.00	0.00	-10,649.27	61,924.74
Library Acclimatisation Fund	5,000.00	203.43	0.00	-203.43	5,000.00
Mulligan Bequest	88,221.97	3,644.51	0.00	0.00	91,866.48
Museum Bequest Fund	120,948.45	4,996.45	0.00	0.00	125,944.90
Oamaru Gardens Bequest Fund	181,608.82	7,502.34	0.00	0.00	189,111.16
Oamaru Gardens / Heritage Buildings / Sports Facilities	134,061.77	5,538.17	0.00	-39,638.26	99,961.68
Oamaru Library Bequest Fund	0.00	0.00	0.00	0.00	0.00
Oamaru Library Book Fund	1,974.81	81.59	0.00	0.00	2,056.40
Oamaru Township Beautification	35,067.22	1,448.63	0.00	0.00	36,515.85
Otago Power Shares	101,754.90	3,353.62	0.00	-82,006.39	23,102.13
Omarama Hall Fund	0.00	0.00	0.00	0.00	0.00
Palmerston Library Book Donation	2,425.03	100.18	0.00	0.00	2,525.21
Palmerston Reserve	108,019.58	4,462.35	0.00	0.00	112,481.93
Plan Review Reserve	0.00	0.00	307,272.28	-47,759.32	259,512.96
Refuse Disposal, Landfill & Hazardous Sites	104,555.46	0.00	0.00	0.00	104,555.46
RSA Rose Garden Bequest	3,533.41	145.97	0.00	0.00	3,679.38
Sports Ground Improvement Fund	959.91	39.64	0.00	0.00	999.55
Street Tree Fund	59,113.93	2,442.04	0.00	0.00	61,555.97
Valley Boat Ramps Fund	51,445.46	0.00	15,475.71	0.00	66,921.17
Waitaki Heritage Fund	254,384.07	10,284.87	400.00	-10,000.00	255,068.94
Council Special Funds and Reserves	12,831,817.73	367,210.82	2,186,884.08	-1,153,218.34	14,232,694.29
Waitaki Heritage Fund Loans	0.00	0.00	4,000.00	-400.00	3,600.00
Loan Funds	1,040.37	0.00	0.00	0.00	1,040.37
Creative Communities Grants scheme	1,535.24	0.00	20,578.20	-22,021.80	91.64
SPARC Regional Travel scheme	-0.10	0.00	9,500.00	-9,499.90	0.00
Funds held by Council in trust for distribution	2,575.51	0.00	34,078.20	-31,921.70	4,732.01
Totals	12,834,393.24	367,210.82	2,220,962.28	-1,185,140.04	14,237,426.30

Waitaki District Council Report

From Payroll Administrator
Chief Executive

Date 09 November 2016

Warrant of Appointment

Recommendation

That Waitaki District Council hereby appoint **Darryl Healy** as:

- a) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular, but not limited to, the following powers:
 - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
 - ii) Acquire Information (s22);
 - iii) Issue an Abatement Notice (s322);
 - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
 - v) Issue an excessive noise direction (s327);
 - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
 - vii) Take preventative or remedial action (s330);
 - viii) Enter for survey (s333);
 - ix) Seize property (s323) & (s328); and
 - x) Return property (s336).
- b) An 'Enforcement Officer' under Section 32 of the Freedom of Camping Act 2011 with authority to exercise all the powers of an Enforcement Officer under the Freedom of Camping Act 2011, and in particular, but not limited to, the following powers:
 - i) Issue infringement notices for offences (s27);
 - ii) Require certain information (s35);
 - iii) Require certain persons to leave area (s37); and
 - iv) Seize or impound certain property (s37)

Background and Objective

This resolution is required to cover enforcement powers for an employee of North Otago Security Services Limited, an entity contracted by Council to perform enforcement action. A Certificate of Approval from the Private Security Personnel Licensing Authority has been sighted for the individual named above.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	Low	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

Significance and Outcomes

This decision is of low significance. It relates to the following outcome:

- Our Local and Central Governments demonstrate efficient and effective use of resources


Rob Murray
Payroll Administrator


Michael Ross
Chief Executive