



A G E N D A

Finance, Audit and Risk Committee

**Council Chambers
36 Weld Street
Hokitika**

**Thursday 27 April 2017
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 27 APRIL 2017 COMMENCING AT 9.30 AM

21 April 2017

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

1.2 Interest Register

2. CONFIRMATION OF MINUTES:

2.1 Finance, Audit and Risk Committee Meeting – 23 March 2017

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3. ITEMS FOR DISCUSSION:

4. ITEMS FOR DECISION:

4.1 Quarterly Performance Report to 30 September 2016.

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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:

5.1 Risk Register

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 | Risk Register | 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 23 MARCH 2017 COMMENCING AT 9.00 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
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.

Staff in Attendance:

T.L. Winter, Chief Executive; L.A. Crichton, Finance Manager; K.A. Jury, Corporate Planner; D.M. Maitland, Executive Assistant.

1.2 Interest Register

Deputy Mayor Martin circulated the Interest Register and no amendments were made. Note: date on the register to be updated.

2. CONFIRMATION OF MINUTES:

2.1 Finance, Audit and Risk Committee Meeting – 23 February 2017

Moved Cr Carruthers, seconded His Worship the Mayor and **Resolved** that the Minutes of the Finance, Audit and Risk Committee Meeting held on the 23 February 2017 be confirmed as a true and correct record of the meeting.

The following items were then taken out of order to the agenda papers.

3. ITEMS FOR DECISION:

3.1 Financial Performance: February 2017.

The Finance Manager spoke to this report advising that there is a deficit of \$400,000. There are \$269,000 unbudgeted costs within that figure. Also related is the subsidy with NZTA. The full year forecast is updated for the total Council approved expenditure.

Moved Cr Carruthers, seconded Deputy Mayor Lash and **Resolved** that the Financial Performance Report to the 28 February 2017 be received.

3.2 Westland Holdings Limited: Half Year Report to 31 December 2016

The Finance Manager spoke to this report.

Moved Cr Havill, seconded Cr Routhan and **Resolved** that the Committee receive the Westland Holdings Ltd half year report to 31 December 2016 as attached to the agenda.

3.3 2017-2018 Annual Plan Update

The Finance Manager and Corporate Planner provided an update on the 2017-2018 Annual Plan.

The Mayor and Councillors worked their way through Appendix A attached to these Minutes, with questions being answered by the staff.

The meeting adjourned from 10.57 am to 11.40 am to enable staff time to calculate the rates figure for the 2017/2018 Annual Plan.

Moved Cr Carruthers, seconded Deputy Mayor Lash and **Resolved** that staff be instructed to prepare the 2017-2018 Annual Plan in line with Council's decision leading to an overall rates increase of 3.45%.

Cr Routhan recorded his vote against the motion.

The Finance Manager advised that there has been a \$1.7M debt reduction. Council has had to debt fund some projects. There are repayments in the budget but Council also has to loan fund some projects.

It was noted that 2.8% is actually unwinding the Austerity Depreciation Policy.

The Mayor and Councillors then congratulated the Council staff for their work on the 2017-2018 Annual Plan.

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

Moved Cr Olson, seconded Cr Carruthers and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 11.53 am.

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

4.1 **Confidential Minutes – Finance, Audit and Risk Committee – 23 February 2017**

4.2 **Risk Register**

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 |
|----------|--------------------|--|---|--|
| 4.1 | Minutes | Confidential Minutes – Finance, Audit and Risk Committee | Good reasons to withhold exist under Section 7 | Section 48(1(a) & (d) |
| 4.2 | Risk Register | Confidential Update | 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 48(2)(a)(i) and (ii) 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 |
|----------|---|-----------------|
| 4.1, 4.2 | Protection of privacy of natural persons/organisations. | Section 7(2)(a) |

Moved Cr Olson, seconded Cr Eatwell 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 12.12 pm.

MEETING CLOSED AT 12.12 PM.

Confirmed by:

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

Date

Appendix A

Finance, Audit & Risk Committee Meeting, 23 March 2017

Discussion item : Draft Annual Budget 2017/18

Summary:

| | | |
|----------|---|-----------------------------------|
| Column A | The draft annual budget as reviewed by elected members | [4.82% rate increase for 2017/18] |
| Column B | Further review by the portfolio Councillor for Finance and Strategy | [2.61% rate increase for 2017/18] |
| Column C | Staff adjustments of Column B (after due diligence exercise) | [3.54% rate increase for 2017/18] |

Intention: To obtain resolution from Council about each Opex budget item in this table

To obtain resolution from Council about the proposed fee increase

To obtain resolution from Council about the two requests from external parties

| Activity | Reference | A. Opex \$ | B. Opex \$ | C. Opex \$ (With staff comments in italics) | Council Resolution |
|-----------------|-----------------------|---------------|---------------|---|---|
| District Assets | Consultant Fees | 52,000 | 0 | <i>50,000 In 17/18 these three budgets are required to:</i> <i>- review the Asset Management Plans of all of Councils infrastructure</i> <i>- revalue our assets (this must be done by an external party & Council has already committed to a contract of \$73,500 for 17/18)</i> <i>- keep our Assetfinda database up to date</i> | Asset Management Plans: Acknowledge the staff recommendation that it is a minimum requirement for Audit New Zealand, that the contract is unconditional, and that the Section 17A review is the stage to look at this service more particularly. Moved His Worship the Mayor, seconded Cr Olson and Resolved that the staff recommendation of \$50,000 be accepted based on the information heard at this meeting. |
| | Condition Assessments | 25,650 | 20,000 | 25,000 | \$25,000 |
| | Data Collection | 25,000 | 20,000 | 25,000 | \$25,000 |

| Activity | Reference | A. Opex \$ | B. Opex \$ | C. Opex \$ (With staff comments in italics) | Council Resolution |
|---------------------------------------|-------------|---------------|---------------|--|---|
| In-house Professional Services | Consultants | 50,000 | 0 | <p><i>25,000 In 17/18 this budget is to pay for tender documentation, contracts and follow up engineering advice related to seismic assessments:</i></p> <p><i>- There will be a need for tender and contracting for FJ WWTP.</i></p> <p><i>- Seismic assessments have been completed for several Council owned buildings, including the museum, Hokitika Pool, Cass Square grandstand, Haast Hall. We need to progress by obtaining engineering advice.</i></p> | Moved Deputy Mayor Lash, seconded Cr Olson and Resolved that \$25,000 be included in the budget. |
| Human Resources | Consultants | 35,000 | 10,000 | <p><i>20,000 Note: It was previously stated that this budget covered the CE recruitment and performance review – which is incorrect as the CE review comes out of the Councillor consultant budget. The HR budget is for H&S initiatives, Council wide training, Strategic Pay annual market data, Union negotiation costs, EAP contract</i></p> | <p>Moved Cr Neale, seconded Deputy Mayor Lash that \$20,000 be included in the budget. The motion was put to the meeting and was lost.</p> <p>Moved His Worship the Mayor, seconded Cr Havill and Resolved that \$10,000 be included in the budget. The motion was put to the meeting and was carried.</p> |

| Activity | Reference | A. Opex \$ | B. Opex \$ | C. Opex \$ (With staff comments in italics) | Council Resolution |
|-------------------|---------------|---------------|---------------|--|---|
| Leadership | Photocopying | 12,000 | 10,000 | | Moved His Worship the Mayor, seconded Cr Routhan and Resolved that \$10,000 be included in the budget. |
| | Accommodation | 10,000 | 5,000 | | Moved His Worship the Mayor, seconded Cr Routhan and Resolved that \$5,000 be included in the budget. |
| | Course fees | 10,000 | 8,000 | | Moved His Worship the Mayor, seconded Cr Routhan and Resolved that \$8,000 be included in the budget. |
| | Travel | 10,000 | 8,000 | | Moved His Worship the Mayor, seconded Cr Routhan and Resolved that \$8,000 be included in the budget. |
| | Advertising | 6,000 | 2,000 | <i>4,000 This is for Council meetings.</i> | Moved His Worship the Mayor, seconded Cr Routhan |

| Activity | Reference | A. Opex \$ | B. Opex \$ | C. Opex \$ (With staff comments in italics) | |
|-----------------------------|------------------------------|---------------|---------------|---|---|
| | | | | <i>The public still expect that Council meetings are advertised in the local newspapers. We will have more workshops and meetings in an LTP preparation year.</i> | and Resolved that \$2,000 be included in the budget. |
| | Consultants | 43,332 | 40,000 | \$0 | Moved His Worship, seconded Cr Martin and Resolved that \$34,000 be included in the budget. |
| Land & Buildings | Consultants | 8,548 | 0 | | Moved His Worship the Mayor, seconded Cr Havill and Resolved that \$0 be included in the budget. |
| | Legal fees | 2,500 | 0 | | Moved His Worship the Mayor, seconded Cr Havill and Resolved that \$0 be included in the budget. |
| | Survey fees | 5,000 | 0 | | Moved His Worship the Mayor, seconded Cr Havill and Resolved that \$0 be included in the budget. |
| Resource Management | Contractors | 35,000 | 30,000 | | Moved Cr Routhan, seconded His Worship the Mayor and Resolved that \$30,000 be included in the budget. <i>Cr Neale recorded her vote against the motion.</i> |
| | Consultants (EM discussions) | 105,165 | 60,000 | <i>This reduction in budget is at the elected member discretion, however the District Plan review was highlighted as a priority by this Council so is a reduction in budget counter intuitive? WDC has committed to work collaboratively with the other West Coast Councils. A Council workshop is being held this week (Thu 23 March) and budgets will be discussed.</i> | Moved Cr Routhan , seconded His Worship the Mayor and Resolved that \$60,000 be included in the budget. <i>Cr Neale recorded her vote against the motion.</i> |
| | Advertising | 2,103 | 500 | | Moved Cr Routhan, seconded His Worship the Mayor and Resolved that \$500 be included in the budget. <i>Cr Neale recorded her vote against the motion.</i> |

| Activity | Reference | A. Opex \$ | B. Opex \$ | C. Opex \$ (With staff comments in italics) | |
|---------------------------|----------------|---------------|---------------|--|--|
| Activity | Reference | A. Opex \$ | B. Opex \$ | C. Opex \$ (With staff comments in italics) | |
| Corporate Services | Consultants | \$40,000 | | 20,000 <i>There is a reduction of consultants' budgets right across the organisation except for in this budget. Suggest that this budget is reduced.</i> | Moved Deputy Mayor Martin , seconded His Worship the Mayor and Resolved that \$20,000 be included in the budget. |
| District Assets | Salaries | \$208,000 | | 222,000 <i>Based on the current GM salary this would leave \$56,000 for the intended Asset Management Planner salary, we need to increase this budget by \$14,000.</i> | Moved Cr Neale, seconded Deputy Mayor Lash that the budget be set at \$222,000. The motion was put to the meeting and was lost 5 to 4. Moved Cr Routhan, seconded His Worship the Mayor and Resolved that \$208,000 be included in the budget. The motion was put to the meeting and was carried. |
| Leadership | Communications | | | \$20,000 <i>For a WDC / TWC collaborative project to update Westland District entrance signs.</i> | It was noted that there are three Westland signs that need to be erected (near the Taramakau Bridge, on the Haast Pass and also on the Otira Pass near the Fish and Game Signage. Moved His Worship the Mayor, seconded Cr Eatwell and Resolved that \$20,000 be included in the budget. Deputy Mayor Lash left the meeting at 10.35 am and returned to the meeting at 10.40 am. The CE then spoke regarding the rebranding proposed by Tourism West Coast for Council stationery and other signage. The CE noted that this matter will be revisited at the time of the Long Term Plan, including the vision and motto for Westland. |

Change suggested by elected member to revenue:

| Activity | Reference | Revenue 15/16 \$ | Result in income for 17/18 \$ | Staff feedback about the suggested change | |
|-------------------|---|------------------------|--|--|--|
| Wastewater | Trade Waste charge - Increase from \$500 per annum to \$1,600 | 48,365 | 154,641 | <p><i>The 3-Waters Engineer has already identified the opportunity to raise this fee. \$1,000 was suggested, however the increase is at the discretion of Council.</i></p> <p><i>Note: The user pays system needs to be reviewed for the LTP, with rural wastewater customers perhaps being charged more directly.</i></p> | <p>Moved Cr Havill , seconded Cr Olson and Resolved that the trade waste charge increases from \$500 per annum to \$1,600 per annum.</p> <p>Noted: that a further review be undertaken at the time of the Long Term Plan.</p> |

Additional requests from the community (that are not projects identified in Year 3 LTP):

| Name | Project | A response from elected members is required: |
|---|---|---|
| <p>Christopher Manuel and Lynda Murphy</p> | <p>We would like to propose the formation of a cycleway to the North of Hokitika from the town boundary as far as Keogan's Road.</p> <p>Our personal interest is having children who may be able to cycle to school if there was provision for safer cycling to the town boundary through the higher speed limit areas. Other families would also benefit, and with the increasing subdivision of Keogan's Road the numbers may justify some action. With Birdsong Backpackers and the new campground at Keogan's Road, cycle tourists could also benefit.</p> <p>Several options would be available, from a purpose built off-road track near to the dunes with bridges over the creeks, down to a more pragmatic and cost effective option of widening the shoulder of the highway and marking off the area for cyclists and pedestrians (with a quick mercy dash across the Hau Hau Creek bridge).</p> <p><i>(Staff forwarded this request to elected members on 5 March 2017)</i></p> | <p>Moved Deputy Mayor Martin, seconded Cr Neale and <u>Resolved</u> that funding for this project not be included in the 2017/18 Annual Plan budget and that while this is an excellent community project, staff will act in a facilitator role at no cost to the Council.</p> |
| <p>Ross Community Society Inc</p> | <p>Request for Ross Cemetery Road to be tarsealed. Request for Grimmond Avenue to be tarsealed.</p> <p><i>(Staff forwarded this request to elected members on 15 March 2017)</i></p> | <p>Moved Deputy Mayor Lash, seconded Cr Carruthers and <u>Resolved</u> that the funding for this project not be included in the 2017/18 Annual Plan budget.</p> |

Report



DATE: 27 April 2017
TO: Mayor and Councillors
FROM: Strategy and Communications Adviser

QUARTERLY PERFORMANCE REPORT TO 30 SEPTEMBER 2016

1. SUMMARY

- 1.1 The purpose of this report is to inform Council of its financial and service delivery performance for the three months ended 31 March 2017 (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 which is set out in the Council's Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the Quarterly Performance Report to 31 March, attached as **Appendix 1**.

2. BACKGROUND

- 2.1 In addition to a monthly financial report Council 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 2016/17 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** Council receives the Quarterly Performance Report to 31 March 2017 attached as **Appendix 1**.

Karen Jury
Strategy and Communications Adviser

Appendix 1: Quarterly Performance Report to 31 March 2017



2016/17
QUARTERLY PERFORMANCE REPORT #3:
1 JANUARY TO 31 MARCH 2017



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Whole of Council Financial Summary

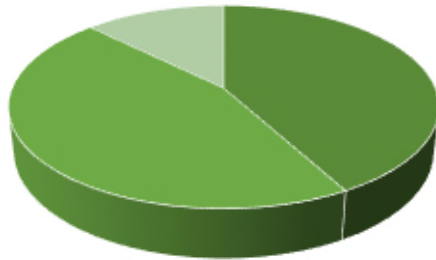
| WESTLAND DISTRICT COUNCIL | Year to March | | | Full year 2016-2017 | |
|---|--------------------|-------------------|--------------------|---------------------|-------------------|
| | Actual | Budget | Variance | FY Forecast | Budget |
| Operating revenue | | | | | |
| Rates (includes targeted rates and metered water) | 11,190,069 | 11,040,813 | 149,257 | 14,661,174 | 14,721,081 |
| User fees and charges | 1,602,200 | 1,337,636 | 264,563 | 1,961,395 | 1,918,351 |
| Grants and Subsidies | 1,729,640 | 2,870,888 | (1,141,248) | 4,133,198 | 4,082,876 |
| Other income | 482,615 | 466,823 | 15,792 | 1,135,989 | 1,076,546 |
| Overhead recoveries | 4,443,667 | 5,063,798 | (620,131) | 6,201,614 | 6,751,733 |
| Total revenue (A) | 19,448,191 | 20,779,957 | (1,331,766) | 28,093,369 | 28,550,587 |
| Operating expenditure | | | | | |
| Personnel costs | 2,679,972 | 2,758,084 | (78,113) | 3,640,497 | 3,692,808 |
| Administrative costs | 426,233 | 442,253 | (16,020) | 553,932 | 583,305 |
| Operating costs | 8,316,634 | 7,465,160 | 851,474 | 10,891,977 | 9,801,863 |
| Grants and donations | 586,981 | 493,875 | 93,106 | 526,865 | 525,000 |
| Overheads | 4,409,064 | 5,097,042 | (687,978) | 6,067,719 | 6,796,057 |
| Total operating expenditure (B) | 16,418,884 | 16,256,414 | 162,470 | 21,680,991 | 21,399,033 |
| Net operating cost of services - surplus/(deficit) (A - B) | 3,029,308 | 4,523,543 | (1,494,236) | 6,412,378 | 7,151,554 |
| Other expenditure | | | | | |
| Interest and finance costs | 506,448 | 495,938 | 10,510 | 687,324 | 671,272 |
| Depreciation | 4,265,448 | 3,958,295 | 307,153 | 5,690,000 | 5,276,728 |
| (Gain)/loss on investments | 11,067 | 0 | 11,067 | 14,901 | 0 |
| (Gain)Loss on swaps | (255,224) | (103,341) | (151,883) | (137,788) | (137,788) |
| (Gain)Loss on disposals | 1,917 | 0 | 1,917 | 0 | 0 |
| Total other expenditure (C) | 4,529,656 | 4,350,892 | 178,764 | 6,254,437 | 5,810,211 |
| Total expenditure (D = B + C) | 20,948,540 | 20,607,306 | 341,234 | 27,935,428 | 27,209,244 |
| Net cost of services - surplus/(deficit) (A - D) | (1,500,349) | 172,651 | (1,673,000) | 157,941 | 1,341,343 |

Variance analysis

Operating Revenue

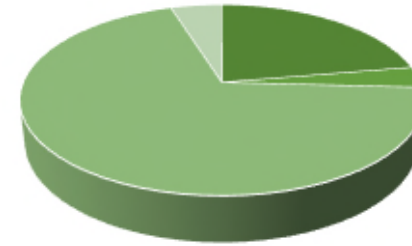
| | |
|------------------------------|--|
| Rates revenue | Metered water charges higher than budgeted due to timing differences. |
| User fees and charges | <p>\$12k unbudgeted WCWT Partner contributions for 2016-17 which is offset in Operating costs.</p> <p>Liquor licence fees \$29k above YTD budget due to the introduction of annual and application fees.</p> <p>Refuse site fees are \$119k higher than expected. This is expected to be due to tourism therefore will likely reduce towards budget by year end.</p> <p>\$19k i-SITE retail sales, strong tourist numbers has resulted in increased retail sales, some offset in retail purchases within operating costs.</p> <p>The below are expected to be timing differences.</p> <p>\$49k higher than anticipated cost recoveries for resource consents.</p> <p>\$17k higher than anticipated Building consents revenues.</p> <p>\$82k Events revenues.</p> <p>The positive variances are offset by environmental health fees, \$19k changes to the food fees by splitting registration, audit and monitoring fees. Registration fee will be charged in early 2017.</p> |
| Grants and Subsidies | <p>\$39k Museum revenue due to closure.</p> <p>NZTA subsidy lower than expected due to delays with the Sealed Road Resurfacing Programme. The extremely wet weather in Dec 16 and Jan 17 has caused the significant backlog. This work attracts \$662k in NZTA subsidy. The Sealed Road program has now been completed and claims will be submitted.</p> |
| Other Income | \$10k Unbudgeted donation towards relocation of Pioneer statue from Lions Foundation. Some timing differences between actuals and budgeted revenue throughout activities. |
| Operating expenditure | |
| Operating costs | <p>Unbudgeted spend included in Operating Costs:</p> <ul style="list-style-type: none">- Whataroa Cemeteries Trust Maintenance reimbursement \$6,053- Sunset point Erosion Control \$220,487- Elected members remuneration \$9,932- Marks Road Reserve Reimbursement \$4,704- Blue Spur Water Treatment Plant PH correction \$50,128- Damaged culvert pipes due to overweight vehicles - \$267,000- Unforeseen breakdown of pump in Fitzherbert street - \$25,000- Repairs to Hokitika WWTP sewer outfall - \$37,000- EQ Assessment Hokitika Swimming Pool - \$11,000 <p>\$196,000 contractor costs due to planning manager vacancy.</p> |
| Grants and Donations | \$150k Kumara endowment reserve funding for memorial gardens. Offset by council grants for toilet cleaning, Township maintenance funds not yet requested and timing of the Glacier Grant. |
| Other expenditure | |
| Depreciation | Assets were revalued at the end of the financial year and asset lives and depreciation rates were updated to reflect this new information |
| (Gain)/Loss on Swaps | Swap values are revalued at the end of each month. Market conditions make forecasting difficult. |

Operating revenue
Actual year to March



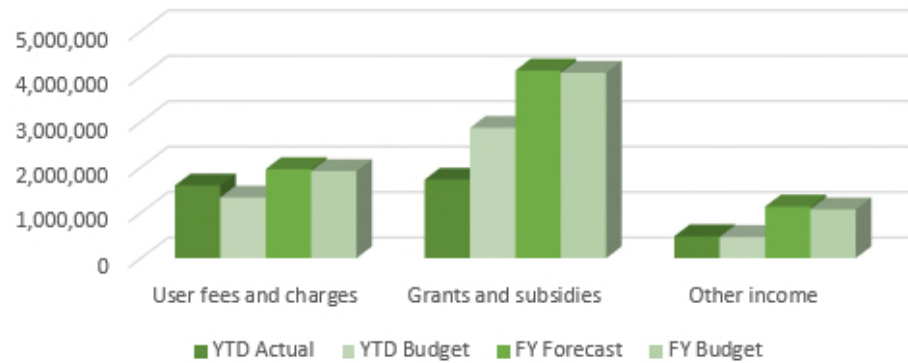
■ User fees and charges ■ Grants and subsidies ■ Other income

Operating expenditure
Actual year to March

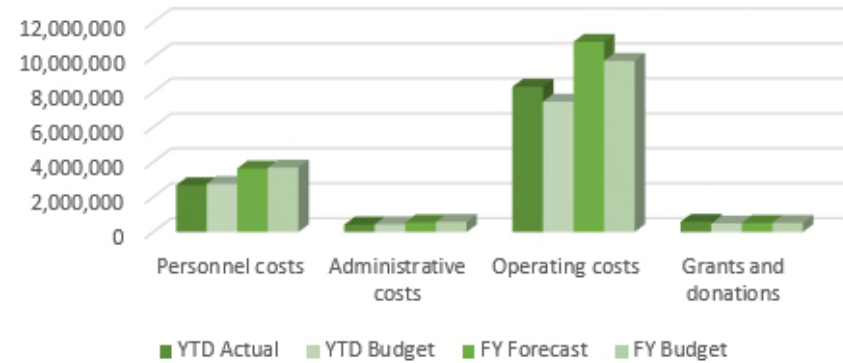


■ Personnel costs ■ Administrative costs ■ Operating costs ■ Grants and donations

Operating revenue



Operating expenditure



| | User fees & Charges | Grants & Subsidies | Other Income |
|-------------|---------------------|--------------------|--------------|
| Actual YTD | 1,602,200 | 1,729,640 | 482,615 |
| Budget YTD | 1,337,636 | 2,870,888 | 466,823 |
| Variance | 264,563 | (1,141,248) | 15,792 |
| Forecast FY | 1,961,395 | 4,133,198 | 1,135,989 |
| Budget FY | 1,918,351 | 4,082,876 | 1,076,546 |

| | Personnel | Administration | Operating | Grants & subsidies |
|-------------|-----------|----------------|------------|--------------------|
| Actual YTD | 2,679,972 | 426,233 | 8,316,634 | 586,981 |
| Budget YTD | 2,758,084 | 442,253 | 7,465,160 | 493,875 |
| Variance | (78,113) | (16,020) | 851,474 | 93,106 |
| Forecast FY | 3,640,497 | 553,932 | 10,891,977 | 526,865 |
| Budget FY | 3,692,808 | 583,305 | 9,801,863 | 525,000 |

Projects: Carry overs

| Activity | Detail | Funded by | Approved \$ | Actual \$ | Forecast \$ | Balance \$ | Approved variance in 2016 | Status | Year | Notes |
|----------------------|---|---|----------------|---------------|----------------|-----------------|---------------------------|--|--------------------------|--|
| Museum | Retail Development | Depreciation | 17,000 | 23,249 | 23,249 | - 6,249 | Capital | Approved amount in LTP was \$30,000. | From 2015-16 Budget Year | This work could only be done during the shorter winter opening hours. It was started in May 2016 but is not yet complete. It will be completed by summer. |
| Township Development | Upgrade footpaths and driveways over next three years | Depreciation | 5,000 | | 5,000 | - | Capital | <i>Community projects?</i> | From 2015-16 Budget Year | Statue project got underway in 2015-16. Looking to contract out the next phase of work in 2016-17. Budget required for this. |
| Township Development | Repairs and Maintenance to Hokitika Statues | Depreciation | 5,000 | - | 5,000 | - | Capital | Discussion with contractor and Heritage Hokitika has taken place. Low priority at present | From 2015-16 Budget Year | Request carryover of \$35,000 to continue to progressively upgrade air valves on lake line. Unable to complete during financial year due to a number of unknowns associated with amount of work required to replace these air valves. |
| Water Supply | Replace Water meters (on-going) - Hokitika | Depreciation | 190,000 | - | 190,000 | - | Capital | Initial scoping done. Now in detailed scoping. The budget is for Franz and Hokitika. Currently Fox is in progress on meters replacement. | From 2015-16 Budget Year | Approx. \$10,000 spent on a very small proportion of water meter replacements in Hokitika during 2015/16. Works not fully scoped in 2015/16 year due to lack of clarity over where money is to be spent (Hokitika water meters or Franz water supply project). Carryover requested to allow works to be scoped fully and in the correct cost centre. |
| Water Supply | Replacement of Water Meters - Fox G | Depreciation | 5,712 | 20,954 | 20,954 | - 15,242 | Capital | Work is in progress. | From 2015-16 Budget Year | Funding not used for YE 2016 |
| | | Total depreciation funded carryovers | 222,712 | 44,203 | 244,203 | - 21,491 | | | | |
| Museum | Museum Donations - for Exhibitions | Donations | 10,871 | - | 10,871 | - | Operating adverse | Plus \$5,000 donated July 2016. | From 2015-16 Budget Year | Not all of the donations for special museum projects have been spent yet. |
| | | Total donations carryovers | 10,871 | - | 10,871 | - | | | | |






| Activity | Detail | Funded by | Approved \$ | Actual \$ | Forecast \$ | Balance \$ | Approved variance in 2016 | Status | Year | Notes |
|-----------------------|--|---|----------------|---------------|----------------|------------|---------------------------|--|--------------------------|---|
| Community Development | SPARC Travel Grant | External Grant | 1,117 | 1,117 | 1,117 | - | Operating adverse | | From 2015-16 Budget Year | used |
| Community Development | Creative Communities Grant | External Grant | 7,573 | 4,932 | 7,573 | - | Operating adverse | | From 2015-16 Budget Year | Several grants not yet uplifted |
| Community Development | Taxi Chits | External Grant | 600 | 600 | 600 | - | Operating adverse | | From 2015-16 Budget Year | wrong code should be 1406393 but funds used |
| | | Total external grant funded carryovers | 9,290 | 6,649 | 9,290 | - | | | | |
| WCWT | Completion of Trail | Subsidy | 479,000 | 49,765 | 479,000 | - | | Project on track | | |
| | | | 479,000 | 49,765 | 479,000 | | | | | |
| Solid Waste | Landfills - Butlers Site Shed - Hazardous Wash-down Facility | Loan Funding | 15,000 | - | 15,000 | - | Capital | Budgets seem to be not fitting the estimates for the works. Rescoping the works now. | From 2015-16 Budget Year | This facility is required as part of the contract and to avoid detrimental environmental impacts. This project will be undertaken in the 2016/2017 year. |
| Solid Waste | Intermediate Capping for Butlers | Loan Funding | 50,000 | - | 50,000 | - | Capital | More than likely that capping will be towards the end of the financial year. | From 2015-16 Budget Year | Due to the waste not being at the required height for the capping to be started this needs to be carried over into the 2016/2017 year. |
| Solid Waste | Landfill-Haast Dig out new Cell | Loan Funding | 10,000 | 6,260 | 10,000 | - | Capital | Works in progress now. | From 2015-16 Budget Year | The waste did not reach the current cell capacity but will still require this money to undertake the work to enable the Landfill to operate under the resource consents that are currently in place for this facility |
| Solid Waste | Haast intermediate cap current cell | Loan Funding | 10,000 | - | 10,000 | - | Capital | Works in progress now. | From 2015-16 Budget Year | This work will still be required and is part of the ongoing cost of operating a Landfill as such the money needs to be carried over |
| Solid Waste | Franz Josef Landfill | Loan Funding | 25,000 | - | 25,000 | - | Capital | On-hold pending future direction on Franz River issues. | From 2014-15 Budget Year | Waiho River Management Group has interest in this project. |











| Activity | Detail | Funded by | Approved \$ | Actual \$ | Forecast \$ | Balance \$ | Approved variance in 2016 | Status | Year | Notes |
|----------------------|---|--------------------------------------|----------------|----------------|----------------|------------|---------------------------|---|--------------------------|---|
| Parks & Reserves | Cass Square - Turf Upgrades | Loan Funding | 120,000 | 121,029 | 121,029 | - 1,029 | Capital | Works in Progress - cost overrun due to flooding of reseeded area | | Completed then damaged by wet events |
| | | Total loan funded carryovers | 230,000 | 127,289 | 231,029 | - | | | | |
| Parks & Reserves | Repairs and Maintenance to Hokitika Statues | Rates YE 2014 | 2,709 | - | 2,709 | - | Capital | \$1,000 committed to Oscar Bottom memorial | From 2013-14 Budget Year | Statue project got underway in 2015-16. Looking to contract out the next phase of work in 2016-17. Budget required for this. |
| Parks & Reserves | Repairs and Maintenance to Hokitika Statues | Rates YE 2015 | 5,000 | - | 5,000 | - | Capital | Discussion with contractor and Heritage Hokitika has taken place. Low priority at present | From 2014-15 Budget Year | Statue project got underway in 2015-16. Looking to contract out the next phase of work in 2016-17. Budget required for this. |
| Museum | Research Development Centre | Rates YE 2016 | 22,000 | - | 22,000 | - | Capital | Started, approximately \$8,000 spent | From 2015-16 Budget Year | Unable to complete two capex projects in one year due to lack of capacity so it is requested that this is carried over to 2016-17. Note that the refit can only happen during the winter months. |
| | | Total rates funded carryovers | 29,709 | - | 29,709 | - | | | | |
| Township Development | Franz Josef Urban Revitalisation plan | Recreation Contributions | 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. Possible that some spend could occur this FY, but very likely that further partial or complete carryover required. | From 2015-16 Budget Year | Com Assoc. wanted it held until decisions made. Still need to finalise future spatial plan of Franz Josef Township based on work of Franz Josef / Waiiau working party, including infrastructure and hazard issues, before this streetscape / urban design plan is implemented. |













| Activity | Detail | Funded by | Approved \$ | Actual \$ | Forecast \$ | Balance \$ | Approved variance in 2016 | Status | Year | Notes |
|-----------------------------|---|--|------------------|----------------|------------------|---------------|---------------------------|--|--------------------------|--|
| Waterfront carry forward | Hokitika Waterfront Development | Recreation Contributions | 25,240 | 12,034 | 25,240 | - | Capital | No large procurement process will now take place- this funding is now being set towards redevelopment work around sunset point. Expecting working drawings on the project by December end. Possibly looking for procurement to commence in New Year - 2017 | From 2015-16 Budget Year | Design work in progress |
| Franz Josef Cycle Trail | Franz Josef Cycle Trail | Recreation Contributions | 48,000 | 15,885 | 48,000 | - | Operating adverse | Franz Josef Community Council responsible for this project now. | From 2013-14 Budget Year | |
| | | Total recreation contribution carryovers | 173,240 | 27,919 | 173,240 | - | | | | |
| Township Development | Harihari Township Development fund | Reserves | 8,971 | 5,000 | 8,971 | - | Operating adverse | To be held until Harihari decides what they want to spend it on. | From 2013-14 Budget Year | \$5000 uplifted in September 2016 |
| | | Total reserves funded carryovers | 8,971 | 5,000 | 8,971 | - | | | | |
| West Coast Wilderness Trail | Cycle Trail - Partner Programme Revenue | Stakeholder Contribution 2015-16 | 13,275 | - | 13,275 | - | Operating adverse | This money has been transferred to the WCWT Trust | From 2014-15 Budget Year | WCWT Trust have just signed off the Trust Deed. Once its accepted by the Charities Office this money will be transferred to them |
| | | Total stakeholder contribution carryovers | 13,275 | - | 13,275 | - | | | | |
| | | | 1,177,068 | 260,825 | 1,199,588 | 21,491 | | | | |













Projects: Current

As at 31/03/2017

| | | Legend - Key | | |
|----------------------|---|---|---|--|
| Forecast on Budget |  |  | Project Delayed - Will not be completed by 30th June 2017 | |
| Forecast over Budget |  |  | Project on-Track - Will be completed by 30th June 2017 | |
| |  | Project Complete - 100% Progress | | |

| Project / Activity | YTD exp | 2016-17 | Forecast | Budget Track | Progress / Track | Progress comments |
|--|---------------|----------------|----------------|---|---|--|
| | \$0 | \$0 | \$0 | | | |
| Corporate Services | | | | | | |
| Corporate Services - Replacement Councillors tablets | 13,268 | 10,000 | 13,268 |  |  | Complete, overspend due to upgraded specification |
| Council HQ - Roof over skylights | 1,575 | 20,000 | 20,000 |  |  | Consent lodged next week - use funding from cass sq grandstand to top up the project budget. -SE |
| Information Management - Shelving | - | 10,000 | 10,000 |  |  | Review continuing - This work was completed |
| Information Management - DMS | - | 200,000 | 200,000 |  |  | Scoping and discovery phase to commence January 2017 |
| Council website | 19,975 | 35,000 | 35,000 |  |  | Work to commenced January 2017 |
| | 34,818 | 275,000 | 278,268 | | | |

| | | | | | | |
|---------------------------------|----------------|----------------|----------------|---|---|--|
| Library | | | | | | |
| Kotui Library system | 66,691 | 70,000 | 66,691 |  |  | Complete |
| Library - Audio/Visual Resource | 1,166 | 4,000 | 4,000 |  |  | eBooks and Junior audios to be purchased before 30.06.17 |
| Library - Free Adult Books | 11,787 | 13,000 | 13,000 |  |  | Spending on track |
| Library - Adult Non Fiction | 11,975 | 17,500 | 17,500 |  |  | Spending on track |
| Library - Junior Publications | 7,750 | 11,500 | 11,500 |  |  | Spending on track |
| Library - Large Print Books | 4,746 | 6,000 | 6,000 |  |  | Spending on track |
| | 104,115 | 122,000 | 118,691 | | | |

| | | | | | | |
|---------------------------------|----------------|----------------|----------------|---|---|--|
| Library | | | | | | |
| Kotui Library system | 66,691 | 70,000 | 66,691 |  |  | Complete |
| Library - Audio/Visual Resource | 1,166 | 4,000 | 4,000 |  |  | eBooks and Junior audios to be purchased before 30.06.17 |
| Library - Free Adult Books | 11,787 | 13,000 | 13,000 |  |  | Spending on track |
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| Library - Junior Publications | 7,750 | 11,500 | 11,500 |  |  | Spending on track |
| Library - Large Print Books | 4,746 | 6,000 | 6,000 |  |  | Spending on track |
| | 104,115 | 122,000 | 118,691 | | | |

| WATER SUPPLY | | | | | | |
|---|---------------|----------------|----------------|--|--|---|
| Kumara - Water treatment plant | 1,405 | 420,000 | 420,000 | | | Tenders advertised - Approval report on 26 Jan Council meeting |
| Kumara - Water treatment plant - seismic valves | - | 30,000 | 30,000 | | | Tenders advertised - Approval report on 26 Jan Council meeting |
| Hokitika - Pumps Replacement | - | 50,000 | 50,000 | | | Identification of pumps for replacement is currently underway. |
| Hokitika - River Intake | 15,588 | 0 | 15,588 | | | This project now on hold - To be included in 2017/18 AP. |
| Ross - Mains Upgrade | 490 | 0 | 490 | | | YTD exp from last financial year. No work carried out on this project this financial year. Work unlikely to be completed this financial year. |
| Whataroa - Water treatment plant | 3,105 | 220,000 | 220,000 | | | Tenders advertised - Approval report on 26 Jan Council meeting |
| Whataroa - Seismic valves | - | 20,000 | 20,000 | | | Reassessing the need of the project |
| | 20,588 | 740,000 | 756,078 | | | |

| WASTEWATER | | | | | | |
|-----------------------------------|----------------|----------------|----------------|--|--|--|
| Hokitika - Mains upgrade | 11,146 | 150,000 | 150,000 | | | Unlikely to complete mains upgrades this financial year. |
| Franz Josef - New WWTP | 110,057 | 200,000 | 200,000 | | | Final invoices yet to be included. |
| Fox Glacier - WWTP upgrade | - | 100,000 | 100,000 | | | Recommend carry over to next financial year in order to combine budgets. |
| Haast - Mains upgrade | - | 20,000 | 20,000 | | | Unlikely to complete mains upgrades this financial year. |
| Haast - De-sludge oxidation ponds | - | 150,000 | 150,000 | | | Not started as yet. Partial De-sludging |
| | 121,203 | 620,000 | 620,000 | | | |

| STORMWATER | | | | | | |
|--|----------------|----------------|------------------|--|--|--|
| Sewell Street Pump | 83,886 | - | 83,886 | | | Previous year emergency Work. |
| Hokitika - Tancred, Bealey and Rolleston street upgrades | 43,032 | 769,000 | 1,149,000 | | | Civil component of upgrade currently underway. |
| | 126,918 | 769,000 | 1,232,886 | | | |







| CEMETERIES | | | | | | |
|---|--------------|---------------|---------------|--|--|-------------------------|
| Cemetery - Hokitika upgrade & expansion | - | 10,000 | 10,000 | | | Works in Feb/March 2017 |
| Cemetery - Hokitika improvements | 4,254 | 25,000 | 25,000 | | | Works in Feb/March 2017 |
| | 4,254 | 35,000 | 35,000 | | | |

| | | | | | | |
|---------------------------------------|----------------|---------------|----------------|--|--|--|
| Community Township Development | | | | | | |
| Sunset Point remedial work | 220,305 | - | 247,459 | | | Unbudgeted spend - 4.6 Sunset Point Erosion Control - Approved by Council Dec 16 |
| New footpaths - Franz | - | 25,000 | 25,000 | | | To be disussed with Community |
| Footpath upgrades - Hokitika | - | 27,000 | 27,000 | | | Part of NZTA program |
| Footpath upgrades - Kumara | - | 5,000 | 5,000 | | | Using carry forward first |
| New Litter Bins | 4,154 | - | 4,154 | | | |
| Footpath upgrades - Franz | - | 15,000 | 15,000 | | | To be disussed with Community |
| | 224,460 | 72,000 | 323,613 | | | |
| Elderly Housing | | | | | | |
| Elderly Housing - Roof repairs | 39,760 | 40,000 | 39,760 | | | Completed in January 2017 |
| Information Services | | | | | | |
| IT equipment Renewals | 7,803 | 30,000 | 30,000 | | | Committed |
| Office Equipment | | | | | | |
| Inspection Administration | 1,662 | - | 1,662 | | | Upgrades to workstations and screens |
| Resource Management | 3,433 | - | 3,433 | | | Upgrades to workstations and screens |
| Emergency Management | 475 | - | 475 | | | Upgrades to workstations and screens |
| In House Professional Services | 5,975 | - | 5,975 | | | Upgrades to workstations and screens |
| i-SITE/CSC | 5,006 | - | 5,006 | | | |
| Events Coordination | 566 | - | 566 | | | Upgrades to workstations and screens |
| Corporate Services | 3,189 | - | 3,189 | | | Upgrades to workstations and screens |
| Chief Executive | 2,948 | - | 2,948 | | | Upgrades to workstations and screens |
| Operations Administration | 1,193 | - | 1,193 | | | Upgrades to workstations and screens |
| | 24,447 | 0 | 24,447 | | | |
| Motor Vehicles | | | | | | |
| Ford Kuga JFF992 | 3,184 | - | 3,184 | | | Civil Defence equipment |
| Wildfoods Festival | | | | | | |
| Replacement of promotional assets | - | 20,000 | 20,000 | | | |

| Land & Buildings | | | | | | |
|-------------------------------|----------------|---------------|----------------|--|--|---|
| Carnegie Building | 17,446 | - | 17,446 | | | Unbudgeted works - lighting Completed SE |
| Ross Memorial Hall | 93,136 | - | 93,136 | | | Last year expenditure - will be complete SE |
| Land & Buildings - carparking | - | 15,000 | 15,000 | | | spent on St Marys and Hokitika Primary road crossings -SE |
| | 110,582 | 15,000 | 125,582 | | | |

| Parks & Reserves | | | | | | |
|---|----------|----------------|----------------|--|--|--|
| Reserves - Cass Square - Repairs to Statues | - | 5,000 | 5,000 | | | Using carry forward first |
| Reserves - Cass Square - Grandstand | - | 30,000 | 30,000 | | | Funding to be used to top up HQ skylights upgrade -SE .Scoping in progress. - Off-season works after Wild foods event |
| Reserves - Cass Square - Playground equipment upgrade | - | 25,000 | 25,000 | | | Scoping in progress. - Off-season works after Wild foods event |
| Reserves - Marks Road Reserve | - | 10,000 | 10,000 | | | Funds are for recreation purpose. Not scoped as yet. |
| Reserves - Hokitika Waterfront Development | - | 100,000 | 100,000 | | | Plans and Planning underway with community groups. SE .Carry forward will be required-Using carry forward first |
| Reserves - Hokitika Heritage trail signs | - | 3,500 | 3,500 | | | Staff currently liaising with Heritage Hokitika members. SE |
| | 0 | 173,500 | 173,500 | | | |

| Transportation | | | | | | |
|-------------------------------------|---------|---------|---------|--|--|---|
| Unsealed Pavement Maintenance | 391 | - | 391 | | | Annual Road Maintenance program. On-Track |
| Routine Drainage Mtce | 16,165 | - | 16,165 | | | Annual Road Maintenance program. On-Track |
| Environmental Maintenance | 10,660 | - | 10,660 | | | Annual Road Maintenance program. On-Track |
| Network and Asset Management | 1,460 | - | 1,460 | | | Laptop for traffic counting downloads |
| Emergency Works | 50,416 | - | 50,416 | | | Arthurs town road emergency works |
| 4th Street Kumara | 23,280 | - | 23,280 | | | Costs are from the previous year - Complete works |
| Unsealed Road Metalling | 89,461 | 278,000 | 278,000 | | | Annual Road Maintenance program. On-Track |
| Sealed Road Resurfacing | 92,182 | 875,500 | 875,500 | | | Annual Road Maintenance program. On-Track |
| Maintenance - Drainage Renewals | 308,423 | 154,500 | 154,500 | | | Annual Road Maintenance program. On-Track |
| Structures Component Replace | 29,024 | 206,000 | 206,000 | | | Annual Road Maintenance program. On-Track |
| Traffic Services Renewals | 9,624 | 123,500 | 123,500 | | | Annual Road Maintenance program. On-Track |
| Routine Drainage Maintenance | 10,460 | - | 10,460 | | | Annual Road Maintenance program. On-Track |
| Sealed Road Resurfacing | 77,867 | 154,500 | 154,500 | | | Annual Road Maintenance program. On-Track |
| Drainage Renewal | 5,950 | 26,000 | 26,000 | | | Annual Road Maintenance program. On-Track |
| Structures Component Replace | 88,404 | 51,500 | 51,500 | | | Annual Road Maintenance program. On-Track |
| Traffic services renewals | 3,800 | 10,500 | 10,500 | | | Annual Road Maintenance program. On-Track |
| Minor Improvements | - | 184,500 | 184,500 | | | Annual Road Maintenance program. On-Track |
| Minor Improvements | 13,816 | 28,000 | 28,000 | | | Annual Road Maintenance program. On-Track |
| Sealed Road Pavement Rehabilitation | - | 300,000 | 300,000 | | | Annual Road Maintenance program. On-Track |

| | | | | | | |
|---|------------------|------------------|------------------|---|---|---|
| Associated Improvements | - | 1,000,000 | - |  |  | Will not be utilised - Loan funded will not be drawn |
| Whitcome valley road widening, seal and extension | 88,740 | 500,000 | 500,000 |  |  | Annual Road Maintenance program. On-Track |
| Ross Hall car park seal | - | 35,000 | 35,000 |  |  | Ross Car Park - Community has undertaken some works. Works to be completed by Feb 2017. |
| | 920,123 | 3,927,500 | 3,040,333 | | | |
| Total | 1,742,256 | 6,839,000 | 6,821,342 | | | |

Summary

The purpose of this section of the Quarterly Report is to provide an update on Council's Treasury Position **as at 31 March 2017**.

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

- Loans

 - Other Borrowings (if any)
 - Swaps

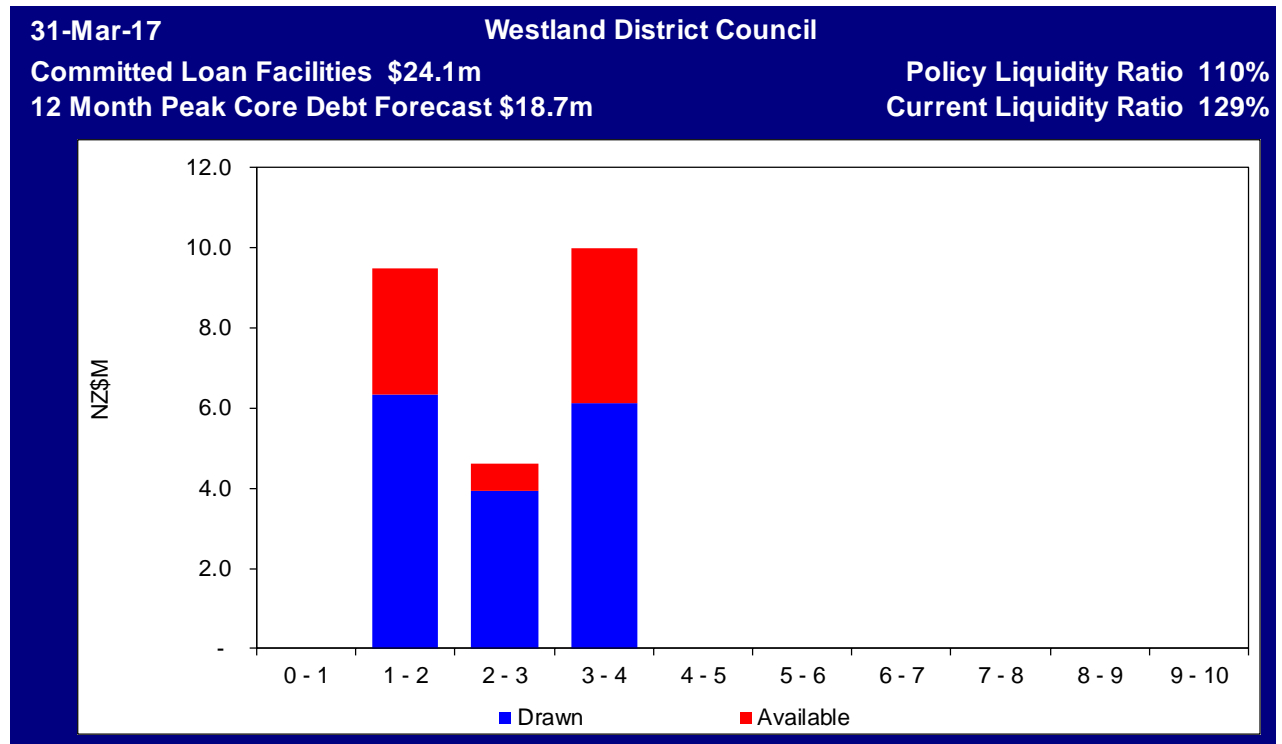
- Internal borrowing

 - 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 now three facilities in place, one with a borrowing limit of \$9.5m, a second has a borrowing limit of \$4.6m, and the third has a borrowing limit of \$10m, providing a total facility of \$24.1m. The forecast debt for the current year is \$18.7m with liquidity coverage at 129%.

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

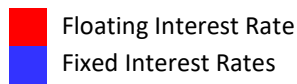
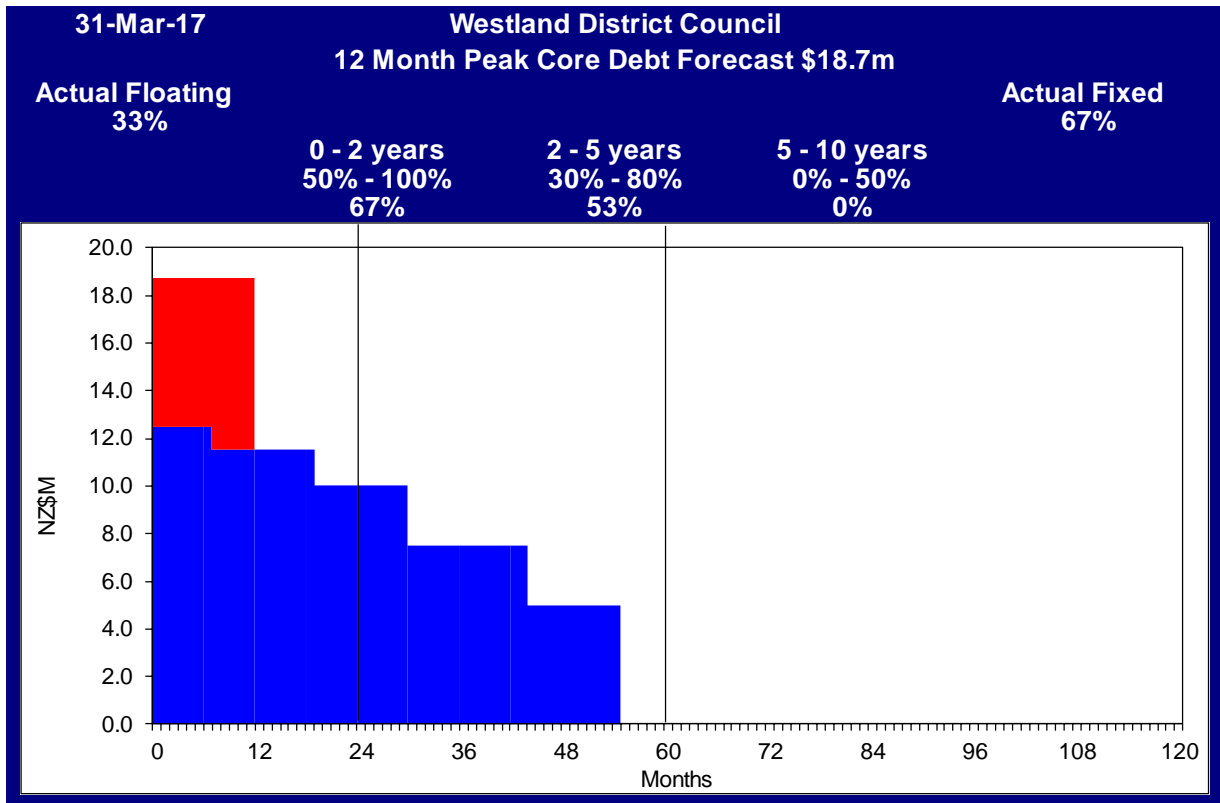
| MOCL Facilities | | |
|---------------------|--------------|-----------|
| Amount | Rate | Maturity |
| \$6,343,353 | 1.88% | 1/07/2018 |
| \$3,940,000 | 1.88% | 1/07/2019 |
| \$6,107,000 | 1.88% | 1/07/2020 |
| \$16,390,353 | Total | |

This does not include the 0.9% to 1.05% margins charged by the bank

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

| Amount | Rate | Maturity |
|---------------------|--------------|------------|
| \$5,000,000 | 4.10% | 1/10/2021 |
| \$2,500,000 | 4.77% | 17/09/2019 |
| \$2,500,000 | 3.55% | 17/11/2020 |
| \$1,500,000 | 2.23% | 17/09/2018 |
| \$1,000,000 | 2.28% | 18/09/2017 |
| \$12,500,000 | Total | |

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



There have been no changes in swaps in Quarter 3. Council policy requires interest rate risk management within the ranges specified in the chart.

Internal Borrowing

Kaniere Sewerage \$146,456.40

Cash Investments

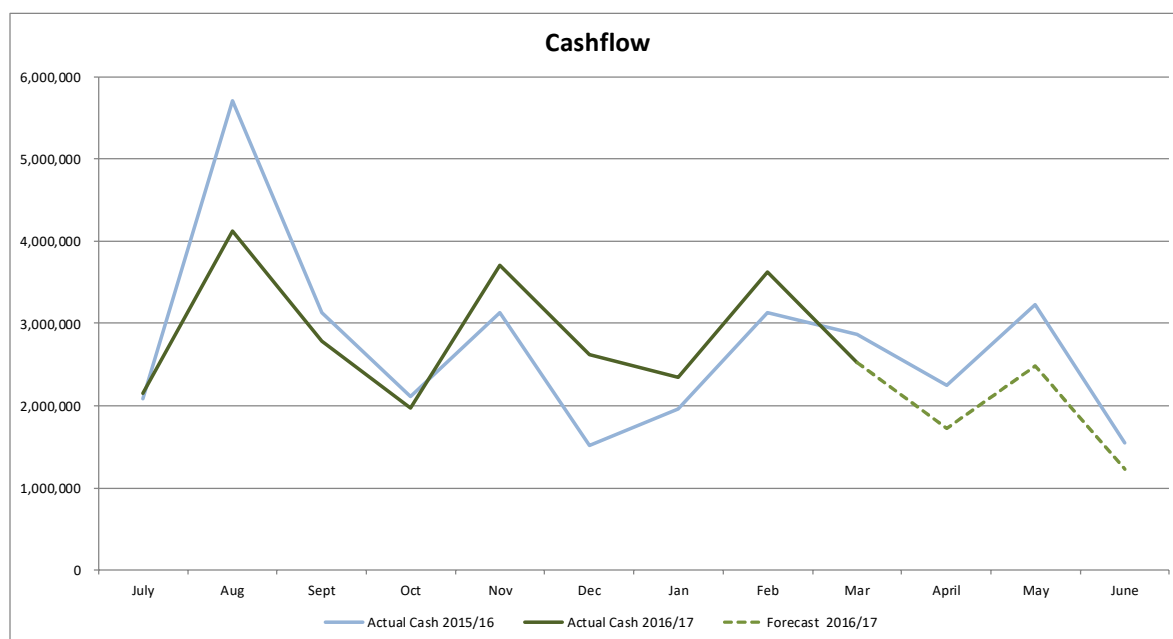
Cash Deposits as at 31 March 2017

Cash flow is managed on a weekly basis. The highest spend is expected to continue over the next quarter due to the late start on some projects because of the adverse weather conditions.

The following analysis excludes bond monies.

Closing balance of WDC Operational Account: \$1,078,439

Savings account balance of: \$1,449,390



Bonds

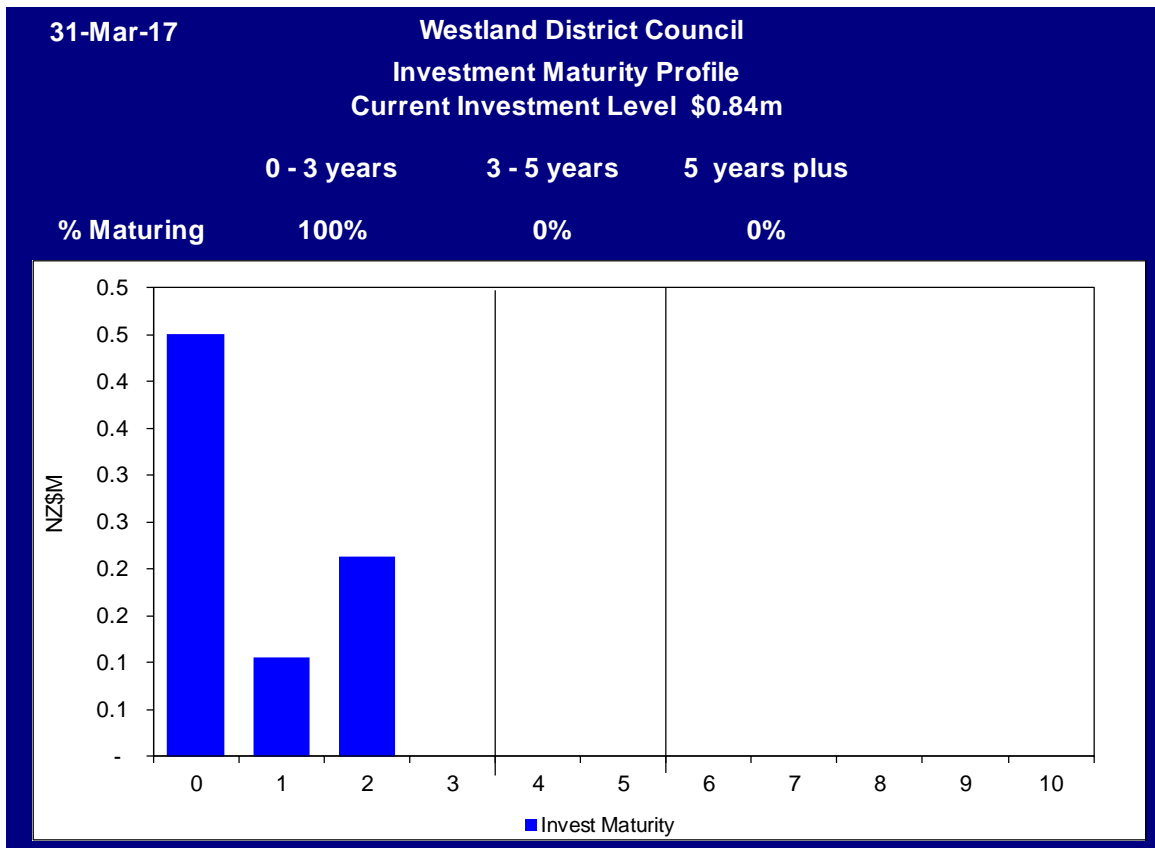
WDC Westpac Bond Portfolio valued at \$843,910 as at 31 March 2017. This is made up of \$0.769m in bonds and \$0.075m in cash from matured bonds. In Quarter 3, a cash distribution of \$200,000 was withdrawn from the bond cash account and was used to repay debt.

| Westland District Council Investment Counterparty Credit Limits | | | | |
|---|---------------|---------------|-----------------------|-------------------|
| Minimum Credit Rating is A-1/A (A+ for corporates) | | | | |
| Counterparty Credit Risk | Credit Rating | Policy Limits | Counterparty Exposure | Policy Compliance |
| | | NZD\$m | NZD\$m | |
| ANZ | AA- | 1.00 | 0.10 | Y |
| ASB | AA- | 1.00 | 0.00 | Y |
| Auckland Council | AA | 1.00 | 0.10 | Y |
| Auckland Int Airport | A- | 1.00 | 0.00 | N |
| BNZ | AA- | 1.00 | 0.21 | Y |
| Rabobank | BBB | 1.00 | 0.25 | N |
| Rabobank | A+ | 1.00 | 0.00 | Y |
| Westpac | AA- | 1.00 | 0.10 | Y |
| TOTAL | | | 0.77 | |

The policy requires that bond investments are with parties that have a credit rating of S&P A or better. Two bonds have rating below this limit. Council resolution decided to retain the bonds in the portfolio until maturity

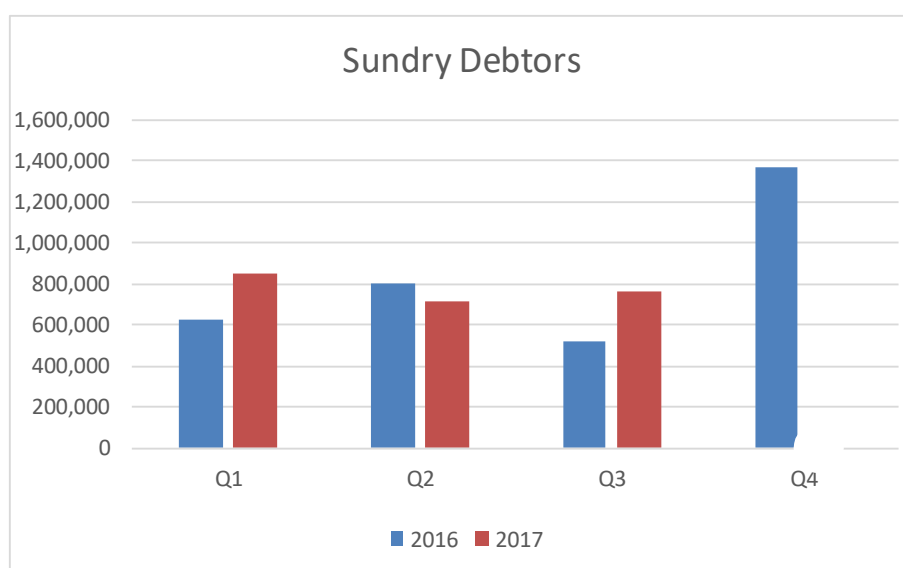
due to the high yields. The policy also has a limit of \$1m exposure per entity; all exposures are within this limit.

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

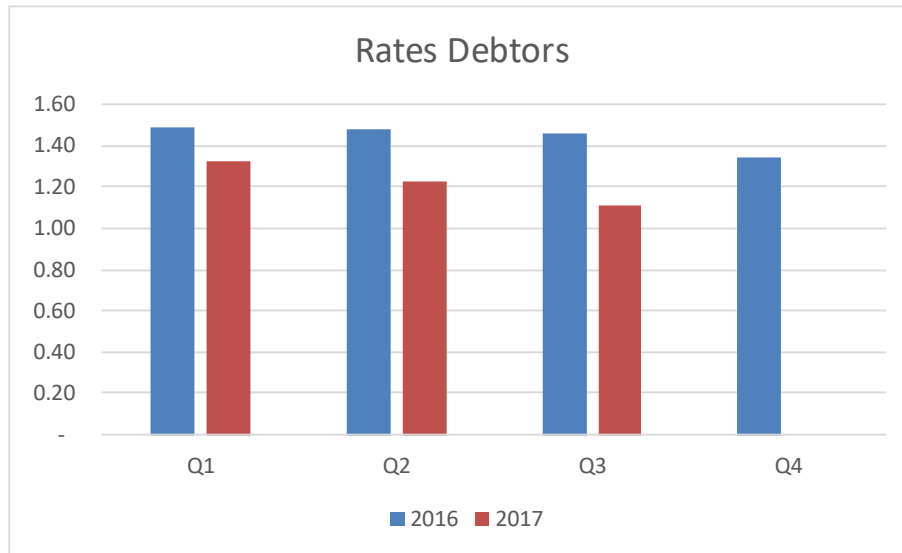


Debtors

Outstanding Sundry debtors as at 31 March 2017 total \$767,250. Which is 46.9% higher than Q3 2016.



At 31 December 2016, rates debtors figure is \$1,112,319 which is 24% less than Q3 2016, and 17.2% less than at 30 June 2016.



Debt Collection

Prior to the end of the quarter, 883 penalty letters and 395 final demands were sent out. A list of debts totalling \$50,319 was sent to credit recoveries during the quarter. Further notices will be sent during Q4.

Credit Recoveries performance as at 31 March for active debt:

Active debt

| Date Debt Sent | Original Debt | Collected | Recovery Rate |
|----------------|---------------|------------|---------------|
| Pre-2014 | 227,223.10 | 90,299.44 | 40% |
| 2014 | 212,414.89 | 101,648.39 | 48% |
| 2015 | 100,339.83 | 58,070.29 | 58% |
| 2016 | 165,961.35 | 52,733.15 | 32% |
| 2017 | 65,011.15 | 1,163.70 | 2% |

A new process has been put in place where reminders and referrals are being dealt with more quickly. It is expected that the recovery rate will rise when new debts are received.

Automated Debt Recovery system will make the collection of debts and timely handling of delinquent debts more efficient.

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

Further debts will continue to be handed over to debt recovery where internal processes have been unsuccessful.

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 2016/17 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 2016/17.
- 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 Reserve Funds

| Reserve | Purpose of each reserve fund | Balance 1 July 2016 \$000 | Transfers into fund \$000 | Transfers out of fund \$000 | Balance 31 March 2017 \$000 |
|---------------------------------------|---|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| 2017 | | | | | |
| Kumara Township Fund | Township funding for the purpose of community related projects | 0 | 10 | (14) | (3) |
| Harihari Township Fund | Township funding for the purpose of community related projects | 10 | 11 | (5) | 16 |
| Whataroa Township fund | Township funding for the purpose of community related projects | 2 | 11 | (14) | (2) |
| Ross Township Fund | Township funding for the purpose of community related projects | 0 | 11 | (14) | (3) |
| Haast Township Fund | Township funding for the purpose of community related projects | (3) | 10 | (14) | (6) |
| Franz Township Fund | Township funding for the purpose of community related projects | 1 | 26 | (35) | (7) |
| Fox Township Fund | Township funding for the purpose of community related projects | 1 | 26 | (35) | (8) |
| Kokatahi/Kowhitirangi Community Rate | Allowing the community to have funds for various community related projects | 0 | 6 | 0 | 6 |
| Foreshore Protection Fund | Foreshore Protection for groin replacement on the foreshore. | 26 | 0 | 0 | 27 |
| Glacier Country Promotions | Targeted rates collected from Glacier Country to provide funding for marketing projects. | (3) | 49 | (52) | (6) |
| The Preston Bush Trust | Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards. | 9 | 1 | (1) | 9 |
| 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.) | 126 | 2 | 0 | 128 |
| Guy Menzies Day | Surplus from Guy Menzies Day Event. | 1 | 0 | 0 | 1 |
| Cycleway | Road Reserve sold to Westland Diaries allocated to fund towards construction of Wilderness Trail. | 0 | 0 | 0 | 0 |
| Cycle Partner Contributions | Contributions from commercial partners towards upkeep of the Wilderness Trail | 43 | 14 | (54) | 3 |
| Emergency Contingency Fund | Rates collected to support Westland in a Civil Defence emergency. | 50 | 1 | 0 | 50 |
| Transportation Asset Renewal | For funding the renewal of roads and bridges. | 0 | 543 | (385) | 158 |
| Water Renewal | For funding the renewal of water supplies networks | 849 | 615 | (40) | 1,424 |
| Waste Water Renewal | For funding the renewal of sewerage and sewage networks | 815 | 269 | (11) | 1,073 |
| Stormwater Renewal | For funding the renewal of stormwater systems | 646 | 120 | 0 | 766 |
| Solid Waste Renewal | For funding the renewal of Refuse transfer Stations and landfills. | 0 | 0 | 0 | 0 |
| Parks Renewal | For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal | 57 | 67 | (225) | (100) |
| Buildings Renewal | For renewal of all Council operational buildings. | 257 | 107 | 0 | 364 |
| Administration Renewal | For renewal of office equipment, furniture, technical equipment, vehicles and technology | 146 | 123 | (52) | 217 |
| Library Book Renewals | To replace library books | 61 | 97 | (96) | 62 |
| Total Council created reserves | | 3,095 | 2,119 | (1,046) | 4,168 |

Restricted Reserve Funds

| Reserve | Purpose of each reserve fund | Balance 1 July 2016 \$000 | Transfers into fund \$000 | Transfers out of fund \$000 | Balance 31 March 2017 \$000 |
|---------------------------|--|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| Off-street Parking | Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan | 31 | 0 | 0 | 32 |
| Reserve Development | Monies collected from developments. Imposed by RMA/District Plan | 513 | 91 | 0 | 604 |
| Museum Assistance Fund | Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929) | 20 | 0 | 0 | 20 |
| Kumara Endowment Fund | Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment. | 482 | 6 | (150) | 339 |
| Euphemia Brown Bequest | Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown. | 23 | 0 | 0 | 23 |
| Mayors Trust Funds | Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust; | 19 | 1 | 0 | 20 |
| Three Mile Domain | To fund three mile domain costs. | 196 | 3 | 0 | 199 |
| Ross Endowment Land | Various endowment land parcels in Ross sold over time. | 89 | 1 | (1) | 90 |
| Big Brothers Big Sisters | Grant funding Received | (1) | 0 | 0 | (0) |
| Community Patrol | Grant funding Received | (0) | 0 | 0 | (0) |
| Graffiti | Grant funding Received | 1 | 0 | (0) | 0 |
| Taxi Chits | Grant funding Received | 1 | 1 | (2) | (0) |
| Hokitika War Memorial | | 24 | 0 | 0 | 24 |
| Total Restricted Reserves | | 1,398 | 105 | (153) | 1,349 |
| Total Reserves | | 4,493 | 2,224 | (1,200) | 5,516 |

The following section of the Quarterly Report contains:

- A summary of revenue and expenditure in this reporting period by Activity Group
- Commentary about Councils activity within each Group
- A summary of revenue and expenditure for the individual Activity
- Councils non-financial performance for each activity, measured against a set of 'key performance measures' that are in the Long Term Plan 2015 -2025.

Note:

Where a LOS performance measure is “% of residents satisfied”, Council holds results from the last survey of residents which was carried out in March 2016. The next survey of residents will be undertaken in the first quarter 2018.

A full explanation of the 2016 Resident Survey results is contained in Councils Annual Report 2015/16 and the survey itself can be obtained from the Council.

Leadership Group

- Democracy
- Corporate Services
- Council Controlled Organisations

| | LEADERSHIP ACTIVITY GROUP | | | | | |
|-------------------|---------------------------|---------------------|---------------------|---------------------|----------------|-------------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| | Revenue | 8,617,041 | 7,978,962 | 5,585,971 | 6,908,064 | (1,322,093) |
| Expenditure | 8,196,417 | 8,196,830 | 5,901,882 | 6,332,490 | (430,608) | f |
| Surplus/(Deficit) | 420,625 | (217,868) | (315,911) | 575,574 | (891,485) | (u) |

Commentary

Corporate Services

Note – The i-SITE and Customer Services activities are a part of the Corporate Services function. The commentary and service performance tables for this activity are however included in the “Leisure Services & Facilities” section of this report.

Information Technology:

We now have an IS Support officer on board and they are doing a brilliant job.

The website upgrade process is now ready to populate the user acceptance site. We are currently liaising with individual groups for their requirements from the new website.

‘WC4’ (the four West Coast TLA’s IT teams) are meeting on a regular basis and collaborating on various projects including the request for information for an ECMS (Electronic Content Manager System), an improved backup network across the 4 Councils to enhance our disaster recovery plus other projects that are now nearing completion. We are always looking at options for shared services.

We are currently doing an upgrade to all our computers – bringing all up to Windows 10 and Office 2016.

Corporate Planner:

The Annual Report 2017/18 was mostly completed in this period, it will be tabled at the April Council meeting.

This Quarterly Report was prepared.

Work commenced on the Annual Report for 2016/17, with a timetable of tasks being supplied to Audit New Zealand.

The changes to the Councils Service Request system were completed, so Council can report on all of our mandatory performance indicators.

Issue #7 of the Westland Matters newsletter was produced in March and published at beginning of April.

Council Controlled Organisations

Westland District Property Limited manages activities for Council. This information has been supplied by WDPL:

Jackson Bay Wharf

With the departure of Talley's Fisheries, landings at the wharf have reduced significantly. However, this doesn't stop the wharf deteriorating and we spent \$12,000 last month on repairs and maintenance. All income received from fishermen using the wharf, is used on the wharf.

Carnegie Building

The Carnegie Building was closed in late September 2016 following an OPUS seismic report. Management of the building was transferred from WDC to WDPL and reopened on 6th March 2017. Except for WFF (11 March), the building has been open each day from 10am – 2pm, (25 days), and since opening over 700 people have visited. The building is staffed by a group of enthusiastic people. Support from the community by way of contributions for display have been excellent.

Hokitika Airport

The amalgamation of Hokitika Airport and Westland District Properties is both exciting and challenging. Transitional management is now in place, a new Chief Executive has been appointed and operational matters are now in hand.

Glacier Country Heliport continues to operate well.

Text for the following activities that are managed by WDPL are included in the activity sections of this Quarterly Report:

Elderly Housing

Hokitika Swimming Pool

Some land management matters

Democracy

| | Democracy | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|----------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| | Revenue | 1,092,079 | 1,086,348 | 797,437 | 814,836 | (17,399) |
| Expenditure | 1,034,027 | 1,086,348 | 773,577 | 822,663 | (49,086) | f |
| Surplus/(Deficit) | 58,052 | 0 | 23,860 | (7,827) | 31,687 | f |

The unfavourable variance for revenue is due to election recoveries not yet invoiced. Should be received Q4. The favourable expenditure variance is due to lower postage and photocopying costs than budgeted.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|---|-----------------------------------|-------------------------------------|--------------------------|--|
| Responsible leadership | % of residents satisfied with Council's leadership | 31% | 65% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |
| The community understands what Council does | % of residents who understand how Council makes decisions | 69% | 50% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |

Corporate Services

| | Corporate Services | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 7,518,896 | 6,867,364 | 4,788,534 | 6,093,228 | (1,304,694) | (u) |
| Expenditure | 7,018,595 | 6,963,756 | 5,016,396 | 5,394,987 | (378,591) | f |
| Surplus/(Deficit) | 500,301 | (96,392) | (227,862) | 698,241 | (926,103) | (u) |

The unfavourable revenue variance is due to lower overhead recoveries, this is offset by lower overheads charged. The favourable expenditure variance is due to lower overheads charged and timing differences between actual and budgeted expenditure.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|--|------------------------------------|--|---|--|
| Provide accountability about Council activities | Legally compliant financial plans and reports adopted | Annual Report 2013-14 adopted late | Annual Plans & Annual Report adopted on time | The Annual Plan 2017/18 was well underway during this reporting period, and on track for adoption at end April 2017. The Annual Report 2016/17 timetable has been submitted to Audit New Zealand. | |
| A comprehensive Customer Service Centre | % of residents satisfied with the service they receive | Not measured | 75% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |
| Effective engagement of the community during public decision-making opportunities | % of residents that believe they have been consulted appropriately | New measure | 60% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |

Council Controlled Organisations

| | Council Controlled Organisations | | | | | |
|-------------------|----------------------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 6,067 | 25,250 | 4,550 | 23,733 | (19,183) | (u) |
| Expenditure | 143,795 | 146,726 | 111,909 | 114,840 | (2,931) | f |
| Surplus/(Deficit) | (137,728) | (121,476) | (107,359) | (91,107) | (16,252) | (u) |

The budgeted revenue recharges now go through the balance sheet.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|--|-----------------------------------|-------------------------------------|--------------------------|--|
| CCOs comply with their Statements of Intent | All performance measures in the CCO Statement of Intent are met, as reported in half yearly and annual reports | 84.5% | 100% | No information to date | We will not receive this information until half year |

Planning and Regulatory Group

- Inspections and Compliance
- Resource Management
- Animal Control
- Emergency Management & Rural Fire

| | PLANNING, COMMUNITY & ENVIRONMENT ACTIVITY GROUP SUMMARY | | | | | |
|-------------------|--|---------------------|---------------------|---------------------|----------------|---------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| | Revenue | 2,075,512 | 1,781,345 | 1,599,051 | 1,483,720 | 115,331 |
| Expenditure | 2,125,667 | 1,805,918 | 1,641,947 | 1,451,751 | 190,197 | (u) |
| Surplus/(Deficit) | (50,156) | (24,573) | (42,896) | 31,970 | (74,866) | (u) |

Commentary

Inspections and Compliance

Building:

Consent numbers were steady for this reporting period. Consents issued -

| | |
|----------|----|
| January | 22 |
| February | 17 |
| March | 27 |

Food Premises:

The new Food Act regulations resulted in a heavy workload for Council's Environmental Health/Regulation Officer. Food premises had to produce 'Food Control Plans' by 31 March 2017. Council's Officer has spent time explaining the requirements to food providers and the majority of Westland food premises have achieved this requirement.

Liquor:

There have been some new applications for on-licences approved. There has been no reduction in the number of existing licence holders.

Resource Management

The planning team is still not fully staffed. The Planner and Senior Planner vacancies were filled in November, but the Planning Manager position became vacant in January and recruitment is underway.

Statutory timeframes for resource consents have been met in most cases, but the goal of 100% compliance with timeframes has not been met for the past quarter or the year to date, mostly due to the resourcing issues mentioned above.

A number of significant consents were issued in the past quarter, including for portions of the West Coast Wilderness Trail, a subdivision for the St John's ambulance station in Haast township, a truck stop / service station on Fitzherbert St in Hokitika, the construction of the Hokitika Seawall, and the Kumara Chinese Miners Memorial Gardens.

Plan Change 7 (Managing Fault Rupture Risk in Westland) was withdrawn by the Council in December.

In January, the Council resolved to transfer certain Resource Management Act functions for mining (consenting and compliance monitoring and enforcement) to the West Coast Regional Council.

Animal Control

Staff worked on collecting the payments on the last 'known unregistered' dogs. They also worked on a project of identifying 'unknown unregistered' dogs.

Emergency Management

Civil Defence:

Strengthening capability and depth of the Emergency Operation Centre (EOC) - Partly through 1:1 schedule of meetings with existing or interested EOC staff to support ongoing involvement. Includes the identification of core EOC team to be on standby when events are forecast, and functional kits are updated with necessary information.

Community Engagement - Visiting communities to familiarise with existing plans and updating these taking into considering the new (Nov 2016) Civil Defence and Emergency Management Group Plan and recent educational material, with emphasis on tsunami and earthquake preparedness. This work also involves developing Community Response Plans for the first time for some communities.

Working with the WDC library staff to promote the Civil Defence and Emergency Management display, with specific themes / activities planned (for school groups) throughout the year.

Assisting in the roll out of the Ministry of Social Development funding 'Youth in Emergency Services Programme' (YES Programme) for 15 students to engage in a six month programme to increase awareness and experience of emergency services and take part in voluntary work.

Rural Fire:

No incidences in the Westland District during this reporting period.

Inspections and Compliance

| | Inspections & Compliance | | | | | |
|-------------------|--------------------------|----------|---------|---------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 887,359 | 790,900 | 687,339 | 656,545 | 30,795 | f |
| Expenditure | 878,312 | 814,440 | 674,276 | 653,866 | 20,409 | (u) |
| Surplus/(Deficit) | 9,046 | (23,540) | 13,064 | 2,678 | 10,385 | f |

The favourable revenue variance is mainly liquor licence fees due to the introduction of annual and application fees. The unfavourable expenditure variance is due to unbudgeted recoverable expenditure which will be on-charged.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|---|-----------------------------------|-------------------------------------|--------------------------|--|
| Timely processing of Building Consents | % of building consents processed within 20 working days as per the requirements of the Building Act | 98% | 100% | 96% | In March 2017 four consents were issued exceeding statutory timeframes due to system errors that have now been addressed. March was also the BCA's busiest month to date, in this financial year, with 27 building consents issued and a higher than normal number of exemption applications being received. Staff absences and constraints on contractor availability also played a role. |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|---|---|-------------------------------------|---|---|
| Provide appropriate advice to customers | % of users satisfied with the quality of the advice provided on building consent, environmental health and Liquor Licensing matters | Result for Building Consents: 92% user satisfaction Result for Environmental Health: 92% Result for Liquor Licensing: 70% | 85% | Not yet measured | This performance target is covered by an in-house user satisfaction survey. The next results will be available about June 2017. |
| Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation | All licensed and registered premises are inspected at least annually | 84.5% of food premises inspected. | 100% | 27.86% 34 premises were inspected between January to March | |

Resource Management

| | Resource Management | | | | | |
|-------------------|---------------------|---------|-----------|---------|-----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | |
| | FYR | FYR | YTD | YTD | | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 761,623 | 652,882 | 562,803 | 510,342 | 52,461 | f |
| Expenditure | 855,236 | 653,884 | 674,253 | 502,537 | 171,716 | (u) |
| Surplus/(Deficit) | (93,613) | (1,002) | (111,450) | 7,805 | (119,255) | (u) |

The favourable revenue is due to higher than anticipated resource consent revenue. The unfavourable expenditure variance is due to contractor costs while the Planning Manager position is vacant.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|---|-----------------------------------|-------------------------------------|--------------------------|---|
| Resource consents processed in accordance with the Resource Management Act | % of resource consents processed within statutory timeframes | 91% | 100% | 64.50% | This is an increase since the previous Quarterly Report. Ability to deliver to statutory timeframes has been compromised by staff vacancies. |
| Provide appropriate advice to customers | % of users satisfied with the quality of the advice provided on resource management matters | 82% | 85% | Not yet measured | This performance target is covered by an in-house user satisfaction survey. The next results will be available about June 2017. |

Animal Control

| | Animal Control | | | | | |
|-------------------|----------------|---------|---------|---------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 216,155 | 179,894 | 180,251 | 165,073 | 15,178 | f |
| Expenditure | 180,953 | 180,309 | 137,864 | 140,232 | (2,368) | f |
| Surplus/(Deficit) | 35,202 | (415) | 42,387 | 24,841 | 17,546 | f |

The favourable revenue variance is due to an unbudgeted grant for the 'Menacing Dog' neutering campaign.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|---|-----------------------------------|-------------------------------------|--------------------------|--|
| Keep the public safe from dogs and wandering stock | % of residents satisfied with the protection provided | 72% | 90% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |

Emergency Management

| | Emergency Management | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 210,375 | 157,669 | 168,658 | 151,760 | 16,897 | f |
| Expenditure | 211,166 | 157,285 | 155,555 | 155,115 | 440 | (u) |
| Surplus/(Deficit) | (791) | 384 | 13,103 | (3,354) | 16,457 | f |

The favourable revenue variance is due wholly to recoveries of 50% of the salary of the Emergency Management Officer for shared service with West Coast Regional Council.

Civil Defence:

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|------------------------------------|--|-----------------------------------|-------------------------------------|--|---------------------------------|
| Effective natural hazard readiness | Suitable emergency response training has occurred - 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% | 100% | 100% | On track: Although a number of key EOC staff have left WDC, there remains good interest from newer staff. Staff have a second First Aid training in April, which brings the number of staff who have completed the training to 20. The Emergency Management Officer is continuing with 1:1 meetings with a view of having a WDC wide CD meeting in June. The Emergency Management Officer leads a Civil Defence Centre exercise in Franz in April, for people interested in being | |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|--|-----------------------------------|-------------------------------------|---|---------------------------------|
| | | | | volunteers. Looking to do similar with Fox by end June. | |
| Suitable response systems are in place | Community emergency response plans are in place for all Westland townships | 80% | 90 - 100% | On track: The Emergency Management Officer met with community members in Otira, Harihari, Whataroa, Fox and Franz this quarter. Considerable work remains to update and build Community Response Plans – and update them in line with updated Group CDEM Plan. Work is underway to develop a Flood Warning Plan for Hokitika township. | |

Rural Fire:

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|--|-----------------------------------|---|--------------------------|---------------------------------|
| Appropriate emergency response to rural fires | WDC Rural Fire provides support to partner agencies as requested | 100% | 100% | 100% | |
| Provide fire permit service | Fire permit requirements are publically advertised | 100% | At beginning of fire season and prior to the at Christmas holiday break | On track | |

Community Services Group

- Community Development and Assistance
- Community Halls
- Townships (the development fund & improvement projects)

| | COMMUNITY SERVICES ACTIVITY GROUP SUMMARY | | | | | |
|-------------------|---|---------------------|---------------------|---------------------|----------------|---------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| | Revenue | 1,022,129 | 955,067 | 944,792 | 757,219 | 187,574 |
| Expenditure | 1,169,183 | 1,003,591 | 1,145,052 | 859,973 | 285,079 | (u) |
| Surplus/(Deficit) | (147,053) | (48,524) | (200,259) | (102,754) | (97,505) | (u) |

Commentary

Community Development and Assistance

District Economic Stimulus Fund (DESF): The \$1,000,000 has been distributed to six applicants. A media release giving details of successful applicants and amounts of grants will be made available once all the funding agreements have been successfully negotiated by both the applicants and Development West Coast.

Safer Community Coalition

The Westland District was accredited with Safe Community Status by the Safe Communities Foundation of New Zealand 23 February 2017. The Coalition meets bi-monthly on the last Friday morning of the month at 10am and has representation from community groups who have an interest in some aspect of community safety.

Community Halls

The Westland-Hokitika RSA building in Sewell Street, Hokitika, was opened 25 February, 2017. Council's contribution was \$400,000 of Major District Initiative (MDI) Funding.

Township Development Funding (TDF)

TDF uplifted in the January-March 2017 quarter:

- Ross Community Society \$14,000
- Whataroa Community Association \$14,000
- Franz Josef Community Council \$35,000
- Haast Promotions Group \$14,000

Community Development and Assistance

| | Community Development and Assistance | | | | | |
|-------------------|--------------------------------------|---------|---------|----------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 443,476 | 423,329 | 505,931 | 336,256 | 169,676 | f |
| Expenditure | 454,929 | 429,805 | 385,859 | 383,462 | 2,397 | (u) |
| Surplus/(Deficit) | (11,453) | (6,476) | 120,072 | (47,206) | 167,279 | f |

There are no non-performance financial measures for this activity. The favourable revenue variance is due to classification of the Tourism Promotions Rate.

Community Halls

| | Community Halls | | | | | |
|-------------------|-----------------|---------|----------|---------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 133,423 | 131,626 | 101,060 | 98,678 | 2,382 | f |
| Expenditure | 270,576 | 137,090 | 198,870 | 103,603 | 95,267 | (u) |
| Surplus/(Deficit) | (137,153) | (5,464) | (97,810) | (4,926) | (92,885) | (u) |

The unfavourable expenditure variance is mainly due to the increased depreciation charges on revalued assets.

| Activity | Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|-----------------|---|--|-----------------------------------|-------------------------------------|--------------------------|--|
| Community Halls | Provide safe and useful community halls | % of residents satisfied with the standard of their local hall | 67% | 80% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |

Community Township Development

| | Township Development | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 445,230 | 400,112 | 337,802 | 322,285 | 15,516 | f |
| Expenditure | 443,678 | 436,696 | 560,323 | 372,908 | 187,415 | (u) |
| Surplus/(Deficit) | 1,552 | (36,584) | (222,522) | (50,623) | (171,899) | (u) |

There are no non-performance financial measures for this activity.

The unfavourable expenditure variance contains \$150k reserves transfer for the Kumara Chinese Gardens, and over budgeted expenditure on Township maintenance for litter bin emptying.

Leisure Services & Facilities Group

- Cemeteries
- Elderly Housing
- Hokitika Museum
- Hokitika Wildfoods Festival
- i-SITE
- Land & Buildings
- Parks and Reserves
- Public Toilets
- Swimming Pools
- West Coast Wilderness Trail
- Westland District Library

| | LEISURE SERVICES & FACILITIES GROUP SUMMARY | | | | | |
|-------------------|---|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 3,057,577 | 2,813,652 | 2,318,943 | 2,203,552 | 115,391 | f |
| Expenditure | 3,722,170 | 2,904,717 | 2,786,641 | 2,519,508 | 267,133 | (u) |
| Surplus/(Deficit) | (664,593) | (91,065) | (467,698) | (315,956) | (151,742) | (u) |

Commentary

Cemeteries

No update available this quarter about Council managed facilities.

Elderly Housing

This information has been supplied by Westland District Property Limited:

As reported last quarter, 42 of the 46 flats have been reroofed; and we await LTP approved capital funding to complete the programme commencing in July.

We refresh each pensioner flat as tenants change over and being in a reactive space means long term budgeting is difficult when major issues arise; i.e. the collapsing of copper piping in the flats at Sewell Street and the leaking of external walls in Tancred Street.

We have an active waitlist of 35; and with minimal turnover managing expectations does at time prove challenging.

Overall, we have a group of very contented tenants.

Hokitika Museum

The number of enquiries dealt with in this reporting period is 147:

| | |
|----|---|
| 19 | Collection |
| 31 | General |
| 22 | Photograph |
| 4 | Public Programmes (discussion with Westland RSA to commemorate Passchendaele) |
| 4 | WW100 (Kumara & Harihari RSA) |
| 67 | Research |

The revenue from retail & enquiries is \$2,600.

A further 214 items have been donated to the museum collection, which includes photographs, books, objects and archives.

Staff are continuing to catalogue the existing museum collection.

Hokitika Swimming Pool

This information has been supplied by Westland District Property Limited:

The commissioning of the diesel fired boiler has been successful, and with minor adjustments continues to provide a clean, energy efficient system for the pool.

Our exercise classes and swim school continue to grow and these activities provide a significant revenue stream. We are conducting a pool user survey during April/May.

We had our Pool Safe Accreditation visit in February and expect a positive outcome.

Hokitika Wildfood Festival

The 28th annual Hokitika Wildfoods Festival ran on Saturday 11th March 2017, the event was again guided by the philosophy of #BiggerBetterWilder.

As part of that philosophy a third event was added to the Festivals portfolio the “Wild Warm Up” a comedy show, which joined the 2016 addition of the “Official Afterparty” alongside the main event.

Dubious forecasts and adverse weather on the day played a huge factor in the ticketing result for this year’s event with the typical exponential growth experienced during the final 10 days, week, day before and on the gate not reaching the levels experienced in 2016. Full results and commentary shown in the performance table below.

Feedback received shows that although the weather wasn’t what we would have hoped for, those that made the effort to attend had a great time. With both quantitative and qualitative responses enforcing the satisfaction levels.

As always we encourage those of you who have any feedback or comments to come forward and speak to us, to ensure the ongoing success of this vital event in the Westland crown.

Saturday 10th March 2018 will see the 29th Hokitika Wildfoods Festival - another step in the process forward. Here is to a warmer, dryer summer that won’t affect the Wildfoods Festival, or the several other key events in Westland that experienced the adverse effects of the weather this summer.

i-SITE

Our AA figures were encouraging for this quarter (refer to the following diagram).

There were staffing changes in this area, with a retirement and a resignation. In April there will be further changes when a staff member leaves for their ‘Overseas experience’ and a current full-time employee moves some hours to other duties. These changes mean that the Customer Services Manager is looking to replace with full time staff as opposed to part time / casual staff.

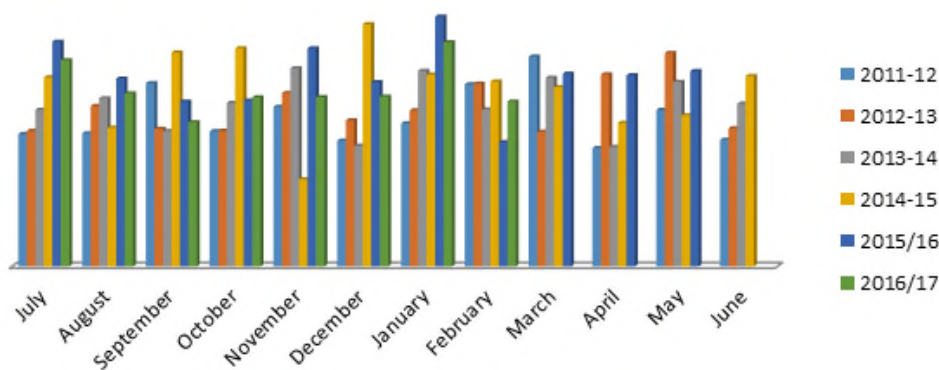
The i-SITE and Customer Service Centre hours changed from summer to winter hours i.e. reduced to closing now at 5 and 10-4 at weekends.

The i-SITE staff help with the Hokitika Wildfoods Festival; the organisation, bookings at the campsite, the banking and control of monies, help on the day etc.

During this quarter the Customer Services Manager assisted with the upgrade of Council’s Service Request system.

Some members of the team attended first aid training, further i-SITE training, and Customer Service training.

AA Commissions



Land and buildings

This information has been supplied by Westland District Property Limited:

Management of Council owned and WDPL owned properties continues with two additional WDC properties transferred during the last period.

Most of our property development over the past couple of years has been in relation to occupations on unformed legal road, as we grow the range of activities; i.e. baches, beehives, mining and grazing.

No update this quarter about Council managed facilities.

Parks and Reserves

No update this quarter about Council managed facilities.

Public toilets

No update this quarter about Council managed facilities.

West Coast Wilderness Trail

Further progress has been made with the Project Completion Plan physical works. At Taramakau 565m of trail has been completed and opened with NZTA still working through contracts for the timber boardwalk to enable this section to be completed. The Hokitika-Kaniere Tramway project had 200m of base course placed where a boundary fencing alignment issue required attention. The Golf Links Road project on SH6 is near completion and will be open by mid-April. More than 2km of bush trail has been cut on the Mahinapua project with more than 60 people having assisted in working bees. Bridge designs are underway for the 4 sites requiring these structures.

New magnetic trail counters have been installed.

The Project Manager reports to Council each month and the report is attached to minutes.

Westland District Library

Library membership has increased and is a trend that is happening from year to year

The highlight of the last quarter was the Summer Reading Challenge. We had 200 children take part this year.

Cemeteries

| | Cemeteries | | | | | |
|-------------------|-----------------|---------------|---------------|---------------|----------|-------|
| | Forecast FYR | Budget FYR | Actual YTD | Budget YTD | Variance | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 157,121 | 186,878 | 117,118 | 117,568 | (450) | (u) |
| Expenditure | 181,979 | 159,233 | 157,290 | 117,885 | 39,405 | (u) |
| Surplus/(Deficit) | (24,858) | 27,645 | (40,172) | (318) | (39,854) | (u) |

The unfavourable expenditure variance is mainly due to higher than budgeted depreciation due to revaluations carried out in financial year 2015/16, and unbudgeted Council approved expenditure for Whataroa cemetery trust reimbursement.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|-------------------------------------|---|---|--|-------------------------------------|---------------------------------|
| Cemeteries have sufficient capacity | Each cemetery has at least 12 months capacity ahead | Hokitika 100% Kumara 100% Ross 100% | Hokitika 100% Kumara 100% Ross 50% | On target On target On target | |

Elderly Housing

| | Elderly Housing | | | | | |
|-------------------|-----------------|---------------|---------------|---------------|----------|-------|
| | Forecast FYR | Budget FYR | Actual YTD | Budget YTD | Variance | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | - | - | - | - | - | f |
| Expenditure | 104,599 | 69,915 | 96,791 | 52,437 | 44,354 | (u) |
| Surplus/(Deficit) | (104,599) | (69,915) | (96,791) | (52,437) | (44,354) | (u) |

The unfavourable expenditure variance is due to higher than budgeted depreciation after revaluations in financial year 2015/16.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|------------------------------|--------------------------------------|-----------------------------------|-------------------------------------|--------------------------|--|
| A safe and efficient service | Occupancy is maximised | 100% | 100% | 100% | We continue to be fully occupied |
| | % tenants satisfied with the service | 100% | >95% | 100% | The annual satisfaction survey was conducted in September 2016 and 100% satisfaction was recorded. |

Hokitika Museum

| | Hokitika Museum | | | | | |
|-------------------|-----------------|---------|---------|---------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | |
| | FYR | FYR | YTD | YTD | | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 357,646 | 385,190 | 271,681 | 306,231 | (34,550) | (u) |
| Expenditure | 344,559 | 371,979 | 260,420 | 312,143 | (51,723) | f |
| Surplus/(Deficit) | 13,087 | 13,211 | 11,261 | (5,912) | 17,173 | f |

The unfavourable revenue variance is due to the museum closure. The closure of the museum is also reflected in expenditure.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|-----------------------------|---|-----------------------------------|-------------------------------------|--------------------------|---|
| A quality museum experience | Visitor numbers are showing an upward trend | 13,753 | An increase of 5% each year | 2,266 | Note: Figure is @ 22 September 2016, when the museum activity relocation to temporary premises in Hokitika |
| | % of residents satisfied with their museum experience | 99% | 85% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |

Hokitika Wildfoods Festival

| | Hokitika Wildfoods Festival | | | | | |
|-------------------|-----------------------------|---------|----------|-----------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 362,699 | 374,057 | 249,053 | 157,399 | 91,654 | f |
| Expenditure | 358,067 | 376,148 | 271,939 | 332,756 | (60,817) | f |
| Surplus/(Deficit) | 4,631 | (2,091) | (22,886) | (175,357) | 152,471 | f |

The variances in revenue and expenditure are timing differences between actual and budget.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|-------------------------------|---|------------------------------------|-------------------------------------|---|---|
| A quality attendee experience | % of attendees satisfied (post event satisfaction survey) | 90% | 85% | 90% | Selling 1,200 tickets on the day in the weather we had this year, highlights the offering we have generated is desirable to the attendees, which is further supported by the feedback we receive from the attendees (via the Post Event Survey and general comments received by email, social media and face to face) |
| | Growth is experienced annually (to a limit of 10,000) | 6,620 Festival 1,270 Afterparty | 8,500 | 170 Warm Up 5,888 Festival 1,176 Afterparty | Forecasts and actual weather stunted tickets sales in the ten days leading up to the Festival and on the day, for all three events delivered in 2017. |

i-SITE

| | i-SITE | | | | | |
|-------------------|-----------------|---------------|---------------|---------------|----------|-------|
| | Forecast FYR | Budget FYR | Actual YTD | Budget YTD | Variance | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 429,011 | 336,332 | 348,412 | 361,418 | (13,006) | (u) |
| Expenditure | 497,056 | 347,890 | 379,668 | 349,027 | 30,641 | (u) |
| Surplus/(Deficit) | (68,045) | (11,558) | (31,256) | 12,391 | (43,647) | (u) |

The unfavourable revenue variance is due to lower commission from customers booking directly on line offset with strong retail sales. The unfavourable expenditure variance is due to salaries for the Customer Service Centre, which is offset by an overhead recovery accounted for in revenue.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|--|---|-------------------------------------|--|--|
| A quality customer experience | i-SITE NZ and Qualmark standards are met | 83% | 80% | Qualmark standards met for 2016/17. | Qualmark is accessed yearly by a Qualmark representative visit. |
| Increase resident population knowledge about what the i-SITE has to offer locals | Bookings made by local population | i-SITE decrease of 5% AA NZ increase of 6% | Maintain or Increase | Bookings made by the local population were 19% of all bookings, showing an increase on the last quarter, largely to do with Wildfoods. AA bookings were almost exactly (.002% increase) the same as last quarter. | Additional note: Two audits conducted by AA New Zealand: Application for Driver's Licences have been held in the quarter; with the team's accuracy coming in at 100%. |

Land and Buildings

| | Land and Buildings | | | | | |
|-------------------|--------------------|---------|---------|---------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | |
| | FYR | FYR | YTD | YTD | | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 147,580 | 140,854 | 110,435 | 111,435 | (1,000) | (u) |
| Expenditure | 151,572 | 141,651 | 89,129 | 106,868 | (17,739) | f |
| Surplus/(Deficit) | (3,992) | (797) | 21,306 | 4,567 | 16,739 | f |

There are no non-performance financial measures for this activity.

The favourable expenditure variance is due to lower than budgeted depreciation charges after revaluations financial year 2015/16, and budgeted legal and survey fees not yet required.

Parks and Reserves

| | Parks and Reserves | | | | | |
|-------------------|--------------------|----------|----------|---------|----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 394,287 | 247,742 | 315,066 | 253,568 | 61,498 | f |
| Expenditure | 423,045 | 258,810 | 380,233 | 259,664 | 120,569 | (u) |
| Surplus/(Deficit) | (28,759) | (11,068) | (65,167) | (6,095) | (59,071) | (u) |

The favourable revenue variance is due to higher than budgeted reserves contributions from developers. The unfavourable expenditure variance is due to higher depreciation charges after revaluations financial year 2015/16, and remedial works on Cass square.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 December 2016 | Explanation about any variances |
|--|--|-----------------------------------|-------------------------------------|-----------------------------|--|
| Reserves are pleasant, enjoyable and safe places | % of residents satisfied with parks and reserves | 87% | 90% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |

Public Toilets

| | Public Toilets | | | | | |
|-------------------|-----------------|---------------|---------------|---------------|----------|-------|
| | Forecast FYR | Budget FYR | Actual YTD | Budget YTD | Variance | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 252,342 | 252,342 | 189,256 | 189,256 | (0) | f |
| Expenditure | 271,305 | 247,870 | 160,368 | 210,323 | (49,954) | f |
| Surplus/(Deficit) | (18,963) | 4,472 | 28,888 | (21,066) | 49,954 | f |

The favourable expenditure variance is due to lower depreciation costs than budgeted and timing differences on the toilet cleaning grants, which will be expensed on request.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 December 2016 | Explanation about any variances |
|--|---|-----------------------------------|-------------------------------------|-----------------------------|--|
| Provide public toilets throughout the district | % of residents satisfied with the service | 66% | 100% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 |
| | Facilities are available for use during the day | 100% | 100% | 100% | |

Swimming Pools

| | Swimming pools | | | | | |
|-------------------|-----------------|---------------|---------------|---------------|----------|-------|
| | Forecast FYR | Budget FYR | Actual YTD | Budget YTD | Variance | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 270,657 | 256,846 | 202,993 | 202,993 | 0 | f |
| Expenditure | 299,212 | 276,928 | 230,457 | 241,082 | (10,625) | f |
| Surplus/(Deficit) | (28,555) | (20,082) | (27,464) | (38,089) | 10,625 | f |

The favourable expenditure variance is due to lower than budgeted depreciation charges offset by an unbudgeted Earthquake Assessment.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--|
| A quality swimming or exercise experience at the Hokitika Pool | % of residents satisfied | 58% | 85% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018 Note: Hokitika pool management staff are currently conducting a user survey which is additional to the above. |
| | Maintain Pool Safe Accreditation | 100% | 100% | The pool has Pool Safe certification | |

West Coast Wilderness Trail

| | West Coast Wilderness Trail | | | | | |
|-------------------|-----------------------------|----------|-----------|----------|-----------|-------|
| | Forecast | Budget | Actual | Budget | Variance | f/(u) |
| | FYR | FYR | YTD | YTD | | |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 94,055 | 79,533 | 74,171 | 59,649 | 14,522 | f |
| Expenditure | 521,710 | 100,415 | 335,434 | 81,749 | 253,685 | (u) |
| Surplus/(Deficit) | (427,655) | (20,882) | (261,263) | (22,100) | (239,163) | (u) |

The favourable revenue variance is due to unbudgeted partner contributions, this is offset the expenditure variance. The unfavourable expenditure variance is also due to higher depreciation charges, depreciation is only funded on the structures on the cycle trail, which amounts to approximately 17% and the cost of the Project Manager employed to complete the project.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|------------------------------|---|-----------------------------------|-------------------------------------|---|--|
| The cycle trail is well used | Numbers using the trail as measured by trail counters | 8,753 | 10,000 per annum | June 2016 – end January 2017 count is 5,124 Data not yet available for February and March 2017 | A rider survey recently undertaken will help determine actual rider numbers. It is currently unknown what percentage of riders are doing the entire trail versus only short sections. Trail counts may therefore be significantly understated. |

Westland District Library

| | Westland District Library | | | | | |
|-------------------|---------------------------|---------------|---------------|---------------|----------|-------|
| | Forecast FYR | Budget FYR | Actual YTD | Budget YTD | Variance | f/(u) |
| | \$ | \$ | \$ | \$ | \$ | |
| Revenue | 592,179 | 553,878 | 440,757 | 444,034 | (3,278) | f |
| Expenditure | 569,066 | 553,878 | 424,911 | 455,574 | (30,663) | f |
| Surplus/(Deficit) | 23,114 | - | 15,845 | (11,540) | 27,385 | f |

The favourable expenditure variance is due to lower depreciation charges than budgeted and building maintenance costs not yet required.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|--|-----------------------------------|-------------------------------------|--------------------------|--|
| Provide quality library services in the District | % of residents satisfied | 81% | 95% | Not yet measured | The next Residents survey will be undertaken in the first quarter 2018. A survey of <i>library customers</i> was undertaken in November 2015 which indicated 95% customer satisfaction. |
| | % of residents who are library members | 43% | 42% | 45% | |

Transportation Group

| | TRANSPORTATION | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| | Revenue | 5,796,827 | 4,809,476 | 2,961,434 | 4,145,559 | (1,184,125) |
| Expenditure | 5,730,296 | 5,818,439 | 4,564,366 | 4,237,431 | 326,935 | (u) |
| Surplus/(Deficit) | 66,530 | (1,008,963) | (1,602,932) | (91,872) | (1,511,060) | (u) |

The unfavourable revenue variance is due to the NZTA subsidy, which lower than expected due to delays with the Sealed Road Resurfacing Programme. The extremely wet weather in Dec 16 and Jan 17 has caused the significant backlog. This work has now been completed and subsidies will be submitted.

The unfavourable expenditure variance is due to unbudgeted costs for Sunset point remedial work and damaged culverts.

Commentary

There is no information available for this quarter.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ NOT UPDATED FOR THIS QUARTER | Explanation about any variances |
|---|---|--|--|---|---------------------------------|
| The transportation network is safe for all users in Westland District | Road safety: 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 | No known fatalities to date. | Less than the previous year [2016- 2017 No Fatal accidents in the Westland District Councils roading network] | | |
| The surface condition of roads in Westland is of good quality | Road condition: The average quality of ride on a sealed local road network, measured by smooth travel exposure | NAARA index not measured recently so the trend shown for last year is the most recent. | >90% | | |
| | Residents are satisfied with the standard and safety of Council's unsealed roads | 70% | 50% of residents are satisfied with Council's unsealed roads | | |
| The surface condition of roads in Westland is maintained to a high standard | Road maintenance: The percentage of the sealed local road network that is resurfaced | Target met | >7% | | |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ NOT UPDATED FOR THIS QUARTER | Explanation about any variances |
|--|---|---|-------------------------------------|---|---------------------------------|
| Footpaths are maintained in good condition and are fit for purpose | <p>Footpaths:</p> <p>The percentage 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>Measure not yet determined.</p> <p>No known exceedances for deliverable standards.</p> | 90% | | |
| Response to service requests are dealt with promptly | <p>Customer service requests:</p> <p>The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.</p> | <p>No known timeline exceedances for response from NCS database.</p> | 100% | | |

Water Supply Group

| | WATER SUPPLY | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 4,097,756 | 3,857,955 | 3,281,524 | 3,069,218 | 212,305 | f |
| Expenditure | 3,158,460 | 3,164,034 | 2,316,992 | 2,415,535 | (98,542) | f |
| Surplus/(Deficit) | 939,296 | 693,921 | 964,531 | 653,684 | 310,847 | f |

The favourable revenue variance is due to higher than anticipated metered water. The favourable expenditure variance is due to timing differences on anticipated maintenance.

Commentary

There were 151 water related service requests recorded between 1 July 2016 and 31 March 2017. 97 of the 151 water related service requests were associated with jobs reported in Hokitika and Kaniere. The remaining service requests were associated with jobs identified in Kumara, Arahura, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier and Haast. The service requests received during this timeframe are broken down into the categories in the following table. An open day session for public to view the current water treatment plants in Whataroa and Kumara was held in January. The planned upgrade of both water treatment plants is currently on hold.

| Category | No. of Service Requests | | | Total |
|---|-------------------------|---------------------|---------------------|------------|
| | QUARTER 1 | QUARTER 2 | QUARTER 3 | |
| | 1 Jul - 30 Sept 2016 | 1 Oct - 31 Dec 2016 | 1 Jan - 31 Mar 2017 | |
| Leaks | 19 | 17 | 39 | 75 |
| Operational Matters | 11 | 6 | 0 | 17 |
| Other Fault (e.g. toby fault, missing toby lids etc.) | 10 | 6 | 9 | 25 |
| Water Quality, Supply or Pressure Complaint | 2 | 4 | 3 | 9 |
| Other Complaints | 0 | 2 | 3 | 5 |
| Service Locate | 2 | 4 | 1 | 7 |
| New Water Connections | 2 | 1 | 1 | 4 |
| General Enquiry | 1 | 1 | 1 | 3 |
| Private Issues | 1 | 3 | 2 | 6 |
| TOTAL ISSUES | 48 | 44 | 59 | 151 |

The following service performance table includes a measure about response times for addressing the above service requests.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|---|---|---|---|--|
| Council supplied potable water is safe to drink | <p>Safety of drinking water:</p> <p>The extent to which the local authority's drinking water supply complies with:</p> <p>(a) part 4 of the drinking-water standards (bacteria compliance criteria), and</p> <p>(b) part 5 of the drinking-water standards (protozoal compliance criteria).</p> | <p>a) 2 out of 9 supplies fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone</p> <p>b) 0 out of the 9 supplies compliant with protozoal compliance criteria.</p> | <p>Years 1-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Hokitika, Ross, Harihari, Franz Josef, Haast</p> <p>Years 2-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Kumara, Whataroa</p> <p>Years 2-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the performance measure: Fox, the Arahura scheme if it is continued as a Council service</p> | <p>A full explanation about the status of Councils water supplies is contained in the recent Annual Report.</p> <p>We are unable to report further on this measure until the completion of the Annual Drinking Water Survey for 2016-17. This is undertaken in July-August 2017 with confirmed results available later in 2017.</p> | |
| Requests for service are dealt with promptly | <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) 100%</p> <p>(b) 100%</p> <p>(c) 100%</p> <p>(d) 100%</p> | <p>25%</p> <p>50%</p> <p>63%</p> <p>59%</p> | <p>Please note: The target attendance and resolution times in this table differ from those in the Utilities Maintenance Management Contract and therefore are not an accurate measure of the contractors' ability to</p> |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|------------------------------------|--|--|--|--------------------------|--|
| | <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, and (2 hours)</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)</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, and (24 hours)</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)</p> | <p>The response time for urgent callouts (under 2 hours): Unable to report accurately</p> <p>The resolution of urgent callouts (under 12 hours): Unable to report accurately</p> <p>The response time for non-urgent callouts (under 24 hours): Unable to report accurately</p> <p>The resolution of urgent callouts (under 72 hours): Unable to report accurately</p> | | | <p>meet their contractual obligations.</p> <p>Audit NZ highlighted to Council that we need to improve our use of the Customer Service System to record response times: In Quarter 3 we are able to report on fault response times against 34 of the 59 water related service requests logged in our system. This is due to new processes being implemented part way through the quarter.</p> |
| Council supplied water is reliable | <p>Maintenance of the reticulation network: The percentage of real water loss from the local authority's networked reticulation system (including a</p> | Will not be measured | Council does not intend to measure this as it will impose an unreasonable cost | Not measured | |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|---|--|--|---|---------------------------------|
| | description of the methodology used to calculate this). | | | | |
| | Demand management: The average consumption of drinking water per day per resident within the territorial authority district. | Not measured in 2015/16 | The average water consumption per person per day is < 500l/day | Not measured | Not measured |
| Customers are generally satisfied with the Council supplied water | Customer satisfaction: The total number of complaints received by the local authority about any of the following: (a) drinking water clarity (a) drinking water taste (b) drinking water odour (c) drinking water pressure or flow (d) continuity of supply, and (e) the local authority's response to any of these issues Expressed per 1000 connections to the local authority's networked reticulation system. | (a) 2 (b) 1 (c) 1 (d) 5 (e) 5 (f) 0 Total number of complaints = 14 Complaints per 1000 connections = 5 | Type and number of complaints received (25 per 1000 connections) | Met. Total number of service connections = 2684 a) 4 b) 1 c) 0 d) 3 e) 1 f) 0 Total number of complaints = 9 Complaints per 1000 connections = 3 | |

Wastewater Group

| | WASTE WATER | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|----------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| | Revenue | 1,036,461 | 1,005,115 | 726,644 | 762,376 | (35,732) |
| Expenditure | 1,458,356 | 1,035,660 | 964,867 | 795,596 | 169,270 | (u) |
| Surplus/(Deficit) | (421,895) | (30,545) | (238,222) | (33,220) | (205,002) | (u) |

The unfavourable revenue variance is due to budgeted recoveries that have not yet been realised. The unfavourable expenditure variance is due to unbudgeted costs of emptying sewer holding tanks at Franz Josef resort and remediation costs of Pond 1 at FJ WWTP.

Commentary

There were 32 wastewater related service requests recorded between 1 July 2016 and 31 March 2017. 24 of the 32 wastewater related service requests were associated with jobs reported in Hokitika or Kaniere. One service request was an enquiry regarding Otira which has a private wastewater scheme that is not managed by Council. The remaining service requests were associated with jobs identified in Franz Josef, Fox Glacier and Haast. The service requests received during this timeframe can be broken down into the following categories:

| Category | No. of Service Requests | | | |
|---|-------------------------|---------------------|---------------------|-------|
| | QUARTER 1 | QUARTER 2 | QUARTER 3 | Total |
| | 1 Jul - 30 Sept 2016 | 1 Oct - 31 Dec 2016 | 1 Jan - 31 Mar 2017 | |
| Operational Matters | 4 | 0 | 2 | 6 |
| Service Locate | 2 | 2 | 0 | 4 |
| Private Issues | 2 | 0 | 0 | 2 |
| Complaint | 2 | 0 | 0 | 2 |
| New Sewer Connections | 1 | 4 | 1 | 6 |
| Odour Complaints | 0 | 2 | 0 | 2 |
| Blockages and/or Overflows | 0 | 3 | 6 | 9 |
| Other Fault (e.g. loose/damaged manhole lids) | 0 | 1 | 0 | 1 |
| TOTAL ISSUES | 11 | 12 | 9 | 32 |

Work is well underway to complete the reinstatement of the end of the ocean outfall from the Hokitika Wastewater Treatment Plant. This suffered significant damage in rough seas at the end of 2016. Steel piles have been driven to replace the ones missing predominantly from the end of the structure. Four of the remaining wooden piles have also been strengthened. The new pipe has been prepared for connecting onto the existing pipework and structure when conditions are favourable for completing this work. The work requires a contractor to work at the very end of the outfall which can only be accessed at low tide and when sea conditions are relatively calm. This work is currently scheduled for completion in April.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|--|--|-------------------------------------|---|--|
| Council wastewater systems are managed without risk to public health | System and adequacy: The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system. | Currently unable to measure service requests related specifically to dry weather overflows | Number: 10 per 1000 | Total number of service connections = 2007 Total number of dry weather overflows = 0 Dry weather overflows per 1000 connections = 0 | |
| Council wastewater systems are safe and compliant | Discharge compliance: Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: <ul style="list-style-type: none"> (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions, Received by the territorial authority in relation those resource consents. | (a) 0 (b) 0 (c) 3 (d) 0 | 100% | (a) 1 (b) 0 (c) 1 (d) 0 | An Enforcement Order is held for continuation of breach of consent conditions at the Franz Josef Wastewater Treatment Plant. An Abatement Notice was issued by West Coast Regional Council on 19 January 2017 for repairs not completed to date on the Hokitika Wastewater Treatment Plant outfall structure. |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|---|---|-------------------------------------|--|---|
| 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> <p>(a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site, and (2 hours)</p> <p>(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)</p> | Unable to measure accurately using information in our existing service request system. | 100% | No update. We are working with our contractor and through our internal processes to begin reporting this measure over the coming months. | We are working with our contractor and through our internal processes to begin reporting this measure over the coming months. |
| | <p>Customer satisfaction:</p> <p>The total number of complaints received by the territorial authority about any of the following:</p> <p>(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> <p>Expressed per 1000 connections to the territorial authority's sewerage system.</p> | <p>(a) 11 (b) Unable to measure at present. (c) 4 (d) 0</p> <p>Key performance measure condition has been met:</p> <p>Complaints per 1000 connections = 8</p> | 25 per 1000 | Met. Total number of service connections = 2007 a) 2 b) 0 c) 10 d) 1 Total number of complaints = 7 Complaints per 1000 connections = 6 | |

Stormwater Group

| | STORMWATER | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 465,717 | 465,717 | 349,288 | 349,288 | (0) | f |
| Expenditure | 475,607 | 596,518 | 363,349 | 368,415 | (5,065) | f |
| Surplus/(Deficit) | (9,890) | (130,801) | (14,061) | (19,126) | 5,065 | f |

Commentary

There were 58 stormwater related service requests recorded between 1 July 2016 and 31 March 2017. 55 of the 58 water related service requests were associated with jobs reported in Hokitika. The remaining service requests were associated with jobs identified in Ross and Fox Glacier. The service requests received during this timeframe can be broken down into the following categories:

| Category | No. of Service Requests | | | |
|----------------------------------|-------------------------|---------------------|---------------------|-----------|
| | QUARTER 1 | QUARTER 2 | QUARTER 3 | Total |
| | 1 Jul - 30 Sept 2016 | 1 Oct - 31 Dec 2016 | 1 Jan - 31 Mar 2017 | |
| Complaint | 11 | 11 | 13 | 35 |
| Operational Matters | 3 | 5 | 2 | 10 |
| Private Issues | 2 | 3 | 1 | 6 |
| New Stormwater Connections | 2 | 0 | 1 | 3 |
| General Enquiry | 1 | 1 | 0 | 2 |
| Other Faults (e.g. manhole lids) | 0 | 2 | 0 | 2 |
| TOTAL ISSUES | 19 | 22 | 17 | 58 |

The contract for the upgrade of stormwater pipework in the Bealey, Rolleston and Tancred St catchments has been awarded to Westroads and construction has commenced. As of 31 March 2017, work to install the upsized pipework in Rolleston St is nearing completion and Westroads are preparing to start work in the intersection of Tancred St and Gibson Quay. The upgrade of pipework in Bealey St is due to commence once the work in Tancred St is nearing completion.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|---|--|-------------------------------------|---|---------------------------------|
| 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.</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.)</p> | <p>(a) 0</p> <p>(b) 0</p> | <p>(a) 2</p> <p>(b) 10 per 1000</p> | <p>(a) 0</p> <p>(b) 0</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)</p> | <100% | 100% | No flooding events during reporting period. | |
| | <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.</p> | <p>Key performance measure condition has not been met:</p> <p>Total number of connections = 455</p> <p>Total number of complaints = 33</p> <p>Complaints per 1000 connections = 73</p> | 10 per 1000 | <p>Met.</p> <p>Total number of connections = 457</p> <p>Total number of complaints = 35</p> <p>Complaints per 1000 connections = 77</p> | |

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|--|---|-----------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| Council stormwater systems protect the natural environment | Discharge compliance: Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions, Received by the territorial authority in relation those resource consents. | (a) 0 (b) 0 (c) 0 (d) 0 | 100% | (a) 0 (b) 0 (c) 0 (d) 0 | |

Solid Waste Management Group

| | SOLID WASTE | | | | | |
|-------------------|-----------------------|---------------------|---------------------|---------------------|----------------|-------|
| | Forecast FYR \$ | Budget FYR \$ | Actual YTD \$ | Budget YTD \$ | Variance \$ | f/(u) |
| Revenue | 2,370,259 | 2,369,056 | 2,195,136 | 1,715,950 | 479,186 | f |
| Expenditure | 2,173,942 | 2,316,192 | 1,457,781 | 1,675,299 | (217,519) | f |
| Surplus/(Deficit) | 196,317 | 52,864 | 737,355 | 40,651 | 696,705 | f |

The favourable revenue variance is due to higher than anticipated refuse site fees, this is expected to be tourist driven and should reduce towards budget at the end of the financial year.

The favourable expenditure variance is due to timing differences on maintenance costs.

Commentary

The results for some of this reporting period have been affected as the result of the Solid Waste Engineer position being temporarily vacant.

Butler's landfill:

Monitoring at Butlers was suspended from March 2017 due to staff leaving and remaining staff not having the experience, knowledge or capacity to undertake this work. This work has since been contracted out to VCS Limited. Monitoring is due to recommence in April 2017.

The macroinvertebrate survey has been completed for the Butlers and Hokitika sites. The report was received and forwarded to the Westland Regional Council.

Haast, Franz and Kumara transfer stations:

Monitoring of these sites was also suspended and will be recommenced in April by VCS Limited. The transfer stations have been operating well and there has not been any complaints brought to Council's attention. In general the level of service is performing as required.

Waste minimisation programme:

This programme is required by legislation. It has been running smoothly and the spending and cost return has been provided to the Ministry within the allotted period.

Surrender of consents:

Resource Consents for Surrender will be reviewed pending the analysis of WRC Annual Consent Administration Fee invoicing.

The refuse and recycling collection service:

In response to Councils last resident survey (March 2016), some respondents asked for a glass collection service to be provided. This has not been directly factored into new budgets in the Annual Plan 2017/18.

Fees at gate:

In response to Council's last resident survey (March 2016), some respondents stated that gate fees at transfer stations are "too high". Staff note that rates do not currently cover the whole cost of the Councils waste management service, so additional user-charges are necessary. In addition, evidence shows that residents have been removing recyclables from their general waste, in order to reduce additional costs of dumping. This is a positive impact as it will prolong the life of the landfill site.

| Level of Service | Key Performance Measures | Last Year's performance (2015/16) | Annual Performance Target Years 1-3 | Progress @ 31 March 2017 | Explanation about any variances |
|---|--|--|-------------------------------------|---|---|
| A reliable refuse and recycling collection service is provided | % of residents that receive the service are satisfied | 100% | 100% | No information to date | The next Residents survey will be undertaken in the first quarter 2018 |
| A reliable transfer station service | % of residents satisfied | 95% | 100% | No information to date | The next Residents survey will be undertaken in the first quarter 2018 |
| Solid waste is managed appropriately | All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly | <p>Consents in place = 100%</p> <p>Monitoring of Butlers = 100%</p> <p>= Monitoring was not 100% for other sites</p> | 100% | <p>All consents that are required at this time are in place and current.</p> <p>All monitoring is up to date for the landfills.</p> <p>Consents that are no longer required have been surrendered.</p> <p>Capital projects are tracking along as required.</p> | Due to the Solid Waste Engineer position not being filled from March, there was no staff trained or with capacity to undertake monitoring. Arrangements have been made for monitoring to be undertaken by an external party, this work commenced in April 2017. |
| Education about waste minimisation is provided to the community | Number of visits to schools and community groups | 3 different school groups have been taken to the transfer station and landfill. Handouts and informative narrative undertaken. | 3 schools, 3 groups per annum | <p>Schools have been visited as required and visits to the landfill have been ongoing to educate the community to the advantages of waste reduction.</p> <p>Paper for trees has been run successfully with 12 District schools, resulting with a significant amount of material being diverted from the landfill.</p> | |