



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

FINANCE, AUDIT AND RISK COMMITTEE

to be held on Thursday 18 April 2019 commencing at 9.00 am
in the Council Chambers, 36 Weld Street, Hokitika

Chairperson: Cr Martin (Deputy)

Members: His Worship the Mayor

Cr Carruthers

Cr Havill ONZM

Cr Olson

Kw Tumahai (or Representative)

Cr Lash (Deputy)

Cr Eatwell

Cr Neale

Cr Routhan

Kw Rochford (or Representative)



Council Vision:

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

Purpose:

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

- (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
- (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

1. **KARAKIA TĪMATANGA OPENING KARAKIA**

Kia hora te marino
Kia whakapapa pounamu te moana
Hei hurahai mā tātou
I te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa
Hui e! Tāiki e!

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

2. **NGĀ WHAKAPAAHA APOLOGIES**

(includes leave of absence notification)

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

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

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

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

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

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

- | | |
|---|---------------|
| 5. NGĀ MENETI O TE HUI KOMITI
MINUTES OF COMMITTEE MEETING | (Pages 6-10) |
| 6. PŪRONGO KAIMAHI
STAFF REPORTS | (Pages 11-64) |
| 7. WORKPLAN | (Pages 65) |

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

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

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

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

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

Item No.	Interest
1 & 2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
3	Protect information where the making available of the information: (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).

**DATE OF NEXT MEETING – 23 MAY 2019
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**



Finance, Audit and Risk Committee Minutes

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

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Members Present

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

Apologies and Leave of Absence

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

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

Absent:

Kw. Tim Rochford, Te Rūnanga o Makaawhio

Staff in Attendance:

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

1.2 Interest Register

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

2. CONFIRMATION OF MINUTES:

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

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

3. REPORTS FOR INFORMATION

3.1 Financial Report – January 2019

Deputy Mayor Lash attended the meeting at 9.33 am.

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

The following items were noted:

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

Deputy Mayor Lash

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

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

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

The Group Manager: Corporate Services spoke to this report.

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

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

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

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

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

Westland Holdings Limited

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

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

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

4. **REPORTS FOR DECISION:**

Nil.

5. ITEMS FOR DISCUSSION

5.1 Finance, Audit and Risk Committee Rolling Workplan

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

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

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

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

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

6.1 Confidential Minutes – 24 January 2019

6.2 Staff Conflict of Interest and Protected Disclosures Policy

6.3 Health and Safety Initiatives

6.4 Living Wage

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
6.1	Confidential Minutes – 24 January 2019	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
6.2	Staff Conflict of Interest and Protected Disclosures Policy	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

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

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

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

Moved Cr Neale, seconded Cr Routhan and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 10.31 am.

MEETING CLOSED AT 10.31 AM

Confirmed by:

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

Date

Report



DATE: 18 April 2019
TO: Mayor and Councillors
FROM: Finance Manager

QUARTERLY PERFORMANCE REPORT TO 31 MARCH 2019

1. SUMMARY

- 1.1 The purpose of this report is to inform the Committee of its financial and service delivery performance for the three months ended 31 March 2019 (Q3).
- 1.2 This issue arises from a requirement for a local authority to demonstrate accountability and exercise financial prudence in delivering on its commitments to the community.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that the Committee receive the Quarterly Performance Report to 31 March, attached as **Appendix 1**.

2. BACKGROUND

- 2.1 In addition to a monthly financial report the Committee receives a more extensive quarterly report that is used as a progress check against the wider objectives contained in the Long Term Plan.

3. CURRENT SITUATION

- 3.1 The quarterly report examines Council's progress in delivering municipal services within its prescribed financial framework.

- 3.2 This is the third quarterly report for the 2018/19 financial year.
- 3.3 This quarterly report contains the following information:
 - 3.3.1 Whole of Council Financial Summary.
 - 3.3.2 Statements of Service and Financial Performance for each group and activity.
 - 3.3.3 Projects and Carry Overs.
 - 3.3.4 Treasury.
 - 3.3.5 Reserve Funds.

4. OPTIONS

- 4.1 Receive the report.

5. SIGNIFICANCE AND CONSULTATION

- 5.1 This report is for information only.
- 5.2 The decision to receive the report is of low significance and requires neither consultation nor assessment of options.

6. RECOMMENDATION

- A) **THAT** the Committee receives the Quarterly Performance Report to 31 March 2019 attached as **Appendix 1**.

Lavinia Hamilton
Finance Manager

Appendix 1: Quarterly Performance Report to 31 March 2019



2018/19
QUARTERLY PERFORMANCE REPORT #3:
YEAR ENDED 31 MARCH 2019





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Planning and Regulatory Group

Community Services Group

Leisure Services & Facilities Group

Transportation Group

Water Supply Group

Wastewater Group

Stormwater Group

Solid Waste Management Group

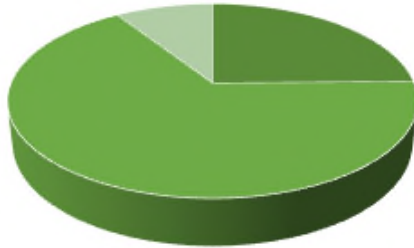
Whole of Council Financial Summary

WESTLAND DISTRICT COUNCIL	Year to March			Full Year 2018-2019	
	Actual	Budget	Variance	FY Forecast	Budget
Operating revenue					
Rates (includes targeted rates and metered water)	11,696,257	11,682,530	13,727	15,595,906	15,595,906
User fees and charges	1,544,654	1,513,953	30,700	1,988,881	1,945,649
Grants and Subsidies	4,113,505	2,950,652	1,162,854	7,002,768	5,904,264
Other income	574,635	606,757	(32,122)	975,985	1,009,013
Overhead recoveries	5,014,567	5,381,661	(367,094)	6,808,454	7,175,548
Total revenue (A)	22,943,617	22,135,552	808,065	32,371,995	31,630,380
Operating expenditure					
Personnel costs	2,706,313	2,803,754	(97,441)	3,668,364	3,749,231
Administrative costs	541,823	515,029	26,794	768,883	638,465
Operating costs	7,537,392	7,172,459	364,933	12,052,496	9,811,009
Grants and donations	306,821	311,797	(4,976)	671,818	656,620
Overheads	5,007,379	5,339,160	(331,781)	6,786,353	7,118,134
Total operating expenditure (B)	16,099,728	16,142,198	(42,470)	23,947,913	21,973,459
Net operating cost of services - surplus/(deficit) (A - B)	6,843,889	5,993,354	850,535	8,424,082	9,656,921
Other expenditure					
Interest and finance costs	495,294	567,503	(72,209)	684,461	756,670
Depreciation	4,638,276	4,446,611	191,665	6,191,634	5,928,815
(Gain)Loss on swaps	262,281	146,830	115,451	311,224	195,773
(Gain)Loss on disposals	- 148,200	-	(148,200)	- 148,200	-
Total other expenditure (C)	5,247,651	5,160,944	86,707	7,039,119	6,881,258
Total expenditure (D = B + C)	21,347,379	21,303,142	44,237	30,987,033	28,854,717
Net cost of services - surplus/(deficit) (A - D)	1,596,238	832,410	763,828	1,384,963	2,775,663

Variance analysis

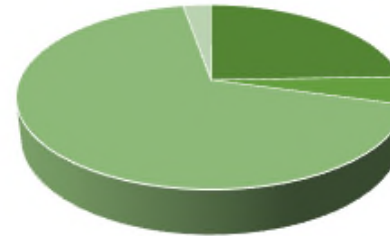
Operating Revenue	
Rates revenue	Overall there is currently a positive variance, there are negative variances to budget within the remissions, discounts, and positive variances with both penalties and metered water. However metered water is being forecast on budget as there is expected to be a reduction in usage due to the significant reduction in visitors specifically within the Franz Josef and Fox areas.
User fees and charges	Building Control is below budget by \$53K, across all fees, however these are on par with previous year. Vehicle operations are above budget by \$29k because of additional vehicles and more travel. Animal control registrations, under budget by \$32k, however is higher by \$17k on previous year.
Grants and Subsidies	Council received \$962K of grant funding for WCWT grant, budgeted in the previous financial year. \$546k for responsible camping included which was unbudgeted and is offset by operational and capital expenditure. Several projects did not proceed so further funding will not be received. NZTA Grant is \$298k below budget for contracted works, however there has been a reforecast due to the large amount of works required due to the March flooding event.
Other Income	Interest Revenue is below budget by \$12K, this will increase towards budget by end of year once loan funded projects are completed. There is a reduction in cost recoveries income, offset by reduction in recoverable expenditure.
Operating Expenditure	
Personnel costs	Vacancies have reduced the personnel costs, offset by higher recruitment costs, contractors and consultant costs. A number of positions have recently been filled.
Administrative costs	Software Licencing above budget by \$70K, mostly due to unbudgeted IBIS financial reporting system, there are some savings in other areas which are expected to be timing differences. There has been reduction in photocopying and printing costs across all departments of \$20k due to drive to reduce printing.
Operating costs	Transportation maintenance costs are above budget by \$76k, although likely to significantly increase due to March storm event, these costs are not fully known at this time and the forecast will be adjusted once there is more understanding of Council share of the cost. Waste water is \$150K above budget due to unplanned maintenance, and some unbudgeted condition assessments. \$111K to date of unbudgeted responsible camping operational expenditure which is offset by the grant.
Grants and Donations	
Other Expenditure	
Depreciation	Budgeted depreciation was lowered by the auditor through the LTP process, however this has proved to be incorrect and depreciation is forecast to be above budget at year end.
(Gain)/Loss on Swaps	Swap values are based on market factors and are difficult to predict. Any gain or loss on swaps would not materialise unless swaps were cashed in before maturity.
(Gain)/Loss on Disposal	Loss on sale of reserve land.

**Operating revenue
Actual year to March**



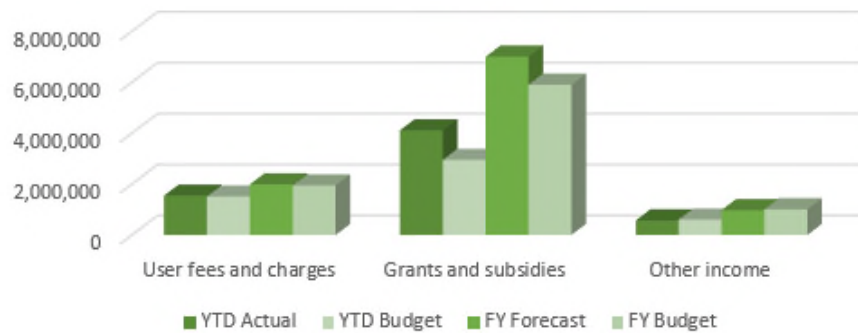
■ User fees and charges ■ Grants and subsidies ■ Other income

**Operating expenditure
Actual year to March**

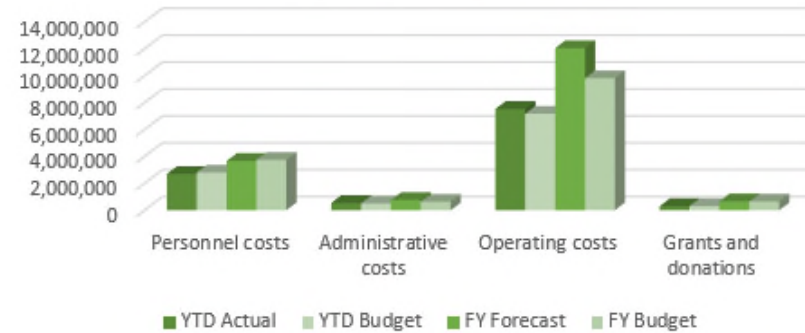


■ Personnel costs ■ Administrative costs ■ Operating costs ■ Grants and donations

Operating revenue



Operating expenditure



	User Fees & Charges	Grants & Subsidies	Other Income
Actual YTD	1,544,654	4,113,505	574,635
Budget YTD	1,513,953	2,950,652	606,757
Variance	30,700	1,162,854	(32,122)
FY Forecast	1,988,881	7,002,768	975,985
FY Budget	1,945,649	5,904,264	1,009,013

	Personnel	Administration	Operating	Grants & Donations
Actual YTD	2,706,313	541,823	7,537,392	306,821
Budget YTD	2,803,754	515,029	7,172,459	311,797
Variance	(97,441)	26,794	364,933	(4,976)
FY Forecast	3,668,364	768,883	12,052,496	671,818
FY Budget	3,749,231	638,465	9,811,009	656,620

Projects: Current

Capital Projects 2019-20		31/03/2019		Legend - Key		
		Forecast on Budget		Project Delayed - Will not be completed by 30th June 2019		
		Forecast over Budget		Project on-Track - Will be completed by 30th June 2019		
				Project Complete - 100% Progress		
Project / Activity	YTD E	2018-19 Budget	Forecast	Budget Track	Progress / Track	Progress Comments
LEADERSHIP						
Information Management - DMS	22,479	50,000	50,000			This is a project that spans 2 years, therefore will not be expected to be completed by the end of this financial year. Planning is taking place therefore costs will materialise throughout the year.
IT Equipment renewals - Annual Network	4,586	32,000	15,000			This should be below budget due to the new servers however there is still some work to be done between the floors
IT Equipment renewals - Upgrades to workstations	25,627	12,000	32,000			Increased the forecast for workstation upgrades but reduced the network upgrades forecast correspondingly
IT Equipment renewals - Webcam replacement		2,500	2,500			Quote received, evaluating options, will be purchased before EOY
IT Equipment renewals - Disaster recovery servers		40,000	0			Delayed this year, due to obtaining suitable offsite location
Council HQ - Refurbishment		100,000	100,000			stage of project to be completed this year
IT Equipment renewals - Civil Defence Laptop		5,000	5,000			
Civil Defence - Civil defence Kits	5,663	4,800	5,663			Ongoing
IT Equipment renewals - Councillors Tablets	1,618		1,618			Completed
	59,973	246,300	210,163			
LIBRARY						
Library - Electrical upgrade	28,375	29,300	29,000			Almost complete. Smaller IT purchases outstanding, likely to be slightly underbudget.
Library - Audio/Visual Resource	1,169	4,324	4,324			
Library - Books	26,810	45,403	45,403			
Library - Large Print Books	4,661	6,486	6,486			
	61,015	85,513	85,213			
WATER SUPPLY						
Kumara - Mains upgrade programme		15,000	15,000			Project cost is for Investigation work that will be finalised by the end of the financial year
Kumara - Treatment Components upgrade programme	2,135	2,778	0			Components purchased
Kumara - Disinfection upgrades programme		2,222	0			Provision for chlorination in place, only needed if legislation changes, carry over
Kumara - Telemetry	5,279	3,333	5,279			in progress
Arahura - Treatment Components upgrade programme	2,135	2,778	0			To be completed with new plant, carry over
Arahura - Disinfection upgrades programme		2,222	0			To be completed with new plant, carry over
Arahura - Telemetry		3,333	0			To be completed with new plant, carry over
Arahura - Water treatment plant	136	365,000	265,000			Water testing in progress, remainder of budget will be carried over to next year to complete project
Hokitika - Mains upgrade programme	3,208	300,000	300,000			Currently being scoped
Hokitika - Pumps Upgrade Brickfield		25,000	25,000			Pumps are on order
Hokitika - Water meter replacements	1,698	90,000	50,000			Contractor has scoped work, waiting on pricing of instruments
Hokitika - Generator	41,203	45,000	45,000			Completed
Hokitika - Treatment Components upgrade programme	2,135	2,778	0			Components purchased
Hokitika - Disinfection upgrades programme		2,222	0			Provision for chlorination in place, only needed if legislation changes, carry over.
Hokitika - Telemetry		3,333	3,333			In progress
Ross - Mains upgrade programme		120,000	70,000			Forecast works are expected in the last quarter, some money to be carried over and project to be completed next year
Ross - Building Repairs and Stabilisation		15,000	15,000			Work has been scoped and contract has been issued
Ross - Water Source		20,000	20,000			Underway
Ross - Treatment Components upgrade programme	2,135	2,778	0			Components purchased
Ross - Disinfection upgrades programme		2,222	0			Provision for chlorination in place, only needed if legislation changes, carry over.
Ross - Telemetry	380	3,333	3,333			in progress
Hari Hari - Mains upgrade programme		15,000	15,000			Currently being investigated, project due to start in February 2019
Hari Hari - Treatment Components upgrade programme	2,135	2,778	0			Components purchased
Hari Hari - Disinfection upgrades programme		2,222	0			Provision for chlorination in place, only needed if legislation changes, carry over.
Hari Hari - Telemetry		3,333	3,333			In progress
Whataroa - Treatment Components upgrade programme	3,760	2,778	0			Components purchased
Whataroa - Disinfection upgrades programme		2,222	0			part of the new Treatment Plant
Whataroa - Telemetry	3,624	3,333	3,624			Component completed
Franz Josef - Mains upgrade programme	317	90,000	90,000			Consultant has been engaged do the preliminary work
Franz Josef - Raw Water Source	103,539	220,000	220,000			Work nearly complete waiting on invoicing from contractor
Franz Josef - Blower Electrics & SCADA	39,016	32,000	39,016			Completed
Franz Josef - Treatment Components upgrade programme	7,082	2,778	7,082			Components purchased
Franz Josef - Disinfection upgrades programme		2,222	0			Provision for chlorination in place, only needed if legislation changes, carry over.
Franz Josef - Telemetry	380	3,333	3,333			in progress
Fox Glacier - Plant upgrade		400,000	100,000			Currently Investigated, majority of work to be carried over until next year
Fox Glacier - Mains upgrade programme		80,000	80,000			Currently Investigated
Fox Glacier - Treatment Components upgrade programme		2,778	0			To be completed with new plant, carry over
Fox Glacier - Disinfection upgrades programme		2,222	0			To be completed with new plant, carry over
Fox Glacier - Telemetry		3,333	0			To be completed with new plant, carry over
Haast - Treatment Components upgrade programme	2,135	2,778	0			Components purchased
Haast - Disinfection upgrades programme		2,222	0			Provision for chlorination in place, only needed if legislation changes, carry over.
Haast - Telemetry	380	3,333	3,333			In progress
	222,812	1,907,000	1,381,667			

WASTEWATER						
Hokitika - WWTP upgrade		275,000	275,000			Plant on order, design being finalised
Hokitika - Mains upgrade programme		60,000	60,000			Work in progress
Hokitika - Pump upgrade		20,000	20,000			on West Drive, should be completed this year
Hokitika - Pump upgrade (Kaniere)		130,000	130,000			Should be completed this year
Hokitika - Kaniere Road catchment	10,566	50,000	50,000			In progress
Hokitika - WW Network Growth		2,500	2,500			
Franz Josef - WWTP upgrade	560,875	2,250,000	1,000,000			Contract has been let, construction ready to start, costs YTD include land purchase
Franz Josef - WW Network Growth		2,500	2,500			
Fox Glacier - Mains upgrade programme		32,000	32,000			Network investigation underway
Fox Glacier - WWTP upgrade		100,000	100,000			Aerators and intakes on order
Fox Glacier - WW Network Growth		2,500	2,500			
Haast - WW Network Growth		2,500	2,500			
		571,441	2,927,000			1,677,000
STORMWATER						
Hokitika - Mobile generator	23,810	30,000	30,000			Completed
Hokitika - Mains upgrade programme	39,976	25,000	35,000			Completed
Hokitika - Pump upgrade (Tancred)	225	200,000	0			Consultant working on final design, carry over until next year
Hokitika - Pump upgrade (Sewell)	83,179	100,000	100,000			Pump purchased and installed
Hokitika - Pump upgrade (Rolleston)		20,000	0			to be carried forward to next year, delays in input data
Hokitika - Pump upgrade (Hoffman)		50,000	0			to be carried forward to next year, delays in input data
Hokitika - Extension Weld St		130,000	0			to be carried forward to next year, delays in input data
Hokitika - Realignment Beach St		20,000	20,000			Waiting on construction works
Hokitika - Extension Jollie St	37,881	240,000	240,000			Consultant scoping project, cctv undertaken to finalise design
Hokitika - Mains upgrade new developments	4,955	10,000	10,000			May be a carryover, investigations not complete
		190,026	825,000			435,000
SWIMMING POOLS						
Swimming Pool Ross - EQ strengthening		10,000	10,000			
Hokitika Swimming Pool ventilation System	20,000	-	20,000			Project moved forward from year 2 of the LTP
		20,000	10,000			10,000
COMMUNITY SERVICES DEVELOPMENT						
Footpath upgrades - Kokatahi		27,000	27,000			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Kumara	12,000	10,000	12,000			Costs split between current year and carry over project, finished
Footpath upgrades - Fox Glacier		3,000	3,000			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Kaniere		1,000	1,000			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Ross		3,000	3,000			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Franz Josef		20,000	20,000			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Whataroa		1,000	1,000			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Hari Hari		1,500	1,500			Surfacing of footpaths included in resealing contracts
Footpath upgrades - Haast		1,500	1,500			Surfacing of footpaths included in resealing contracts
		12,000	68,000			70,000
RESPONSIBLE CAMPING						
Toilets, Motor Vehicles, Refuse & Recycling Bins and Signage	138,921	-	142,000			Installation well underway, three sights operational. Expenditure to be fully subsidised by MBIE
	138,921	0	142,000			
NEW TOILET & ASSOCIATED FACILITIES						
Franz Josef Toilets	58,631	-	58,631			Completed
Whataroa Toilets	2,092	-	100,250			Currently being Designed
Ross Toilets	2,092	-	106,750			Currently being Designed
Kumara Visitor Experience	2,092	-	61,350			Currently being Designed
Okarito Toilets	9,893	-	9,893			Completed
Fox Toilets	57,344	-	57,344			Completed
	132,144	0	394,218			
ANIMAL CONTROL						
Motor vehicles	33,594	-	33,594			Animal control vehicle, completed.
	33,594	0	33,594			
ELDERLY HOUSING						
Revell St roofing project	21,420	20,000	0			Glazing & insulation project rescheduled for the next financial year
	21,420	20,000	0			
WCWT						
West Coast Wilderness Trail - Enhancement	228,242	-	228,242			Cost has been recovered from MBIE
West Coast Wilderness Trail - Enhancement		70,000	70,000			
	228,242	0	228,242			
SOLID WASTE						
Haast - Preparation for new cell		10,000	10,000			Completed, costs yet to come in
Butlers - Site Shed		15,000	15,000			Completed
Carbon credits	76,500	-	76,500			Completed
	76,500	25,000	101,500			

LAND & BUILDINGS						
Buildings - Greypower windows		8,000	8,000			project with Destination Westland
Carnegie Building Upgrade	29,334	-	29,334			
	29,334	8,000	8,000			
ISITE & MUSEUM						
Museum - Photo booth		2,400	0			To be carried forward into next financial year
i-Site - Booking Computers		7,500	7,500			
i-Site - Interactive mapping		11,780	11,780			Not sure if able to proceed due to no longer having the in-house qualifications.
i-Site - Self service computers		4,900	4,900			
i-Site - Website development	10,000	10,000	10,000			
i-Site - Replacements of equipment		3,000	0			any replacements to be under IT renewals
	10,000	39,580	34,180			
PARKS & RESERVES						
Reserves - Waterfront development		50,000	50,000			
Reserves - Cass Square - Demolish Grandstand		15,000	15,000			
Reserves - Cass Square - Building improvements Pavilion		20,000	20,000			
Reserves - Cass Square - Rubber matting		20,000	20,000			Completed, costs paid in previous financial year
Reserves - Haast		10,000	10,000			community project, carry over
	0	115,000	115,000			
TRANSPORTATION						
Unsealed Road Metalling (3030)	290,017	286,500	290,017			Work completed
Sealed Road Resurfacing (3031)		850,000	850,000			Awarded to Fulton Hogan, Work well under way to be invoiced
Maintenance - Drainage Renewals (3032)	5,370	159,000	159,000			Ongoing Programme. Within Maintenance contract
Structures Component Replace (3033)	227,384	212,500	227,384			Ongoing Programme. Currently Sharing large costs for William Stewart with GDC
Traffic Services Renewals (3034)	61,044	127,500	127,500			Ongoing programme, pavement Marking yet to come out of this. Awarded to Fulton Hogan as part of Reseal contract
Sealed Road Pavement Rehabilitation	43,274	80,000	80,000			Ongoing Programme. Within Maintenance contract
Sealed Road Resurfacing (3070)		159,000	159,000			Awarded to Fulton Hogan, Work has started yet to be invoiced
Maintenance - Drainage Renewals		27,000	27,000			
Structures Component Replace (3072)	62	53,000	53,000			
Traffic services renewals	9,102	11,000	11,000			Ongoing Programme. Within Maintenance contract
Sealed Road Pavement Rehabilitation		150,000	150,000			Ongoing Programme. Within Maintenance contract
Low Cost Low Risk - Local	14,625	545,000	545,000			2 Projects this year, Cauldron Creek & Fox Creek. Likely to be lower cost options than originally scoped
Low Cost Low Risk - SPR		35,000	35,000			Project Yet to be fully scoped.
	650,877	2,695,500	2,713,901			
Total	2,458,298	8,971,893	7,639,677			

Carryovers

Activity	Detail	Funded by	Requested Amount \$	Actual \$	Forecast \$	Notes
Township Development	Upgrade footpaths and driveways over next three years	Depreciation	5,000	5,000	5,000	Repairs and maintenance footpaths, Kumara. Planned early 2019
Township Development	Repairs and Maintenance to Hokitika Statues	Depreciation	5,000	0	5,000	Statue upgrades of lighting etc. commenced -Budget required for this. 2018 - 19.
Water Supply	Kumara - Water treatment plant - seismic valves	Depreciation	30,000	0	30,000	To be carried over to next year (2019-20)
Water Supply	Whataroa - Water treatment plant	Depreciation	153,008	306,324	315,000	Overspend, almost completed, will finish this year (2018-19)
Water Supply	Whataroa - Seismic valves	Depreciation	20,000		20,000	To be carried over to next year (2019-20)
Wastewater	Hokitika - Mains upgrade	Depreciation	126,856	54,906	126,856	One project completed (Z-line)- others underway - completions march 2019.
Wastewater	Haast - Mains upgrade	Depreciation	20,000	0	20,000	
Wastewater	Haast - De-sludge oxidation ponds	Depreciation	150,000	0	150,000	Planned for March / April 2019
Township Development	New footpaths - Franz	Depreciation	25,000	0	25,000	Cron Street - planned 2019
Township Development	Footpath upgrades - Hokitika	Depreciation	27,000	37,758	37,758	Completed
Township Development	Footpath upgrades - Kumara	Depreciation	5,000	5,000	5,000	Repairs and maintenance footpaths, Kumara. Planned early 2019
Township Development	Footpath upgrades - Franz	Depreciation	15,000	0	15,000	Business area development, Cron Street upgrade. DOC/Ngai Tahu. April 2019
Parks & Reserves	Reserves - Cass Square - Repairs to Statues	Depreciation	5,000	0	5,000	Lighting & upgrades of Cass Squ. statues & bases. - mid- 2019
IT Equipment Renewals	IT Equipment Renewals	Depreciation	86,848	86,848	86,848	Server upgrade. Project completed
Water Supply	Hokitika - Mains Upgrades	Depreciation	81,507	17,867	81,507	To be completed this year (2018-2019)
Water Supply	Ross - Water Treatment Plant - Seismic Valves	Depreciation	30,000	0	30,000	To be carried over to next year (2019-20)
Water Supply	Whataroa - Pump Upgrades	Depreciation	35,000	0	35,000	planned with Plant upgrade
Water Supply	Fox Glacier - Seismic Valves	Depreciation	30,000	2,934	30,000	To be carried over to next year (2019-20)
Cemeteries	Cemetery - Hokitika Upgrade & Expansion	Depreciation	10,000	0	10,000	Forward works planned.
Township Development	Township Maintenance - Kumara Rubbish Bins	Depreciation	3,000	0	3,000	To be completed this year (2018-2019)
Township Development	Township Maintenance - Hokitika Rubbish Bins	Depreciation	7,000	0	7,000	To be completed this year (2018-2019)
Township Development	Township Maintenance - Fox Rubbish Bins	Depreciation	3,000	0	3,000	To be completed this year (2018-2019)
Township Development	Township Maintenance - Haast Rubbish Bins	Depreciation	2,000	0	2,000	To be completed this year (2018-2019)
Reserves	Reserves - Cass Square - Repairs To Statues	Depreciation	5,000	0	5,000	See previous notes. - works planned.
Reserves	Reserves - Lazar Park Upgrade	Depreciation	45,000	0	45,000	Funds needs retaining for community project
Township Development	Footpath Upgrades	Depreciation	45,000	0	45,000	Works now scoped - ready to proceed.
Buildings	Council HQ Refurbishment	Loan Funding	104,767	72,573	104,767	Works underway need to retain funds.
Township Development	Bruce Bay Toilets	Loan Funding	23,024	0	23,024	
Township Development	Haast Township- New Toilet Facilities, Dump Station, Shelter, Bus Depot & Carpark	Loan Funding	262,880	391,485	262,880	Planning underway - programmed to start in Dec 2018.
Township Development	Sunset Point - New Toilets, Shelter & Carparks	Loan Funding	500,000	0	500,000	Works now progressing - design being finalised.
Solid Waste	Franz Josef Landfill	Loan Funding	25,000	0	25,000	Expected to occur in March 2019
Solid Waste	Intermediate Capping for Butlers	Loan Funding	50,000	60,048	50,000	Completed
Solid Waste	Landfill- Haast - Digout new Cell	Loan Funding	3,740	0	3,740	
Solid Waste	Haast intermediate cap current cell	Loan Funding	10,000	0	10,000	Development scoping underway with new team / Mgr.
Water Supply	Kumara - Water treatment plant	Loan Funding	346,004	294,455	346,004	Completed
Wastewater	Franz Josef - New WWTP	Loan Funding	60,836	60,836	60,836	Project in tendering / design process
Transportation	Hokitika Gorge & Whitcombe Valley Road - Upgrade Of Existing Toilet Facilities, Carparks, Road Widening, Seal & Extension.	Loan Funding	68,056	906,236	906,236	Work now nearing completion - weather dependent
Water Supply	Hokitika - River Water Intake Upgrade	Loan Funding	25,322	259,024	259,024	Completed
Water Supply	Fox Glacier - Water Treatment Plant Upgrade	Loan Funding	50,000	5,014	50,000	Planned for new year
Wastewater	Hokitika - WWTP Upgrade	Loan Funding	298,333	43,648	298,333	Items on order - works underway
Wastewater	Fox Glacier - WWTP upgrade	Loan Funding	100,000	7,487	100,000	Items again on order - need to retain funds
Township Development	Franz Josef Urban Revitalisation Plan	Reserves	100,000	0	100,000	Awaiting further study / work with community, regional council and central government on a "master plan" for the township before this streetscape / revitalisation work takes place.
Reserves	Reserves - Marks Road Reserve	Reserves	10,000	0	10,000	Works planned in this financial year. Prior to June 2019
Reserves	Reserves - Hokitika Waterfront Development	Recreation Contributions	72,045	20,443	72,045	Works planned in this financial year. Prior to June 2019
Reserves	Reserves - Hokitika Heritage Trail signs	Reserves	3,500	0	3,500	Works planned in this financial year. Prior to June 2019
Total			3,083,725	2,637,885	4,328,357	
	Total Depreciation Funded Carryovers		970,219			
	Total Loan Funded Carry Overs		1,927,961			
	Total Reserve Funded Carryovers		185,545			
			3,083,725	2,637,885		

Treasury Report

Summary

The purpose of this section of the Quarterly Report is to provide an update on Council's Treasury Position as at **31 March 2019**.

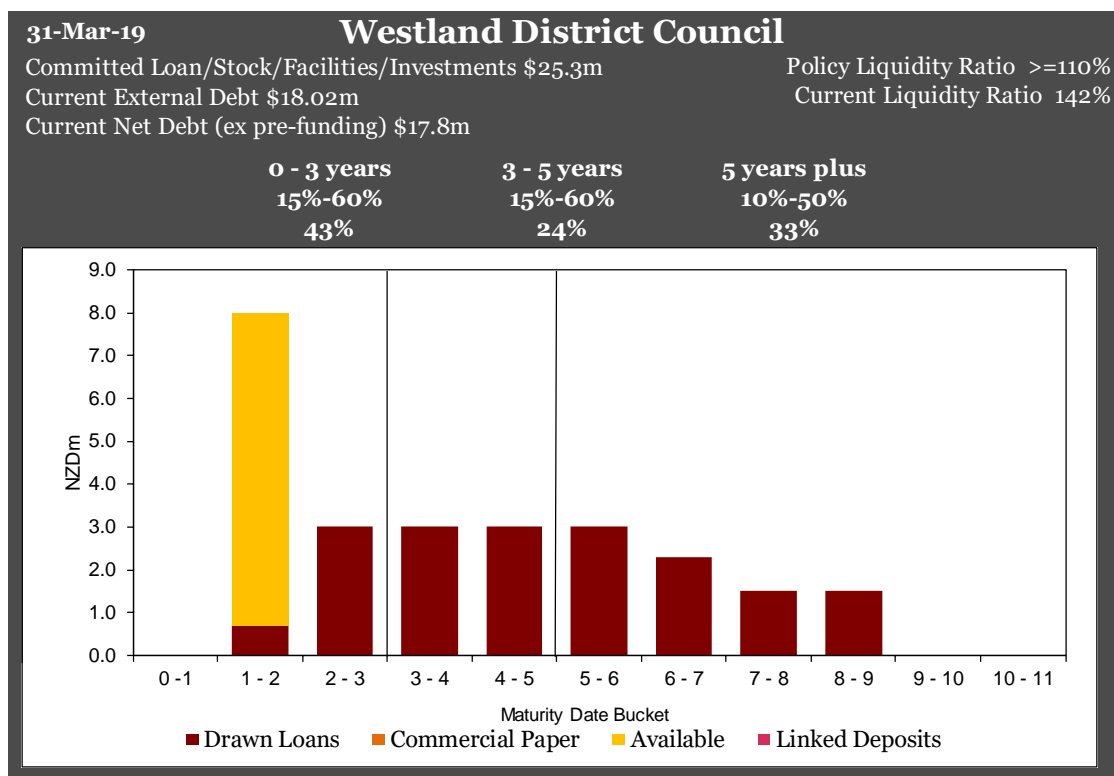
This section shows the Council's position for the following items:

- Loans
- Other Borrowings (if any)
- Swap
- Internal borrowing
- Cash Investments
- Deposits
- Bonds
- Debtors

Council has contracted PWC as an independent treasury adviser.

Loans

This chart illustrates the Council's position in relation to the debt facility:



Council's policies require that we have liquidity cover of 110% of forecast debt. There are two facilities in place, one with Westpac with a borrowing limit of \$8m, a second with the Local Government Funding Agency has a borrowing limit of \$20m, providing a total facility of \$28m. The forecast debt for the current financial year is \$20.17m, with a 12-month peak forecast of \$20.17m with liquidity coverage at 142%.

Council policy requires interest rate risk management within the ranges specified in the chart.

As at 31 March 2019, the Money Market Lending Statement shows:

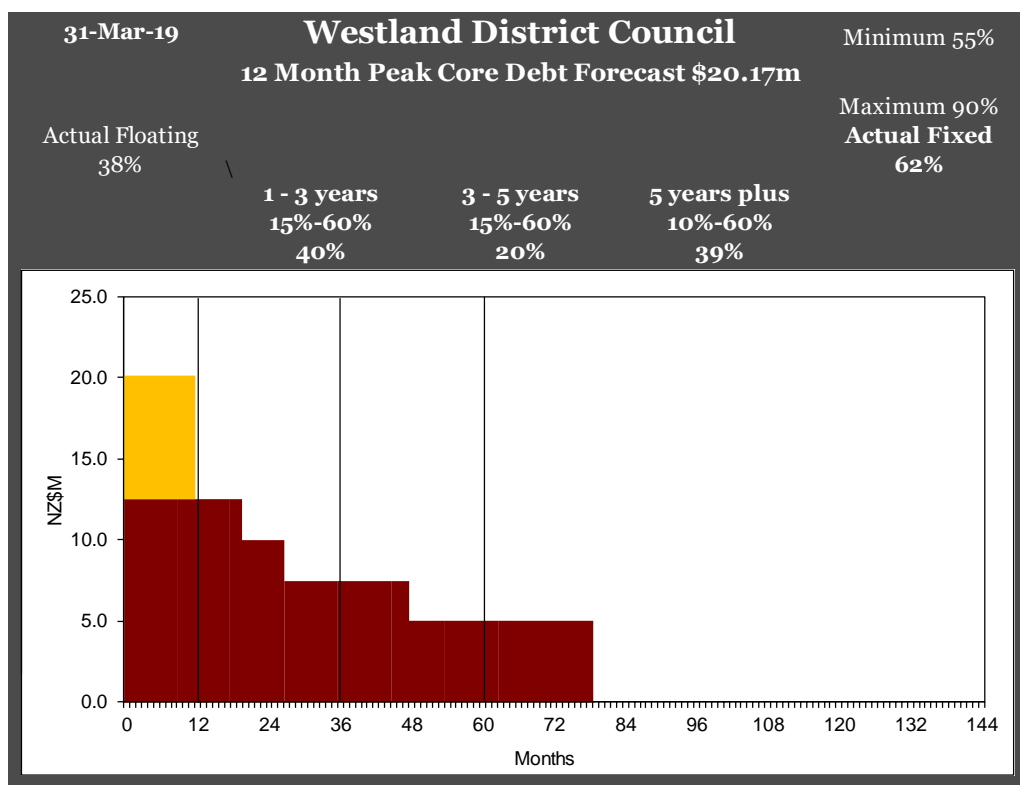
Amount	Rate	Maturity
718,352	1.900%	1/07/2020
3,000,000	1.900%	17/05/2021
3,000,000	1.9000	16/05/2022
3,000,000	1.9100	17/04/2023
3,000,000	1.9100	15/04/2024
2,300,000	1.9100	15/04/2025
1,500,000	1.910%	15/04/2026
1,500,000	3.877%	15/04/2027
\$18,018,352	Total	

This does not include the 0.6% to 1.0% margins charged by the bank

Swaps in place to protect against fluctuating interest rates are as follows:

Amount	Fixed interest rate	Maturity date
\$5,000,000	3.67%	2/10/2025
\$5,000,000	3.34%	2/10/2023
\$2,500,000	2.98%	17/03/2023
\$5,000,000	4.10%	1/10/2021
\$2,500,000	4.77%	17/09/2021
\$2,500,000	3.55%	17/11/2020
\$22,500,000	Total	

The following shows our current debt position and the amount of debt protected by interest rate swaps:



Council policy requires interest rate risk management within the ranges specified in the chart

Interest Rate Risk Position

The interest rate risk position visually represents the Council's interest rate position within approved interest rate control limits as set out in the treasury policy document. The chart takes a snapshot of the risk position as at the reporting date.

The yellow part of the graph shows the amount of debt which is fixed - (this includes fixed rate bonds together with payer swaps) meaning debt which gets repriced in one year's time or later. The top of the red area represents the forecast debt in a year's time. The red area therefore illustrates the amount of debt deemed floating rate and will include any forecast debt that has not been pre-hedged. Any existing loans or financial instruments which will be repriced within the next 12 months are included in the red area.

The key areas of focus are;

Fixed Rate Percentage Limit: (wholesale interest rate certainty)

The fixed rate percentage calculation is the total amount of fixed rate debt/interest rate hedges over the 12 month forecast net debt amount. Fixed rate is defined as having an interest rate resetting maturity/expiry date of greater than 12 months.

Fixed Rate Maturity Limits: (spreading of wholesale interest rate maturity risks)

Fixed rate repricing maturity dates are spread based on defined maturity band limits, 1 - 3 years, 3 - 5 years and 5 - 10 years. Minimum and maximum percentage limits within each time band ensure a spread of maturities and reduces the risk of maturity concentrations.

Internal Borrowing

Kanierere Sewerage \$116,249.22.

Cash Investments

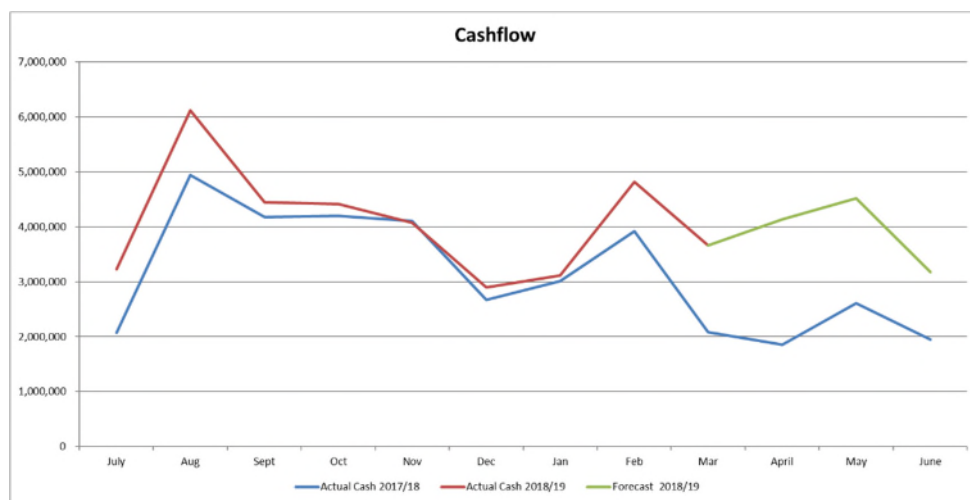
Cash Deposits as at 31 March 2019

Cash flow is managed on a weekly basis. The highest spend is expected to continue in the next quarter with loan drawdowns occurring later in the financial year as more capital projects take place.

The following analysis excludes bond monies.

Closing balance of WDC Operational Account: \$1,102,441.41

Term Deposit Account balances of: \$2,557,485.22



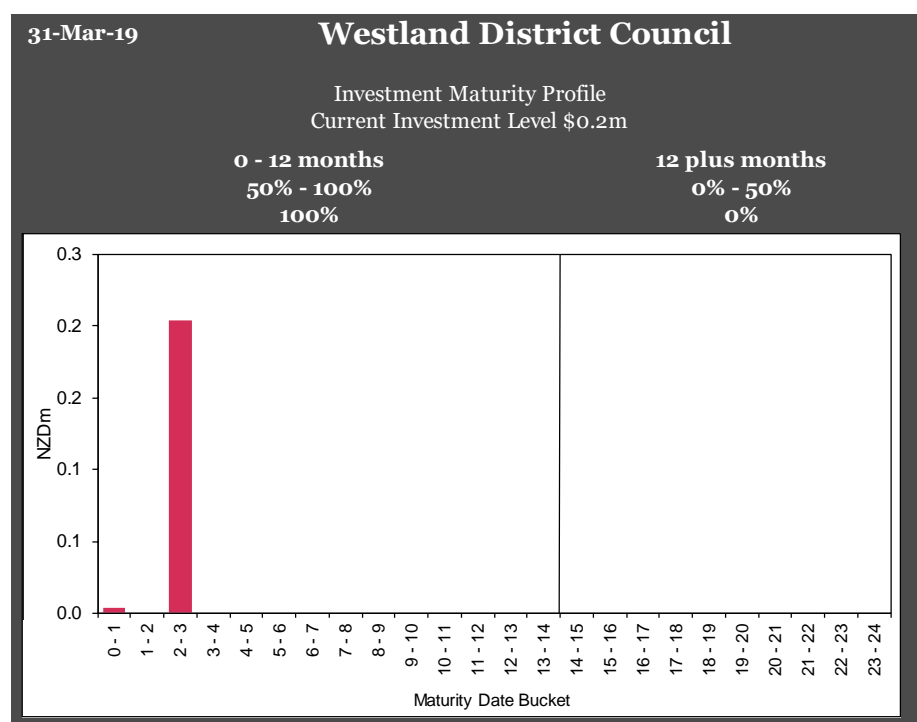
Bonds

WDC Westpac Bond Portfolio valued at \$334,211 as at 31 March 2019. This is made up of \$0.30m in bonds and \$0.023m in cash from matured bonds.

Westland District Council Investment Counterparty Credit Limits				
Minimum Credit Rating is A-1/A (A+ for corporates)		Policy Limits	Counterparty Exposure	
Counterparty Credit Risk	Credit Rating	NZD\$m	NZD\$m	Policy Compliance
LGFA	AA+	28.00	0.00	Y
BNZ	AA-	2.00	0.20	Y
TOTAL			0.30	

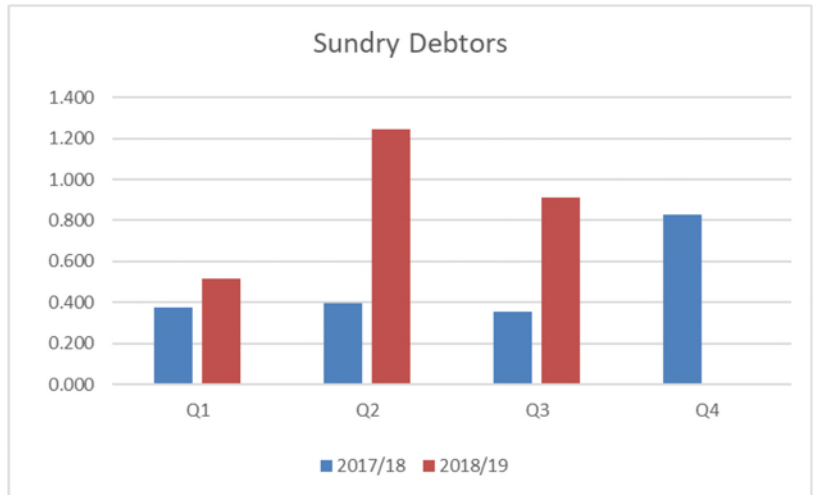
The Investment policy requires that bond investments are with parties that have a long-term Standard & Poor's, (S&P) credit ratings (or equivalent Fitch or Moody's rating) being A and above and/or short term rating of A-1 or above. Limits are spread amongst a number of counterparties to avoid concentrations of credit exposure. The policy also has a maximum limit of \$2m exposure per NZ registered bank and \$1m exposure for local government entities. All exposures are within this limit.

The following chart illustrates the maturity profile of the WDC investment portfolio:



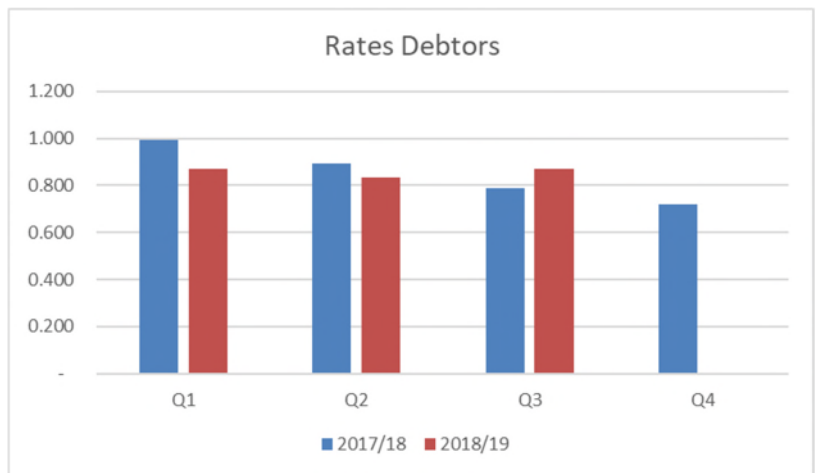
Sundry Debtors

Outstanding Sundry debtors as at 31 March 2019 total \$910,941 which is \$555,407 higher than Q3 2017/18 financial year. This is due to a capital grant invoice for \$627,900.



Rates Debtors

At 31 March, rates debtors figure total \$871,079 which is \$83,090 more than Q3 2017/18 financial year. This is due to a proportional increase in debtors as a result in an increase in targeted rates.



Debt Collection

Credit Recoveries performance as at 31 March for active debt:

The relationship between Council and the debt recovery agency is being actively managed with regular meetings and guidance from Finance. This proactive approach has assisted with the success of the debt management process and reduction of overdue debtors.

Date Debt Sent	Debt	Collected	Recovery Rate
Pre-2016	185,339	106,019	57%
2015-2016	1,584	80	5%
2016-2017	30,493	18,618	61%
2017-2018	29,509	15,564	53%
2018-2019	54,051	15,564	29%
Total	300,976	155,845	52%

Further debts will be referred to debt recovery only where internal processes have proven unsuccessful.

Reserve Funds Report

Summary

Reserves are divided into two categories:

Restricted Reserves: These reserves can only be used for the purpose as set out in either legislation or by the funder.

Council Created Reserves: These reserves exist solely at the discretion of Council, as a matter of good business practice.

Financial Management Principles for Reserve Funds

- There are no reserves that are required to be represented by specific cash funds. Council therefore takes a portfolio approach to treasury management.
- Reserves are funded by interest income from investments and available borrowing capacity.
- Reserve balances will grow by interest calculated at the weighted average 90 day bill rate, transferred quarterly into the reserve.
- During 2018/19 new depreciation reserves will grow quarterly. Interest will be earned on those reserves calculated based on the average 90 day bill rate. This will be funded from external interest revenue (or deficit reserves – internal borrowing) for 2018/19
- Interest will be charged on any reserve in deficit at Council's weighted average cost of asset term debt.
- No funds shall be withdrawn from the Westpac Bonds or any reserve unless provided for in the Annual Plan or by Council resolution.

Council created reserves

Council Created Reserve Funds

Reserve	Purpose of each reserve fund	Balance 1 July 2018	Transfers into fund	Transfers out of fund	Balance 31 March 2018
		\$000	\$000	\$000	\$000
Kumara Township fund	Township funding for the purpose of community related projects	0	10	(14)	(3)
HariHari township	Township funding for the purpose of community related projects	2	11	(14)	(1)
Whataroa township	Township funding for the purpose of community related projects	2	10	(14)	(2)
Ross township	Township funding for the purpose of community related projects	1	11	0	11
Haast township	Township funding for the purpose of community related projects	(3)	11	0	8
Franz township	Township funding for the purpose of community related projects	1	27	0	28
Fox township	Township funding for the purpose of community related projects	1	27	0	27
Kokatahi community fund	Township funding for the purpose of community related projects	0	6	0	6
Foreshore	Foreshore Protection for groin replacement on the foreshore.	19	0	0	20
Glacier country promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	0	49	(39)	10
Preston's bush	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards.	10	0	(1)	10
HariHari community complex	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	78	1	0	79
Guy Menzies trust	Surplus from Guy Menzies Day Event.	1	0	0	1
Cycle partnership contributions	Contributions from commercial partners towards upkeep of the Wilderness Trail	0	0	0	0
Emergency contingency fund	Rates collected to support Westland in a Civil Defence emergency.	52	1	0	52
Transport renewals	For funding the renewal of roads and bridges.	414	771	(270)	916
Water renewal	For funding the renewal of water supplies networks	2,533	654	(395)	2,792
Waste water renewal	For funding the renewal of sewerage and sewage networks	1,680	661	(55)	2,286
Stormwater renewal	For funding the renewal of stormwater systems	439	196	(40)	594
Solid Waste renewal	For funding the renewal of Refuse transfer Stations and landfills.	0	0	0	0
Parks and Reserves renewals	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	107	97	(60)	144
Building renewals	For renewal of all Council operational buildings.	490	175	(71)	594
Administration renewals	For renewal of office equipment, furniture, technical equipment, vehicles and technology	263	176	(190)	249
Library renewals	To replace library books	176	68	(61)	183
Total Council created reserves		6,266	2,960	(1,223)	8,004

Restricted reserves funds

Restricted Reserve Funds

Reserve	Purpose of each reserve fund	Balance 1 July 2018 \$000	Transfers into fund \$000	Transfers out of fund \$000	Balance 31 March 2019 \$000
Off-street Parking	Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan	32	0	-	33
Reserve Development	Monies collected from developments. Imposed by RMA/District Plan	646	33	(20)	659
Museum Assistance Fund	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	20	0	-	21
Kumara Endowment Fund	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	347	5	-	352
Euphemia Brown Bequest	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	23	0	-	24
Mayoral Relief Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust;	16	0	-	17
Three Mile Domain	To fund three mile domain costs.	204	3	-	207
Ross Endowment Land	Various endowment land parcels in Ross sold over time.	66	1	-	67
Big Brothers Big Sisters	Grant funding Received	(1)	-	-	(1)
Community Patrol	Grant funding Received	(0)	-	(0)	(0)
Graffiti	Grant funding Received	4	1	-	5
Taxi Chits	Grant funding Received	(3)	1	(2)	(4)
Hokitika War Memorial	Contributions from RSA parking lease	0	0	-	0
Haast Reserve	proceeds from the sale of Haast reserve land, 50% Civil Defence for Haast, 50% Haast Community	0	200	(12)	188
Total Restricted Reserves		1,355	246	(34)	1,567
Total reserves		7,622	3,206	(1,257)	9,570

Statements of Service Provision

The following section of the Quarterly Report contains:

- **Commentary about Councils activity within each Group**
- **Council's non-financial performance for each activity, measured against a set of 'key performance measures' that are in the Long Term Plan 2018 -2028.**

Note:

Where a LOS performance measure is "% of residents satisfied", Council holds results from the last survey of residents which was carried out in January 2018. This survey is carried out biannually.

A full explanation of the 2018 Resident Survey results is contained in Council's Annual Report 2017/18 and the survey itself can be obtained from the Council's website:

<https://www.westlanddc.govt.nz/2018-residents-survey-results>.

Leadership Group

Democracy

Local Government Official Information and Meetings Act (LGOIMAs)

This information was not available for Quarter 3.

Corporate Services

Finance

The Implementation of an integrated financial reporting and budgeting system that began in October last year is progressing well and is the only model being used for the Annual Plan process this year. There is still some implementation work to complete, however the Finance team have already seen significant time and efficiency benefits from this model.

The Annual Plan process began in November and will shortly be going out for consultation. Workshops with the executive team and then with Councillors took place in February and March.

Strategy and Communications

This quarter has been busy with preparing the Annual Plan and Annual Plan Consultation document, producing Westland Matters and the online resident satisfaction survey.

The online resident satisfaction survey was conducted during two weeks in February and two weeks in March. This survey was similar to the phone survey that is conducted bi-annually.

A drive to increase subscribers to the Westland Matters newsletter has been somewhat successful, with more advertising planned throughout the year.

Traffic and interest in Councils Facebook page and website increased at the end of the quarter due to the severe weather event. These communication channels were used to keep communities up-to-date. There was an increase of 206 followers on our Facebook page, bringing the total number to 1672 by 31 March.

Information Services

Council IS staff continue to work on a new Information Services strategy.

Staffing levels in the IT team are now back to a full complement with the appointment of an Information Services Support Officer.

The IT team are part of the WC4 group. This is a shared service collaboration with the three other Councils on the West Coast. The team has been running for several years now with some notable successes including a shared fibre network, shared Microsoft Office tenancy, shared phone system and a wider knowledge / skill base to work from. The model utilised for this shared service is considered to be the best practice when setting up other group shared services.

Library

The library services are now part of the Corporate Services group. They will continue to report under the leisure services and facilities.

Democracy

Level of Service	Measure / Targets	Progress
Responsible leadership	65% of residents satisfied with Council's leadership.	<p>31/03/2019: No change.</p> <p>31/12/2018: No change.</p> <p>30/09/2018: 58% This is measured under the residents' survey, which was carried out in January 2018 and is carried out every two years.</p>
The community understands what Council does	50% of residents understand how Council makes decisions.	<p>31/03/2019: No change.</p> <p>31/12/2018: No change.</p> <p>30/09/2018: 77% This is measured under the residents' survey, which was carried out in January 2018 and is carried out every two years</p>

Corporate Services

Level of Service	Measure / Targets	Progress
Provide accountability about Council activities	Legally compliant financial plans and reports adopted on time .	<p>31/03/2019: There were no reports or plans to be adopted during this quarter.</p> <p>31/12/2018: The Annual Report was adopted on 22 November 2018, which was after the statutory deadline.</p> <p>The Annual Report was late to be adopted due to issues raised by Audit NZ, which have been rectified to their satisfaction. The delay of Destination Westland's Annual Report being adopted was also a contributing factor.</p> <p>The Annual Report is legally compliant and this is reflected in the opinion of Audit NZ, which is contained in the Report.</p> <p>30/09/18: 100%</p>
A comprehensive Customer Service Centre	75% of residents satisfied with the service they receive.	<p>31/03/2019: No change.</p> <p>31/12/2018: No change.</p> <p>30/09/2018: 78% This is measured under the residents' survey, which was carried out in January 2018 and is carried out every two years.</p>

Level of Service	Measure / Targets	Progress
Effective engagement of the community during public decision-making opportunities	55% of residents that believe they have been consulted appropriately.	<p>31/03/2019: No change.</p> <p>31/12/2018: No change.</p> <p>30/09/2018: 46% (noted is just above the national average of 45%) <i>This is measured under the residents' survey, which was carried out in January 2018 and is carried out every two years.</i></p>

Council Controlled Organisations

Level of Service	Measures / Target	Progress
CCOs comply with their Statements of Intent	100% performance measures in the CCO Statement of Intent are met, as reported in half yearly and annual reports.	<p>31/03/19: The half yearly report was presented to Council at their meeting on 28 February 2019.</p> <p>31/12/2018: No change.</p> <p>30/09/2018: No update has been received for this quarter. Council Controlled Organisations are required through their Statement of Intent to report KPIs half-yearly. This requirement has not been met.</p>

Planning and Regulatory Group

Inspections and Compliance

Building

Consent numbers were steady for reporting period 1 January to 31 March 2019. 46 Consents were issued.

One consent was issued 2 days outside of the statutory timeframe of 20 Days. BC180261 exceeded the statutory timeframe due to a large influx of commercial consent applications, this exceeded the BCA's capacity to process. Measures are now being put in place to reduce future re occurrences

Policy and procedures are now being utilized to ensure information from any future post disaster events is compiled and recorded on property files where required.

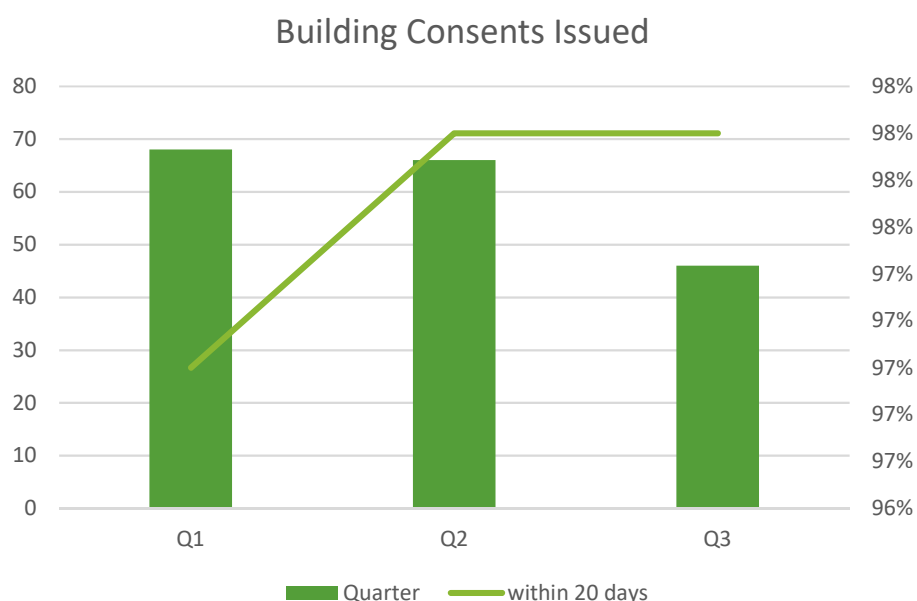
BCA staff supported Tasman and Nelson District Councils by providing a BCO to assist there inspections team members, this is following their launch with the AlphaOne consent processing and inspections Apps.

Following the State of emergency declaration on the 26th of March, Building Control Officers supported CDEM efforts by undertaking Survey 123 Flooding Rapid assessments and Welfare assessments, surveys were undertaken in affected areas in the Hokitika region, also the Waiatoto River Bridge /Haast Jackson Bay highway and Arawhata River Haast /Jackson Bay highway areas.

A further Survey 123 training event is planned for quarter 4.

WDC BCA staff currently are still supporting Grey District council by providing Comm 3 & Res 3 peer reviews for building inspections.

- Significant projects still underway are:
 - Westland Co-operative Dairy Company Limited: building consents for stages 4 & 5 issued, (Stage 3 - Main segregation building) works currently under way for segregation building, CCC still to be issued for Silo bases.
 - The Beachfront Hotel expansion: final stage nearing completion.
 - Tuffy Investments camp ground (Davie Street, Hokitika) CCC issued 26 March 2019.



Food Premises

All premises that require registration with Council under either a Template Food Control Plan or a National Programme have registered with Council. There are currently 102 premises operating on a food control plan and six operating on a national programme.

Alcohol

In the first quarter of 2019 there was a down turn in the number of applications for licenced managers' certificates, special licences and renewals of On / Off and club licences. This is a normal part of the liquor licence three year renewal cycle.

Resource Management

Not Reported

Animal Control

The council operated dog pound was completed and is fully operational. The department's focus continued to be on unknown, unregistered dogs in the district.

- Infringements issued in the past quarter = 64
- Registered dogs = 1631

Freedom Camping

The effective enforcement period for the Compliance Officers overseeing Freedom Camping activities was nine weeks. Enforcement activities were limited to the sites between Otira and Hari-Hari. An enforcement officer for South Westland was not in place. During this period 36 infringement notices were issued. Erecting signage took some time, during which Compliance Officers provided education but did not issue infringement notices.

Emergency Management / Civil Defence (CD):

Due to the effects of a severe storm, the EOC was activated in the Council Chambers on Monday 25 March and a State of Emergency was declared in Westland on Tuesday 26 March. The storm caused river levels to rise, landslides and severe damage to the road and bridge network in the region. Civil Defence staff and Westland District Council staff worked to assess the damage and ensure that the public were safe and kept informed. Updates on the rest of the quarter are unavailable at this time.

Inspections and Compliance

Level of Service	Measure / Target	Progress
Timely processing of Building Consents	100% of building consents processed within 20 working days as per the requirements of the Building Act.	<p>31/03/19: Consents issued = 46</p> <p>98% issued within 20 day statutory timeframe. Average of 13 days to issue a BC decision.</p> <p>BC180261 exceeded the 20 day statutory timeframe, due to a large influx of commercial consent applications, which was greater than the BCA's capacity to process.</p> <p>Measures are now being put in place to reduce future occurrences.</p> <p>31/12/18: Consents issued = 66</p> <p>98% issued within 20 day statutory timeframe.</p> <p>BC180122 Amendment 1 exceeded the statutory timeframe due to communications fault</p> <p>30/09/18: Consents issued = 68</p> <p>97% issued within 20 day statutory time frame.</p> <p>BC170227 exceeded the statutory timeframe as additional time was needed for correspondence and to recheck the plans.</p>
Provide appropriate advice to customers	85% of users satisfied with the quality of the advice provided on building consent, environmental health and Liquor Licensing matters.	<p>31/03/19: 36 education visits to health premises in this quarter.</p> <p>31/12/18: Not measured</p> <p>30/09/18: 15 education visits to food premises in this quarter.</p>
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation	100% licensed and registered premises are inspected at least annually:	<p>31/03/19: 9 Health Audits and 12 Licenced premises inspections.</p> <p>31/12/18: Not measured</p> <p>30/09/18: 16 Food Audits and 17 Licenced premises inspections.</p>

Resource Management

Level of Service	Measure / Target	Progress
Resource consents processed in accordance with the Resource Management Act	100% of resource consents processed within statutory timeframes:	31/03/19: No reported change 31/12/18: No change 30/09/18: 100%
Provide appropriate advice to customers	90% of users satisfied with the quality of the advice provided on resource management matters.	31/03/19: No reported change 31/12/18: No change 30/09/18: 90%

Animal Control

Level of Service	Measures / Target	Progress
Keep the public safe from dogs and wandering stock	90% of residents satisfied with the protection provided.	31/03/19: No change 31/12/18: No change 30/09/18: 39% (<i>note: from residents who had contact with Council on an animal control matter</i>) as per 2018 Residents' Satisfaction Survey
	98% of known dogs registered by 30 June each year.	31/03/19: No reported change 31/12/18: No reported change. 30/09/18: 89% of known dogs were registered in this period. Total known dogs in the district is 1831
	Response times to Priority 1 callouts is 30 minutes or less (excluding travel time)	31/03/19: No reported change 31/12/18: 100% 30/09/18: Not measured

Emergency Management

Level of Service	Measures / Targets	Progress
Effective natural hazard readiness	100% of suitable emergency response training has occurred <ul style="list-style-type: none"> - Emergency Management personnel meet CIMs 4 and EOC standards - Volunteers are offered at least 2 training opportunities per annum - Number of trained volunteers increases by 10% 	31/03/19: Not reported 31/12/18: No training was held in this quarter. 30/09/18: Not Measured
Suitable response plans are in place	90 – 100% of community emergency response plans are in place for all Westland townships.	31/03/19: Not reported 31/12/18: No communities have a finalised Community Response Plan in the revised format. 30/09/18: Not measured Work is in progress. A revised Community Response Plans (CRP) format has been designed to improve consistency across the region. Existing plans require updating.

Community Services Group

Community Development and Assistance:

The Community Development Advisor (CDA) has worked with Westland Township Community groups: attending community meetings, ensuring information requests are met and where applicable Reports to Council initiated, assisting with the process of invoicing and accountability for Township Development Funds, ensuring that they are on track and completed before the end of the financial year.

The CDA was a member of the team organising the Waitangi Day Celebration, which was part of cementing the Mahi Ngatahi – Working Together approach initiated by Westland District Council. The approach promotes the belief that cultural well-being comes from being valued for the differences that define us and we have to know and acknowledge the past to understand the present. Over 450 people celebrated Waitangi Day at Arahura Marae.

The Hokitika Reserves and Environs Community Group met 12th February to discuss issues and concerns around local public seating, signage, parks and reserves.

On 8 March the West Coast Ambassador Programme was held. An inspiring workshop that presented some of the history and unique story of Te Tai Poutini West Coast. It included local Māori history and legends, the experiences of early settlers, and how the local economy has evolved.

A Peace Rally was held in Hokitika on the evening of Thursday 21 March. The Rally was attended by approximately 450 people to acknowledge the community's shock and grief for the family and friends of the 50 victims of the Christchurch terror attack. This was followed up with a Public Memorial Service at the Regent Theatre on Friday 29 March with the Memorial Service in Christchurch live-screened.

The Creative Communities NZ funding for local arts closed on 29 March. Funding of \$5906.00 is available to distribute and there were seven applications for this round of funding.

The CDA assisted in the Civil Defence EOC with the March Rain Event.

During the quarter the CDA met with many groups, organisations and individuals regarding sourcing available funding, in many case assisting with the completion of applications and lodging.

The CDA is currently working with New Coasters to organise Culture Feast 2019, an opportunity to celebrate Westland's diversity coming up May 25th at Seaview Hall.

Safe Community Coalition

The CDA is the co-ordinator for the Westland Safe Community Coalition (SCC). This group met in February and March.

In providing support for **social connectedness** the Community Champions Project, assist WestREAP's development of Community Hubs, provide a list of community groups on Council website and keep the community informed with a weekly Community Notices emailed out to community groups to share with email contacts.

In supporting **youth**, Westland District Council adopted a Youth Strategy, supports the CACTUS programme which currently runs in Westland High School, South Westland Area School and is extending into primary schools. Westland SCC supports the continuation of the Big Brother Big Sisters Mentoring Programme in our communities.

In **reducing social isolation** and encouraging social connectedness council support ACC's 'Live Stronger for Longer' programmes and Greypower's inclusion activities and promote these in the weekly Community Notices initiated by the CDA. SCC support Westland Library's social inclusion activities which are many and varied. Westland SCC provide Half Price Taxi fares through the Taxi Chit Scheme for those seniors who have voluntarily given up driving and may not qualify for the WCRC Total Mobility Scheme. The CDA is responsible for sourcing the funding for the Taxi Chit Scheme. SCC supported the presentation of the Accessible Te Tai Poutini West Coast Strategic Plan. SCC supports Civil Defence in times of emergencies and the co-ordinator acts as a facilitator identifying volunteers available when needed.

In **reducing harm** council support, encourage and facilitate educational initiatives to reduce harm by supporting motor cycle training, and working to implement a driver education programme to get Westlanders to progress through the graduated driver licence system.. Westland District Council and the Westland Library have added the Shielded site button to webpages. This is a tool for victims of abuse to ask for help.

In **reducing crime** the Westland SCC encourage people to become Community Champions and to join the Hokitika Community Patrol which increase trust, confidence and feelings of safety in our Community. SCC also support the initiation of Neighbourhood Support Groups, we had Tasman West Coast District representative Garry Thompson present the new holistic approach of Neighbourhood Support here in Hokitika in January.

Community Halls

Level of Service	Measure / Target	Progress
Provide safe and useful community halls	80% of residents satisfied with the standard of their local hall.	<p>31/03/19: Not yet measured</p> <p>31/12/18: Not yet measured</p> <p>30/09/18: Not yet measured</p> <p>Community halls were not included in the 2018 residents' survey. Council will be looking for alternative methods for understanding the level of satisfaction with the standard of Community Halls</p>

Leisure Services & Facilities Group

Land and Buildings

A Lotteries application has been lodged for strengthening of the Carnegie Building.

The contract for the construction of the Outdoor Netball Courts Structure and Shelter at Westland High School has been awarded.

Parks and Reserves

No update is available for this quarter due to staff being deployed to Civil Defence duties post storm event.

Cemeteries

No update is available for this quarter due to staff being deployed to Civil Defence duties post storm event.

Public toilets

Bruce Bay public toilets have been installed and are ready for commissioning. Four new public toilets are scheduled to be installed next quarter.

West Coast Wilderness Trail

The new Waimea Water Race section was completed and opened in late March 2019 to coincide with timing of the Westland Car Rally.

Lake Kaniere Road bypass section has yet to go out to tender as land owner agreements need to be finalised.

The West Coast Wilderness Trail Project Manager intended to make funding applications for structures on the Kaniere Water Race and Mahinapua trail sections. These applications were not lodged due to competing priorities. There was a major disruption from a major storm event on 27 March, which caused significant damage on the trail in various locations. Funding assistance will be sought to recompense repair costs once repairs have been undertaken.

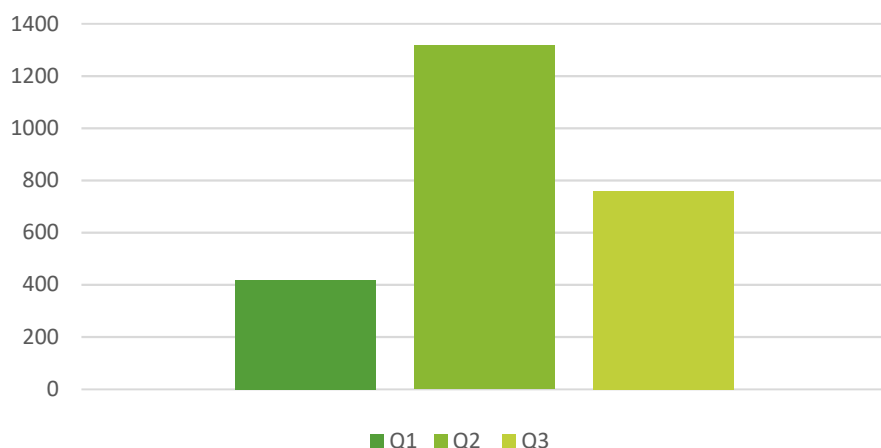
Parties associated with the West Coast Wilderness Trail have reported an excellent summer season surpassing that of the previous summer. This result is extremely pleasing and continues to highlight how the trail is a valuable asset, serving both locals and visitors alike.

The trail also continues to boast the highest satisfaction levels out of the New Zealand Cycle Trail survey results and nets the highest dollar per rider return out of all trails surveyed.

Westland District Library

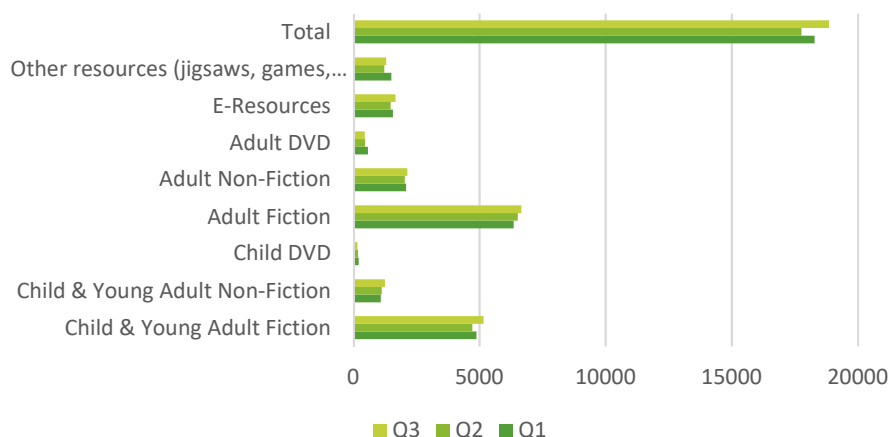
There is little change in the total number of items issued to borrowers although the proportion of digital issues is growing. Compared to the last quarter (which included visits to every school in the District), there were fewer total attendances at events. There were no large group events held and there were a greater number of groups with size limitations as our term time children’s programming gets under way. The number of library members continues to grow, however, in the new financial year we will be changing the way we measure and report the membership, to allow comparison with public libraries across New Zealand.

Event Attendance by Quarter



To improve access to library services, we have created a Digital Only membership that gives access to our digital collections and does not require a proof of address. It is ideal for temporary residents and residents that cannot access the physical library on a regular basis. We have also simplified the joining process for families to encourage uptake of child memberships.

Loans by Quarter



In collaboration with the Allan Bryant Care Home, we have extended our outreach services, with a fortnightly Reading Group run by library staff and a small collection of books to support the residents reading requirements. This forms part of our work to improve provision for and access to library services for seniors.

The West Coast Libraries are collaborating with Dementia Canterbury to help support residents on the Coast that have been diagnosed with dementia, their families and carers. The first programme will be in Grey District Library and recruitment for volunteers to support it has begun. Westland District Library, Buller and

Grey District Libraries have together, purchased books recommended by Dementia Canterbury and these shared resources will rotate between the libraries every six months, together with our Large-Print rotation.

Our annual Summer Reading Challenge was successful with 155 children from Kumara to Haast successfully completing the challenge. This is a 26% decrease from last year, however, the core task was significantly more challenging. Children were asked to read for '20 minutes for 40 days', compared to the previous 'read every day'. Feedback was it was an enjoyable and meaningful challenge. Lion Foundation and West Coast Community Trust provided sponsorship that enabled us to give a brand new book to every child that successfully completed the challenge and an entry into a prize draw for one of five technology prizes. We were also able to award prizes for extension activities and competitions linked to the main Challenge with support from Destination Westland and New World Hokitika. The efforts and ongoing professional development of the Youth Librarian enabled her to produce a programme of holiday activities that was hugely successful with over 300 attendances from families and children. This is nearly three times more than in previous years and is a fantastic achievement for the library.

Library have collaborated with New Coasters to offer a variety of Community Events this quarter. A Tea Tasting and Language Quiz were held to celebrate International Mother Language Day and the Digital Learning Centre was temporarily transformed into a sewing factory for the Boomerang Bag Sewing Bee.

The Digital Learning Centre Project is complete and we held an Open Day on Digital Learning Day. Members of the community visited the Centre to find out about what facilities, support and learning opportunities the library are offering. It has been well received and is a great flexible resource for the library and the community.

The biennial survey does not allow us to respond rapidly to the needs of the Library customers so we have installed a new Customer Satisfaction tablet and a Suggestions Box to enable visitors to the library to leave feedback, comments and suggestions. It has already enabled us to respond to customers' needs, installing desk level power and USB charging ports and to get feedback from our younger (under 18) customers who are not targeted in our biennial surveys. We have a growing following on Facebook and Instagram with increasing customer engagement through these channels and our website is increasingly used to find out 'What's On' at the library.

Parks and Reserves

Level of Service	Measure / Target	Progress
Reserves are pleasant, enjoyable and safe places	90% of residents satisfied with parks and reserves.	<p>31/03/19: No update available this quarter.</p> <p>31/12/18: No change, complaints remain at a minimum.</p> <p>30/09/18: 94% (as per Residents' Survey 2018)</p>

Cemeteries

Level of Service	Measure / Target	Progress
Cemeteries have sufficient capacity	Each cemetery has at least 12 months capacity ahead: Target Hokitika 100% Kumara 100% Ross 80%	<p>31/03/19: IT have completed plot cataloguing for Hokitika, Kumara and Ross cemeteries using mapping software. This is now operational and available for Council staff, funeral directors and undertakers to view plot availability in real time.</p> <p>31/12/18: IT have plot cataloguing / mapping software under development. An alternative to Ross cemetery is still under review.</p> <p>30/09/18: Not reported</p> <p>Council is aware that the Ross Cemetery is nearing capacity, and depending on deaths in the area this could be reached within the next 2-3 years. Council is aware of the need to investigate alternatives</p>
Burials adhere to the relevant legislation	Standards for burial adhere to Cemeteries and Cremations Act 1964: Target 100%	<p>31.03/19: Not reported</p> <p>31/12/18: Target being met. Minimal internments in quarter.</p> <p>30/09/18: Not reported</p>

Public Toilets

Level of Service	Measure / Target	Progress
Provide public toilets throughout the district	100% of residents satisfied with the service.	<p>31/03/19: No change</p> <p>31/12/18: No change</p> <p>30/09/18: 80% (as per 2018 Residents Survey)</p>

Level of Service	Measure / Target	Progress
	100% of facilities are available for use during the day.	<p>31/03/19: Not measured.</p> <p>31/12/18: Not measured.</p> <p>30/09/18: 99.7%</p> <p>Pans may be unavailable during the day due to maintenance. All facilities remain open while maintenance is undertaken</p>

West Coast Wilderness Trail

Level of Service	Measure / Target	Progress
The cycle trail is well used	Numbers using the trail as measured by trail counters: 10,000 per annum	<p>31/03/19: Trail data has been captured but analysis of data has not taken place as yet due to staff being deployed to Civil Defence duties post heavy rainfall event.</p> <p>31/12/18: Trending data is shown in the report and highlights that we have exceed the 10,000 users target.</p> <p>Annual trending requires data to have been available for 12 months and the first 3 sites will be capable of annual trending in early February 2019.</p> <p>30/09/18: There was downward trend from the previous quarter where 10,940 counts were recorded over the 3 sites to 8,875 this quarter.</p> <p>The seasonal downturn over winter is to be expected, but will climb in the next quarter with summer approaching and more tour groups.</p>

Westland District Library

Level of Service	Measure / Target	Progress
Provide quality library services in the District	95% of residents satisfied with library services	<p>31/03/19:</p> <p>March Satisfaction survey in library: 91% would recommend the library</p> <p>February Satisfaction survey in library: 98% would recommend the library</p> <p>31/12/18: No change</p> <p>30/09/18: 99% (as per 2018 Residents' Survey)</p>
	42% of residents who are library members	<p>31/03/19:</p> <p>We are changing the way we measure library membership. The organisation (PLNZ) that collects data annually from all public libraries in New Zealand requires the figure for active members. This is different to the membership figure we have previously used. For the remainder of this financial year, both will be reported here.</p> <p>31/3/2019: 49% (active members 29%)</p> <p>31/12/18: No change</p> <p>30/09/18: 48%</p> <p>This figure is based on the number of residents as per the 2013 census as information from the 2018 census is unavailable.</p>

Transportation Group

The reseal works awarded to Fulton Hogan Limited have been completed and approximately 27 kilometres of local roads have been resealed.

Temporary speed limits as adopted by Council at the 22 November Council meeting received a lot of positive feedback from the general public. However, after advice received from the New Zealand Transport Agency (NZTA) and New Zealand Police, these speed limits reductions have not been extended. Signs have been taken down and the original gazetted speed limits have been reinstated.

Staff investigations into options for dust suppression / road sealing within the current funding allocation for projects in the Low Cost / Low Risk Activity Class are ongoing. Staff are working with NZTA in relation to this.

Subsequent to the review of all Department of Conservation (DOC) managed roads in Westland District (completed by DOC's National Roding Manager and the WDC Transportation Manager), DOC are reviewing their levels of service and talking to Council's maintenance contractor in relation to this. This is part of a DOC project to work with all Territorial Authorities and consider what services can be offered to the Department for maintenance of these roads. These services will be funded through DOC and NZTA. The first step in the process has been to visually identify all the DOC roads eligible for NZTA funding.

A long-awaited project to update footpath condition data and undertake a programme of footpath renewals is expected to get underway soon.

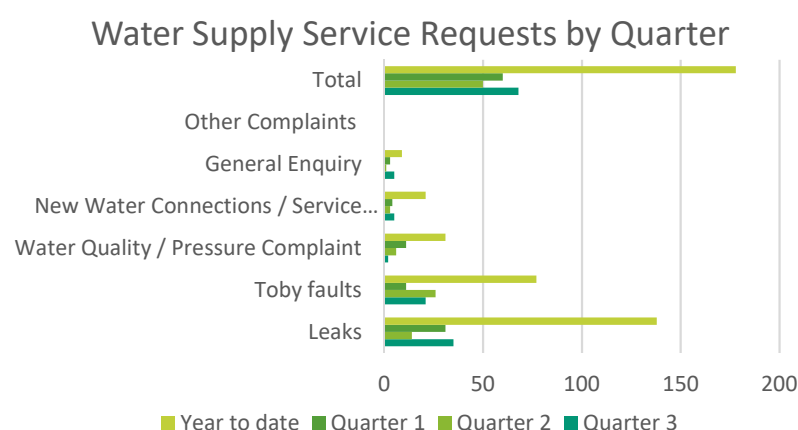
Towards the end of March, Westland District suffered a severe one in 100-year storm event that has caused massive damage to local roads in Westland. An initial estimate of the rehabilitation cost for roads only is \$1.8 million. The worst affected areas are Dorothy Falls Road, Waiho Flat Road, Arahura Valley Road and Milltown Road. This will be a priority for the Transportation team over the coming months.

Level of Service	Measure / Targets	Progress
The transportation network is safe for all users in Westland District	<p>Road safety:</p> <p>The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number is less than the previous year</p>	<p>31/03/19: Road safety, crash and fatalities data can only be meaningfully obtained on an annual basis due to a significant reporting lag time in data provided by external organisations. No change.31/12/18: Accurate data is not available on a quarterly basis.</p> <p>30/09/18: Nil DSI crashes within the network.</p> <p>RAMM data cannot be accurately reported on a quarterly basis as this is updated by external organisations.</p>
The surface condition of roads in Westland is of good quality	<p>Road condition:</p> <p>The average quality of ride on a sealed local road network, measured by smooth travel exposure is > 90%</p>	<p>31/03/19: Smooth travel exposure has not been resurveyed and therefore no new data is available at this point in time.</p> <p>31/12/18: No change</p> <p>30/09/18: Year to date data from NAASRA index shows 96%.</p>
	<p>50% of residents are satisfied with the standard and safety of Council's unsealed roads</p>	<p>31/03/19: No change</p> <p>31/12/18: No change</p> <p>30/09/18: 74% (as per 2018 Residents' Survey)</p>
The surface condition of roads in Westland is maintained to a high standard	<p>Road maintenance:</p> <p>The percentage of the sealed local road network that is resurfaced >7%</p>	<p>31/03/19: Approximately 27km of resurfacing was completed this quarter</p> <p>31/12/18: No resurfacing was undertaken during this quarter.</p> <p>30/09/18: No resurfacing was undertaken during this quarter.</p>
Footpaths are maintained in good condition and are fit for purpose	<p>Footpaths:</p> <p>90% of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).</p>	<p>31/03/19: This has not progressed this quarter due to other priorities.</p> <p>31/12/18: No progress has been made in this area.</p> <p>30/09/18: Unable to report accurately on this.</p>
Response to service requests are dealt with promptly	<p>Customer service requests:</p> <p>100% of customer service requests relating to roads and footpaths responded to within the time frame specified in the Long Term Plan.</p>	<p>31/03/19: No change</p> <p>31/12/18: No progress to report.</p> <p>30/09/18: Unable to determine with any real degree of accuracy.</p> <p>The process of service requests is currently being reviewed by staff and contractors to look for ways to make improvements in reporting.</p>

Water Supply

There were 68 water related service requests recorded between 1 January 2019 and 31 March 2019.

	QUARTER 3 1 January – 31 March 2019
Leaks	35
Toby faults (including leaking tobies)	21
Water Quality / Pressure Complaint (including no water)	2
New Water Connections & Service Location Requests	5
General Enquiry	5
Other Complaints	0
TOTAL ISSUES	68



A test bore was recently drilled at Arahura. Water samples have been analysed and quality verified. Water is of sufficient quality to enable the new bore to be constructed at the test site.

The new Kumara water treatment plant has been commissioned and is now operational. Water quality in Kumara now meets the Drinking Water Standards of New Zealand (DWSNZ) 2008, revised 2015.

The plant's equipment, which includes filtration and UV disinfection, provides multiple barriers to ensure contaminants are removed from the water supply. This is a requirement to meet public health compliance.

Southwater, the construction contractor, is also contracted to upgrade the Whataroa water treatment plant, which is nearing completion and scheduled for commissioning in May 2019.

A tender document is currently being finalised for the new Fox Glacier water treatment plant for the purposes of meeting compliance with DWSNZ.

With the flooding event in late March destroying the Waiho Bridge, samples in Fox and Haast have unable to be taken as per schedule. The Drinking Water Assessor has the ability to grant leniency due to this event but this has not been confirmed to date.

While 3 out of the 9 supplies comply with quarterly protozoal compliance (due to improvements on data logging), full compliance cannot be achieved due to earlier quarters not complying.

The following service performance table includes a measure about response times for addressing the service requests logged during this period:

Level of Service	Measure / Target	Progress
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<p>Council supplied potable water is safe to drink</p>	<p>Safety of drinking water:</p> <p>The extent to which the local authority's drinking water supply complies with both:</p> <p>(a) part 4 of the drinking-water standards (bacteria compliance criteria), and (b) part 5 of the drinking-water standards (protozoal compliance criteria),</p> <p>Years 1-3</p> <p>Hokitika, Ross, Harihari, Franz Josef, Haast</p> <p>Year 2</p> <p>Fox, the Arahura scheme if it is continued as a Council service</p> <p>Years 2-3</p> <p>Kumara, Whataroa</p>	<p>31/03/19:</p> <p>(a) To date 3 out of the 9 supplies are fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone. (b) 0 out of the 9 supplies compliant with protozoal compliance criteria</p> <p>Kumara, Franz Josef and Whataroa all tested positive for E-coli in the last quarter either at the plant or in the zone. Subsequent samples were clear for the Kumara and Franz Josef supplies. Whataroa was issued a boil water notice for the transgression in March.</p> <p>The Hokitika water supply does not full comply with bacterial compliance as a sample was missed which resulted in a too longer time frame between samples.</p> <p>31/12/18: No change</p> <p>30/09/18:</p> <p>(a) To date 8 out of the 9 supplies are fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone. (b) 0 out of the 9 supplies compliant with protozoal compliance criteria</p> <p>The Hokitika water supply does not full comply with bacterial compliance as a sample was missed which resulted in a too longer time frame between samples.</p> <p>Kumara and Whataroa water treatment plant upgrades are expected to be commissioned and running by December 2018.</p>
<p>Requests for service are dealt with promptly</p>	<p>Fault response times:</p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</p> <p>(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (2 hours), 100%, and</p>	<p>31/03/19:</p> <p>(a) No data for attendance times (b) 15% (c) No data for attendance times (d) 27%</p> <p>31/12/18:</p> <p>(a) No data for attendance times (b) 21%</p>

	<p>(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (12 hours) 100%, and</p> <p>(c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (24 hours) 100%, and</p> <p>(d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (72 hours)100%.</p>	<p>(c) No data for attendance times (d) 27%</p> <p>Council and contractor teams remain focused on urgent response times for critical customer call outs. The data is reliant on the correct use of the service request system.</p> <p>30/09/18:</p> <p>(a) No data for attendance times (b) 67% (c) No data for attendance times (d) 40%</p> <p>Council staff are working alongside contractors to review the Service Request process and system to ensure it is fit for purpose.</p>
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Level of Service	Measure / Target	Progress
Council supplied water is reliable	<p>Maintenance of the reticulation network:</p> <p>The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).</p> <p>Not currently measured, monitored number of ways including; Telemetry, water meters, repair program, mains replacements and pressure management. This is in context with the Benchloss NZ Manual.</p> <p>Demand management:</p> <p>The average consumption of drinking water per day per resident within the territorial authority district is < 500l/day</p>	<p>31/03/19: No change</p> <p>31/12/18: No change</p> <p>30/09/18: Budgets have been allocated for improved flow data reporting from the Water Treatment Plants and for water meter installations and upgrades to support</p> <p>31/03/19: No change</p> <p>31/12/18: No change</p> <p>30/09/18: Not measured. Analysed on a three yearly basis.</p>
Customers are generally satisfied with the Council supplied water	<p>Customer satisfaction:</p> <p>The total number of complaints received by the local authority about any of the following:</p> <p>(a) drinking water clarity (b) drinking water taste</p>	<p>31/03/19:</p> <p>(a) 9 (b) 0 (c) 0 (d) 6</p>

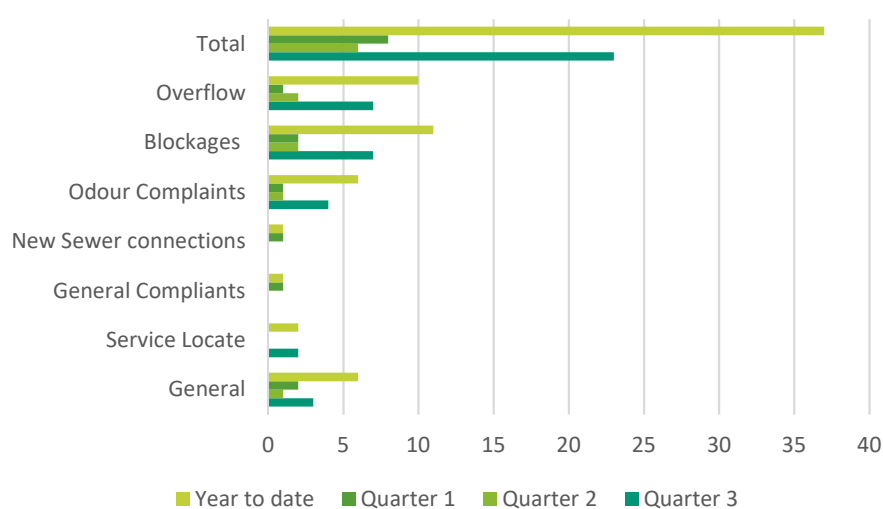
Level of Service	Measure / Target	Progress
	(c) drinking water odour (d) drinking water pressure or flow (e) continuity of supply, and (f) the local authority's response to any of these issues Expressed per 1000 connections to the local authority's networked reticulation system TBC. (2645 connections)	(e) 123 (f) 0 Total number of complaints = 138 Complaints per 1000 = 52 31/12/18: (a) 9 (b) 1 (c) 0 (d) 3 (e) 66 (f) 0 Total number of complaints = 79 Complaints per 1000 = 30 30/09/18: (a) 6 (b) 0 (c) 0 (d) 2 (e) 34 (f) 0 Total number of complaints = 42 Complaints per 1000 = 15

Wastewater Group

There were 23 wastewater related service requests recorded between 1 January 2019 and 31 March 2019.

	QUARTER 3 1 January – 31 March 2019
General Enquiries	3
Service Locate	2
Complaint	0
New Sewer Connections	
Odour Complaints	4
Blockages	7
Overflow	7
TOTAL ISSUES	23

Wastewater Service Requests by Quarter



Franz Josef wastewater treatment plant upgrade is progressing. To date, the contractor (Westroads) has cleared the site of vegetation, excavated the new pond and constructed embankments. Lining of the new pond and the installation of baffle curtains is scheduled to commence on 10th April.

A sludge survey of the Hokitika, Haast and Fox Glacier oxidation ponds was carried out in March 2019. Conhur Limited has provided a report to Council's 3 waters staff.

A new aerator has been fitted to the northern oxidation pond in Hokitika to help increase biological efficiency and help reduce potential odours.

Hokitika oxidation ponds are currently being reviewed for upgrade with specialist input.

The following service performance table includes a measure about response times for addressing the service requests logged during this period:

Level of Service	Measure / Target	Progress
Council wastewater systems are managed without risk to public health	<p>System and adequacy:</p> <p>The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system. 10 per 1000 connections (2052 connections)</p>	<p>31/03/19: 6 complaints in regards to dry weather sewer overflow.</p> <p>Complaints per 1000 = 3</p> <p>31/12/18: 3 complaints in regards to a dry weather sewer overflow.</p> <p>Complaints per 1000 = 1</p> <p>30/09/18: 1 complaint in regards to a dry weather sewer overflow.</p> <p>Complaints per 1000 = 0.5</p>
Council wastewater systems are safe and compliant	<p>Discharge compliance:</p> <p>100% Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:</p> <ul style="list-style-type: none"> (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions. 	<p>31/03/19: No change</p> <p>31/12/18: 100% compliance in all areas.</p> <p>30/09/18: No data provided</p>
Customers are generally satisfied with the Council wastewater systems	<p>Fault response times:</p> <p>Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:</p> <ul style="list-style-type: none"> (a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site (2 hours), 100% and (b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (4 hours) 100%. 	<p>31/03/19:</p> <ul style="list-style-type: none"> (a) No change. (b) 11 complaints were received in relation to sewerage overflows (dry & wet weather). 4 were completed within the time frame = 36% <p>31/12/18:</p> <ul style="list-style-type: none"> (a) No change. (b) 4 complaints were received in relation to sewerage overflows. 1 was completed on time = 25% <p>30/09/18:</p> <ul style="list-style-type: none"> (a) No reliable data for response times arrival on site. (b) 4 complaints were received in relation to sewerage overflows. 3 were completed on time = 75%
	Customer satisfaction:	<p>31/03/19:</p> <ul style="list-style-type: none"> (a) 6

Level of Service	Measure / Target	Progress
	<p>The total number of complaints received by the territorial authority about any of the following:</p> <ul style="list-style-type: none"> (a) sewage odour (b) sewerage system faults (c) sewerage system blockages, and (d) the territorial authority's response to issues with its sewerage system, <p>Expressed per 1000 connections to the territorial authority's sewerage system. 25 per 1000 connections (2052 connections)</p>	<p>(b) 11 (c) 11 (d) 0 Total number of complaints received = 28; Complaints per 1000 = 14</p> <p>31/12/18: (a) 2 (b) 4 (c) 4 (d) 0 Total number of complaints =10; Complaints per 1000 = 5</p> <p>30/09/18: (a) 1 (b) 2 (c) 2 (d) 0 Total number of complaints = 5; Complaints per 1000 = 3</p>

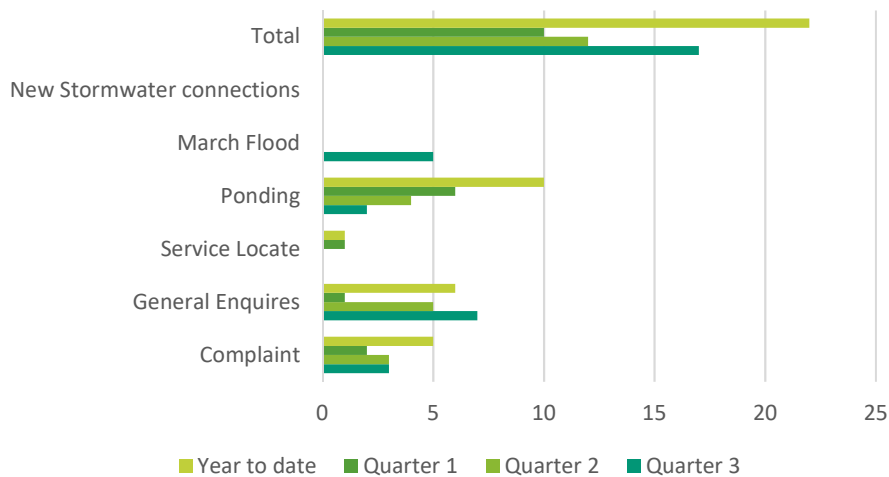
Stormwater Group

There were 17 stormwater related service requests recorded between 1 January and 31 March 2019. Of these, five related to the severe weather event in March. A separate report from Civil Defence regarding flooding of properties will be available at a later date.

	QUARTER 3 1 January – 31 March 2019
Complaint	3
General Enquiries	7
Service Locate	0
Ponding (Urban only)	2
New Stormwater Connections	5
TOTAL ISSUES	0

The following service performance table includes a measure about response times for addressing the service requests logged during this period:

Stormwater Service Requests by Quarter



Level of Service	Measure / Target	Progress
Council Stormwater systems have the capacity to resist major storms and flooding events.	<p>System adequacy:</p> <p>(a) The number of flooding events that occur in a territorial authority district 2 events</p> <p>(b) For each flooding event, the number of habitable floors affected. Expressed per 1000 properties connected to the territorial authority's stormwater system. 10 per 1000 connections (414 connections)</p>	<p>31/03/19:</p> <p>(a) Flood event March 27/28. (b) Awaiting Civil Defence report for number of habitable properties flooded with Council's reticulated stormwater system area.</p> <p>31/12/18: No change.</p> <p>30/09/18: No flooding events to date.</p>
Requests for service are dealt with promptly	<p>Response times:</p> <p>The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. (1 hour) 100%</p>	<p>31/03/19: Awaiting Civil Defence report.</p> <p>31/12/18: No change.</p> <p>30/09/18: No flooding events to date</p>
	<p>Customer satisfaction:</p> <p>The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system. 10 per 1000 connections (414 connections)</p>	<p>31/03/19:</p> <p>Total number of complaints = 25 Complaints per 1000 = 60</p> <p>31/12/18:</p> <p>Total number of complaints = 15 Complaints per 1000 = 36</p> <p>30/09/18:</p> <p>Total number of complaints = 8 Complaints per 1000 = 19</p>
Council storm water systems protect the natural environment	<p>Discharge compliance:</p> <p>100% Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions</p>	<p>31/03/19: No change</p> <p>31/12/18: No change.</p> <p>30/09/18: 100% compliance in all areas.</p>

Solid Waste Management Group

Butler's landfill

A successful tender for the operations and management of Butler's landfill and waste transportation from the transfer station to the site has been awarded. The new contract will take effect from 1 July.

The Landfill Management Plan (LMP) is progressing. Tonkin & Taylor has been engaged to co-ordinate certain aspects of the project including meetings with affected parties.

The Westroads team continue to make improvements to the site conditions and management of the general operations. Resource consent testing is compliant and the general welfare of this site is being maintained.

Surrender of consents

No consents have been surrendered during this period.

Refuse and recycling collection service

This continues to run well. A maximum limit of one refuse and one recycling bin per property (residential or commercial) has been set.

Gull deterrents and recycling access stairways have been installed at the Transfer Station.

Enviro Schools programme

Waste minimisation education has continued through the EnviroSchools programme. A report from EnviroSchools Coordinator has just been received and is awaiting staff review. Funding allocations for the next round of this scheme are currently being reviewed. The emphasis is on ensuring the value delivered is in line with the funding allocated.

Storm event damage to historic Fox Glacier landfill

Following the significant rainfall and State of Emergency in Westland in late March, it was discovered that a closed landfill alongside the Fox River had been eroded by the river, causing landfill contents to be strewn along about 50km of coastline, from approximately 10km south of the Fox River northward.

Work is being undertaken to protect the closed landfill, including lining the eroded area with geo cloth and filling in the bank area with rock from the river.

A coordinated response to the clean-up is underway with EnviroWaste employed to remove rubbish from the environment, in conjunction with other expert parties.

Volunteers have been assisting with the clean-up of the beaches.

Level of Service	Measure / Target	Progress
Solid waste is managed appropriately	All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly 100%	<p>31/03/19: A significant amount of work has been undertaken this quarter to catch up on a back log of reporting requirements to Regional Council in relation to landfill consent compliance.</p> <p>31/12/18: No change.</p> <p>30/09/18: No breaches in consent conditions related to solid waste activities have been reported.</p> <p>An upgraded maintenance & improvement programme is underway.</p>
Education about waste minimisation is provided to the community	Number of visits to schools and community groups: 3 schools, 3 groups per annum. 3 x community groups per annum	<p>31/03/19: Report just received. Awaiting staff review.</p> <p>31/12/18 To date no report has been received from EnviroSchools</p> <p>30/09/18: EnviroSchools have not submitted a report in the quarter due to an internal restructure. An overview of YTD activities is expected in November.</p>

FINANCE, AUDIT AND RISK COMMITTEE ROLLING WORK PLAN

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