

A Meeting of the Finance Regulatory and Business Support will be held as follows:

Date: Monday 17 June 2024
Time: 1:30pm
Venue: Council Chambers, 105 Tainui Street, Greymouth

Paul Pretorius
Acting Chief Executive

AGENDA

Members:

Chair:

Deputy Chair:

Members: Mayor Tania Gibson
Councillor Allan Gibson
Councillor John Canning
Councillor Peter Davy
Councillor Kate Kennedy
Councillor Robert Mallinson
Councillor Jack O'Connor
Councillor Tim Mora
Kaiwhakahaere Francois Tumahai

(Quorum 5 members)

Contact Telephone: 03 7698600

Email: trish.jellyman@greydc.govt.nz

Website: <https://www.greydc.govt.nz/our-council/agendas-and-minutes/Pages/default.aspx>

The information in this document is provided to facilitate good competent decisions by Council and does in no way reflect the views of Council. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

TERMS OF REFERENCE

Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	Animal Control Risk and Assurance
Legislative Basis	Committee established by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002. Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002
Members	Mayor Eight Councillors (8) Independent Iwi representative (1)
Quorum	Five members (5)
Meeting frequency	Six weekly or as and when required.
Terms of Reference	<p>The purpose of the Committee is to:</p> <p>Finance</p> <ol style="list-style-type: none"> a) Advise and support the Mayor on the development of the Long Term Plan (LTP) and Annual Plan (AP). b) Monitor the overall financial management and performance of the Council including appropriate financial forecasting and cashflow monitoring. c) Make financial decisions required outside of the annual budgeting processes. <p>The committee will establish an annual work programme outlining key focus areas in line with its responsibilities, which include:</p> <ul style="list-style-type: none"> • Advising and supporting the Mayor on the development of the LTP and AP for consideration by the Council. • Financial policy related to LTP and AP. • Setting of rates. • Preparation of the consultation document and supporting information, and the consultation process, for the LTP and AP. • Establishing and managing a structured approach to the approval of non-budgeted expenditure (including grants, loans or

	<p>guarantees) that reinforces value for money and expectation of tight expenditure control.</p> <ul style="list-style-type: none"> • Performance measures and monitoring. • Write-offs. • Acquisition of property in accordance with the LTP. • Disposal in accordance with the LTP.
Powers	<ol style="list-style-type: none"> I. All powers necessary to perform the committee’s responsibilities, including: <ol style="list-style-type: none"> (a) Approval of submission to an external body. (b) Establishment of working parties or steering groups. II. The Committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee. III. If a decision is a budgetary or financial decision that relates primarily to the Finance and Regulatory and Business Support Committee responsibilities, the Committee has the powers to make associated decisions on matters that would otherwise be decided by other committees. For the avoidance of doubt, this means that matters do not need to be taken to multiple committees for decisions. IV. The Committee does not have: <ol style="list-style-type: none"> (a) The power to establish subcommittees. (b) Powers that the Council cannot delegate or has retained to itself.

	<p>Regulatory</p> <ul style="list-style-type: none"> • To develop and approve Council’s regulatory policies, and review as appropriate as necessary. • To develop district bylaws and recommend them for Council approval, and review as appropriate and necessary. • To consider any reports relating to any regulatory function to the Council. • To ensure that Council meets all compliance requirements relating to its regulatory responsibilities. • To approve contracts relating to the responsibilities of the Committee. • Review of changes to central government policy or laws affecting Council’s regulatory and policy functions; review of regulatory functions or planning documents and policies of external agencies (including Regional Policy Statements and Plans), and lodgement of responses / submissions as necessary. • Regulatory policy and administration of regulatory functions. • Animal control and dog control. • Responsible camping. • Parking control. • Building Control
Limits to Delegation	<p>Matters that cannot be delegated by Council include:</p> <ul style="list-style-type: none"> • The power to make a rate. • The power to make a bylaw. • The power to borrow money, or purchase or dispose of assets, other than in accordance with the long term plan. • The power to adopt a long term plan, annual plan, annual report. • The power to appoint a Chief Executive. • The power to adopt policies required to be adopted and consulted on under this Act in association with the long term plan or

	<p>developed for the purpose of the local governance statement.</p> <ul style="list-style-type: none">• The power to adopt a remuneration and employment policy.
--	--

SUB-COMMITTEE IN OPEN MEETING

GENERAL BUSINESS AND TABLED ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Sub-Committee members are reminded that if he/she has a direct or indirect interest in any item on the agenda be it pecuniary or on grounds of bias and predetermination, then he/she must declare this interest and refrain from discussing or voting on this item.

Table of Contents

1	APOLOGIES AND DECLARATIONS OF INTEREST	8
1.1	APOLOGIES.....	8
1.2	UPDATES TO THE INTERESTS REGISTER	8
1.3	IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA.....	8
1.4	NOTIFICATION OF LATE ITEMS.....	8
2	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	9
2.1	CONFIRMATION OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 29 APRIL 2024	9
2.2	RECEIPT OF MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 4 JUNE 2024	9
3	AGENDA ITEMS.....	19
3.1	REGULATORY, RECREATION, BUSINESS SUPPORT AND CUSTOMER SERVICES REPORT	19
3.2	FINANCE REPORT FOR THE PERIOD ENDING 31 MAY 2024.....	45
3.3	ACTIVITY BASED MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 MAY 2024	52
4	IN COMMITTEE ITEMS.....	87
4.1	CONFIRMATION OF IN COMMITTEE MINUTES OF FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 29 APRIL 2024.....	87
4.2	RECEIPT OF IN COMMITTEE MINUTES OF THE RISK AND ASSURANCE SUB- COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 4 JUNE 2024	87
5	SUB-COMMITTEE RESUMES IN OPEN MEETING.....	88

1 APOLOGIES AND DECLARATIONS OF INTEREST

1.1 APOLOGIES

Cr Rex MacDonald is on leave of absence from 17/06/24 to 17/06/24

1.2 UPDATES TO THE INTERESTS REGISTER

Sub-Committee members to please advise if there are any changes to be made to the current Interests Register.

1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA

Notification from committee members of:

- 1.3.1 Any interests that may create a conflict with their role as a committee member relating to the items of business for this meeting (prior to taking part in the deliberation of a particular item); and
- 1.3.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968.

1.4 NOTIFICATION OF LATE ITEMS

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

- 1.4.1 The Committee by resolution so decides; and
- 1.4.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

2.1 CONFIRMATION OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 29 APRIL 2024

SUGGESTED RECOMMENDATION

That the minutes of the Finance Regulatory and Business Support Committee held on 29 April 2024 be confirmed as true and correct.

2.2 RECEIPT OF MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 4 JUNE 2024

SUGGESTED RECOMMENDATION

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 4 June 2024 be received and noted.

MINUTES OF THE FINANCE REGULATORY AND BUSINESS SUPPORT OF THE GREY DISTRICT COUNCIL**Held in Council Chambers, 105 Tainui Street, Greymouth****on Monday 29 April 2024 commencing at 3.01 pm**

PRESENT: Cr Rex MacDonald (Chair)
Mayor Tania Gibson, Councillor Allan Gibson, Councillor John Canning, Councillor Peter Davy, Councillor Kate Kennedy, Councillor Robert Mallinson, Councillor Jack O'Connor, Councillor Tim Mora

IN ATTENDANCE: Gerhard Roux (Group Manager Support), Neil Engelbrecht (Finance Manager), Aaron Haymes (Group Manager Operations), Kurtis Perrin-Smith (Utilities Infrastructure Manager), Trish Jellyman (Democracy Advisor), Shannon Beynon (Communication & Engagement Manager)

1 APOLOGIES AND DECLARATIONS OF INTEREST**1.1 APOLOGIES**

There were no apologies.

1.2 UPDATES TO THE INTERESTS REGISTER

There were no updates to the Interest Register.

1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA

There were no declarations of interest.

1.4 NOTIFICATION OF LATE ITEMS

There were no late items.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**2.1 CONFIRMATION OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 11 MARCH 2024**

COMMITTEE RESOLUTION FRABS 24/04/009

Moved: Cr Robert Mallinson

Seconded: Cr John Canning

That the minutes of the Finance Regulatory and Business Support Committee held on 11 March 2024 be confirmed as true and correct.

Carried Unanimously

2.2 CONFIRMATION OF THE EXTRAORDINARY FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 9 APRIL 2024

COMMITTEE RESOLUTION FRABS 24/04/010

Moved: Cr Robert Mallinson

Seconded: Cr John Canning

That the minutes of the Extraordinary Finance Regulatory and Business Support Committee held on 9 April 2024 be confirmed as true and correct.

Carried Unanimously

2.3 RECEIPT OF MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 8 APRIL 2024

COMMITTEE RESOLUTION FRABS 24/04/011

Moved: Cr Robert Mallinson

Seconded: Cr John Canning

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 8 April 2024 be received and noted.

Carried Unanimously

3 AGENDA ITEMS

3.1 FINANCE REPORT FOR THE PERIOD ENDING 29 FEBRUARY 2024

Refer page 20 of the agenda.

COMMITTEE RESOLUTION FRABS 24/04/012

Moved: Cr Rex MacDonald

Seconded: Cr Tim Mora

That the Finance Regulatory and Business Support Committee:

- 1. Receives the report and notes the contents.**

The GMS spoke to this report. He requested that item 3.3 be withdrawn as it refers to an item from a previous meeting. The GMS advised that the management accounts will be distributed at the next meeting due to a timing issue for the month ending tomorrow, 30 April 2024.

Cr Mallinson asked for clarification around the fees and charges at \$1.6M for eight months compared to the budgeted \$4.8M, he noted that revenue seems to be in line with what has been budgeted. The FM confirmed that Cr Mallinson is correct and this is just a classification that needs to be moved between fees and charges and grant income.

Cr Mallinson asked if other expenditure figures will be able to be turned around by 30 June. The GMS advised that all projects that have been started will continue but any new projects or projects that are yet to be started will be put on hold unless absolutely necessary in order to cut costs. The Chairman asked for a reassurance that there will be no reduction in services. The GMS advised that there are a few unbudgeted items that need ratification from Council but at this stage any unnecessary spending is being controlled.

Carried Unanimously

4 IN COMMITTEE ITEMS

That the public is excluded from this part of the meeting in relation to:

Agenda item 4.1 and 4.2

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

COMMITTEE RESOLUTION FRABS 24/04/013

Moved: Cr Rex MacDonald

Seconded: Mayor Tania Gibson

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 - CONFIRMATION OF IN COMMITTEE MINUTES OF FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 11 MARCH 2024	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
4.2 - RECEIPT OF IN COMMITTEE MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 8 APRIL 2024	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Carried Unanimously

5 SUB-COMMITTEE RESUMES IN OPEN MEETING

CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.

The meeting concluded at 3.16 pm.

Confirmed

R MacDonald

Chairperson

____/____/____

Date

UNCONFIRMED

MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING OF THE GREY DISTRICT COUNCIL**Held in Council Chambers, 105 Tainui Street, Greymouth****on Tuesday 4 June 2024 commencing at 3.30pm**

PRESENT: Mr Rob Caldwell (Chair)
Mayor Tania Gibson (Deputy Chair), Councillor Rex MacDonald

IN ATTENDANCE: Gerhard Roux (Group Manager Support), Neil Engelbrecht (Finance Manager), Gemma Trezise (People & Capability Business Partner), Shannon Beynon (Communication & Engagement Manager), Trish Jellyman (Democracy Advisor), Megan Bourke (Communications Officer)

1 APOLOGIES AND DECLARATIONS OF INTEREST

1.1 APOLOGIES

COMMITTEE RESOLUTION RA 24/06/014

Moved: Mayor Tania Gibson

Seconded: Cr Rex MacDonald

That the apologies received from Cr Robert Mallinson and Cr Jack O'Connor be accepted and leave of absence granted.

Carried Unanimously

1.2 UPDATES TO THE INTERESTS REGISTER

There were no updates to the Interest Register.

1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA

There were no declarations of interest.

1.4 NOTIFICATION OF LATE ITEMS

There is one late item for the In Committee section of the meeting.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

2.1 CONFIRMATION OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 8 APRIL 2024

COMMITTEE RESOLUTION RA 24/06/015

Moved: Mr Rob Caldwell

Seconded: Mayor Tania Gibson

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 8 April 2024 be confirmed as true and correct.

Carried Unanimously

3 AGENDA ITEMS

3.1 TREASURY UPDATE 31 MARCH 2024

Refer page 15 of the agenda.

The GMS spoke to this report. He advised that there are no significant borrowings scheduled for the next three to six months.

The Chairman asked the GMS if he has any concerns. The GMS confirmed that he has no concerns.

COMMITTEE RESOLUTION RA 24/06/016

Moved: Cr Rex MacDonald

Seconded: Mayor Tania Gibson

That the Risk and Assurance Sub-Committee Meeting:

1. Receives the report and notes the contents.

Carried Unanimously

3.2 HEALTH AND SAFETY REPORT

Refer page 24 of the agenda.

The PCBP spoke to this report. She advised that contractor management area has had some movement.

Cr MacDonald asked how pre-qualification for contractors is going as it is now down from 27 down to 7. The PCBP confirmed that prequalification must be obtained prior to starting work with Council. She stated that the main objective is to make sure everyone that Council is working with is prequalified and that assistance is offered to those needing it. The Chairman asked if the recertification process is the same, the PCBP confirmed that it is a simpler process. She confirmed that there is a calendar reminder system in place for recertification.

Discussion took place around critical risk. It was noted that the Port also falls under this area. The PCBP confirmed that this will provide the programme of work moving forward. The Chairman stated that this is an area that Council does not want to see any incidents in.

COMMITTEE RESOLUTION RA 24/06/017

Moved: Cr Rex MacDonald

Seconded: Mayor Tania Gibson

1. That the Risk and Assurance Sub-Committee Meeting receives the report.

Carried Unanimously

4 IN COMMITTEE ITEMS

That the public is excluded from this part of the meeting in relation to:

Agenda items: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, and 1.7 (late agenda item)

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

COMMITTEE RESOLUTION RA 24/06/018

Moved: Cr Rex MacDonald

Seconded: Mayor Tania Gibson

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 - CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 8 APRIL 2024	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
4.2 - HEALTH & SAFETY UPDATE	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

4.3 - WHISTLEBLOWERS QUARTERLY REPORT - MARCH 2024	s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
4.4 - REPORT ON AUDIT RECOMMENDATIONS FROM MANAGEMENT LETTER	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
4.5 - ICT AND CYBERSECURITY IMPLEMENTATION PLAN ON AUDITS PERFORMED	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
4.6 - SENSITIVE EXPENDITURE REPORT - MARCH 2024	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
1.7 - GREY DISTRICT COUNCIL AUDIT PLAN 30 JUNE 2024	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	maintain legal professional privilege	
--	---------------------------------------	--

Carried Unanimously

5 SUB-COMMITTEE RESUMES IN OPEN MEETING

CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.

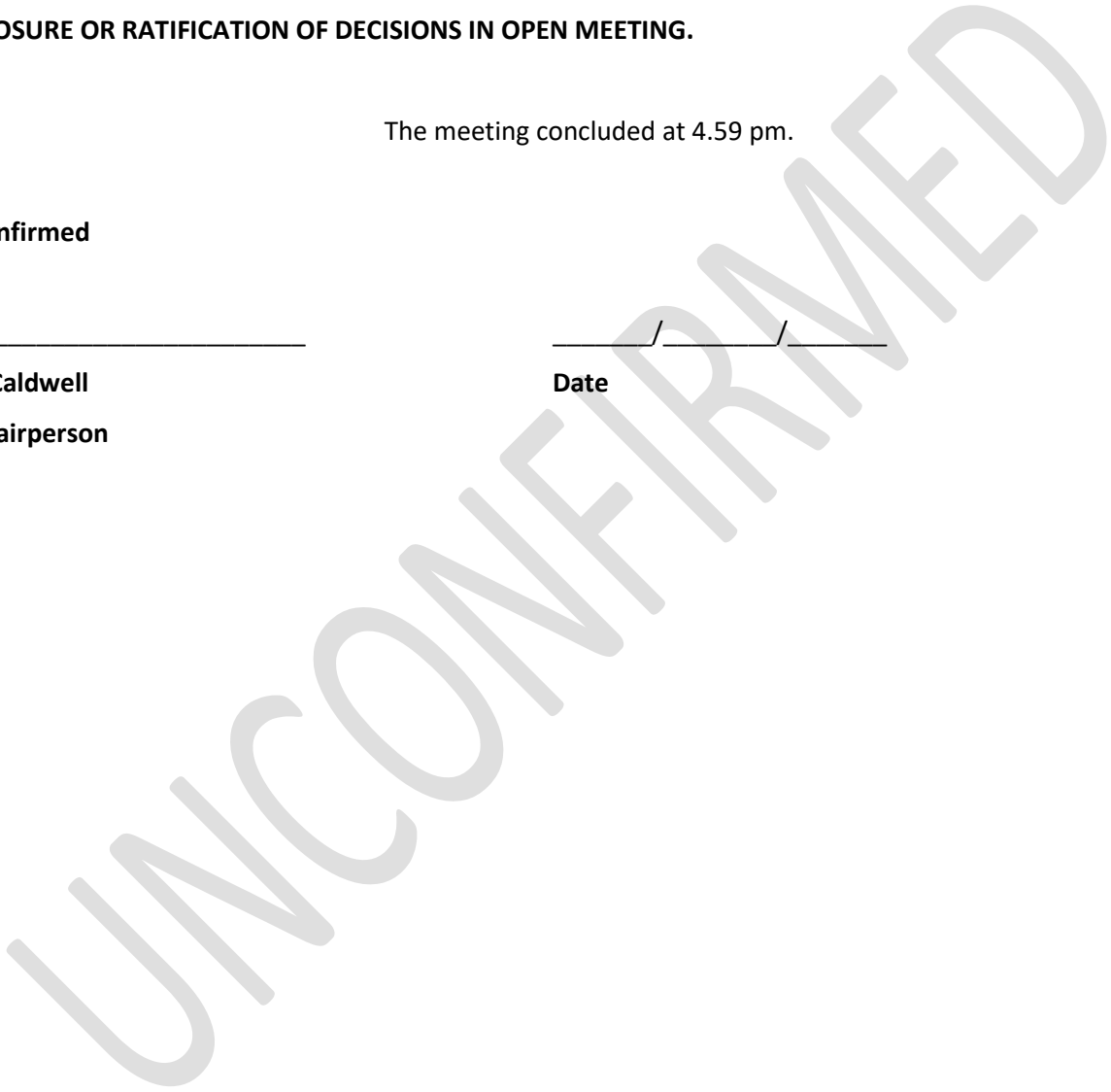
The meeting concluded at 4.59 pm.

Confirmed

R Caldwell
Chairperson

____/____/____

Date



3 AGENDA ITEMS

3.1 REGULATORY, RECREATION, BUSINESS SUPPORT AND CUSTOMER SERVICES REPORT

File Number:

Report Author: Finance Manager

Report Authoriser: Group Manager Support

Appendices: Nil

1. REPORT PURPOSE

- 1.1. This report is to provide an update to the Finance, Regulatory and Business Support Committee with respect to the delivery of functions and activities within the Support Group.

2. OFFICER RECOMMENDATION

That the Finance Regulatory and Business Support Committee:

- 2.1. Receives the Regulatory, Recreation and Customer Services report and notes the information contained herein.

3. REGULATORY DEPARTMENT

3.1. Planning

3.1.1. Staffing

Unfortunately, at the end of April Senior Planner Doug Bray moved on from Council (took up the role of Senior Planner for the TTPP at WCRC). Doug was with Council for not quite 12 months, but this short period of time does not do justice to the input Doug had on planning in the Grey District.

With the resignation of Doug Council was left with no in-house planners. All planning work has been sent to planning consultants. Unfortunately, this will result in a lower level of service for the community.

Recruitment for another senior planner will commence shortly.

3.1.2. Processing

In the month of April Council:

- 6 applications processed.
- 11 applications lodged.
- These figures are slightly ahead of the previous year.

Figures for the year 2023/2024 (to date) are as follows:

- 98 applications processed.
- 98 applications lodged.
- These figures are slightly ahead of the previous year.

3.1.3. Applications of Interest

TiGa Minerals and Metals Limited (Barrytown Sands Mine): The decision on this joint application with WCRC was released by the Commissioner Panel on 29 April. The decision was

for the application to be granted. Per the Resource Management Act any submitting party has 15 working days to appeal the decision to the Environment Court.

3.2. **Te Tai o Poutini Plan**

Involvement in this process continues with both meeting attendance at the Technical Advisory Team and the Joint Committee levels.

In addition, April saw two hearings held Subdivision, Financial Contributions and Public Access and Sites and Areas of Significance (SASM) to Māori. Council participated in the SASM hearing, giving evidence on day two. The topic of SASM has been strongly opposed by Council on the grounds of inadequate consultation particularly with private landowners and issues with the accuracy of the mapped sites.

The outcome of Councils position will not be seen until the decision is made on the plan in its entirety later this year/early 2025.

3.3. **Freedom Camping and Parking Compliance**

3.3.1. Freedom Camping

Occupation of the campsites continues to be high for the shoulder month of April. The sites at Blaketown Tip head, Cobden Bridge & Cobden Dump remain very well occupied. Compliance with regulations is generally good, however 3-5 infringement notices are issued most days for either no certification or certification not showing.

Total infringement notices issued for the month were: 35

3.3.2. Parking

Parking was generally good for the month. With the demolition of the Duncan Hardie building and the resulting large number of cars parking on the empty lot pressure with the on street parking is low. That said tickets were still issued on a daily basis.

Total infringement notices issued for the month were: 110

3.4. **Liquor Licencing**

Applications April: 10

Applications year to date: 167

3.5. **Food & Health Regulation**

Applications April: 3

Applications year to date: 76

3.6. **Noise Complaints**

Complaints for April: 24

Complaints for year to date: 167

3.7. **Animal Control**

Complaints for April: 15

Complaints for year to date: 180

3.8. **Other Regulation**

Due to staffing no general compliance function is being undertaken.

3.9.

4. COMMUNITY, RECREATION AND CUSTOMER SERVICES

4.1. Library

There were more than 5400 visitors to the Library in April at an average of 226 per day.

The school holidays returned, and we ran a full program of events.

The library was heavily involved with the launch of a new local book.

It was another busy (and varied) month for our ‘Device Advice’ sessions with subjects of help ranging from PDF creation to tenancy tribunal advice and house purchase options.

4.1.1 Programmes and outreach

School Holidays: April saw the return of our school holiday programme. For the two weeks in April (13-27) we had six individual events, as well as our Guess What? Gallery and a colouring-in competition. In total, over 250 children and their guardians participated! A great job by Johanna and the team.



Holiday Activity 1: Hatching dinosaurs



Holiday Activity 2: Leaf Sun Catcher



Holiday Activity 3: Caterpillar Pom Poms



Holiday Activity 4: Lego Day

4.1.2 Book launch

The library was heavily involved with the pre-publication and launch of a new local book, *It’s Not the Dog we’re Training*, by Katie and Dean Shannon of Two Brown Dogs & A Cat. The launch of this book was covered in local and national media and the library received the first ever copy! Anthony was credited as an editor.

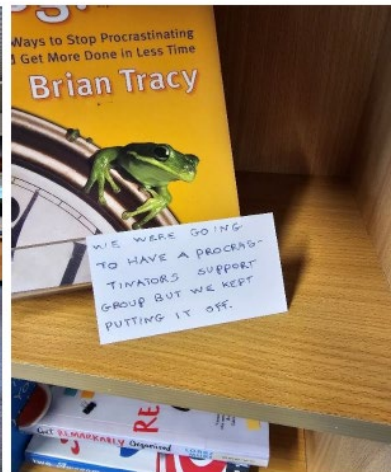


4.1.3 Main Display: ANZAC Day

Reading Room Display: Procrastination (including 'interactive' comment left by anonymous patron)



Display 1 - Procrastination Display



Display 2 - Note left by anonymous patron

4.2 Mayors' Task Force for Jobs

Mayors Task Force for Jobs (MTFJ) in the Grey District has successfully reached its target for sustainable employment outcomes well ahead of the deadline being 30 June 2024. The target was to achieve 38 sustainable outcomes but as of now, the team is currently sitting at 46 placements into full-time sustainable work.

4.2.1. Expo highlight

In addition to achieving employment outcomes, MTFJ Grey District recently held a two day expo which took place in Westport and Greymouth. This expo was a joint initiative between Development West Coast (DWC), MTFJ Grey District, and MTFJ Buller District where the aim was to showcase local job opportunities and connect our local jobseekers with potential employers within our districts. There was over 1200 individuals who attended the two day event and this crowd included jobseekers, youth, and the wider community. The event featured a wide range of local businesses and agencies where they each presented their employment options or pathways; they have available right here on the West Coast. We had just over 40 stands at each location.

4.2.2. Focus moving forward:

MTFJ Grey District is committed to supporting more local jobseekers into full-time sustainable employment. The plan moving forward is to run more expos, hosting information sessions, conducting workshops and also building stronger connections with local agencies where we can create a network of support for all jobseekers.



4.3 Westland Recreation Centre

4.3.1 Summary

April brought the end of the first school term of the year. We had a challenging month with a lot of the issues in the plant room as we approach our Annual Maintenance Shutdown, but we persevered through it. We welcomed a lot of visitors through the school holiday period and provided some rainy-day fun for the kids.

Finance



4.3.2 Wet side

During the school holidays added the Bluelight big inflatable to the schedule poolside. This always draws in a crowd and provides an added extra to our already popular hydrosides.



Swim School

Swim School finished up term 1 lessons and welcome back Richard and Raphaela from university to help us deliver some block lessons over the school holiday period.

We also added the addition of adult lessons and Adult Swim Fit on Wednesday mornings, as we welcome back Amara Gardyne to our Swim School Team.

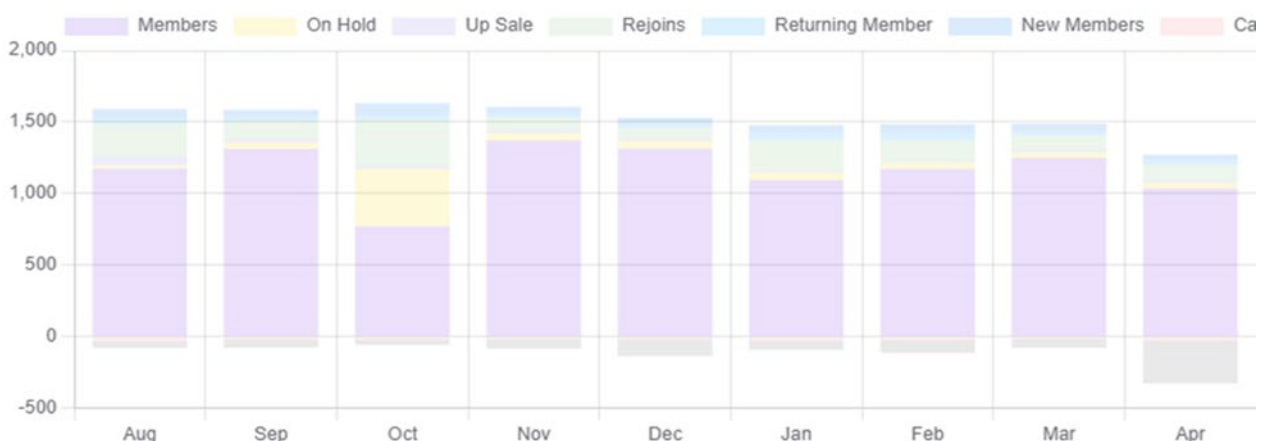
Tori, Caroline, Charlie Anderson, and Charlie Taylor all made their way to Christchurch to attend their TSW AUSTswim course as they take the next step in their journey to become qualified tutors.

4.3.3 Dry side

Membership activity

Member Graph at End of Month

< 2024 >



Fitness Centre

We have had a very challenging month in the fitness centre with staff sick leave. However, we have made it through to other side and managed to keep the Fitness Centre presentable for our members throughout a difficult period. Thanks to the team for stepping up and making sure we kept our service delivery going.

Stadium

School holiday programmes such as FunFest and Basketball holiday programmes were the main users of the stadium throughout April. We also welcomed back most of our winter sports associations as Netball, Basketball and Badminton begin their season.

4.4 Customer Services

April has been a steady month for customer service with staff away in Europe on a well-deserved holiday and break.

Cover for her was arranged through a Fixed-term position, it was advertised with interviews completed, resulting in an appointment. Before starting, she went to help The Finance Team and then a position was created for her within this team. This resulted in her not coming to customer service and the fixed-term position was not approved by the acting CEO, which leaves the Customer Service team short staffed.

April has also seen the CS team take over the LIM setup process and is at least a .5 position causing a large demand, it has been a difficult start due to being a staff member down which resulted in 2 LIMs not being completed within the ten-day time frame when staff member was away sick. Changes to the recording processes have since been made to stop this from happening in the future.

Largest demand categories:

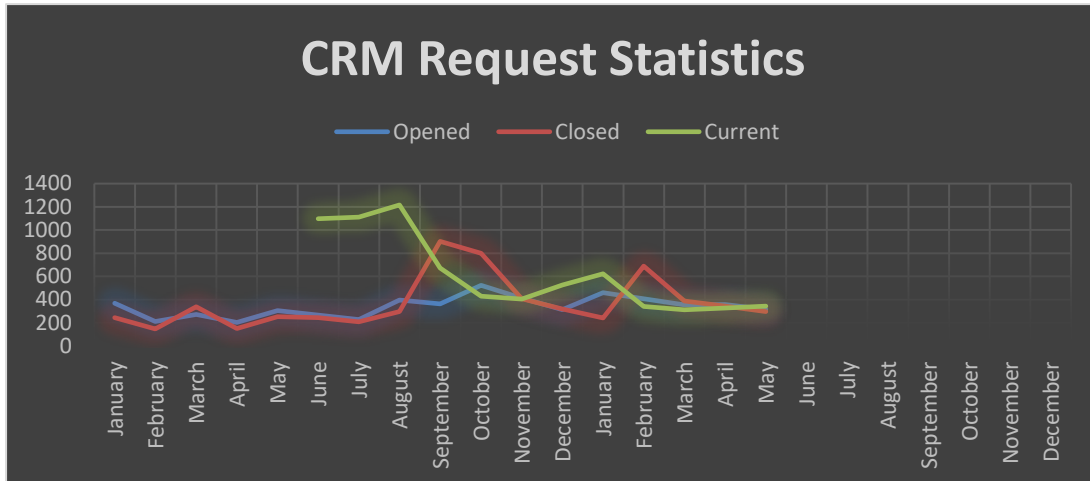
Burst / Leaking Pipes	28
Wheelie Bin Damage	21
Refuse not collected	23
Planning Enquiry	21
Noise Complaints	24

Department open CRM Totals

Assets and Engineering	215
Corporate Services	46
Environment Service / Regulatory	64

4.4.1 CRM

357 Opened
345 Closed
326 Current



4.4.2 Retirement Housing

Been a busy month for coming and goings, sadly we farewell the following tenants who passed away in April:

- Elizabeth Hambley
- Helen Crampton
- Karin Foskett

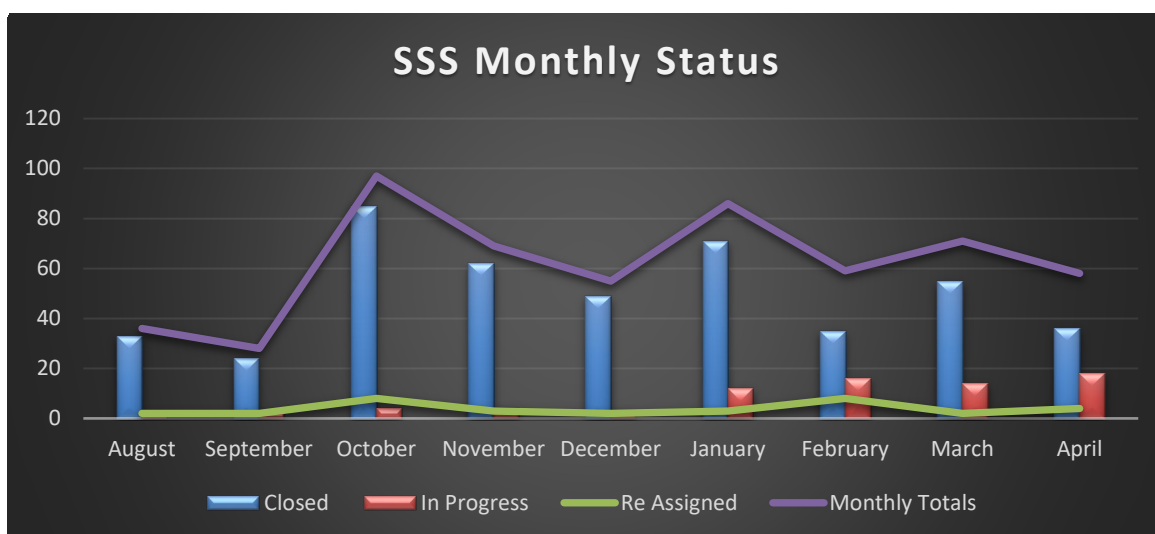
4.4.3 Car Park Leasing

No updates or changes

4.4.4 Snap Send Solve

Live Totals for April 2024, live numbers as of 03/05/2024:

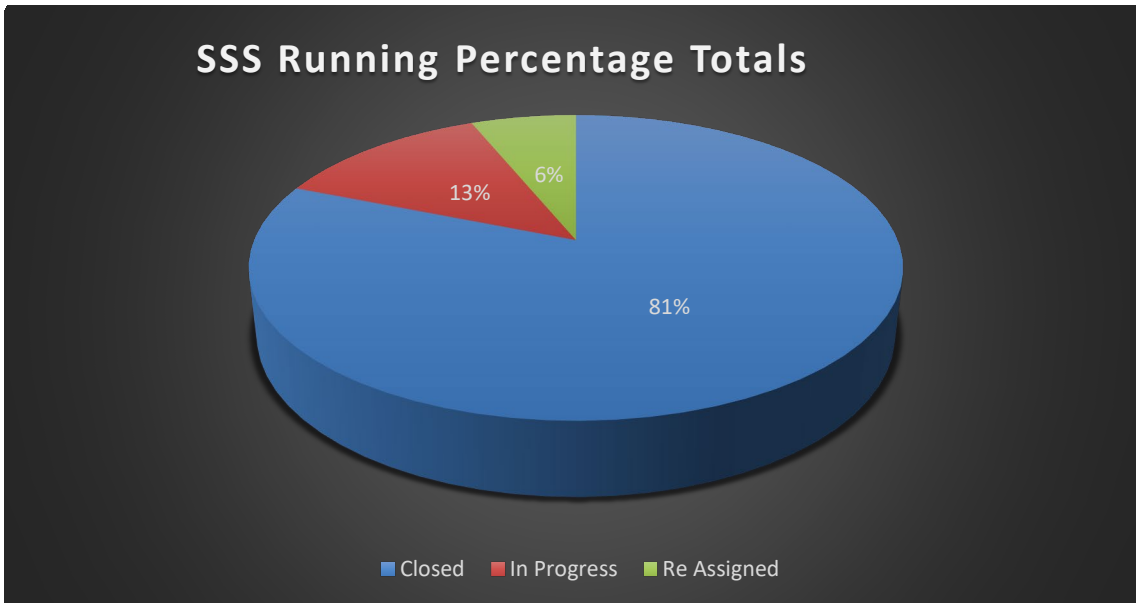
- 58 Snaps Created
- 18 Solved
- 36 In Progress
- 4 Reassigned



Of note: 16 open snaps from 2023 are still in progress.

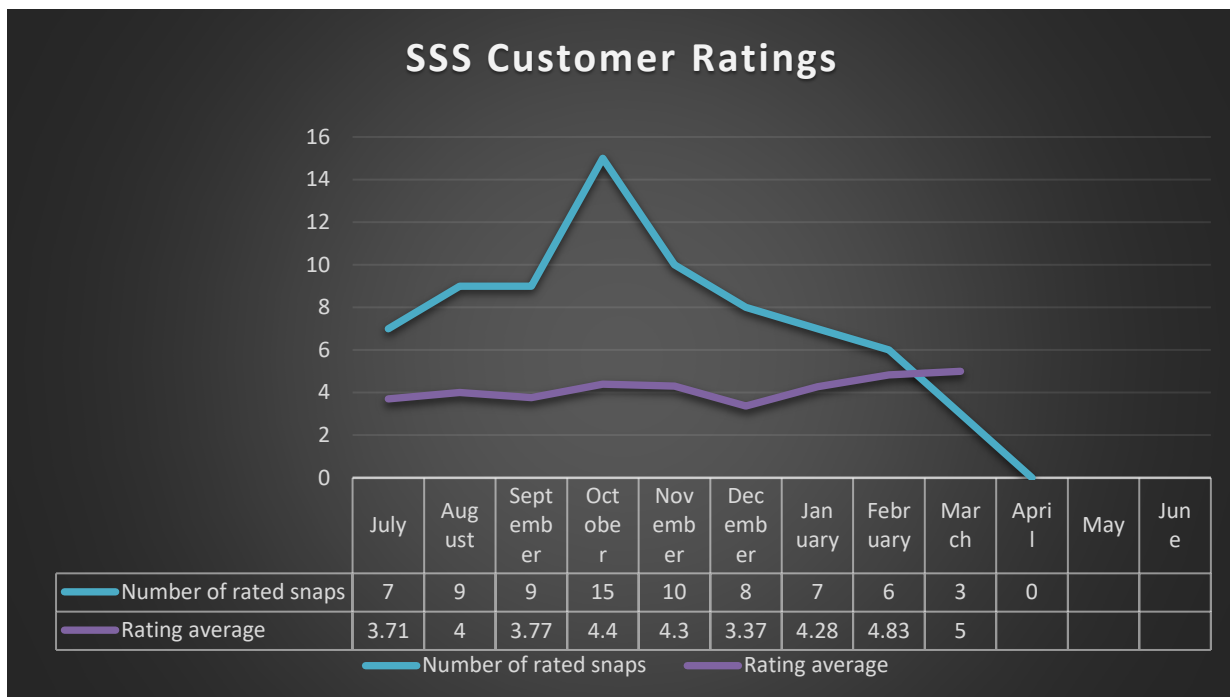
Live SSS Overall Running Percentages (July 2023 – Current)

Closed	472
In Progress	74
Re Assigned	36
Total	583




Snap, Send, Solve Ratings


Total Rated (since July 2023)	74
Average	4.184 (Out of 5)
No ratings given in April	




4.4.5 Happy or Not

Overall performance of the team tracks well. All areas are experiencing challenges due to staff shortages but without any significant impact on service delivery. This is down to team culture and the commitment to serve the community. This month reflects a high number of responses on HappyOrNot. Some feedback is incorrect/unrealistic as per comments below:

 2024-04-18 10:43 AM all good. friendly service, thank you

 2024-04-29 6:38 AM **Something else**
could have gas hot water on hand when maintance is happening

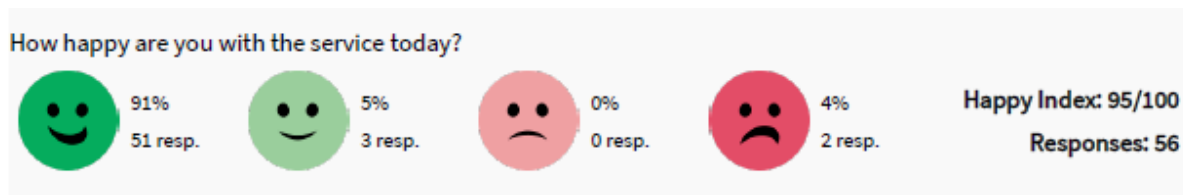
The monthly responses for the WRC have been more than a 1000 which is very good as it provides a good snapshot from users, and are overall very positive:

 2024-04-29 7:41 PM **Something else**
please add a inflatable basketball hoop in the pools please and thank you

Performance Measures

Area	How we'll measure	22/23 target	22/23 measure	23/24 tracking	Comment
Customer Service GDC	% of users satisfied with service	0	0	95%	
Library	% of users satisfied with service	82%	63%	88%	
Westland Centre	Rec % of users satisfied with pools	75%	71%	73%	Pools & stadium combined
	% of users satisfied with stadium	75%	65%	74%	Average of fitness & pools combined
	% of users satisfied with fitness/classes	65%	53%	83%	

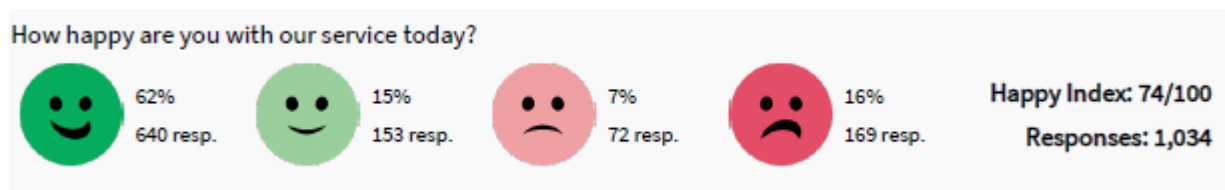
Customer Services:



Library



Westland Recreation Centre



4.5 Projects

Snap, Send, Solve, – on track

CRM – Customer Service team is under pressure until June. Workloads are split across the team and supervisor is currently stepping down to serve customers.

HappyOrNot – Feedback as expected, no major issues.

Museum Services – CRSM will follow up with consultant regarding estimated cost. No proposal received yet. The consultant offered services for the 1st month free of charge, however we need the quote and supervisor is following up.

PARS – Next meeting scheduled for late May to discuss draft strategy.

WRC Café & Reception – On track to be installed 6-26 May. Position description written by CRSM and is currently with HR to review. Request to recruit will be submitted to CE this week.

WRC Roof remedials – Awaiting tender progress update from B&C Manager.

EMSOL Energy Audit – Audit report findings will be presented 2 May 24.

Agfest – Delivered and completed. Debrief meeting is scheduled for 14 May.

Takiwa Poutini Operational Group – CRSM is presenting GDC and attend fortnightly meetings. Feedback is used to support PARS.

5 LAND LEASES

5.1 As usual we are experiencing a busy time within the Lease and Land portfolio. We are in the process of reviewing Policy in order to ensure we are complying with our obligation to ratepayers and the community and managing our leases and land in a prudent, transparent way, in accordance with statutory requirements.

This provides an opportunity to evaluate current policy against an ever- changing financial climate and allows us to fill any gaps or cover any new areas of development.

We are dealing with the usual rental reviews and renewal of Leases, however we are also receiving enquiries for new Leases, Licences to Occupy and to purchase land:

Total number in progress

Current Leases:	118
Lease Rental reviews:	24
Lease CPI Rental reviews:	19
Lease renewals:	15
New leases:	3
Cancellation of Leases	2
Current Licences to Occupy:	168
Licences to occupy CPI Rental reviews:	143

Licences to Occupy Renewals:	160
New Licences to Occupy:	4
Freeholding of Land:	4
Freeholding Land Enquiries:	1
Land purchase enquiries:	10



We are currently reviewing all the Leases and Sub-Leases and weighing charges against the cost of administration and any costs incurred by Council (such as Lease costs with Mawhera, rates and other applicable outgoings). This is to ensure these are not being subsidised by ratepayers and there is no shortfall to Council. One particular area of focus is community Leases and developing policy around how to manage these going forwards.

We are about to consider how inspection and maintenance obligations may be better served in order to ensure obligations under the Lease (if any) are monitored and where necessary enforced. This should allow us to ensure Lessees take better care of the property and assist with minimising the appearance of degraded and dilapidated buildings. We are currently dealing with **two** dilapidated and abandoned leasehold residences.

We currently have 168 Licences to Occupy, these are being reviewed and changed over to new Council templates that were developed by legal. We are also investigating new ways in which Licence fees can be determined as our current fees have not been reviewed for quite some time and we need to ensure fees also cover administrative costs involved.

We have several freeholdings of Council land in progress. We are ensuring freeholding is encouraged as outlined in current Council policy.

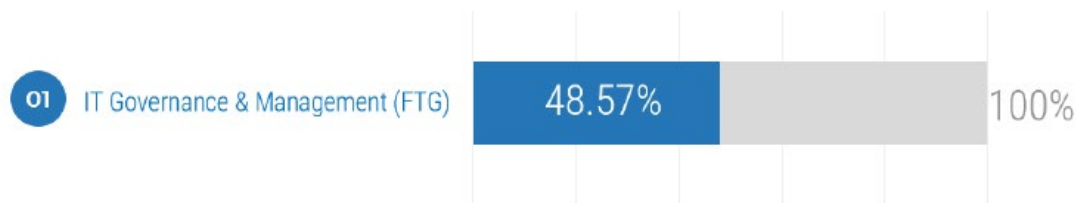
We are working with various departments to assist with the Lease and Land aspects of their current matters and the dynamic of working as a team and collegially is very enjoyable part of this position.

We are working selectively with consultants where necessary, however are undertaking as much as we can in-house and preparing preliminary work in-house where at all possible to ensure costs are kept to a minimum for Grey District Council.

We have been exploring more suitable Property Software and have been researching and engaging with others. This is proving difficult with our current invoicing system and locating something that integrates well with Authority.

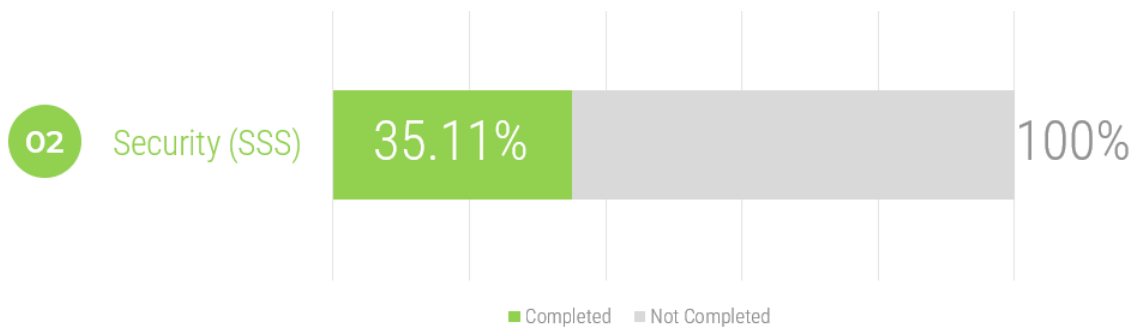
Topic	Intent	Agenda	Frequency
Reports on security audit	Inform the ELT and Council stakeholders on the status and progress of IT & Governance and Security audit reports.	<ul style="list-style-type: none"> • Updates on progress of IT and Governance audit report (FTG) • Updates on progress of Security audit report (SSS) • Overall status and what to expect in the future 	Monthly / Quarterly
Infrastructure and Operations	Inform the ELT and Council stakeholders about current and future needs for availability, performance and capacity of IT systems and infrastructure.	<ul style="list-style-type: none"> • Implementation of Service Desk Plus (ManageEngine) • Email Archiving Solution (Mimecast) • Wide Area Network (WAN) Migration • Core Network Infrastructure Upgrade 	Ad hoc
Strategy and Governance	Inform the ELT and Council stakeholders about current ICT strategy that would help drive future initiatives.	<ul style="list-style-type: none"> • Business capabilities (new vs enhanced) • Project business value and benefits • Business risk assessed 	Annually
Security and Risk	Inform the ELT and Council stakeholders about proactive security and risk initiatives.	<ul style="list-style-type: none"> • Security goals and objectives (alignment and framework) • Top threats and risks for GDC and their business impacts • Risk mitigation strategies and roadmap 	Quarterly

6.1 Update on progress of IT and Governance audit report (FTG) (as of April 2024)

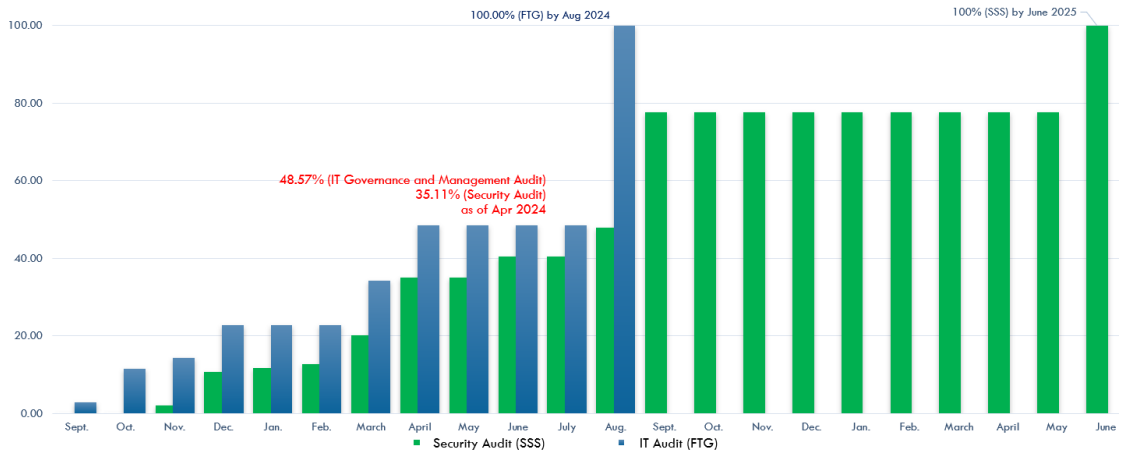


The estimated completion date is August 2024.

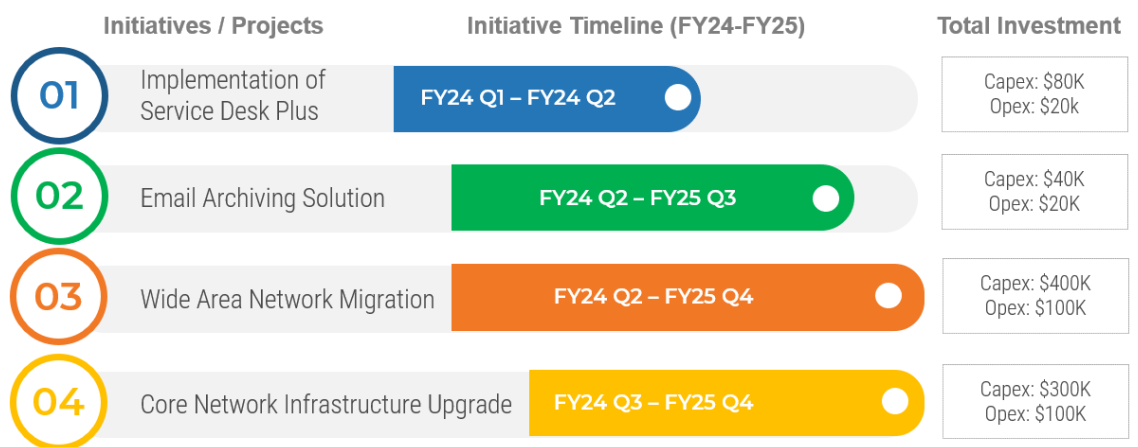
6.2 Update on progress of Security audit report (SSS) (as of April 2024)



The estimated completion date is June 2025.



6.3 IT Infrastructure and Operations



6.3.1 Implementation of Service Desk Plus (ManageEngine)

ServiceDesk Plus is a comprehensive IT service management (ITSM) software that offers a wide range of benefits for organizations looking to streamline their IT operations and provide efficient support to their employees. Some of the key benefits of ManageEngine ServiceDesk Plus include:

- Incident and problem management: ServiceDesk Plus will help GDC quickly identify, prioritize, and resolve IT incidents and problems, thereby minimizing downtime and improving productivity.
- Change management: The software allows GDC to manage changes to the IT infrastructure in a controlled and systematic manner, reducing the risk of disruptions and ensuring compliance with ITIL best practices.
- Asset management: ServiceDesk Plus will help GDC track and manage IT assets, including hardware, software, and other resources, enabling better asset utilization and cost management.

Overall, ManageEngine ServiceDesk Plus provides a powerful ITSM solution that can help GDC improve service quality, increase efficiency, and reduce costs associated with IT support operations.

6.3.2 Email Archiving Solution (Mimecast)

Mimecast email archiving solution is important for organizations for several reasons:

- **Compliance:** Email archiving solutions will help GDC meet regulatory compliance requirements by securely storing emails and ensuring they are easily accessible for auditing purposes.
- **Legal eDiscovery:** In the event of litigation or a legal dispute, email archiving solutions can help GDC quickly retrieve relevant emails and data to support their case, reducing the time and cost associated with eDiscovery requests.
- **Data Retention:** Email archiving solutions help GDC retain important business records and communications for a specified period, ensuring data integrity and providing a historical record of communications.
- **Storage management:** By archiving older emails and attachments, GDC can free up space on email servers, improve email system performance, and reduce storage costs.
- **Business Continuity:** Email archiving solutions help organizations safeguard against data loss due to accidental deletion, corruption, or system failure by providing a secure backup of all email communications.
- **Security:** Oftentimes, email archiving solutions offer advanced security features like encryption, data loss prevention, and tamper-proof storage, helping organizations protect sensitive data and mitigate the risk of data breaches.

Overall, Mimecast email archiving solution plays a critical role in helping organizations manage and secure their email communications effectively, ensuring compliance, data retention, legal support, and improved email system performance.

6.3.3 Wide Area Network (WAN) Migration

Migrating from a traditional Multiprotocol Label Switching (MPLS) network to a Software-Defined Wide Area Network (SD-WAN) offers several key benefits and advantages for GDC:

- **Cost Savings:** SD-WAN can significantly reduce operational costs by leveraging multiple connection types, such as broadband internet, to create a more cost-effective network infrastructure compared to MPLS.
- **Improved Performance:** SD-WAN optimizes network traffic by dynamically routing data over the most efficient path, resulting in improved application performance and reduced latency.
- **Enhanced Flexibility:** SD-WAN provides greater flexibility to scale network bandwidth up or down based on business needs, allowing organizations to adapt quickly to changing requirements.
- **Increased Resilience:** SD-WAN offers built-in redundancy and failover capabilities, ensuring network uptime and reliability even in the event of a connection failure.
- **Centralized Management:** SD-WAN solutions provide centralized management and control of network traffic, allowing IT teams to monitor and manage the network more efficiently.

- **Application Prioritization:** SD-WAN enables organizations to prioritize critical applications over less important traffic, ensuring optimal performance for key business applications.
- **Security:** SD-WAN solutions often include advanced security features such as encryption, firewall capabilities, and threat detection, enhancing network security and protecting data in transit.
- **Cloud Connectivity:** SD-WAN simplifies connectivity to cloud services by providing direct access to cloud applications and services, improving user experience and productivity.
- **Scalability:** SD-WAN is highly scalable and can easily accommodate the addition of new sites or users without the need for significant infrastructure changes.
- **Future-Proofing:** By migrating to SD-WAN, GDC can future-proof its network infrastructure and adapt to emerging technologies and business requirements more effectively.

Overall, migrating from MPLS to SD-WAN offers organizations a more agile, cost-effective, and efficient network solution that can improve performance, flexibility, security, and scalability while reducing operational costs.

6.3.4 Core Network Infrastructure Upgrade

Upgrading core network infrastructure offers GDC several key benefits that can enhance overall performance, security, and efficiency. Some of the benefits of upgrading core network infrastructure include:

- **Improved Performance:** Upgrading core network components such as routers, switches, and firewalls can help optimize network traffic flow, reduce latency, and increase bandwidth capacity, resulting in better performance for critical applications and services.
- **Enhanced Security:** Newer network infrastructure often includes advanced security features such as intrusion detection and prevention systems, encryption capabilities, and regular security updates, helping organizations better protect against cyber threats and data breaches.
- **Scalability:** Upgraded core network infrastructure provides the flexibility to scale network capacity and accommodate the addition of new devices, users, and applications as the organization grows, ensuring scalability and future readiness.
- **Reliability and Uptime:** Modern core network infrastructure is designed to provide high availability and reliability, with built-in redundancy, failover mechanisms, and disaster recovery capabilities to minimize downtime and ensure continuous network operation.
- **Network Monitoring and Management:** Upgraded core network infrastructure often includes centralized management and monitoring tools that enable IT teams to proactively monitor network performance, analyze traffic patterns, and troubleshoot issues quickly and efficiently.

- Support for New Technologies: Upgraded core network infrastructure can support the adoption of emerging technologies such as Internet of Things (IoT), cloud services, virtualization, and software-defined networking, enabling organizations to leverage these technologies for innovation and digital transformation.

Overall, upgrading core network infrastructure is essential for GDC to stay competitive, secure, and agile in today's rapidly evolving digital landscape and to ensure optimal performance, reliability, and scalability for their network operations.

6.4 Security and Risk management



Our security operations focus on three key goals:

- reducing the likelihood of data breaches
- improving our network security
- improving compliance.



Our new security risk management program has identified four major risks to mitigate:

- Endpoint vulnerability on a legacy system
- Data leakage
- Denial of Service (DoS) / Phishing Attack / Malware
- Regulatory compliance

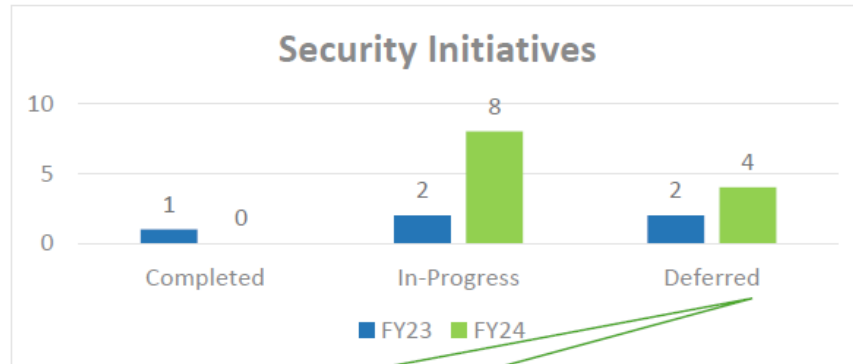
6.4.1 Security Goals and Objectives

Business goals that support:

- Alignment with standard industry framework (NIST and CIS)
- Reduction of security friction
- Improved training and awareness
- Reduction of costs associated with security incidents (e.g. data breach, regulatory fine)
- Reduction of downtime associated with security incidents.

Potential Threats:









 Network Threats	High
 Inside Threats	Low
 Email Threats	Low



Note: Deferred initiatives (Projects) due to budget issue.

6.4.2 Top threats and Risks

Cyber threats are always evolving, and there is no silver bullet. The ICT team has adopted a proactive approach to risk identification and analysis.

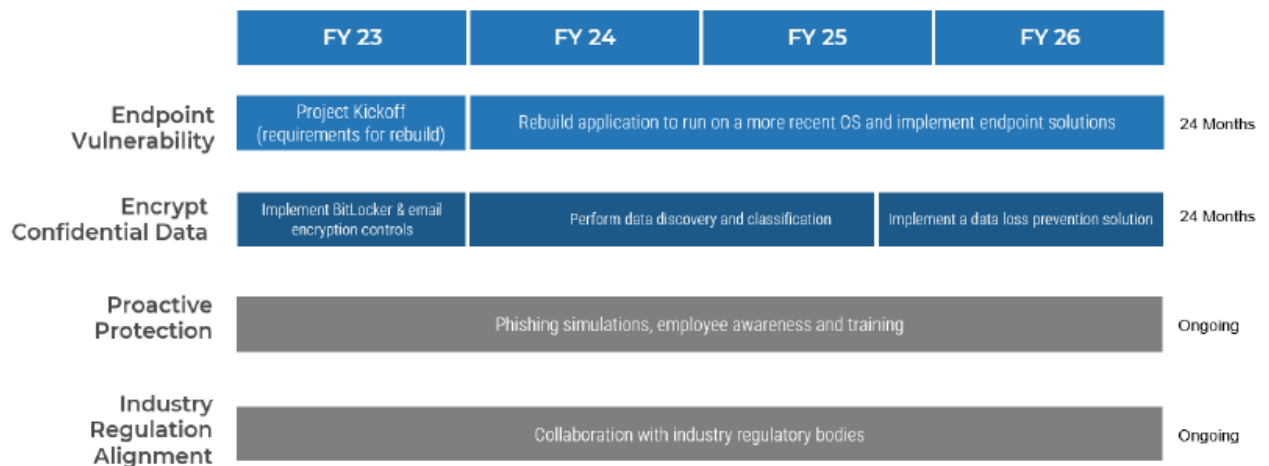
Threat	Risk	Likelihood	Financial Impact	Financial Risk
 Data Breach	 Endpoint Vulnerability	75%	\$1M	\$900K
 Data Breach	 Data Leakage	50%	\$1.5M	\$750K
 Network Security	 Denial of Service, Phishing Attacks, Malware	35%	\$500K	\$275K
 Compliance	 Regulation Alignment	45%	\$1M	\$450K

NOTE: The financial impact of these threats could include a combination of loss of revenue and any regulatory fines imposed. These costs could be derived from the industry's average cost of threat or extrapolated from financial costs incurred in past security incidents.

Risk Analysis

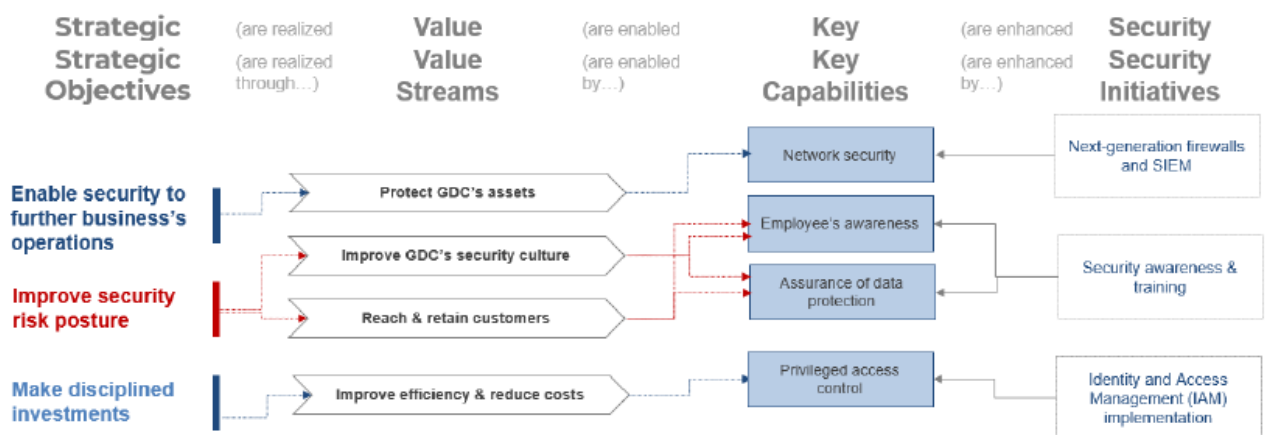
	Risk	Business Impact	Recommendation
Endpoint Vulnerability	Major vulnerability identified in legacy system	Disruption to operations in support, engineering, and operations departments	Implement endpoint solutions and tools – action required
Data Leakage	Confidential data is not encrypted properly or protected	Customer and council data breach, severe regulatory fines in event of breach, and reputational damage	Implement strong encryption protocols and access control measures. – action required
Denial of Service (DoS), Phishing Attack, Malware	Improving – increasing internal phishing simulations and lack of security awareness/training.	Lack of employee awareness could result in phishing and malware attacks and leaked information	Continued investment in internal training – no action required
Industry Regulation Alignment	75% and increasing	Incomplete alignment could expose us to regulatory fines and penalties	Continued efforts in regulatory alignment – no action required

6.5 Risk mitigation strategies and road maps

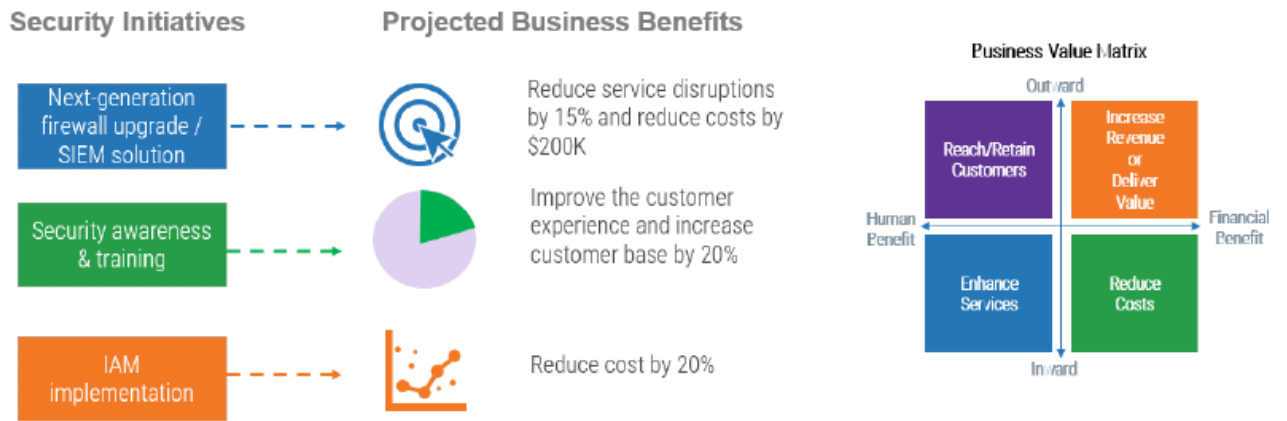


6.6 IT Strategy and Governance implementation

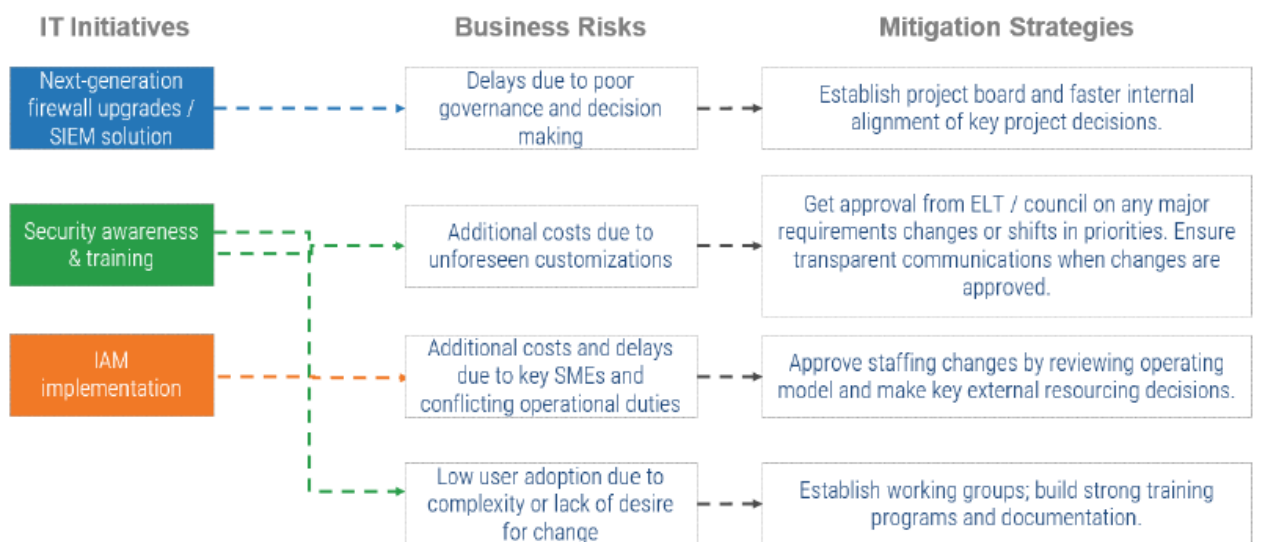
6.6.1 Business capabilities



6.6.2 Projected business value and benefits



6.6.3 Business risks assessed



The ICT department is prepared with a list of business risks along with a proactive approach to mitigating them. ICT has planned for unforeseen business disruptions or risks and is dedicated to the success.

7 FINANCE

7.1 Enhanced Annual Plan

The draft enhanced annual plan has been completed and is currently being consulted on, with final deliberations and hearings on 4 June 2024. The document will then be updated and finalized and is on track for adoption.

ENHANCED DRAFT

ANNUAL PLAN 2024/2025

VERSION 2.0



7.2 Annual Report 2023/2024

The planning stage of the annual report audit has begun, with the auditors on site to start their interim audit early June.

The annual report document has been started and the model designed for input of numbers.

The finance manager is working on a final project plan in conjunction with the communications team to ensure that the audit process, document preparation and all communications run efficiently and on time.

7.3 Long Term Plan

Planning for the preparation of the 2025-2034 LTP and LTP audit has begun. The auditors have engaged Council to plan the audit, with the audit to start towards the end of November, dates to be finalised.

Council will leverage of the budgets prepared as part of the Enhanced Annual plan, as the budgets were initially prepared for 10 years, and this information will be used as a starting point to budget for the next 10 years.

7.4 ERP Conversion project

The finance manager and GMS are busy preparing the final request for proposal to go out to supplier to replace our current ERP system.

Presentations has been made to council and council staff by the 3 identified suppliers, and the finance manager and GMS is busy preparing evaluation criteria and scoring, to select the successful supplier.

Once a supplier has been selected, work will be started, however this process will take between 12 – 18 months.

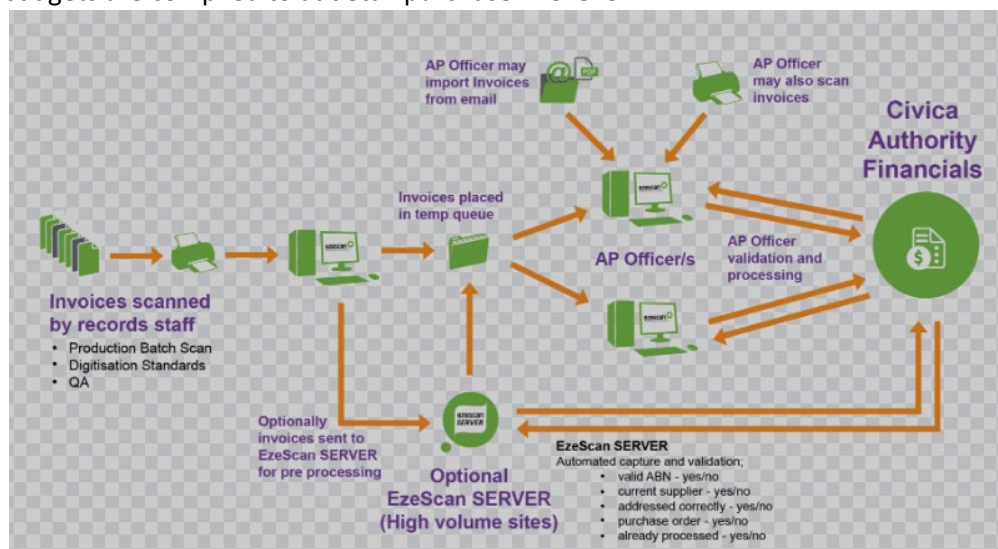
7.5 Financial control and control environment

The finance manager and finance team have started working through the financial controls and processes to ensure that there are sufficient controls to mitigate the financial risks, whether due to fraud or error, to an acceptable risk.

7.6 Procure to Pay implementation

We are implementing an automated works/purchase order system to replace our manual procurement books. These automated procurement orders will be linked to live data availability and aligned with the automated control in terms of the delegation manual for each role. Once a procurement requestor has filled in their desired goods or services the one up manager would need to approve the purchase order before the request for works is sent to the supplier. If a purchase or quote is above the tenders level a tender number will need to be captured to issue the purchase order or recurring purchase order.

This would lead to better committed funds being recorded at purchase order level to ensure budgets are complied to at detail purchase line level.

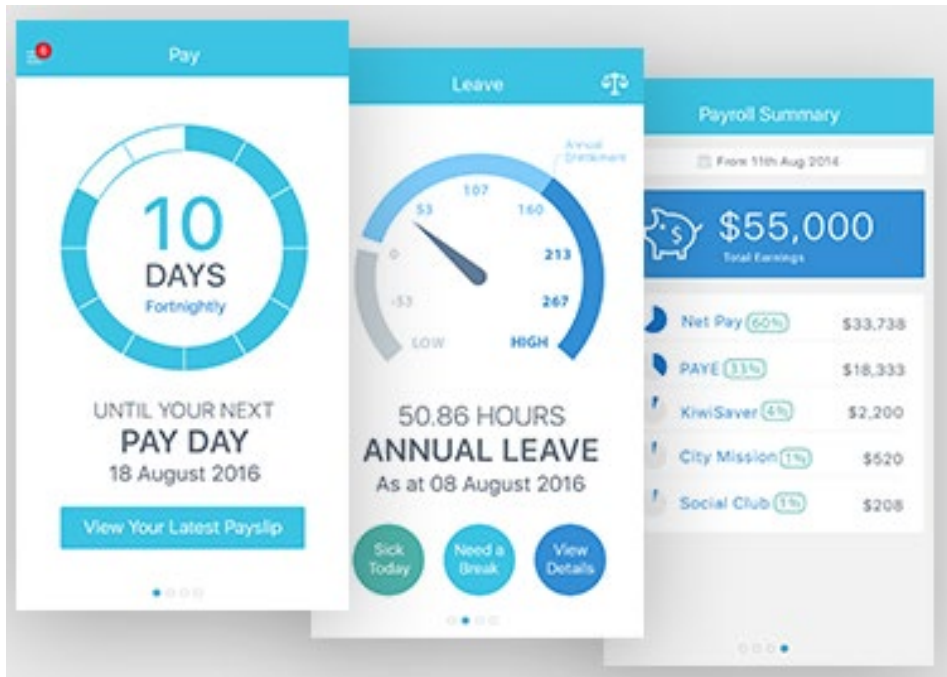


7.7 Automated timesheets and outsourcing payroll

As part of streamlining and enhancing efficiency, we are in the process of outsourcing payroll processing to DataPay.

Currently conducting an audit in collaboration with HR to verify the accuracy and compliance of all payroll processes and data, ensuring a seamless transition to DataPay.

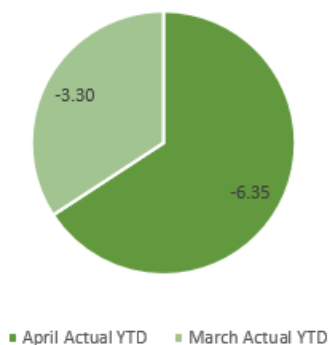
Phase one of the outsourcing of payroll, being electronic timesheets has been prepared and set up, and will go live once they payroll audit is complete and should there be any discrepancies, these resolved.



7.8 Creditors

We aim to process urgent invoices promptly for payment. Our current invoices we aim to pay within 30 days of the invoice date. Our average creditor invoice days are currently:

Average Credit Invoice Days



7.9 Debtors and debt recovery

We are starting to address long-standing debt collections.

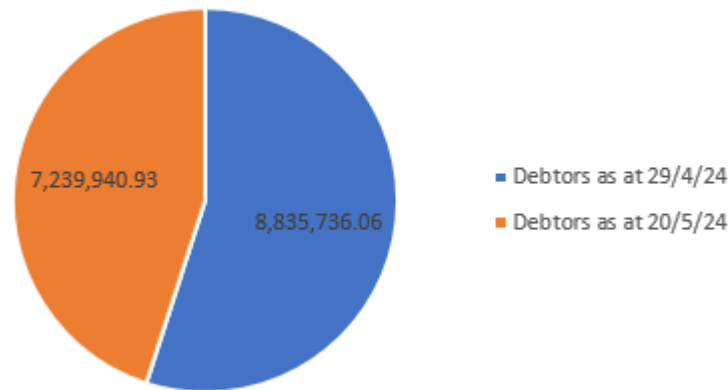
Contacting direct debit clients to align current debits with our updated GDC Direct Debits process by transitioning them to a single day per week.

We have handed over \$668,401.07 for debt collection. We have had success in the collection of \$80,662.31 arrears.

Aiming to significantly reduce outstanding debts aged 90+ days by 30 June 2024.
 Our current debtors as at 20/05/2024

	Current	Overdue	Total
Dogs	- 95.00	- 347.94	- 442.94
Rates	3,978,099.91	279,477.57	4,257,577.48
Other	1,704,828.96	2,874,215.50	4,578,601.52

Debtors Comparison



7.10 Rates and water billing

A stricter direct debit process has been implemented, recalculating dishonors, and cancelling direct debits after three dishonors within the current rating year. This has reduced dishonors and ensured penalties for ratepayers with insufficient payment arrangements, with debts passed to Resolve Collections.

Close collaboration has helped identify properties for rating sales and issue mortgagee demands to recover debts.

All ratepayer queries have been addressed promptly, enhancing satisfaction and trust. In the next three months, the focus will be on further improving the efficiency and effectiveness of the Rates function with the following plans:

- Ensure the RID is up to date for setting the rates.
- Set the rates for the 2024/25 year.

- Recalculate direct debits and notify approximately 2300 ratepayers.
- Follow up on fixed direct debits and establish sufficient payment arrangements.
- Process approximately 600 rebates in August for low-income ratepayers for Instalment 1.
- Forward outstanding debts from the 2023/24 rating year to Resolve Collections.
- Implement paperless systems wherever possible to increase efficiency and reduce paper usage.

7.11 Grants and claims submitted

MBIE/BRANZ building consent levies are up to date.

NZTA claims are up to date. Amounts claimed and received since March is \$2,413,702.00

Better off funding is fully committed. Recent claims prepared for Kotare Domain has been made amounting to \$75,814.60. A claim for milestone of the new building project seeks recovery of \$1,148,986.54 made on 29/05/2024.

7.12 Bond management

Managing bonds received from developers as part of various development projects. Despite limited information making this task complex and time-consuming, progress is being made. New processes are being documented to ensure future clarity and continuity.

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
 - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

3.2 FINANCE REPORT FOR THE PERIOD ENDING 31 MAY 2024

File Number: F/7
Report Author: Finance Manager
Report Authoriser: Group Manager Support
Appendices: Nil

1. REPORT PURPOSE

To provide the Committee with an overview of the Council's financial performance for the period ending 31 May 2024.

2. OFFICER RECOMMENDATION

That the Finance Regulatory and Business Support Committee:

1. Receives the report and notes the contents.

3. BACKGROUND

- 3.1. Council's financial year runs from 1 July to 30 June. This report displays the unaudited financial results for the period.
- 3.2. The budget includes the approved 2023/24 Annual Plan budget plus carry forwards and a comparison to the audited 2022/23 actual figures.

4. DISCUSSION



**Statement of Comprehensive Revenue and Expense
for the 11 months ending 31 May 2024**

	Actual 11 months 2024 \$000	Budget 12 months 2024 \$000	Actual 12 months 2023 \$000
REVENUE			
Rates revenue	20,062	22,108	20,285
Fees and charges	4,874	4,808	4,480
Development and financial contributions	691	65	197
Subsidies and grants	9,395	5,096	10,215
Interest revenue	222	171	503
Other revenue	6,319	1,116	1,693
Total revenue	41,563	33,364	37,373
EXPENSES			
Personnel costs	6,897	7,643	7,086
Depreciation and amortisation expense	10,664	11,209	11,797
Other expenses	24,363	16,530	21,060
Finance costs	1,448	1,421	1,363
Other losses	-	-	-
Total operating expenditure	43,372	36,803	41,306
Net surplus/(deficit) before tax	(1,809)	(3,439)	(3,933)
Income tax expense	-	-	-
Surplus/(deficit) after tax attributable to Grey District Council	(1,809)	(3,439)	(3,933)



**Statement of Financial Position
for the 11 months ending 31 May 2024**

	Actual 11 months 2024 \$000	Budget 12 months 2024 \$000	Actual 12 months 2023 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	2,684	4,427	8,028
Receivables	5,072	6,425	5,646
Prepayments	1,456	-	552
Other financial assets	2,000	6,828	587
Derivative financial instruments	-	-	186
	11,212	17,680	14,999
Non Current Assets			
Receivables	-	30	-
Property, plant and equipment	561,181	536,914	558,154
Intangible assets	186	200	209
Investment property	3,870	3,700	3,870
Other financial assets	678	102	618
Derivative financial instruments	593	-	413
	566,508	540,946	563,264
TOTAL ASSETS	577,720	558,626	578,263

	Actual 2024 \$000	Budget 2024 \$000	Actual 2023 \$000
LIABILITIES			
Current Liabilities			
Payables	2,864	6,040	6,815
Employee entitlements	529	542	379
Borrowings	5,000	5,000	7,000
Derivative financial instruments	-	-	-
	8,393	11,582	14,194
Non Current Liabilities			
Provisions	1,001	1,968	1,360
Employee entitlements	-	-	210
Borrowings	25,600	32,418	23,600
Derivative financial instruments	-	95	-
	26,601	34,481	25,170
TOTAL LIABILITIES	34,994	46,063	39,364
EQUITY			
Retained earnings	231,037	238,702	229,731
Special Funds	10,665	7,625	-
Trusts Bequests and Other Reserves	-	174	7,966
Revaluation reserve	301,204	266,063	301,202
Total equity attributable to the Council	542,906	512,564	538,899
TOTAL EQUITY AND LIABILITIES	577,127	558,627	578,263



**Funding Impact Statement - Whole of Council
for the 11 months ending 31 May 2024**

	Actual 11 months 2024 \$000	Budget 12 months 2024 \$000	Actual 12 months 2023 \$000
[A] SOURCES OF OPERATING FUNDING			
General rates, uniform annual general charges, rates penalties	9,898	13,730	12,958
Targeted rates	6,000	8,378	7,886
Subsidies and grants for operating purposes	2,855	1,925	5,697
Fees and charges	5,092	4,808	4,480
Interest and dividends from investments	-	171	503
Local authorities fuel tax, fines, infringement fees, and other receipts	-	1,116	931
Total operating funding [A]	23,845	30,128	32,455
[B] APPLICATIONS OF OPERATING FUNDING			
Payments to staff and suppliers	24,778	24,173	28,127
Finance costs	1,448	1,421	1,363
Other operating funding applications	-	-	-
Total applications of operating funding [B]	26,226	25,594	29,490
Surplus (deficit) of operating funding [A - B]	(2,381)	4,534	2,965
[C] SOURCES OF CAPITAL FUNDING			
Subsidies and grants for capital expenditure	6,540	3,171	4,519
Development and financial contributions	691	65	197
Increase (decrease) in debt	-	6,251	6

Gross proceeds from sale of assets	-	-	102
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding [C]	7,231	9,487	4,824
[D] APPLICATION OF CAPITAL FUNDING			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	-	7,636	3,523
- to replace existing assets	8,643	6,986	9,031
Increase (decrease) in reserves	-	(601)	(4,765)
Increase (decrease) of investments	-	-	-
Total applications of capital funding [D]	8,643	14,021	7,789
Surplus (deficit) of capital funding [C – D]	(1,412)	(4,534)	(2,965)
Funding balance: [A – B] + [C – D]	(3,793)	-	-
	Actual	Full year Budget	Full year Actual
	2024	2024	2023
	\$000	\$000	\$000
Surplus (deficit) of operating funding	(2,381)	4,534	2,965
add sources of capital funding recognised as revenue in statement of comprehensive income			
Subsidies and grants for capital expenditure	6,540	3,171	4,519
Development and financial contributions	691	65	197
adjust for other sources of non cash items excluded from the funding impact statement			
Depreciation and amortisation expense	(6,664)	(11,209)	(11,979)
Net gain (loss) of non current assets held for sale	-	-	365
Net gain (loss) on sale of property plant & equipment	-	-	-
Assets Vested	-	-	-
Surplus / deficit after tax attributable to Grey District Council	(1,814)	(3,439)	(3,933)

5. CONSIDERATIONS

- 5.1. Legal and Legislative Implications
 - 5.1.1. Local Government Act 2022
- 5.2. Financial
 - 5.2.1. Grey District Council 2023/24 Annual Plan
- 5.3. Existing Policy and Strategy Implications
 - 5.3.1. Grey District Council 2021/31 Long Term Plan
- 5.4. Significance and Engagement
 - 5.4.1 As the report is information only the assessment of significance is low.

6. NEXT STEPS

- 6.1. The Committee will receive an updated financial report at the next meeting.

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
 - (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
 - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

3.3 ACTIVITY BASED MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 MAY 2024

File Number: F/7
Report Author: Finance Manager
Report Authoriser: Group Manager Support
Appendices: 1. Activity Statements May 2024

1. REPORT PURPOSE

To provide the Committee with an overview of the activity-based management accounts for the three quarters ending 31 May 2024.

2. OFFICER RECOMMENDATION

That the Finance Regulatory and Business Support Committee:

- (a) Receive the report and note the contents.

3. BACKGROUND

- 3.1. Council's financial year runs from 1 July to 30 June. This report displays the activity based divisional management accounts for the period ending 31 May 2024.
- 3.2. The budget includes the approved 2023/24 Annual Plan budget plus carry forwards.

4. CONSIDERATIONS

- 4.1. Legal and Legislative Implications
 - 4.1.1. Local Government Act 2022
- 4.2. Financial
 - 4.2.1. Grey District Council 2023/24 Annual Plan
- 4.3. Existing Policy and Strategy Implications
 - 4.3.1. Grey District Council 2021/31 Long Term Plan

4.4. Significance and Engagement

4.4.1. As the report is information only the assessment of significance is low.

5. NEXT STEPS

5.1. The Committee will receive an updated financial report at the next meeting.

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

- (a) This report contains:
 - (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
 - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

**Activity Statement: Land Transport
For the Period Ended 31 May 2024**

	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	28	46	26	20	76.92%	Favourable	
Development and Financial Contributions	20	8	18	(10)	-55.56%	Unfavourable	1
Subsidies and Grants Received	4,994	7,491	4,578	2,913	63.63%	Favourable	
Other revenue	185	221	170	51	30.00%	Favourable	
Expenses							
Interest expense on borrowings	9	5	8	(3)	-37.50%	Favourable	
Utilities	(61)	82	(56)	138	-246.43%	Unfavourable	2
Consultants and professional fees	210	913	103	810	786.41%	Unfavourable	3
Works orders	2,650	3,379	2,423	956	39.46%	Unfavourable	4
Other operating expenses	790	451	724	(273)	-37.71%	Favourable	

Notes:

1. Roading Manager: Less activities in subdivisions area.
2. Roading Manager: Expenditure budgeted for incorrectly. Electricity is in line with expectation.
3. \$767k is expenditure that will be moved to work in progress assets and capitalised. The remainder is due to an additional amount spent on footpaths for PMO services.
4. Roading manager: Additional works performed, resulting in additional funding as above from NZTA.

Activity Statement: Water Supplies For the Period Ended 31 May 2024							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Development and Financial Contributions	15	118	14	104	742.86%	Favourable	
Other revenue	0	42	0	42	0.00%	Favourable	
Expenses							
Interest expense on borrowings	315	380	289	91	31.49%	Unfavourable	
Insurance	90	94	83	11	13.25%	Unfavourable	1
Utilities	389	314	357	(43)	-12.04%	Favourable	
Consultants and professional fees	12	97	11	86	781.82%	Unfavourable	2
Works orders	848	805	778	27	3.47%	Unfavourable	3
Other operating expenses	400	400	367	33	8.99%	Unfavourable	4
Notes							
1. Increased insurance premium on revalued infrastructure							
2. Emergency works performed on easter weekend for storm damage.							
3. Multi UV lamps purchased for Greymouth water supply plus easter weekend storm damage.							
4. Increases in SCADA costs above budget							

**Activity Statement: Solid Waste
For the Period Ended 31 May 2024**

	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	954	1,359	875	484	55.31%	Favourable	
Subsidies and Grants Received	70	111	70	41	58.57%	Favourable	
Other revenue	220	32	202	(170)	-84.16%	Unfavourable	1
Expenses							
Interest expense on borrowings	7	88	6	82	1366.67%	Unfavourable	
Grants	10	14	10	4	40.00%	Unfavourable	IM
Insurance	13	60	12	48	400.00%	Unfavourable	2
Utilities	25	23	22	1	4.55%	Unfavourable	
Consultants and professional fees	47	46	43	3	6.98%	Unfavourable	IM
Works orders	3,218	2,382	2,940	(558)	-18.98%	Favourable	
Other operating expenses	168	236	151	85	56.29%	Unfavourable	3

Notes

1. Internal overhead allocations below budget. Final allocation will be done at year end.
2. Increased insurance premium on revalued infrastructure.
3. The variance relates to internal overhead charges being different to budget.

Activity Statement: Wastewater For the Period Ended 31 May 2024							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	76	95	59	36	61.02%	Favourable	
Development and Financial Contributions	30	351	28	323	1153.57%	Favourable	
Other revenue	22	65	20	45	225.00%	Favourable	
Expenses							
Interest expense on borrowings	593	589	543	46	8.47%	Unfavourable	
Insurance	177	108	162	(54)	-33.33%	Favourable	
Utilities	331	307	303	4	1.32%	Unfavourable	IM
Consultants and professional fees	70	83	64	19	29.69%	Unfavourable	1
Works orders	737	837	677	160	23.63%	Unfavourable	2
Other operating expenses	352	284	323	(39)	-12.07%	Favourable	
Notes:							
1. Wastewater Treatment plant resource consent applications plus a review of the utilities maintenance contract for tender with Tonkin and Taylor resulting in overspent.							
2. Maintenance Hydrovac hire (Greymouth) \$17k, Runanga \$20k, Karoro/South Beach Paroa Roading maintenance the remainder of the variance.							

**Activity Statement: Stormwater
For the Period Ended 31 May 2024**

	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Other revenue		4		4	0.00%	Favourable	
Expenses							
Interest expense on borrowings	48	36	44	8	-18.18%	Favourable	
Insurance	110	43	101	58	-57.43%	Favourable	
Utilities	15	9	14	5	-35.71%	Favourable	
Consultants and professional fees	9	30	8	22	275.00%	Unfavourable	1
Depreciation	1,189	807	1,090	283	-25.96%	Favourable	
Works orders	499	357	461	104	-22.56%	Favourable	
Other operating expenses	255	219	234	15	-6.41%	Favourable	

Notes

1. Treatment plant resource consent applications plus a review of the utilities maintenance contract for tender with Tonkin and Taylor.

Activity Statements: Community and Recreation							
For the period ended 31 May 2024							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	1,058	615	970	355	-36.60%	Unfavourable	1
Subsidies and Grants Received	69	1,041	64	977	1526.56%	Favourable	
Other revenue	557	179	510	331	-64.90%	Unfavourable	1
Expenses							
Salaries and Wages	2,035	1,969	1,866	103	5.52%	Unfavourable	1
Interest expense on borrowings	130	163	119	44	36.97%	Unfavourable	1
Grants	217	198	203	5	-2.46%	Favourable	
Insurance	234	142	215	73	-33.95%	Favourable	
Utilities	201	171	184	13	-7.07%	Favourable	
Consultants and professional fees		47	-	47	0.00%	Unfavourable	1
Works orders	1,158	1,286	1,065	221	20.75%	Unfavourable	1
Other operating expenses	1,232	561	1,133	572	-50.49%	Favourable	
Notes							
1. Refer to further breakdown of activity below.							

Customer Services							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Subsidies and Grants Received		1		1	0.00%	Favourable	
Other revenue	538	161	493	332	-67.34%	Unfavourable	1
Expenses							
Salaries and Wages	468	242	429	187	-43.59%	Favourable	
Insurance	3	6	3	3	100.00%	Unfavourable	IM
Other operating expenses	66	39	61	22	-36.07%	Favourable	
Notes							
1. Variance relates to internal overhead allocations, which gets finalised at year end.							

Parks & Reserves							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	64	43	58	15	-25.86%	Unfavourable	1
Other revenue	4		4	4	-100.00%	Unfavourable	
Expenses							
Insurance	2	1	2	1	-50.00%	Favourable	
Utilities	17	13	16	3	-18.75%	Favourable	
Consultants and professional fees		39		39	0.00%	Unfavourable	2
Works orders	528	559	484	75	15.50%	Unfavourable	3
Other operating expenses	66	53	60	7	-11.67%	Favourable	
Notes							
1. Income on derivative valuations not budgeted for and no activity YTD.							
2. CBD Canopy structure was not budgeted for plus 2 section 17A reviews							
3. \$29k for Town Canopy in Square not budgeted for, Moana Foreshore \$33k vs budget of \$20k and Municipal clock and kiosk landfill post closure cost, \$15k unbudgeted for.							

Westland Recreation							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	978	542	897	355	-39.58%	Unfavourable	1
Other revenue		18		18	0.00%	Favourable	
Expenses							
Salaries and Wages	1,043	1,265	957	308	32.18%	Unfavourable	2
Interest expense on borrowings	114	160	105	55	52.38%	Unfavourable	
Minimum lease payments	15	9	14	5	-35.71%	Favourable	
Insurance	171	118	157	39	-24.84%	Favourable	
Utilities	146	139	134	5	3.73%	Unfavourable	
Works orders	619	710	571	139	24.34%	Unfavourable	3
Other operating expenses	471	166	432	266	-61.57%	Favourable	
Notes							
1. Recreation Manager: Less participation and usage than the prior year and current year budget.							
2. Recreation Manager: This was budgeted incorrectly, the salaries are in line with expectation.							
3. Recreation Manager: Unexpected breakdowns during the year that was unbudgeted for.							

Libraries							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	13	30	12	18	150.00%	Favourable	
Subsidies and Grants Received	4	972	3	969	32300.00%	Favourable	
Other revenue	15		13	13	-100.00%	Unfavourable	1
Expenses							
Salaries and Wages	452	412	414	2	-0.48%	Favourable	
Interest expense on borrowings	9		9	9	-100.00%	Favourable	
Insurance	26	10	24	14	-58.33%	Favourable	
Utilities	17	12	16	4	-25.00%	Favourable	
Other operating expenses	324	160	298	138	-46.31%	Favourable	
Notes:							
1. Recreation Manager: There was no library charges and none were expected.							

Engagement							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Subsidies and Grants Received	65	39	60	21	-35.00%	Unfavourable	1
Expenses							
Grants	206	196	192	4	2.08%	Unfavourable	
Other operating expenses	52	31	48	17	-35.42%	Favourable	
Notes							
1. No longer receiving \$20k grant from NBS for contestable funding.							

Museum Arts Culture Heritage							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	3		3	3	-100.00%	Unfavourable	1
Subsidies and Grants Received		13		13	0.00%	Favourable	
Expenses							
Salaries and Wages		4		4	0.00%	Unfavourable	
Interest expense on borrowings	5	1	5	4	-80.00%	Favourable	
Minimum lease payments	16	20	15	5	33.33%	Unfavourable	IM
Utilities	20	7	19	12	-63.16%	Favourable	
Other operating expenses	99	55	91	36	-39.56%	Favourable	
Notes							
1. Recreation Manager: Closed down thus no activity.							

Other Culture							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Subsidies and Grants Received		13		13	0.00%	Favourable	
Expenses							
Grants	11		11	11	-100.00%	Favourable	
Insurance	31	6	28	22	-78.57%	Favourable	
Depreciation	20		18	18	-100.00%	Favourable	
Works orders	11	18	10	8	80.00%	Unfavourable	IM
Other operating expenses	17	4	16	12	-75.00%	Favourable	

Events							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Subsidies and Grants Received		3		3	0.00%	Favourable	
Expenses							
Salaries and Wages	72	46	66	20	-30.30%	Favourable	
Other operating expenses	140	69	132	63	-47.73%	Favourable	

Activity Statement: Regulatory Services For the Period Ended 31 May 2024							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	1,532	1,368	1,427	59	-4.13%	Unfavourable	1
Development and Financial Contributions		214		214	0.00%	Favourable	
Subsidies and Grants Received					0.00%	Favourable	
Interest revenue					0.00%	Favourable	
Other revenue	158	162	145	17	11.72%	Favourable	
Expenses							
Salaries and Wages	37	59	34	25	73.53%	Unfavourable	1
Interest expense on borrowings	11	13	10	3	30.00%	Unfavourable	IM
Minimum lease payments	75	68	74	6	-8.11%	Favourable	
Insurance	1	1	1		0.00%	Unfavourable	IM
Utilities	2		1	1	-100.00%	Favourable	
Consultants and professional fees	236	1,298	219	1,079	492.69%	Unfavourable	1
Other operating expenses	2,825	2,021	2,583	562	-21.76%	Favourable	
Notes							
1. Refer to further breakdown of activity below.							

Parking Facilities							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	71	60	71	11	-15.49%	Unfavourable	1
Expenses							
Minimum lease payments	75	68	74	6	-8.11%	Favourable	
Depreciation	29	10	26	16	-61.54%	Favourable	
Other operating expenses	31	4	29	25	-86.21%	Favourable	
Notes							
1. There was no employee in this role, the parking officer joined later in the year, which resulted in a lower income for the first portion of the year.							

District Planning							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	116	306	106	200	188.68%	Favourable	
Development and Financial Contributions		214		214	0.00%	Favourable	
Other revenue	11	157	10	147	1470.00%	Favourable	
Expenses							
Consultants and professional fees	32	536	29	507	1748.28%	Unfavourable	1
Other operating expenses	576	518	528	10	-1.89%	Favourable	
Notes:							
1. Staff shortages (In house planners) and higher than expected workload.							

Building Control							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	897	554	823	269	-32.69%	Unfavourable	1
Other revenue	2	4	1	3	300.00%	Favourable	
Expenses							
Salaries and Wages		2		2	0.00%	Unfavourable	IM
Consultants and professional fees	197	758	183	575	314.21%	Unfavourable	2
Other operating expenses	946	653	860	207	-24.07%	Favourable	
Notes:							
1. Building manager: Refunds were not processed correctly prior and a decline in consents, this has been corrected resulting in a decline in income.							
2. Unable to attract qualified staff, training new staff. Thus using contractors to adhere to statutory deadlines.							

Parking Enforcement							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	28	16	27	11	-40.74%	Unfavourable	1
Expenses							
Salaries and Wages	37	52	34	18	52.94%	Unfavourable	2
Interest expense on borrowings	1	2	1	1	100.00%	Unfavourable	IM
Other operating expenses	123	68	113	45	-39.82%	Favourable	
Notes							
1. Enforcement officer only appointed for a portion of the current year.							
2. Only employee salary included in the budget. This salary is greater than budgeted for.							

Animal Control							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	205	202	204	2	-0.98%	Unfavourable	IM
Expenses							
Insurance	1	-	1	1	-100.00%	Favourable	
Utilities	2		1	1	-100.00%	Favourable	
Consultants and professional fees	3	1	3	2	-66.67%	Favourable	
Depreciation	2	1	2	1	-50.00%	Favourable	
Other operating expenses	329	212	302	90	-29.80%	Favourable	

Other Regulation							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	76	86	70	16	22.86%	Favourable	
Other revenue	146		134	134	-100.00%	Unfavourable	
Expenses							
Other operating expenses	400	296	366	70	-19.13%	Favourable	

Health Regulation							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	58	25	53	28	-52.83%	Unfavourable	
Expenses							
Salaries and Wages					0.00%	Unfavourable	
Other operating expenses	164	97	150	53	-35.33%	Favourable	

LIMS							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	81	119	75	44	58.67%	Favourable	
Expenses							
Other operating expenses	112	104	103	1	0.97%	Unfavourable	IM

Activity Statement: Governance and Strategy
For the Period Ended 31 May 2024

	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	47	37	43	6	-13.95%	Unfavourable	IM
Subsidies and Grants Received	1	701	1	700	70000.00%	Favourable	
Interest revenue	171	222	157	65	41.40%	Favourable	
Expenses							
Salaries and Wages	4,657	4,269	4,270	1	-0.02%	Favourable	
Interest expense on borrowings		72		72	0.00%	Favourable	
Minimum lease payments	44	45	41	4	9.76%	Unfavourable	
Grants	25	203	25	178	712.00%	Unfavourable	1
Insurance	96	106	88	18	20.45%	Unfavourable	2
Utilities	2	1	2	1	-50.00%	Favourable	
Consultants and professional fees	504	606	463	143	30.89%	Unfavourable	3
Depreciation	148	100	136	36	-26.47%	Favourable	
Works orders	182	154	168	14	-8.33%	Favourable	
Other operating expenses	4,640	3,366	4,126	760	-18.42%	Favourable	

Notes

1. Mayors Taskforce for jobs received
2. Increase costs in maintenance contract
3. Consultants used in the LTP process as previously reported.

Activity Statement: Council and commercial property							
For the Period Ended 31 May 2024							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	1,508	1,354	1,354		0.00%	Favourable	
Subsidies and Grants Received	2	51	2	49	2450.00%	Favourable	
Other revenue	427	224	392	168	-42.86%	Unfavourable	1
Expenses							
Salaries and Wages	549	605	504	101	20.04%	Unfavourable	1
Interest expense on borrowings	308	245	282	37	-13.12%	Favourable	
Minimum lease payments	136	135	136	1	-0.74%	Favourable	
Grants	150	300	-	300	0.00%	Unfavourable	1
Insurance	333	165	306	141	-46.08%	Favourable	
Utilities	98	74	90	16	-17.78%	Favourable	
Consultants and professional fees	23	13	21	8	-38.10%	Favourable	
Works orders	980	799	902	103	-11.42%	Favourable	
Other operating expenses	1,087	963	996	33	-3.31%	Favourable	
Notes							
1. Refer to further breakdown of activity below.							

Public Toilets							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Expenses							
Interest expense on borrowings	23		21	21	-100.00%	Favourable	
Minimum lease payments	9	11	9	2	22.22%	Unfavourable	IM
Insurance	17	10	15	5	-33.33%	Favourable	
Utilities	16	11	15	4	-26.67%	Favourable	
Consultants and professional fees		1		1	0.00%	Unfavourable	IM
Works orders	262	168	241	73	-30.29%	Favourable	
Other operating expenses	34	14	31	17	-54.84%	Favourable	

Council Property							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	135	141	104	37	35.58%	Favourable	
Other revenue	402	179	368	189	-51.36%	Unfavourable	1
Expenses							
Minimum lease payments	124	124	124		0.00%	Unfavourable	
Insurance	77	47	71	24	-33.80%	Favourable	
Utilities	47	31	43	12	-27.91%	Favourable	
Consultants and professional fees		10		10	0.00%	Unfavourable	
Works orders	240	253	222	31	13.96%	Unfavourable	2
Other operating expenses		170		170	0.00%	Unfavourable	2
Notes							
1. Overhead allocation to be finalised year end.							
2. Realignment of budgets for next financial year							

Aerodrome	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	49	40	49	9	-18.37%	Unfavourable	IM
Other revenue	4	7	4	3	75.00%	Favourable	
Expenses							
Insurance	2	1	2	1	-50.00%	Favourable	
Utilities	1	1	1		0.00%	Unfavourable	IM
Works orders	82	33	76	43	-56.58%	Favourable	
Other operating expenses	60	45	55	10	-18.18%	Favourable	

Cemeteries							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	54	61	50	11	22.00%	Favourable	
Subsidies and Grants Received	2	1	2	1	-50.00%	Unfavourable	IM
Expenses							
Insurance	1		1	1	-100.00%	Favourable	
Utilities	2	1	1		0.00%	Unfavourable	IM
Works orders	238	198	218	20	-9.17%	Favourable	
Other operating expenses	206	55	189	134	-70.90%	Favourable	

Port Operations							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	306	172	280	108	-38.57%	Unfavourable	1
Subsidies and Grants Received		50		50	0.00%	Favourable	
Other revenue	22	19	20	1	-5.00%	Unfavourable	IM
Expenses							
Salaries and Wages	243	271	223	48	21.52%	Unfavourable	2
Interest expense on borrowings	178	152	163	11	-6.75%	Favourable	
Insurance	101	46	93	47	-50.54%	Favourable	
Utilities	31	28	28		0.00%	Unfavourable	
Consultants and professional fees	23	1	21	20	-95.24%	Favourable	
Other operating expenses	254	303	233	70	30.04%	Unfavourable	3
Notes							
1. Less vessels than prior year and anticipated in budget							
2. Staff vacancies filled resulting in increased cost							
3. Performed Breakwater maintenance							

In House Taskforce							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Expenses							
Salaries and Wages	141	144	130	14	10.77%	Unfavourable	1
Other operating expenses	63	39	58	19	-32.76%	Favourable	
Notes							
1. Salary market realignment adjustments from the 1st of April.							

Retirement Housing							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Revenue							
Fees & Charges	806	824	739	85	11.50%	Favourable	
Expenses							
Salaries and Wages	82	65	75	10	-13.33%	Favourable	
Interest expense on borrowings	57	81	53	28	52.83%	Unfavourable	
Insurance	132	46	121	75	-61.98%	Favourable	
Utilities	2	2	2		0.00%	Unfavourable	
Works orders	158	146	146		0.00%	Unfavourable	
Other operating expenses	167	98	153	55	-35.95%	Favourable	

Economic Development							
	Full Year Budget	YTD Actuals	YTD Budgets	YTD Variance	Percentage Variance	Variance Analysis	Notes
Expenses							
Salaries and Wages	83	125	76	49	64.47%	Unfavourable	1
Grants	150	300		300	0.00%	Unfavourable	2
Insurance	3	2	2		0.00%	Unfavourable	
Depreciation	3		3	3	-100.00%	Favourable	
Other operating expenses	182	70	167	97	-58.08%	Favourable	
Notes							
1. Staff vacancies filled							
2. Pounamu pathways grant							

4 IN COMMITTEE ITEMS

COUNCIL IN-COMMITTEE

That the public is excluded from this part of the meeting in relation to:

Agenda items 4.1 & 4.2

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

OFFICER RECOMMENDATION

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 - CONFIRMATION OF IN COMMITTEE MINUTES OF FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 29 APRIL 2024	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
4.2 - RECEIPT OF IN COMMITTEE MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 4 JUNE 2024	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

5 SUB-COMMITTEE RESUMES IN OPEN MEETING

CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING