

# **A G E N D A**

## **Finance, Audit and Risk Committee**

**Council Chambers  
36 Weld Street  
Hokitika**

**Thursday 22 March 2018  
Commencing at 9.30 am**

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



# FINANCE, AUDIT AND RISK COMMITTEE

AGENDA FOR A MEETING OF THE FINANCE, AUDIT AND RISK COMMITTEE OF WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 22 MARCH 2018 COMMENCING AT 9.30 AM

*16 March 2018*

## COUNCIL VISION

Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

- Involving the community and stakeholders.
- Delivering core services that meet community expectations and demonstrate value and quality.
- Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.

### **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. **MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:**

1.1 **Apologies & Leave of Absence**

Deputy Mayor Lash

1.2 **Interest Register**

2. **CONFIRMATION OF MINUTES:**

2.1 **Finance, Audit and Risk Committee Meeting – 22 February 2018** Pages 5-8

3. **ACTION LIST**

*No items are currently on the action list.*

4. **REPORTS TO COUNCIL**

4.1 **FINANCIAL PERFORMANCE FEBRUARY 2018** Pages 9-21

4.2 **WESTLAND HOLDINGS LIMITED: HALF-YEAR REPORT TO 31 DECEMBER 2017** Pages 22-30

5. **FINANCE AUDIT AND RISK COMMITTEE WORKPLAN**

*The March Workplan is attached* Page 31

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

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

## 6.1 Confidential Minutes

## 6.2 Potential Risk Update

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:

<b>Item No.</b>	<b>Minutes/ Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
6.1	Confidential Minutes 22 February 2018	Confidential Minutes – Finance, Audit and Risk Committee	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
6.2	Potential Risk Item update	Confidential Update	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

# 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 22 FEBRUARY COMMENCING AT 9.00AM

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## 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  
Deputy Mayor Cr H.M. Lash  
Crs R.W. Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C Routhan,  
Cr D.L Carruthers

### Apologies & Leave of Absence

No apologies or leave of absence received.

### Staff in Attendance:

S.R Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;  
J.D Ebenhoh, Group Manager: Planning Community and Environment; V.M  
Watson, Business Support Officer/ Committee Secretary.

### 1.2 Interest Register

Chair Deputy Mayor Martin circulated the Interest Register no amendment noted.

## 2. CONFIRMATION OF MINUTES:

### 2.1 Confirmation of Minutes – Finance, Audit and Risk Committee Meeting held 25 January 2018

Moved by His Worship the Mayor, seconded by Deputy Mayor Lash and **Resolved** that the Minutes of the Finance, Audit and Risk Committee Meeting held on the 25 January 2018 be confirmed as a true and correct record of the meeting

### 3. ACTION LIST

The chair confirmed to the Finance Audit and Risk Committee no items are currently on the action list.

### 4. REPORTS TO COUNCIL

#### 4.1 AUDIT MANAGEMENT REPORT YEAR ENDED 30 JUNE 2017

*The report is spoken to by Group Manager; Corporate Services. The purpose of this report is to present the Audit Management Report attached to the February 2018 agenda for the year ended 30 June 2017. This has been recognised as a good solid report. Audit Management Reports are provided annually to Council and provide commentary and recommendations on observations made by the audit team during the Annual Report audit process.*

*The following points were noted.*

- *Good progress is acknowledged by his Worship the Mayor in the progress being made by the Council.*
- *The PWC has been sought for tax advice confirmation.*
- *Acknowledgement to Group Manager Corporate Services on the quality of the report.*

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

- A) Finance Audit and Risk Committee Receives the Audit Management Report for the year ended 30 June 2017 attached as Appendix 1 to the Agenda.
- B) The Committee approves the public release of the Audit Management Report for the year ended 30 June 2017 attached as Appendix 1 to the Agenda.

#### 4.2 FINANCIAL REPORT JANUARY 2018

*Accountant Lavina Hamilton spoke to this report. The purpose of this report is to provide an indication of Council's financial performance for one month to 31 January 2018.*

*Discussion followed, regarding the current tracking of the Council Transportation budget and programme of work, with NZTA, clarified with calendar planning and a budget plan. The Chief Executive S.R Bastion confirmed that due to successful recruitment of the Transportation Manager on board it would be positive moving forward.*

*Clarification of spending in relation to Sunset Point the \$10,000 that has been spent to date is in design and planning.*

Moved Cr Havill, seconded Cr Olson and **Resolved** that the Financial Performance Report to 31 January 2018 as attached as Appendix 1 to the agenda be received by the Finance Audit and Risk Committee.

#### **4.3 STATEMENT OF SERVICE PERFORMANCE REPORT FOR QUARTER ENDED 31 DECEMBER 2017**

*Spoken to by Group Manager; Corporate Services. The purpose of this report is to present the statements of service performance as attached in the February agenda for the quarter ended 31 December 2017.*

*The report reflects on the quality and completeness of Council's statements of service performance contained in the Long Term Plan 2015-25, which include the mandatory measures introduced by the Department of Internal Affairs.*

Deputy Mayor Lash would like to highlight the wording of the paragraph regarding the applications for events and infrastructure funding.

Deputy Mayor Lash would like it noted there is a team of individuals that need to be acknowledged for the long and complex process of hard work by several individuals over years. Deputy Mayor Lash notes the wording of this paragraph was unsatisfactory to those individuals and would like it amended to recognize other parties involvement in the report.

*Statement of Service Performance Report Appendix 1 - Page 3*

*"The Strategy and Communications Advisor also invested a lot of energy into writing and editing funding applications for events and infrastructure with the Tourism Infrastructure Funding Coordinator. It was pleasing to see the results of this: with over \$3.25 million dollars of successful infrastructure funding achieved as well as \$5,000 each towards a Waitangi Day event and a multi-ethnic festival, both to be held in 2018."*

Moved by Cr Havill, Seconded His Worship the Mayor and **Resolved** that the statement of Service Performance Report for the Quarter ended 31 December 2017 as attached to the agenda be received by the Finance Audit and Risk Committee.

## **5. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'**

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

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

**5.1 Confidential Minutes – 25 January 2018**

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
5.1	Minutes January 25 2018	Confidential Minutes – Finance, Audit and Risk Committee	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

Moved Cr Routhan , seconded His Worship the Mayor 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 9.35 am.

**MEETING CLOSED AT 9.35AM**

Confirmed by:

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

\_\_\_\_\_  
**Date**



# Report



**DATE:** 22 March 2018

**TO:** Mayor and Councillors

**FROM:** Acting Finance Manager

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## FINANCIAL PERFORMANCE: FEBRUARY 2018

### 1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for one month to 28 February 2018.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receive the financial performance report to 28 February 2018, attached as **Appendix 1**.

### 2 BACKGROUND

- 2.1 Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against targets and objectives adopted in the Long Term Plan 2015-25.

### 3 CURRENT SITUATION

- 3.1 Council now receives a monthly financial summary report in a consistent format.

3.2 The Financial Performance Report to 28 February 2018, is attached as **Appendix 1** and contains the following elements:

- 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure with the addition of the actual amounts.
- 3.2.2 Update on Rates Debtors.
- 3.2.3 Whole of Council Cost of Service Statement.
- 3.2.4 Variance analysis
- 3.2.5 Council approved unbudgeted expenditure
- 3.2.6 Debt report including budgeted debt, forecast debt and actual debt.
- 3.2.7 Capital Expenditure 2017-18
- 3.2.8 Carryover Schedule 2017-18
- 3.2.9 Balance Sheet

#### **4 OPTIONS**

4.1 Council can decide to receive or not receive the report.

#### **5 SIGNIFICANCE AND CONSULTATION**

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

#### **6 RECOMMENDATION**

A) **THAT** Council receives the Financial Performance Report to 28 February 2018

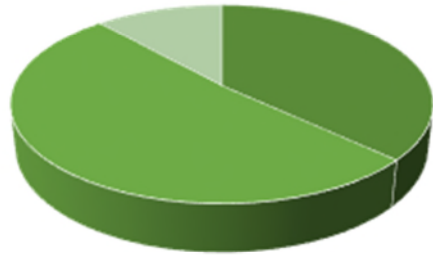
**Lavinia Hamilton**  
**Acting Finance Manager**

**Appendix 1:** Financial Performance February 2018



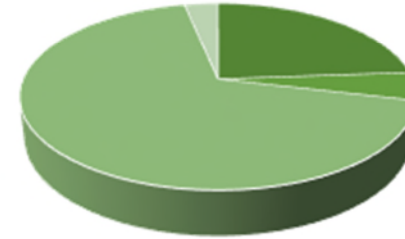
## Financial Performance February 2018

**Operating revenue  
Actual year to February**



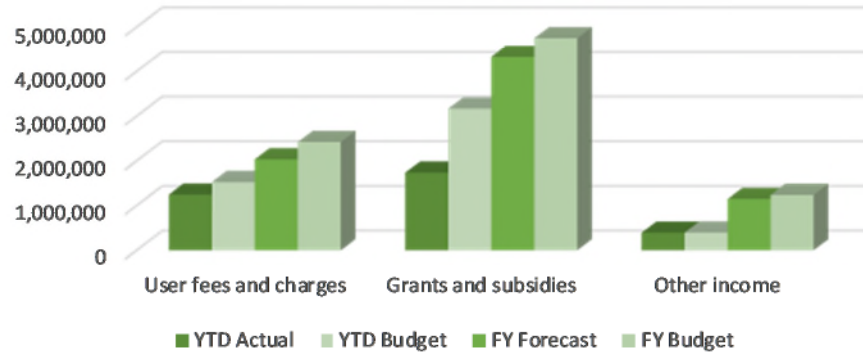
■ User fees and charges ■ Grants and subsidies ■ Other income

**Operating expenditure  
Actual year to February**

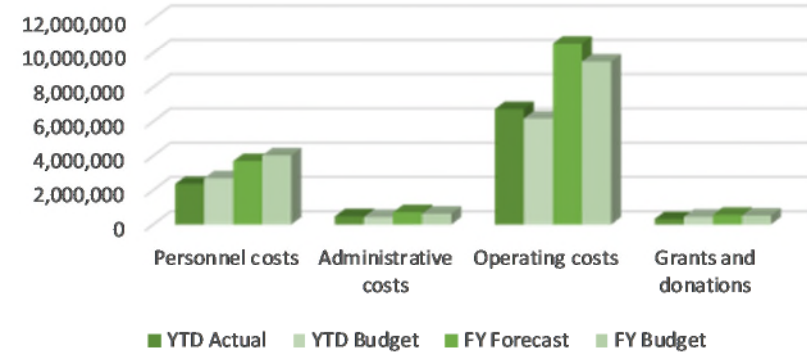


■ Personnel costs ■ Administrative costs ■ Operating costs ■ Grants and donations

**Operating revenue**



**Operating expenditure**



Column1	User fees & Charges	Grants & Subsidies	Other Income
Actual YTD	1,244,076	1,734,461	394,015
Budget YTD	1,522,757	3,164,466	396,458
Variance	(278,681)	(1,430,005)	(2,444)
FY Forecast	2,032,011	4,327,135	1,145,019
FY Budget	2,418,583	4,746,309	1,238,334

Column1	Personnel	Administration	Operating	Grants & donations
Actual YTD	2,353,888	477,598	6,724,510	322,742
Budget YTD	2,684,591	440,975	6,175,436	448,226
Variance	(330,703)	36,623	549,074	(125,484)
FY Forecast	3,685,202	713,481	10,556,517	562,004
FY Budget	4,023,177	638,727	9,484,130	521,300

## Rates Debtors

<b>Rates Debtors at 31 January 2018</b>		<b>3,381,105</b>
Rates instalment	514	
Less payments received	-2,316,248	
Paid in advance	124,943	
Write off's	-5,229	
Penalties	-818	
Court costs awarded	5,625	
		-2,191,213
<b>Total Rates Debtors at 28 February 2018</b>		<b>1,189,891</b>
Arrears included above at 28 February 2018	1,189,891	
Arrears at 28 February 2017	1,437,258	
Increase/(decrease) in arrears		-247,367

## Debt Management February 2018

- New direct debit arrangements 19

## Rates Debt - Aged at 28 February 2018

Financial Year	Jan-18	Jan-17	Jan-18
Pre 2013	61,407	116,942	62,107
2013-14	42,873	71,608	43,073
2014-15	56,904	102,059	57,440
2015-16	57,156	241,920	59,017
2016-2017	142,222	904,729	162,882
Current	829,329	-	2,996,585
<b>Total</b>	<b>1,189,891</b>	<b>1,437,258</b>	<b>3,381,105</b>

WESTLAND DISTRICT COUNCIL	Year to February			Full Year 2017-2018	
	Actual	Budget	Variance	FY Forecast	Budget
<b>Operating revenue</b>					
Rates (includes targeted rates and metered water)	10,689,156	10,722,083	(32,926)	15,278,297	15,204,697
User fees and charges	1,244,076	1,522,757	(278,681)	2,032,011	2,418,583
Grants and Subsidies	1,734,461	3,164,466	(1,430,005)	4,327,135	4,746,309
Other income	394,015	396,458	(2,444)	1,145,019	1,238,334
Overhead recoveries	4,371,744	4,784,220	(412,476)	6,763,857	7,176,333
<b>Total revenue (A)</b>	<b>18,433,452</b>	<b>20,589,984</b>	<b>(2,156,532)</b>	<b>29,546,318</b>	<b>30,784,256</b>
<b>Operating expenditure</b>					
Personnel costs	2,353,888	2,684,591	(330,703)	3,685,202	4,023,177
Administrative costs	477,598	440,975	36,623	713,481	638,727
Operating costs	6,724,510	6,175,436	549,074	10,556,517	9,484,130
Grants and donations	322,742	448,226	(125,484)	562,004	521,300
Overheads	4,345,777	4,781,562	(435,784)	6,734,349	7,172,293
<b>Total operating expenditure (B)</b>	<b>14,224,516</b>	<b>14,530,790</b>	<b>(306,275)</b>	<b>22,251,553</b>	<b>21,839,627</b>
<b>Net operating cost of services - surplus/(deficit) (A - B)</b>	<b>4,208,936</b>	<b>6,059,194</b>	<b>(1,850,258)</b>	<b>7,294,766</b>	<b>8,944,629</b>
<b>Other expenditure</b>					
Interest and finance costs	482,455	518,400	(35,945)	741,649	777,593
Depreciation	4,019,566	3,871,914	147,651	6,175,154	5,807,919
(Gain)Loss on swaps	(32,729)	(117,011)	84,283	(91,234)	(175,517)
(Gain)Loss on disposals	(23,935)	0	(23,935)	(23,935)	0
<b>Total other expenditure (C)</b>	<b>4,445,356</b>	<b>4,273,303</b>	<b>172,054</b>	<b>6,801,633</b>	<b>6,409,995</b>
<b>Total expenditure (D = B + C)</b>	<b>18,669,872</b>	<b>18,804,093</b>	<b>(134,221)</b>	<b>29,053,186</b>	<b>28,249,622</b>
<b>Net cost of services - surplus/(deficit) (A - D)</b>	<b>(236,420)</b>	<b>1,785,892</b>	<b>(2,022,311)</b>	<b>493,133</b>	<b>2,534,634</b>

#### Variance Analysis

<b>Operating Revenue</b>	
Rates revenue	Metered water rates are lower than budget year to date due water restrictions and timing issues (quarterly charging, summer water usage) the variance is reducing and this is still expected to meet budget
User fees and charges	Building Control consents and fees \$153k lower than budget year to date. Processing figures are tracking at the same level as the previous FY and Inspection fees are only 20k lower than the previous year
	Hokitika trade waste fees are also significantly lower than budget year to date but tracking exactly the same as previous financial year
Grants and Subsidies	NZTA subsidy \$1 million lower than budgeted year to date. Most of this is for the NZTA portion of Whitcombe Valley Road, the income for this project will most likely be received in April or May the forecast has been reduced to reflect the fact that we may not receive all of this funding
	WCWT cycle trail budgeted grant contribution of \$479k from MBIE was not able to be claimed as at February 2018. Entire WCWT cycle trail grant contribution of \$479k budgeted in September 2017.
<b>Operating Expenditure</b>	
Personnel costs	Positive variance due to budgeted unfilled staff vacancies, in District Assets, Museum, Building Control and IHPS.
Operating costs	Water services are well above budget with Ross 61K over budget, Franz Josef \$40k over, Electricity 25k and insurance 30K expenses higher than budget over all areas. Hari Hari, Fox, Kumara and Arahura over budget. There has been some recoveries \$41K for Ross and \$16K in Hokitika, \$17K in Franz Josef
Grants and Donations	Community assistance, community township development and Public Toilet grants are all lower than budget, however these are still expected to be claimed in the current financial year
<b>Other Expenditure</b>	
Depreciation	This has increased as assets are capitalised, including unbudgeted capital expenditure
(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.

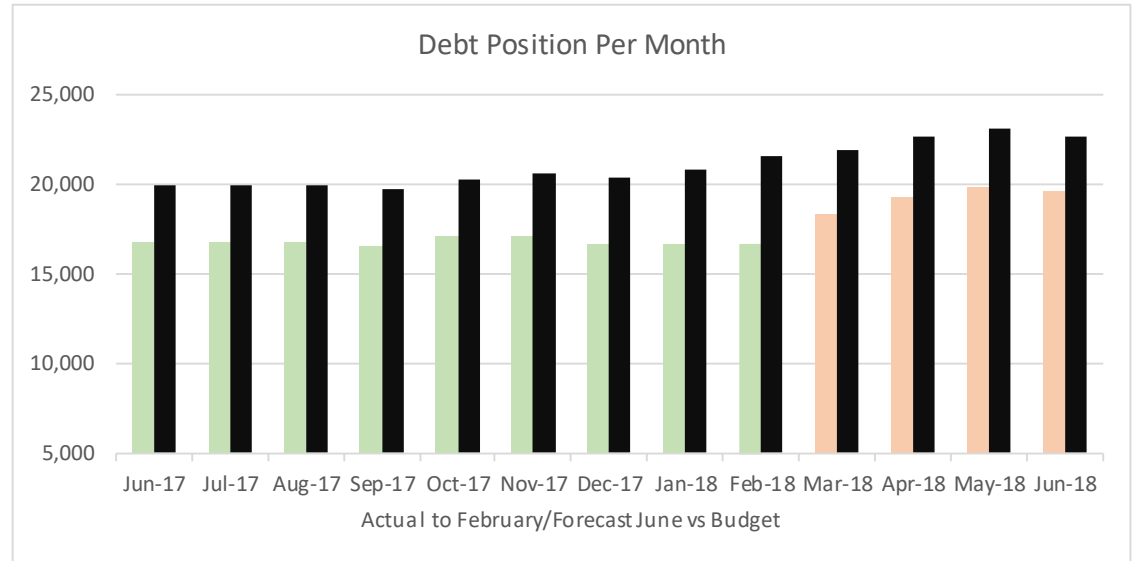
## Council Approved Unbudgeted Expenditure

2017-2018

Dated Approved	Description	Amount Approved \$	Amount Spent \$	Status
Sep-17	5.9 Sunset Point Erosion	2,880	2,880	Complete.
Oct-17	10.1 Hokitika Regent Theatre	30,000	20,000	To allow time for formulation of long term emergency recovery
Apr-17	7.2 Hokitika SPCA	20,000	20,000	Contribution towards fit-out of dog pound.
Aug-17	5.3 Management of the Carnegie Building	40,000	30,000	Monthly management Fee
<b>Total</b>		<b>92,880</b>	<b>72,880</b>	

**Forecast Debt Position per Annual Plan 2017-18**

Forecast as at	Jul-17	Jan-18
Opening Balance	19,887	16,790
Loan funded capex forecast	4,552	4,557
Forecast repayments 2017-18	(1,792)	(1,792)
<b>Forecast balance June 2018</b>	<b>22,647</b>	<b>19,555</b>



	Debt Position per month												
	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<b>Budget</b>	19,887	19,887	19,887	19,689	20,289	20,564	20,341	20,841	21,566	21,825	22,650	23,050	22,647
<b>Forecast at 1 July 2017</b>	16,790	16,790	16,790	16,592	17,192	17,467	17,674	18,614	19,769	20,028	20,853	21,253	20,850
<b>Actual + Forecast</b>	16,790	16,790	16,790	16,572	17,062	17,062	16,614	16,614	16,614	18,301	19,290	19,836	19,555
Waste Management loan	2,401	2,401	2,401	2,338	2,338	2,338	2,251	2,251	2,251	2,227	2,277	2,304	2,306
Water Supply loan	2,205	2,205	2,205	2,150	2,150	2,150	2,075	2,075	2,075	2,051	2,470	2,470	2,496
Wastewater loan	0	0	0	230	720	720	720	720	720	1,335	1,485	1,635	1,725
Structured Infrastructure loan for Council assets	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845	7,845
Stormwater loan	760	760	760	744	744	744	720	720	720	711	711	711	702
Transportation	100	100	100	80	80	80	50	50	50	540	540	540	530
Vehicle loan	52	52	52	50	50	50	44	44	44	44	44	44	44
Cass Square rehabilitation loan	120	120	120	118	118	118	112	112	112	112	112	112	112
Other loans	0	0	0	0	0	0	0	0	0	519	889	1,258	1,257
Hokitika Water supply upgrade	3,307	3,307	3,307	3,017	3,017	3,017	2,798	2,798	2,798	2,918	2,918	2,918	2,538



Capital Projects 2017-18  
As at 28/02/2018

Legend - Ke	
Forecast on Budget	
Forecast over Budget	

Project Delayed - Will not be completed by 30th June 2018  
Project on-Track - Will be completed by 30th June 2018  
Project Complete - 100% Progress

Project / Activity	YTD Exp	2017-18	Forecast	Budget Track	Progress / Track	Progress Comments
	\$0	\$0	\$0			
<b>LEADERSHIP</b>						
Council HQ Refurbishment	21,286	150,000	150,000			
IT Equipment Renewals	36,095	130,000	130,000			
Information Management - Shelving	-	10,000	0			On hold, shelving was to be constructed in Drummond Hall for storage, but with Museum closure this doesn't make sense at this stage unless Council files need to be shifted urgently.
	<b>57,382</b>	<b>290,000</b>	<b>280,000</b>			

<b>LIBRARY</b>						
Library - Chromebooks For Children's Code Club	4,162	5,000	4,162			Completed - \$838 under budget
Library - iPad Pro For Digital Literacy Classes	1,293	1,200	1,293			Completed - \$93 over budget
Library - Whiteboard For Digital Literacy Classes	511	600	511			Completed - \$89 under budget
Library - Book Trolleys	627	850	627			Completed - \$223 under budget
Library - Book Display Holders	344	800	344			Completed - \$456 under budget
Library - Website Upgrade	4,350	8,000	8,700			On track - this is 50% spent so forecast is \$700 over budget.
Library - Audio/Visual Resource	2,517	4,000	4,000			On track.
Library - Free Adult Books	9,663	15,000	15,000			On track.
Library - Adult Non Fiction	12,656	15,500	15,500			On track.
Library - Junior Publications	6,909	11,500	11,500			On track.
Library - Large Print Books	3,425	6,000	6,000			On track.
	<b>46,456</b>	<b>68,450</b>	<b>67,637</b>			

<b>WATER SUPPLY</b>						
Hokitika - River Water Intake Upgrade	415,949	-	500,000			Loan funded by WWTP
Hokitika - Water Treatment Plant Improvements	-	420,000	0			Project rescoped within LTP - Not to be progressed 2017-2018 FY
Hokitika - Mains Upgrades	-	100,000	100,000			
Ross - Water Treatment Plant - Seismic Valves	-	30,000	30,000			
Whararoa - Pump Upgrades	-	35,000	35,000			
Fox Glacier - Water Treatment Plant Upgrade	-	450,000	50,000			Project rescoped within LTP - First phase only in 2017-2018 FY
Fox Glacier - Seismic Valves	-	30,000	30,000			
	<b>415,949</b>	<b>1,065,000</b>	<b>745,000</b>			

<b>WASTEWATER</b>						
Hokitika - WWTP Upgrade	90	300,000	300,000			
Franz Josef - New WWTP - Floodwall	1,228,151	-	1,235,000			Floodwall Emergency works to protect settling ponds required to Tourism Infrastructure Funding \$1,985,800, WDC loan funded contribution \$265,000. Rescoped within the LTP - Not to be
Franz Josef - New WWTP	-	1,500,000	0			First phase of the WWTP
Fox Glacier - WWTP upgrade	-	100,000	100,000			
	<b>1,228,241</b>	<b>1,900,000</b>	<b>1,635,000</b>			

<b>CEMETERIES</b>						
Cemetery - Hokitika Upgrade & Expansion	-	10,000	10,000			
	<b>0</b>	<b>10,000</b>	<b>10,000</b>			

<b>SWIMMING POOLS</b>						
Hokitika Swimming Pool - Earthquake Strengthening	30,000	30,000	30,000			Project complete.
Hokitika Swimming Pool - Ventilation Compliance	15,696	16,000	15,696			Project complete.
	<b>45,696</b>	<b>46,000</b>	<b>45,696</b>			

<b>COMMUNITY SERVICES DEVELOPMENT</b>						
Community Halls - Custom House Roof Replacement	-	18,000	18,000			Scheduled to be completed in April
Township Maintenance - Kumara Rubbish Bins	-	3,000	3,000			
Township Maintenance - Hokitika Rubbish Bins	-	7,000	7,000			
Township Maintenance - Fox Rubbish Bins	-	3,000	3,000			
Township Maintenance - Haast Rubbish Bins	-	2,000	2,000			
	<b>0</b>	<b>33,000</b>	<b>33,000</b>			

<b>ELDERLY HOUSING</b>						
Elderly Housing - Roof Repairs	20,140	50,000	50,000			Roof repairs completed previous financial year. Funds to be spent on double glazing under capital requirements.
	<b>20,140</b>	<b>50,000</b>	<b>50,000</b>			

<b>OFFICE EQUIPMENT</b>						
i-SITE/CSC - Replacement Television Screens	5,438	4,125	5,438			Project complete.
Laminator	861	-	861			Replacement of broken Corporate Services laminator
Ibis Pro Rates Modelling	13,757	-	13,757			Ibis Pro Rates Modelling software upgrade to assist with the LTP
Customer Service Centre	1,030	-	1,030			Purchase of bar code scanners, wireless headset, keyboards and mice, printer and switch due to change of Customer Service Centre location.
	<b>21,086</b>	<b>4,125</b>	<b>21,086</b>			

<b>MOTOR VEHICLES</b>						
Pool Vehicle	-	31,000	31,000			Being ordered presently
Ford Ranger XL Double Cab	38,039	-	38,039			Replacement vehicle for Ford Ranger Ute. Cost \$38,039 insurance payment \$23,913
Ford Escape Ambiente	29,778	-	29,778			Replacement vehicle for Hyundai Santa Fe. \$29,778 trade in \$12,174
	<b>67,817</b>	<b>31,000</b>	<b>98,817</b>			

<b>NEW TOILET &amp; ASSOCIATED FACILITIES</b>						
Kapitea Reservoir	89,439		14,769			Tourism Infrastructure Funding \$74,670, WDC loan funded contribution \$14769. Project came in under budget so contributions have been reduced
Okarito	605		32,715			Tourism Infrastructure Funding \$204,435, WDC loan funded contribution \$32,715.
Fox Glacier	-		25,125			Tourism Infrastructure Funding \$136,125, WDC loan funded contribution \$25,125.
Franz Josef	374,655		88,452			Tourism Infrastructure Funding \$463,068, WDC loan funded contribution \$88,452.
Bruce Bay	-		23,024			Tourism Infrastructure Funding \$117,216, WDC loan funded contribution \$23,024.
Haast Township- New Toilet Facilities, Dump Station, Shelter, Bus Depot & Carpark	-		262,880			Tourism Infrastructure Funding \$394,320, WDC loan funded contribution \$262,880.
Sunset Point - New Toilets, Shelter & Carparks	-		500,000			Tourism Infrastructure Funding \$485,325, WDC loan funded contribution \$500,000.
	<b>464,699</b>	<b>0</b>	<b>946,965</b>			
<b>SOLID WASTE</b>						
Haast - Toilet Office building	-		32,000			Project rescoped within LTP - Not to be progressed 2017-2018 FY
	<b>0</b>	<b>32,000</b>	<b>0</b>			
<b>LAND &amp; BUILDINGS</b>						
Land & Buildings - Car Parking	-		15,000			
	<b>0</b>	<b>15,000</b>	<b>15,000</b>			
<b>MUSEUM</b>						
Hokitika Museum Upgrade & Future Development Options	-		75,000			Preparation of construction drawings and assistance with the tender process for the strengthening of the Carnegie Building.
	<b>0</b>	<b>0</b>	<b>75,000</b>			
<b>PARKS &amp; RESERVES</b>						
Reserves - Cass Square - Repairs To Statues	-		5,000			
Reserves - Cass Square - Playground Equipment Upgrade	-		20,000			
Reserves - Cass Square - Playground Rubber Matting	-		20,000			Contractors to confirm costing scope.
Reserves - Lazar Park Upgrade	-		45,000			This is currently being held awaiting community input (Lions and Rotary).
	<b>0</b>	<b>90,000</b>	<b>90,000</b>			
<b>TRANSPORTATION</b>						
Unsealed Road Metalling	108,912		270,000			Contract item.
Sealed Road Resurfacing	-		782,000			Currently out to joint tender GDC/WDC.
Maintenance - Drainage Renewals	49,471		150,000			Replacement for old/failed culverts. Drainage.
Structures Component Replacement	86,483		200,000			Structural report - repairs and ongoing reports HPMV 50 max.
Traffic Services Renewals	-		120,000			Streetlights. Road marking.
Sealed Road Pavement Rehabilitation	-		100,000			Preseal works. Special Purpose Roading (SPR).
Associated Improvements	-		1,500,000			Project rescoped within LTP - Not to be progressed 2017-2018 FY
Sealed Road Resurfacing	58,900		159,000			SPR Road.
Drainage Renewal	-		27,000			SPR Culverts.
Structures Component Replacement	29,969		53,000			SPR Structures.
Traffic Services Renewals	-		11,000			SPR Signs Road marking.
Minor Improvements	147,100		190,000			Local Roads. Minor safety improvements.
Minor Improvements	29,500		29,500			SPR Minor safety improvements.
Footpath Upgrades	-		45,000			Business area Hokitika. Tile extension.
	<b>510,335</b>	<b>3,636,000</b>	<b>2,136,500</b>			
<b>Total</b>	<b>2,877,802</b>	<b>7,270,575</b>	<b>6,249,701</b>			

**Carryover Schedule to 2017-18**

<b>Activity</b>	<b>Detail</b>	<b>Approved \$</b>	<b>Actual \$</b>	<b>Forecast \$</b>	<b>Balance \$</b>	<b>Approved Variance in 2017</b>	<b>Status</b>
Township Development	Upgrade footpaths and driveways over next three years	5,000	0	5,000	5,000	Capital	Community project.
Township Development	Repairs and Maintenance to Hokitika Statues	5,000	0	5,000	5,000	Capital	Discussion with contractor and Heritage Hokitika has occurred. Currently low priority.
Water Supply	Replace Water meters (on-going) - Hokitika	190,000	915	190,000	189,085	Capital	Now in detailed scoping. The budget is for Hokitika and Franz Josef. Currently Fox Glacier is in progress on meters replacement.
Corporate Services	Council HQ - Roof over skylights	20,000	0	20,000	20,000	Capital	Completion expected in Feb 2018
Corporate Services	Council website	13,250	7,719	13,250	5,531	Capital	
Water Supply	Kumara - Water treatment plant - seismic valves	30,000	0	30,000	30,000	Capital	
Water Supply	Hokitika - Pumps Replacement	50,000	0	50,000	50,000	Capital	
Water Supply	Whataroa - Water treatment plant	216,895	3,384	216,895	213,511	Capital	Contract now awarded, project completion approximately 26 weeks.
Water Supply	Whataroa - Seismic valves	20,000	0	20,000	20,000	Capital	
Wastewater	Hokitika - Mains upgrade	138,854	0	138,854	138,854	Capital	
Wastewater	Haast - Mains upgrade	20,000	0	20,000	20,000	Capital	
Wastewater	Haast - De-sludge oxidation ponds	150,000	0	150,000	150,000	Capital	
Cemetaries	Cemetery - Hokitika improvements	8,170	6,934	6,934	1,237	Capital	Completed
Township Development	New footpaths - Franz	25,000	0	25,000	25,000	Capital	
Township Development	Footpath upgrades - Hokitika	27,000	0	27,000	27,000	Capital	
Township Development	Footpath upgrades - Kumara	5,000	0	5,000	5,000	Capital	
Township Development	Footpath upgrades - Franz	15,000	0	15,000	15,000	Capital	
Wildfoods Festival	Replacement of promotional assets	19,434	4,831	19,434	14,603	Capital	Flags Purchased
Land & Buildings	Land & Buildings - car parking	15,000	0	15,000	15,000	Capital	
Parks & Reserves	Reserves - Cass Square - Repairs to Statues	5,000	0	5,000	5,000	Capital	
Parks & Reserves	Reserves - Cass Square - Playground equipment upgrade	25,000	0	25,000	25,000	Capital	
Stormwater	Hokitika - Tancred, Bealey and Rolleston street upgrades	307,689	352,176	352,176	(44,487)	Capital	Completed Stage one
<b>Depreciation Funded</b>		<b>1,311,292</b>	<b>375,958</b>	<b>1,354,543</b>	<b>935,334</b>		
WCWT	Completion of Trail	339,241	404,576	339,241	(65,336)	Capital	Existing spend work in progress.
<b>Subsidy Funded</b>		<b>339,241</b>	<b>404,576</b>	<b>339,241</b>	<b>(65,336)</b>		

Solid Waste	Landfills - Butlers Site Shed - Hazardous Washdown Facility	15,000	0	15,000	15,000	Capital	
Solid Waste	Intermediate Capping for Butlers	50,000	0	50,000	50,000	Capital	
Solid Waste	Landfill- Haast - Digout new Cell	3,740	0	3,740	3,740	Capital	
Solid Waste	Haast intermediate cap current cell	10,000	0	10,000	10,000	Capital	
Solid Waste	Franz Josef Landfill	25,000	0	25,000	25,000	Capital	
Corporate Services	Information Management - DMS	200,000	0	0	200,000	Capital	Project rescoped within LTP - Not to be progressed 2017-2018 FY
Water Supply	Kumara - Water treatment plant	418,595	16,579	418,595	402,016	Capital	
Wastewater	Franz Josef - New WWTP	89,943	0	89,943	89,943	Capital	
Wastewater	Fox Glacier - WWTP upgrade	100,000	0	0	100,000	Capital	Project rescoped within LTP - Not to be progressed 2017-2018 FY
Transportation	Hokitika Gorge & Whitcombe Valley Road - Upgrade Of Existing Toilet Facilities, Carparks, Road Widening, Seal & Extension.	500,000	0	500,000	500,000	Capital	Whitcombe Valley Project Budget is \$500,000, unsubsidised by NZTA. 2016- 2017, spent Keogans Road, unsubsidised seal extension, \$81,087, ( \$100,000 Budget approved by Council ) Approval granted from NZTA for 58% subsidy ( \$500,000 + \$690,000 = \$1,190,000 ) for the Whitcombe Valley Project
<b>Loan Funded</b>		<b>1,412,278</b>	<b>16,579</b>	<b>1,112,278</b>	<b>1,395,699</b>		
Township Development	Franz Josef Urban Revitalisation Plan	100,000	0	100,000	100,000	Capital	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.
Waterfront carry forward	Hokitika Waterfront Development	10,007	10,000	10,000	7	Capital	No large procurement process will take place- this funding is now being set towards redevelopment work around Sunset Point.
Township Development	Hari Hari Township Development fund	9,000	0	9,000	9,000	Operating adverse	To be held until Hari Hari decides what they want to allocate funds to.
Reserves	Reserves - Marks Road Reserve	10,000	0	10,000	10,000	Capital	
Reserves	Reserves - Hokitika Waterfront Development	100,000	6,129	100,000	93,871	Capital	
Reserves	Reserves - Hokitika Heritage Trail signs	3,500	0	3,500	3,500	Capital	
<b>Reserve Funded</b>		<b>232,507</b>	<b>16,129</b>	<b>232,500</b>	<b>216,378</b>		
		<b>3,295,318</b>	<b>813,242</b>	<b>3,038,562</b>	<b>2,482,076</b>		

Balance Sheet as at 28 February 2018	Council		
	Actual	Budget	Actual
	Feb-18	Jun-18	Jun-17
	\$'000	\$'000	\$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	4,033	6,763	2,733
Debtors and other receivables	2,182	2,666	2,964
Other financial assets	31	0	813
Inventory	0	0	0
Work in progress	0	0	0
<i>Total current assets</i>	<b>6,246</b>	<b>9,429</b>	<b>6,511</b>
<b>Non-current assets</b>			
Property, plant and equipment	430,598	452,670	430,487
Intangible assets	62	71	81
Derivative financial instruments	0	0	0
Council Controlled Organisations	8,695	8,695	8,695
Other Financial Assets	359	1,398	34
Investment property	0	0	0
Term inventory	0	0	0
Assets under construction	865	0	1,309
<i>Total non-current assets</i>	<b>440,579</b>	<b>462,834</b>	<b>440,606</b>
<b>Total assets</b>	<b>446,825</b>	<b>472,263</b>	<b>447,118</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Creditors and other payables	1,573	2,423	1,956
Derivative financial instruments	0	0	1
Borrowings	0	6,343	0
Employee entitlements	195	296	182
Provisions	0	0	0
Tax payable	3	3	3
Other current liabilities	709	193	376
<i>Total current liabilities</i>	<b>2,481</b>	<b>9,258</b>	<b>2,518</b>
<b>Non-current liabilities</b>			
Derivative financial instruments	476	384	508
Borrowings	16,614	16,304	16,790
Employee entitlements	22	29	20
Provisions	2,090	1,000	2,090
Deferred Tax	91	30	28
<i>Total non-current liabilities</i>	<b>19,294</b>	<b>17,747</b>	<b>19,434</b>
<b>Total liabilities</b>	<b>21,775</b>	<b>27,005</b>	<b>21,952</b>
<b>Net assets</b>	<b>425,050</b>	<b>445,258</b>	<b>425,167</b>
<b>Equity</b>			
Retained earnings	149,890	151,687	149,951
Restricted reserves	5,606	8,777	5,606
Revaluation reserves	269,490	284,794	269,545
Other comprehensive revenue and expense reserve	64	0	64
<b>Net assets</b>	<b>425,050</b>	<b>445,258</b>	<b>425,167</b>

# Report



**DATE:** 22 March 2018

**TO:** Finance, Audit and Risk Committee

**FROM:** Group Manager, Corporate Services

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## WESTLAND HOLDINGS LIMITED: HALF YEAR REPORT TO 31 DECEMBER 2017

### 1 SUMMARY

- 1.1 The purpose of this report is to present the Westland Holdings Ltd (WHL) half year report to 31 December 2017.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.3 The review of this report is specified in the Committee's Terms of Reference, under Power to Recommend, section e(ii).
- 1.4 This report concludes by recommending that the Committee receives the Westland Holdings Ltd (WHL) half year report to 31 December 2017, attached as **Appendix 1**.

### 2 BACKGROUND

- 2.1 Section 66 of the Local Government Act 2002 requires that:
  - 2.1.1 Within 2 months after the end of the first half of each financial year, the board of a council-controlled organisation must deliver to the shareholders a report on the organisation's operations during that half year.
  - 2.1.2 The report must include the information required to be included by its statement of intent.
- 2.2 These requirements are also reflected in section 13.3 of the company's constitution.

### 3 CURRENT SITUATION

- 3.1 The half year report to 31 December 2017 was received within the statutory timeframe.
- 3.2 WHLs statement of intent (SI) for the three years commencing 1 July 2017 contains the following objective and target with regards to reporting:
  - 3.2.1 'To ensure that there is regular and informative reporting of the financial and non-financial performance and risk exposures of WHL and the subsidiary companies.'
- 3.3 The half year report to 31 December 2017 essentially contains financial statements only.
- 3.4 Reporting non-financial performance in the half year report is recommended in order to give shareholders full information around the performance of WHL.
- 3.5 In summary, WHL has recorded a net profit after tax of \$843,000 (2016: \$184,000). This is due mainly to Westroads Ltd, which showed growth in revenue across all three branches. Full details of the result are attached as **Appendix 1**.

### 4 RECOMMENDATION

- A) **THAT** the Committee receives the Westland Holdings Ltd half year report to 31 December 2017, attached as **Appendix 1**.
- B) **THAT** the Committee makes recommendations to the Chair of WHL as to the content of future reports.

**Lesley Crichton**  
**Group Manager, Corporate Services**

**Appendix 1:** Westland Holdings Ltd (Group) half year report to 31 December 2017.



**Westland**  
HOLDINGS

**WESTLAND HOLDINGS LTD  
(GROUP)**

**HALF YEARLY REPORT**

**For The 6 Months Ended 31 December 2017**



# Westland Holdings Ltd (Group)

## DIRECTORS REPORT

The Directors of Westland Holdings Ltd (Group) hereby present the unaudited Half Yearly Report for the six months ended 31 December 2017.

### Principal Activities

The Company is a holding company for the various commercial interests of the Westland District Council. It currently has 3 operating subsidiaries which it owns 100% of, namely

- Westroads Ltd
- Hokitika Airport Ltd &
- Westland District Property Ltd

### Review of Operations

	<b>Group Dec 17 \$000</b>	<b>Group Dec 16 \$000</b>
<b>Result for the period ended 31 December 2017</b>		
Net Profit/(Loss before Taxation)	1,175	286
Income Taxation	<u>332</u>	<u>102</u>
<b>Net Profit (Loss) after Taxation and total comprehensive income</b>	<u>843</u>	<u>184</u>

Results for the year to date are significantly better compared to the same period last year due to Westroads Ltd posting a before tax profit for the period of \$1,174,000 compared with \$335,000 for the same period last year and their budget of \$502,000. Hokitika Airport was in line with their budget and posted a before tax profit of \$39,000. Westland District Property posted a loss of \$10,000 which is half their previous year loss and compared with their budget of \$24,000.

Comment from the individual companies are as follows:-

#### Westroads Ltd:

- Total Revenue is up on budget by 18% and up 40% on last year. The growth in revenue has occurred across all three branches with the Canterbury branch, Trenching Dynamix, being particularly strong. The forward work in both Hokitika and Canterbury branches is large but manageable. Additional staff have been recruited at Trenching Dynamix.
- Gross Profit is only marginally up on budget and up 14% on last year. There has been some internal cost adjustments made to our reporting that allocates more of the wage cost to the jobs and less to wage overheads. This has had the effect of lowering the Gross Profit by approximately \$300,000 whilst also lowering Administration Expenses by the same figure.
- Administration costs are down on budget by \$456,000. \$300,000 of this is as noted above.

The overall result was a profit before tax of \$1,174,000 for the 6 months compared with a budget of \$502,000 and last year of \$355,000. The large increase was due to a significant improvement in Trenching Dynamix's contribution from near nothing for the same period last year to \$679,000 this

## Westland Holdings Ltd (Group)

year. Hokitika branch also performed well due to the increased amount of work completed over the period. The Greymouth branch operated at break even and is a focus of management at present.

The company has once again made significant investments in plant & equipment of \$1.4M replacing older machinery and purchasing new for the extra contracts that have been won. There is a significant amount of further plant purchases required to meet our expanding workload.

Looking forward we expect the second half of the year to be softer with tighter margins becoming evident in Canterbury.

### Westland District Properties Ltd:

- Revenue is in line with Budget
- Income invoiced in Advance of \$140,000 to be reported as income over the next half of the year.
- Operating Expenditure is more than Budget with the main areas being:
  - \$26,000 increase in swimming pool wages. Five new lifeguards plus swim school teacher upskilling.
  - \$25,000 recruitment expenses for our new Chief Executive Officer.

### Hokitika Airport:

- Profit for the period is consistent with the Budget.
- The company has invested \$30,000 in upgrading the Airport Café

## Dividend

No dividend has been declared for the period ended 31 December 2017 at this stage.

For and on behalf of the Board



G P King  
Chairman  
**28 February 2018**

<b>WESTLAND HOLDINGS LTD (GROUP)</b> <b>STATEMENT OF COMPREHENSIVE INCOME</b> <b>For the period 1 July 2017 to 31 December 2017</b>
---

	Group 2017 \$000	Group 2016 \$000
Revenue	13,468	9,701
Cost of Sales	10,188	6,921
<b>Gross Profit</b>	<b>3,280</b>	<b>2,780</b>
Other Income	494	432
Administrative Expenses	2,425	2,714
<b>Results from operations</b>	<b>1,349</b>	<b>498</b>
Interest Received	-	-
Interest Paid	174	212
<b>Net finance costs</b>	<b>174</b>	<b>212</b>
Profit before Income Tax	1,175	286
Income tax expense	332	102
<b>Profit for the period</b>	<b>843</b>	<b>184</b>
Other Comprehensive Income	-	-
<b>Total Comprehensive Income</b>	<b>843</b>	<b>184</b>

<b>WESTLAND HOLDINGS LTD (GROUP)</b> <b>STATEMENT OF FINANCIAL POSITION</b> <b>as at 31 December 2017</b>
---

	Note	Group 31 Dec'17 \$000	Group 31 Dec'16 \$000
<b>EQUITY</b>			
Share capital		8,695	8,695
Asset Revaluation Reserve		831	831
Retained Earnings Brought Forward		3,407	2,865
Current Period Net Profit/(Loss) after Tax		843	184
		<u>13,776</u>	<u>12,575</u>
represented by:			
<b>CURRENT ASSETS</b>			
Bank current account		271	560
Receivables		3,744	2,773
Prepayments		104	89
Tax Refundable		9	100
Inventory		642	621
Work in Progress		257	149
		<u>5,027</u>	<u>4,292</u>
<b>CURRENT LIABILITIES</b>			
Bank Overdraft		511	1
Accounts payable and accruals		2,161	1,251
Current Portion Term Loans		820	818
Income in Advance		174	174
Subvention Payment Payable		240	320
Tax Payable		252	99
Employee entitlements		920	859
		<u>5,078</u>	<u>3,522</u>
<b>WORKING CAPITAL</b>		<b>(51)</b>	<b>770</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant & Equipment	1	16,469	16,246
Investment Property		1,215	953
Term Inventory		351	348
Intangible Assets		575	575
Deferred tax benefit		101	118
		<u>18,711</u>	<u>18,240</u>
<b>NON-CURRENT LIABILITIES</b>			
Deferred Tax Liability		364	316
Employee Entitlements		93	169
Term Loan		4,427	5,950
		<u>4,884</u>	<u>6,435</u>
		<u>13,776</u>	<u>12,575</u>

# **Westland Holdings Ltd (Group)**

## **STATEMENT OF ACCOUNTING POLICIES FOR THE 6 MONTHS ENDED 31 DECEMBER 2017.**

### ***REPORTING ENTITY***

Westland Holdings Limited is registered under the Companies Act 1993. Westland Holdings Limited is wholly owned by the Westland District Council.

The company is a Council Controlled Trading Organisation as defined in Section 6(1) of the Local Government Act 2002.

The financial statements of Westland Holdings Limited have been prepared in accordance with the requirements of the Companies Act 1993, the Financial Reporting Act 2013, and the Local Government Act 2002.

The Group consists of Westland Holdings Limited, Hokitika Airport Limited, Westland District Property Limited and Westroads Limited. All group companies are incorporated in New Zealand.

### ***MEASUREMENT BASE***

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical basis are followed by the Group, with the exception of certain items for which specific accounting policies are identified.

### ***ACCOUNTING POLICIES***

Accounting Policies are consistent with those published in annual Financial Statements except the treatment of the provision of employee entitlements which are not split between current and non-current and is reported as current liability only and that investment properties have not been revalued during this period. Interim Financial Statements are prepared in accordance with Financial Reporting Standard no. 24

### ***CHANGES IN ACCOUNTING POLICIES***

Other than mentioned above, there have been no changes in accounting policies. All policies have been applied consistently during the period

## Westland Holdings Ltd (Group)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE 6 MONTHS ENDED 31 DECEMBER 2017

#### 1. PROPERTY, PLANT & EQUIPMENT

	Group Dec 17 \$000	Group Dec 16 \$000
Land & Buildings	5,408	5,245
Less accumulated depreciation	<u>744</u> 4,664	<u>623</u> 4,622
Plant, Equipment & Motor Vehicles	20,578	19,179
Less accumulated depreciation	<u>10,846</u> 9,732	<u>9,652</u> 9,527
Office Furniture and Equipment	517	450
Less accumulated depreciation	<u>409</u> 108	<u>362</u> 88
Airport Runway Infrastructure	2,433	2,433
Less accumulated depreciation	<u>493</u> 1,940	<u>449</u> 1,984
Asset under Construction	25	25
<b>Total Fixed Assets</b>	<b><u>16,469</u></b>	<b><u>16,246</u></b>

**FINANCE, AUDIT AND RISK COMMITTEE ROLLING WORK PLAN**

Item	Mar-18	April-18	May-18	June-18	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18
<b>External Audit</b>				Interim Audit 2017/18		Interim Audit Management Report 2017/18		Audit Annual Report 2017/18				Audit Management Report 2017/18  Meet Audit Director if necessary
<b>Financial Reporting</b>	Review LTP consultation document for recommendation to Council for approval	Quarterly Report to March 2018		Review final LTP document for recommendation to Council for approval				Review Annual Report 2017/18  Quarterly Report to September 2018			Quarterly Report to December 2018	
<b>CCO's</b>	WHL Half Year Report 2017/18	Codes of Conduct  Constitutions		Final Statements of Intent 2018/19			Full Year Reports 2017/18			WHL AGM 2017/18 To check		
<b>Insurance</b>		Valuation Information		Renewal								
<b>Risk Management Framework</b>		Update on Health & Safety Legislation	Review Risk Register			Review Risk Register			Review Risk Register			Review Risk Register
<b>Internal Control Framework</b>	Update	Review Current Policies and set Action Plan		Update – Internal Audit			Update			Update		Review Current Policies and set Action Plan