

Appendix 3: Audit's 2018 LTP information and documentation requirements

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
Audit planning phase				
The District Council's timetable.	So we can understand and assess the District Council's planning processes and plan our workflows.	As soon as possible so we can populate key sign-off dates and deliverables into the audit arrangements letter. We also need this information to plan our resourcing of the audit given the major impact of LTP audits on our organisation.	Timetable provided and agreed between both parties.	10 August 2017
Signed audit arrangements letter.	To agree expectations, fee and timeframes.	Once timing and deliverables are agreed.	Signed audit arrangements letter return to Audit NZ.	30 November 2017
Description of the District Council's higher level planning processes (from self-assessment plus discussions).	So we can assess the robustness of the District Council's overall LTP preparations processes.	Initial phase of Audit's engagement with the District Council.	Self-assessment sent to the District Council by 30 September 2017. Followed up by a discussion with senior management and Audit NZ in late September/early October.	30 November 2017

¹ The highlighted dates below are indicative only. (based on another Council's timeframes) The actual dates need to be confirmed to the District Council's timetable and Audit New Zealand's timeframes for clearing key aspects of the audit.

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
			Completed-self assessment returned to Audit NZ by 31 October 2017.	
Description of the state of progress in updating the District Council's AMPs and in particular a description of the significant issues/ changes that have arisen since 2015.	So we can understand the state of the District Council's knowledge about its assets and the robustness of the forecasts that flow from the AMPs.	Initial phase of Audit's engagement with the District Council as the AMPs drive the large and critical service components of the LTP.	Description of AMPs and significant issues/ changes that have arisen since 2015.	4- 8 December 2017
Description of the District Council's processes for preparing its forecasts (including its QA process) for non-asset based activity forecasts.	So we can assess the robustness of the District Council's overall financial forecasting processes.	Initial phase of Audit's engagement with the District Council as our audit approach is built on our assessment of the robustness of the District Council's forecasting processes. If they are not sufficiently robust then there will likely be issues for our audit opinion.	Description of the processes for preparing forecasts for non-asset based activity forecasts.	4-8 December 2017
Financial model.	We need to understand the functionality and controls in the model which applies the key forecasting assumptions to the raw forecasts from the planning and budgeting and the AMPs.	This could be done at an early stage, potentially even before we commence our work on the consultation document (CD) phase of the audit.	Copy of or access to the financial model (unpopulated).	7 February – 2 March 2018

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
CD audit phase				
Underlying assumptions	Key assumptions drive the LTP and are important to our assessment and understanding of the District Council's forecasts.	Early advice on the nature (completeness) of assumptions as part of the initial phase of Audit's engagement with the District Council. Support for the assumptions actually applied is required as part of our audit of the CD.	Complete list of assumptions applied in populating the LTP.	7 February – 2 March 2018
Financial Strategy (FS)	To assess how well the FS communicates the District Council's financial strategy in terms of: The financial position the District Council is starting in and what position it is aiming to be in at the end of the LTP period. The funding approach and implications to achieve the position on key elements of the District Council's financial strategy – particularly investments, debt and rates? How the District Council has taken into account current	As with the infrastructure strategy, we expect the FS to be available relatively early in the process as it provides the high level, long-term context for the District Council's financial policies and forecasts.	Financial Strategy ² .	7 February – 2 March 2018

² Draft Financial Strategy to be made available to Audit New Zealand by 4 December 2017

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
	<p>and future ratepayers when considering the funding of services and asset purchases. We also assess the financial prudence (including balanced budget) of the financial strategy.</p>			
Infrastructure Strategy (IS)	<p>To assess the IS which provides a long-term perspective on the District Councils infrastructure which is:</p> <ul style="list-style-type: none"> • Visionary – tells the story about where the District Council is, where it expects to be, and how it intends to get there. • Realistic – includes assumptions and disclosures that are relevant and achievable. • Relational – creates the right debate and is credible because it connects to financial 	<p>As with the FS, we expect the IS to be available relatively early in the process as it provides the high level, long-term context for the District Council's infrastructural assets which contribute the majority of the District Council's forecast expenditure and deliver core services to the community.</p>	Infrastructure Strategy ³ .	7 February – 2 March 2018

³ Draft Infrastructure Strategy to be made available to Audit New Zealand by 4 December 2017

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
	strategy and other relevant influences.			
AMPs	The AMPs identify the key issues that drive the District Council's IS and also provide the financial forecasts for the asset based activities. They also provide the underlying information for a large portion of the District Council's financial forecasts. Also provides the underlying information on which the 30 year forecasts in the FS are built.	As with the FS, we expect the updated AMPs to be available relatively early in the process. We use the information in and from the AMPs to understand the key issues facing the District Council and also to assess the proposed levels of service and financial forecasts in both the IS and the LTP.	Draft Asset Management Plans for Transportation and 3 Waters.	4 December 2017
Full financial forecasts	We need these so we can: <ul style="list-style-type: none"> understand the overall financial context for the CD; and assess the robustness of the financial forecasts in the LTP. 	We require the financial model, populated with full financial forecasts, at least two weeks before sign-off on our CD audit.	Full draft financial forecasts and supporting workpapers.	7 February 2018
Funding and Financial policies	To assess their alignment with the FS and their prudence.	As with the FS, we expect these to be available relatively early in the process as they provide the	Funding and Financial policies ⁴ .	7 February 2018

⁴ Draft Funding and Financial policies made available to Audit New Zealand by 4 December 2017

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
		framework for the District Council's financial forecasts.		
Draft performance framework	<p>We are required to form a view about whether the District Council has complied with its performance reporting obligations as set out in the Local Government Act 2002.</p> <p>We assess whether the forecast performance report:</p> <ul style="list-style-type: none"> • constitutes an adequate performance reporting framework; • provides an adequate basis for presenting fairly, in all material respects, the performance of the District Council; and • complies with generally accepted accounting practice. <p>For key performance measures we also assess whether the District Council has adequate systems and controls in place to appropriately record and report its performance.</p>	<p>We need a clear understanding of the proposed levels of service (and, in particular, significant proposed changes) in the LTP before we complete our audit of the CD. However, a complete draft performance framework is not required at this stage.</p> <p>It would be helpful, however, to at least have a reasonable understanding of the proposed structure and format of the performance framework at this stage.</p> <p>We will need to have substantially completed our work on the performance framework by the time the Council completes its consideration of submissions.</p>	Draft performance framework.	7 February 2018

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
Significance and engagement policy	We need to understand how the Council has approached the task of applying its significance and engagement policy, and how it has considered the importance of other matters in deciding what to include in the consultation document. This will help inform our assessment of whether the CD achieves its statutory purpose.	We expect this to be available relatively early in the process as it provides the basis for the Council determining the significant issues it wishes to consult on with its community.	Significance and engagement policy.	end November 2017
Draft Consultation Document (CD)	Our audit opinion on the CD provides assurance to the community: <ul style="list-style-type: none"> • that the CD gives effect to the purpose set out in section 93B; and • on the quality of the information and assumptions underlying the information provided in the consultation document. 	At the commencement of our fieldwork we will need a clear understanding of what the Council has identified as the key consultation issues. Where appropriate this should also cover those choices for the community to consider which the Council has identified. We will need a good complete draft CD at least two weeks before we sign off on the CD audit.	Draft Consultation Document.	7 February 2018
Final version of CD	Our audit opinion on the final version of the CD must be included in the document	The Local Government Act 2002 does not specify that the Council needs to make a formal resolution to adopt	Finalised version of CD.	2 March 2018

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
	that goes out for consultation.	the (audited) CD. However, the Council must approve the CD before we can issue our audit opinion.		
LTP audit phase				
Draft LTP (pre-consultation version)	We need to review a complete draft as soon as possible to avoid last minute issues.	While the LTP document is not a pre-requisite for us to complete our CD audit, ideally we would have cleared much of the draft LTP document at the CD audit phase. In June there will be a compressed timeframe within which most local authorities will be finalising their LTPs after their consultation. This will put significant pressure on our staff resources. Therefore we will need to have substantially cleared all aspects of our audit work on the draft LTP document prior to the final, post-consultation, version being prepared.	Draft LTP (pre-consultation version).	7 February 2018 (If complete document not planned to be available, we will need to agree components. Also we will need to agree when the complete draft will be available).
A schedule of all changes arising from consultation, along with a description of how and where these have impacted the LTP.	So we can follow the changes arising from consultation through the final version of the LTP.	After the Council has confirmed the changes arising from consultation (if any) and management has	A schedule of all changes arising from consultation, along with a description of how and where these have impacted the LTP.	5 June 2018

Information required	Relevance to our audit	Timing considerations	Agreed deliverables	Agreed date ¹
		<p>flowed these changes through the document.</p> <p>We will need at least one week (depending on the extent of changes) between receiving this schedule of changes and the final LTP and our sign off on the LTP audit. As noted above, our audit sign off needs to be before the Council formally adopts the LTP.</p>		
Supporting information for changes and how they have impacted the LTP.	So we can assess the reasonableness of the changes.	After the Council has confirmed its changes and management has updated the document to fully reflect the effect of these changes.	Supporting information for changes and how they have impacted the LTP.	5 June 2018
Final version of LTP	So we can issue our audit opinion for inclusion as part of the document.	Our audit opinion is issued after the Council has finalised the content of the LTP document but before the Council formally adopts the LTP.	Final version of LTP.	5 June 2018

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Finance, Audit and Risk Committee

Date: 16 November 2017

Valuation of buildings for insurance purposes

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary With the requirement to revalue the land and buildings for financial reporting purposes for the Annual Report, there was the opportunity to revalue the buildings for insurance purposes. This is a requirement of our insurers to have as up to date values for reinstatement, indemnity and demolition.

Council contracted QV to carry out the valuation processes for both the financial reporting requirements and the insurance requirements.

The full valuation report is attached.

Appendices

1. Draft Insurance Valuation Report 2017
2. Draft Insurance Valuation Summary
3. Draft Insurance Report
4. Draft Insurance Certificate
5. Comparison to current levels of insurance (**to be circulated.**)

Report Prepared by:

Jason Beck
Manager Financial Services

Officer in Attendance: The Manager Financial Services will be in attendance to speak to this report.



Hurunui District Council

Insurance Valuation Report 2017



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1 Overview

1.1 Instructions and Purpose of Valuation

In accordance with your instructions, we have inspected various properties owned or leased by Hurunui District Council and have carried out a valuation for the purpose of providing you with our indicative estimate of reinstatement cost for insurance purposes.

This report should be read in conjunction with the attached Insurance Valuation and schedule of assets to be insured.

1.2 Date of Valuation

This valuation is dated 30 June 2017.

This valuation is current for a period of 1 year from the date of valuation.

This valuation is conditional upon there being no material change in the assets insured between the date of inspection, and the date of valuation, unless otherwise noted by the client to us.

1.3 Location, Nature and use of Assets

The items under consideration comprise a mixture of local authority property being general operational assets such as service centres, libraries, swimming complexes, public amenities, workshops and community halls.

We have visually inspected buildings in conjunction with the asset valuation. The majority of buildings with a 2014 improvement value over \$60,000 have been inspected. We do not accept responsibility for any errors or omissions in our valuation resulting from errors or omissions in the information provided by the client, its officers or agents. Also inspected were new buildings to the portfolio since 2014.

We have relied upon the client to notify us of the locations and assets to include in the valuation. We have therefore excluded all assets not in the attached schedule.



2 Valuation Definitions

2.1 Reinstatement with New Value

Reinstatement with new value is defined as the replacement cost of an asset, the same as, but no better than the asset when new, regardless of age and condition.

Where appropriate it may include the use of current design, technology, construction methods, materials and services.

There are a number of ways of providing an estimate of reinstatement cost for buildings, structures and site improvements. Two of the more common approaches are:

- an estimate based on building cost guides; and
- an estimate based on elemental costs.

In the former the estimate of reinstatement cost is based on construction cost rates (typically, but not always, rates per square metre) published in building cost guides and/or construction contract rates. This commonly used method is intended to provide indicative cost estimates only. The buildings valued by us have been assessed on this basis.

2.2 Indemnification Value – For Fire Services Levy Purposes

This value has been calculated by the depreciated replacement cost approach using the straight line method. This reflects the age and life of the asset.

The indemnification value in Clause 2 B of the Insurance Report Certificate is provided to assist in the calculation of the fire service levy only. This figure may not represent a market related indemnity value and must not be used for this purpose. A separate valuation should be requested if market related indemnity value is required.

2.3 Inflationary Provisions

This amount has been estimated on the basis of a loss on the last day of a 12 month insurance period.

It allows time for demolition, planning, design and rebuild. No allowance has been made for any delay, including any due to the need to comply with the provisions of the Resource Management Act.

All inflationary provisions are given without prejudice.

2.4 Demolition Estimate

This assumes that 100% of the assets have been damaged beyond repair and have no salvage value. The value makes no allowance for any hazardous materials that may form part of any building or hazardous materials stored on site.



2.5 Functional Replacement

Is the estimated cost required to reinstate the assets to perform similar tasks but under optimum current design and lay-out conditions with a capacity not greater than currently provided by the existing assets. The value of any partial loss has not been calculated.

Functional replacement applies when the assets are unlikely to be reinstated to the same extent, or to the same design or construction material as existing. This applies when demand necessitates a smaller or different asset due to changes in technology, economics and other factors.

The inflationary provision provided in this case is of the functional replacement asset. The reinstatement estimate(s) of following assets have been based on functional replacement. No assets have been identified by the client as requiring functional replacement values.

2.6 Insurance Report Certificate

Further definitions of valuation bases and other insurance terms are provided with the Insurance Certificate.

Categories in the Insurance Certificate which are not applicable or which have not been requested are noted accordingly.



3 Inclusions and Exclusions

The valuation is limited to the property listed in the valuation Insurance Certificate schedule. QV accepts no responsibility for any asset not included in the valuation.

All other site improvements and services have been excluded from the Insurance assessments.

Included in the building valuation are building plant and machinery which are an integral part of the building. These may include lifts, fire services (sprinklers, detectors, hoses and alarms), heating, ventilation, air conditioning and security systems. But exclude specialised building plant such as pool filtration systems.

Excluded from the building valuation are non structural office partitions, vinyl and carpet, curtains and blinds, furniture, computers, loose plant and machinery and related assets.

Any lessee owned assets, including building fit out has been excluded from the building valuation.

All art and craft including sculptures, carving, stained glass, special wall linings, murals and any other similar works are excluded from the valuation unless they are specifically listed.

Any claim preparation costs, expediting costs, any costs relating to third party liability losses have been excluded from the valuation.

No allowance has been made for any additional or increased replacement costs or extended timeframes that may be incurred due to a catastrophic event or exceptional circumstances. Costs and timeframes are in this valuation are based on those prevailing within the general economic conditions existing at the date of valuation. If a catastrophic event occurs or exceptional circumstances are present costs may increase significantly and timeframes extend substantially.

We have not made any allowance for any costs associated with gaining any resource or building consents that may be required as a result of a loss.

The demolition allowance provides for the removal of damaged assets from the site. The demolition allowance does not allow for the removal of foundations or underground portions of the property. The demolition allowance does not provide for the removal of debris from adjoining premises or removal of undamaged plant & machinery.

No allowance has been made for any additional costs that may be incurred due to contaminated land or the presence of hazardous or noxious building materials such as asbestos.

Goods and Service Tax, finance costs and other indirect costs have been excluded from the valuation.

Clarification should be sought from the valuer before insuring if there is any doubt regarding what is included in the valuation.



4 Exchange Rates and Commodity Prices

The valuation has been calculated as at the date of valuation and is based upon facts and relevant data available at that date including exchange rates and commodity prices (such as for oil, steel, copper etc).

Exchange rates, commodity prices and other costs are unpredictable and can fluctuate to a considerable extent within any given time period.

We have included an allowance for reinstatement cost inflation within the valuation, however as many factors that make up this estimate may be higher or lower than predicted the amount should be treated as indicative only.

No responsibility is accepted or implied for any inflationary reinstatement costs that are subsequently found to be higher or less than the amount provided in this valuation.



5 Information Supplied by the Client

This valuation has been prepared on the basis that full disclosure of all information and facts which may affect the valuation has been made to us. We do not accept any liability or responsibility whatsoever for the valuation if full disclosure has not been made. Furthermore we do not accept responsibility for any consequential error, omission or inaccuracy in the valuation which has resulted from any error, omission or inaccuracy in data or information supplied by the client or its officers and agents. This includes any building floor areas or details of additions or disposals.



6 Upgrade Requirements

The extent of changes that may be required in reinstating lost assets to a different regulatory or code regime to which the assets presently enjoy would require a detailed technical survey. This has not been carried out. Therefore the valuation does not include for any extra costs that may be incurred by the insured having to rebuild or reinstate to a different regulatory or code regime than may presently be enjoyed. This includes costs in relation to fire, access, structural strengthening and earthquake proofing.

In the case of 'partial' destruction we have made no specific allowance for any additional requirements that any council, government or other authority or organisation may require as additional expenditure to upgrade, alter or amend the undamaged portion of the assets. This includes costs in relation to fire, access, structural strengthening and earthquake proofing.

Therefore no allowance has been made for any upgrading or increase in the size of improvements as may be required by any council, government or other authority or organisation.

The valuer should be instructed if an estimate is required of the extra necessary costs (if any) that are required to comply with current regulations or codes, including those related to fire, access, structural strengthening and earthquake proofing.

The building reinstatement cost is based upon replacement of the existing building. The building that replaces it may be substantially different but we have not allowed for any additional costs required to build a larger building or a building with a different or higher specification.

The reinstatement estimate is for the building or asset as a whole and cannot be apportioned for a partial loss. This is because the proportional cost to rebuild the destroyed part is often greater than the proportion of the destroyed part to the asset as a whole.



7 Notes to the Valuation

The reinstatement cost of any historic or heritage building has been based upon the building being replicated using modern design, materials and construction methods. This is conditional upon, and assumes a full loss, and therefore the loss of any historic or heritage status.

The valuation is conditional upon the building(s) having a current "Warrant of Fitness".

Unless otherwise stated in our report, our valuation is on the basis that all assets comply with all legislative requirements.

The value of building improvements within any buildings not owned are conditional upon having a complying "Building Consent" and "Code of Compliance Certificate" plus written approval by the landlord. The valuer in the preparation of this report has not sighted the above documentation.

In all cases we have assumed that there will be no delay in obtaining building or resource consent approvals for reinstatement work. Our valuations assume that there is no legal impediment to replacement of the assets. We have not searched titles and this report is conditional upon all improvements being upon land owned or leased by the client.

The reinstatement cost estimate provided is intended as a guide for the purpose of setting insurance premiums and, unless specified elsewhere, is not based on a detailed elemental and schedule of quantities approach as would be undertaken by a quantity surveyor or costing engineer. In reinstatement, unanticipated problems may arise and actual rebuilding, repair or replacement costs may vary from the estimate.

No allowance has been made for bridging finance costs during the reconstruction period which assumes that the insurance company will meet the costs of the reconstruction by way of certified progress payments.

We recommend that the insurance policy allows for reinstatement on alternative sites. We have made no allowance for acquiring alternative land or any extra costs which could be involved in site preparation and foundation works at an alternative location or site.

Any information provided on sub-soil type is a broad indicator of seismic stability. It is not possible to provide accurate information as to the nature of the underlying land without extensive engineering tests and any advice supplied is an indication only. We therefore take no responsibility for any estimated sub-soil classification we may have provided. The perception gained from the definition can have a significant impact on insurance costs particularly in earthquake prone areas throughout New Zealand. It is therefore important that, where potential costs could arise, the insured should seek more detailed information from the Local and Regional Authority or an engineering specialist.

We are not engineers and have not carried out sub-soil investigations. There may be areas of peat, fill or soft ground in the locality of the buildings. We have not allowed for any costs that may be incurred for piles or foundations that may be required due to poor sub soil conditions. We have also not allowed for any increased costs due to rock or other difficult foundation preparation conditions.



8 Personnel Involved

The following valuer has completed valuation assessments:

Valuer	Qualifications
Alan Chadderton	B.Com(VPM)
Andrew Parkyn	BCom (VPM), PG Dip Com, SPINZ, ANZIV



9 Valuation Qualifications

Our responsibility in connection with this valuation report is limited to the client to whom it is addressed. We disclaim all responsibility and will accept no liability to any other party.

This valuation report has been prepared for the specific purpose stated. Any party that relies upon it for an alternative purpose does so at its own risk.

Neither the entire nor any individual part of the complete valuation and report as provided may be referred to or included in any published document, circular or statement without Quotable Value's prior written approval of the form and context in which it may appear.

We trust this information is satisfactory for current requirements. Should you require any further information, please contact the undersigned.

Thank you for your instructions.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'A Chadderton', is written over a light yellow rectangular background.

Alan Chadderton
Registered Valuer
QV Asset and Advisory



**Appendix 1 Hurunui District Council Insurance
Summary 2017 - Draft**



Appendix 2 Hurunui District Council Full Insurance Report 2017 - Draft



Appendix 3 Hurunui District Council Insurance Certificate 2017 - Draft

**Hurunui District Council
Insurance Valuation
30 June 2017 to 30 June 2018**

Reinstatement Cost	Reinstatement Inflationary Provision	Indemnity Value	Indemnity Inflationary Provision	Demolition Cost
\$ 85,682,500	\$ 6,122,000	\$ 42,547,600	\$ 750,200	\$ 4,618,200

Hurunui District Council Insurance Valuation

30 June 2017 to 30 June 2018

Asset No.	Val Ref	Address	Asset Description	Actual Yr Built	2017 Valuation Summary					Comments
					Reinstatement	Reinstatement Inflationary Provision	Indemnity	Indemnity Inflationary Provision	Demolition	
14	21160 / 3003	82 Sisters Road Cheviot	Hall	1968	\$ 500,000	\$ 31,000	\$ 194,000	\$ 1,200	\$ 23,000	
35	21171 / 5600 CC	313 Parnassus Road Cheviot	Toilets	2005	\$ 23,000	\$ 1,100	\$ 18,000	\$ 300	\$ 1,100	
49	21181 / 2900	15 Seddon St Cheviot	Shop	1930	\$ 124,000	\$ 8,500	\$ 41,000	\$ 300	\$ 11,000	
56	21181 / 6300	16 Buckley St Cheviot	Pensioner Flats	1978	\$ 1,466,000	\$ 115,000	\$ 788,000	\$ 12,000	\$ 83,000	Not internally inspected. 13 One bed Pensioner Flats. \$44,000 spent on double glazing in 2012/2013.
57.2	21181 / 8000	20 Fergus St Cheviot	Dwelling	1958	\$ 221,000	\$ 14,000	\$ 90,000	\$ 1,300	\$ 12,000	
57, 57.1	21181 / 8000	22 Seddon Street Cheviot	Depot Building	Various	\$ 343,000	\$ 21,000	\$ 47,000	\$ -	\$ 14,000	
57, 57.1	21181 / 8000	22 Seddon Street Cheviot	Transfer Shed	Various	\$ 60,000	\$ 3,300	\$ 39,000	\$ 600	\$ 2,600	
57.2	21181 / 8000	20 Fergus St Cheviot	Freestanding Garage	1958	\$ 10,000	\$ 500	\$ 6,600	\$ 100	\$ 1,400	
39	21181 / 12900	39 Hall St Cheviot	Offices	1980	\$ 466,000	\$ 29,000	\$ 236,000	\$ 3,000	\$ 20,000	
41	21181 / 13000	41 Hall St Cheviot	Toilets	2000	\$ 265,000	\$ 14,000	\$ 190,000	\$ 3,000	\$ 12,000	
50	21181 / 29300	33 Mcqueens Rd Cheviot	Dwelling	1927	\$ 588,000	\$ 41,000	\$ 59,000	\$ -	\$ 22,000	
52	21181 / 30706	6 Robinson St Cheviot	Medical Centre	1974	\$ 928,000	\$ 64,000	\$ 396,000	\$ 3,000	\$ 32,000	
63	21201 / 2100 B	6 Waiau East Rd Spotswood	Hall	1940	\$ 530,000	\$ 37,000	\$ 86,000	\$ -	\$ 19,000	
68	21201 / 6800 B	0 Domett Rd South Cheviot	Toilets	1960	\$ 61,000	\$ 3,300	\$ 13,000	\$ -	\$ 2,700	
	21201 / 6900	0 Domett Rd Cheviot Hills	Toilets	2016	\$ 142,000	\$ 5,800	\$ 139,000	\$ 1,700	\$ 3,700	
72	21201 / 7801	707 Gore Bay Rd South Cheviot	Octogan BBQ Building	1980	\$ 46,000	\$ 2,200	\$ 20,000	\$ 100	\$ 1,200	
72	21201 / 7801	707 Gore Bay Rd South Cheviot	Ablution	1980	\$ 121,000	\$ 6,600	\$ 46,000	\$ -	\$ 6,300	
59	21201 / 10300	29 Moody St South Cheviot	Caretakers Shed	1986	\$ 16,000	\$ 700	\$ 7,600	\$ -	\$ 1,200	
60	21201 / 10500	31 Moody St South Cheviot	Ablution Block	1966	\$ 224,000	\$ 12,000	\$ 34,000	\$ -	\$ 12,000	
61	21201 / 11300	22 Cathedral Rd South Cheviot	Toilets	2003	\$ 144,000	\$ 7,800	\$ 110,000	\$ 1,900	\$ 8,800	
82	21211 / 11500 B	727 Hurunui Mouth Rd Domett	Toilets	1971	\$ 88,000	\$ 4,800	\$ 21,000	\$ -	\$ 4,600	
83	21211 / 18000	0 Greta Rd Cheviot	Pump Shed	1968	\$ 16,000	\$ 900	\$ 1,800	\$ -	\$ 2,900	
483, 485, 486	21251 / 8600	20 Amuri Avenue Hanmer Springs	Nurses Home	Circa 1940	\$ 5,720,000	\$ 479,000	\$ 429,000	\$ -	\$ 323,000	Comprises of Nurses Home, Chisholm Ward and Soldiers Section.
483, 485, 486	21251 / 8600	20 Amuri Avenue Hanmer Springs	Chisholm Ward	Circa 1940	\$ 4,723,000	\$ 395,000	\$ 177,000	\$ -	\$ 305,000	Comprises of Nurses Home, Chisholm Ward and Soldiers Section.
483, 485, 486	21251 / 8600	20 Amuri Avenue Hanmer Springs	Soliders Section	Circa 1940	\$ 5,904,000	\$ 494,000	\$ 221,000	\$ -	\$ 334,000	Comprises of Nurses Home, Chisholm Ward and Soldiers Section.
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Gear Shed	2011	\$ 98,000	\$ 6,800	\$ 90,000	\$ 1,900	\$ 3,300	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Rock Pools	1998	\$ 1,770,000	\$ 122,000	\$ 1,239,000	\$ 19,000	\$ 133,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Changing Rooms & Information Centri	1990	\$ 2,088,000	\$ 144,000	\$ 1,542,000	\$ 28,000	\$ 83,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Changing Rooms (New)	1998	\$ 677,000	\$ 47,000	\$ 489,000	\$ 8,700	\$ 27,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	The Spa	2008	\$ 1,541,000	\$ 106,000	\$ 1,365,000	\$ 32,000	\$ 97,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Workshop	1990	\$ 39,000	\$ 2,100	\$ 25,000	\$ 500	\$ 8,600	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Administration Building	1987	\$ 343,000	\$ 19,000	\$ 219,000	\$ 4,300	\$ 13,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Sulphur Pools	2000	\$ 677,000	\$ 47,000	\$ 542,000	\$ 9,900	\$ 76,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Pool (situated by entrance)	2008	\$ 546,000	\$ 38,000	\$ 473,000	\$ 9,500	\$ 67,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Canteen	1996	\$ 72,000	\$ 3,900	\$ 52,000	\$ 1,000	\$ 5,600	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Kiosk	1996	\$ 6,700	\$ 300	\$ 4,700	\$ 100	\$ 800	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Extended Plant Room	2011	\$ 385,000	\$ 21,000	\$ 356,000	\$ 8,100	\$ 22,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Hex Pools	1980	\$ 634,000	\$ 44,000	\$ 253,000	\$ -	\$ 55,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Aqua Play	2011	\$ 795,000	\$ 55,000	\$ 729,000	\$ 15,000	\$ 46,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Hydro Slide & Pool	1998	\$ 3,168,000	\$ 218,000	\$ 2,218,000	\$ 34,000	\$ 67,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Reataurant	Circa 1970	\$ 860,000	\$ 53,000	\$ 712,000	\$ 16,000	\$ 37,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Restaurant Bunker	Circa 1970	\$ 71,000	\$ 3,800	\$ 59,000	\$ 1,300	\$ 8,600	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Restaurant Deck	2002	\$ 28,000	\$ 1,500	\$ 20,000	\$ 200	\$ 1,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Skyline Garage	2004	\$ 14,000	\$ 800	\$ 12,000	\$ 200	\$ 3,800	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Entrance & Retail	2008	\$ 663,000	\$ 46,000	\$ 588,000	\$ 14,000	\$ 24,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Plant Room	2011	\$ 137,000	\$ 7,400	\$ 126,000	\$ 2,900	\$ 3,800	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Super Bowl	2011	\$ 894,000	\$ 62,000	\$ 819,000	\$ 17,000	\$ 67,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Fresh Water Pool/Lazy River	2011	\$ 1,090,000	\$ 75,000	\$ 999,000	\$ 21,000	\$ 89,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Water Sensations	2011	\$ 649,000	\$ 45,000	\$ 595,000	\$ 13,000	\$ 46,000	
	21251 / 8700	42 Amuri Avenue Hanmer Springs	Water Slide	2011	\$ 1,628,000	\$ 112,000	\$ 1,492,000	\$ 31,000	\$ 87,000	
130	21251 / 8800	1 Jacks Pass Road Hanmer Springs	Toilets	2003	\$ 192,000	\$ 10,000	\$ 147,000	\$ 2,600	\$ 12,000	
133, 137, 138	21251 / 9000 E	63, 65, 67 Jacks Pass Road Hanmer Springs	Toilet and Kitchen Block	Circa 1980	\$ 308,000	\$ 17,000	\$ 152,000	\$ 1,100	\$ 13,000	Comprises of Camping area (kitchen and toilet block), Back Packers and Camp, Hanmer Springs Sports Pavilion.
133, 137, 138	21251 / 9000 E	63, 65, 67 Jacks Pass Road Hanmer Springs	Backpackers	Circa 1980	\$ 448,000	\$ 29,000	\$ 179,000	\$ 500	\$ 21,000	Comprises of Camping area (kitchen and toilet block), Back Packers and Camp, Hanmer Springs Sports Pavilion.
133, 137, 138	21251 / 9000 E	63, 65, 67 Jacks Pass Road Hanmer Springs	Sports Pavilion	Circa 1980	\$ 1,612,000	\$ 127,000	\$ 918,000	\$ 11,000	\$ 75,000	Comprises of Camping area (kitchen and toilet block), Back Packers and Camp, Hanmer Springs Sports Pavilion.
139	21251 / 9000 G	59 Jacks Pass Road Hanmer Springs	Medical Centre	2008	\$ 994,000	\$ 69,000	\$ 882,000	\$ 22,000	\$ 46,000	
96.1	21251 / 27001	193 Jacks Pass Road Hanmer Springs	Shed	2000	\$ 78,000	\$ 3,900	\$ 56,000	\$ 900	\$ 3,400	
96	21251 / 27001	193 Jacks Pass Road Hanmer Springs	Pump House	1985	\$ 114,000	\$ 5,400	\$ 53,000	\$ 200	\$ 5,300	
101	21251 / 35600 A	8 Jacks Pass Road Hanmer Springs	Cafe	1950	\$ 240,000	\$ 17,000	\$ 79,000	\$ 700	\$ 9,800	Old Powerhouse (historic building) renovated to provide cafe
110	21251 / 58000	49 Amuri Ave Hanmer Springs	Library	2001	\$ 1,253,000	\$ 93,000	\$ 1,002,000	\$ 24,000	\$ 59,000	
109	21251 / 58000	49 Amuri Ave Hanmer Springs	Hall	1980	\$ 1,016,000	\$ 75,000	\$ 546,000	\$ 8,600	\$ 48,000	
113	21251 / 67000	44 Jollies Pass Road Hanmer Springs	Dwelling	1954	\$ 219,000	\$ 15,000	\$ 81,000	\$ 1,000	\$ 11,000	Tidy well maintained exterior.
132	21251 / 89700	53 Conical Hill Road Hanmer Springs	Pensioner Flats	1979	\$ 491,000	\$ 34,000	\$ 258,000	\$ 3,900	\$ 26,000	4 Flats One bed and garages. Tidy exterior. Not inspected internally.
132	21251 / 89700	53 Conical Hill Road Hanmer Springs	Double Garage	1979	\$ 24,000	\$ 1,300	\$ 1,200	\$ -	\$ 2,700	4 Flats One bed and garages. Tidy exterior. Not inspected internally.
141	21252 / 10300	54 Lucas Lane Hanmer Springs	Lookout Platform	1970	\$ 46,000	\$ 2,500	\$ 19,000	\$ 200	\$ 25,000	
	21252 / 12504	116 Rippingdale Road Hanmer	Doctor's House	2011	\$ 448,000	\$ 31,000	\$ 421,000	\$ 12,000	\$ 25,000	
165	21252 / 15500	637 Hanmer Springs Road Hanmer Springs	Shed and Concrete Landing	1998	\$ 41,000	\$ 2,000	\$ 29,000	\$ 500	\$ 4,000	
176	21270 / 6900	34 Parnassus Street Waiau	Shed	1980	\$ 2,900	\$ 100	\$ 1,300	\$ -	\$ 500	

Asset No.	Val Ref	Address	Asset Description	Actual Yr Built	2017 Valuation Summary					Comments
					Reinstatement	Reinstatement Inflationary Provision	Indemnity	Indemnity Inflationary Provision	Demolition	
181	21270 / 7200 D	0 Leader Road West Waiau	Shed	1980	\$ 20,000	\$ 900	\$ 8,500	\$ -	\$ 500	
	21270 / 7800	18 Clarence St Waiau	Temporary Village	2017	\$ 603,000	\$ 25,000	\$ 603,000	\$ 10,000	\$ 24,000	
182	21270 / 9101	17 Lyndon St Waiau	Toilets	2000	\$ 184,000	\$ 10,000	\$ 132,000	\$ 2,100	\$ 11,000	
168	21270 / 11000	3 Cheviot St Waiau	Hall and Library	1955	\$ 1,508,000	\$ 119,000	\$ 339,000	\$ -	\$ 71,000	
169	21270 / 11402	11 Highfield St Waiau	Pump House	1967	\$ 41,000	\$ 1,900	\$ 12,000	\$ -	\$ 3,600	
174	21270 / 28700	98 Mt Lyford Ave Lyford	Toilets	1990	\$ 72,000	\$ 3,400	\$ 40,000	\$ 300	\$ -	
488	21280 / 1701	36-42 Wilkin St Rotheram	Medical Centre	2010	\$ 1,393,000	\$ 103,000	\$ 1,271,000	\$ 33,000	\$ 69,000	
488	21280 / 1701	36-42 Wilkin St Rotheram	Dwelling	2010	\$ 182,000	\$ 13,000	\$ 166,000	\$ 4,300	\$ 10,000	
193, 194	21280 / 3800	70 George Street Rotherham	Swimming Pool	1960	\$ 440,000	\$ 27,000	\$ 54,000	\$ -	\$ 57,000	Outdoor Swimming Pool and Changing Sheds. Excludes plant and equipment.
193, 194	21280 / 3800	70 George Street Rotherham	Changing Sheds	1960	\$ 233,000	\$ 13,000	\$ -	\$ -	\$ 10,000	Outdoor Swimming Pool and Changing Sheds. Excludes plant and equipment.
195	21280 / 4201	0 George Street Rotherham	Cottage	1900	\$ -	\$ -	\$ -	\$ -	\$ -	Zero Value 2017
196	21280 / 4900	65 Wilkin Street Rotherham	Sheds	1955	\$ 78,000	\$ 3,800	\$ 8,900	\$ -	\$ 2,000	
465	21280 / 5104	20 Heaton St Rotherham	Dwelling	2002	\$ 588,000	\$ 41,000	\$ 500,000	\$ 14,000	\$ 31,000	
197	21280 / 6100	19 Heaton St Rotherham	Hall	1960	\$ 666,000	\$ 46,000	\$ 192,000	\$ -	\$ 33,000	
198	21280 / 6200	17 Heaton St Rotherham	Sheds	1980	\$ 72,000	\$ 3,700	\$ 31,000	\$ 100	\$ 900	
466	21280 / 11101	116 Rotherham Road North Rotherham	Transfer Station	1980	\$ 35,000	\$ 1,800	\$ 17,000	\$ 100	\$ 1,800	
219	21290 / 5800 A	30 Mountain View Road Culverden	Offices	1950	\$ 959,000	\$ 71,000	\$ 156,000	\$ -	\$ 42,000	
218	21290 / 5800 B	32 Mountain View Road Culverden	Workshop etc	1963	\$ 566,000	\$ 39,000	\$ 96,000	\$ -	\$ 34,000	Workshop, 4 Bay Truckshed, Storeshed and Amenities.
222	21290 / 9200	21 Culverden Road Culverden	Pavillion	1964	\$ 321,000	\$ 22,000	\$ 78,000	\$ -	\$ 18,000	
223	21290 / 9202	21 Mountain View Road Culverden	Toilets	1998	\$ 232,000	\$ 12,000	\$ 158,000	\$ 2,300	\$ 15,000	
228	21290 / 9701	68 St Leonards Road Culverden	Transfer Station	1999	\$ 15,000	\$ 700	\$ 9,400	\$ 100	\$ 900	
202	21290 / 12200	183 Culverden Road Culverden	Pump House	1975	\$ 36,000	\$ 1,800	\$ 5,700	\$ -	\$ 1,200	
204	21290 / 15100	15 Balmoral Station Road Balmoral	Toilets	1990	\$ 193,000	\$ 10,000	\$ 106,000	\$ 900	\$ 9,800	
237	21330 / 3300 G	20 The Parade Teviotdale	Toilets	2003	\$ 153,000	\$ 7,200	\$ 118,000	\$ 2,000	\$ 9,300	
243	21340 / 1902	0 Foxdown Road Scargill Valley	Pump House	1968	\$ 36,000	\$ 1,800	\$ 3,900	\$ -	\$ 1,700	
245	21340 / 7000	10 Overtons Road Scargill Valley	Hall	1954	\$ -	\$ -	\$ -	\$ -	\$ -	Zero Value 2017
	21340 / 7100	4 Overtons Road Scargill Valley	Ex Plunket Rooms	1960	\$ 125,000	\$ 5,100	\$ 23,000	\$ -	\$ 6,800	
248	21340 / 7500 C	235 Scargill Valley Road Greta Valley	Toilets	1965	\$ 120,000	\$ 5,700	\$ 16,000	\$ -	\$ 10,000	
251	21340 / 7500 F	125 Scargill Valley Road Greta Valley	Sheds	1966	\$ 109,000	\$ 5,700	\$ 16,000	\$ -	\$ 6,000	3 Sheds. Not Inspected
260	21340 / 8644	4 Valley Road Greta Valley	Fire Engine Shed	2000	\$ 369,000	\$ 18,000	\$ 273,000	\$ 5,000	\$ 19,000	Two roller doors into shed. Attached office.
471	21340 / 8645	2 Valley Road Greta Valley	Toilets	1980	\$ 114,000	\$ 5,400	\$ 44,000	\$ -	\$ 4,900	
271	21350 / 400 B	11 Reeces Road Glenmark	Pavillion	1955	\$ -	\$ -	\$ -	\$ -	\$ -	Assume was burnt down
271.1	21350 / 400 B	11 Reeces Road Glenmark	Changing Rooms	1998	\$ 393,000	\$ 21,000	\$ 278,000	\$ 4,800	\$ 10,000	
274	21350 / 7800	3 Church Road Waipara	Toilet Block	1961	\$ 82,000	\$ 4,100	\$ 11,000	\$ -	\$ 8,600	
275	21350 / 7800	3 Church Road Waipara	Pavillion	2008	\$ 285,000	\$ 16,000	\$ 249,000	\$ 5,700	\$ 7,400	
266	21350 / 15200	2 Johnston Street Waipara	Hall	1960	\$ 1,477,000	\$ 113,000	\$ 425,000	\$ -	\$ 71,000	
276	21360 / 12800	99 Princes St Waikari	Hall	1965	\$ 1,030,000	\$ 76,000	\$ 360,000	\$ 1,000	\$ 52,000	
280	21360 / 13600	100 Princes St Waikari	Medical Centre	2002	\$ 978,000	\$ 67,000	\$ 782,000	\$ 18,000	\$ 56,000	
	21360 / 15200	75 Princes St Waikari	Workshop	Various	\$ 125,000	\$ 6,800	\$ 68,000	\$ 900	\$ 3,900	
	21360 / 15200	75 Princes St Waikari	Truck Shed	Various	\$ 194,000	\$ 12,000	\$ 39,000	\$ -	\$ 5,900	
	21360 / 15200	75 Princes St Waikari	Carpenters Workshop	Various	\$ 320,000	\$ 20,000	\$ -	\$ -	\$ 4,300	
	21360 / 15200	75 Princes St Waikari	Garage Workshop	Various	\$ 412,000	\$ 25,000	\$ -	\$ -	\$ 6,600	
285, 286	21360 / 16800 A	22 Princes St Waikari	Toilet Block	Circa 1950	\$ 109,000	\$ 5,400	\$ 1,800	\$ -	\$ 7,600	
285, 286	21360 / 16800 A	22 Princes St Waikari	Pavilion	Circa 1950	\$ 310,000	\$ 21,000	\$ 27,000	\$ -	\$ 13,000	
289	21360 / 18700	6 Weka Pass Road Waikari	Toilet Block	2003	\$ 231,000	\$ 11,000	\$ 177,000	\$ 3,100	\$ 14,000	
290	21360 / 20300	35 Princes Street Waikari	Pensioner Flats	1976	\$ 931,000	\$ 64,000	\$ 454,000	\$ 6,100	\$ 41,000	Not internally inspected. 5 one bedroom units.
320	21370 / 2700 F	11 E Allandale Road Hawarden	Toilet Block	1961	\$ 165,000	\$ 9,000	\$ 11,000	\$ -	\$ 10,000	
322	21370 / 2900	8 Horsley Down Road Hawarden	Hall	1956	\$ 1,161,000	\$ 80,000	\$ 276,000	\$ -	\$ 44,000	
322	21370 / 2900	8 Horsley Down Road Hawarden	Toilet Block	2008	\$ 184,000	\$ 9,100	\$ 156,000	\$ 3,100	\$ 11,000	
308	21370 / 14900	7 OCarrols Road Hawarden	Plunket Rooms	1935	\$ 189,000	\$ 10,000	\$ 66,000	\$ 200	\$ 8,200	
	21420 / 11602	52 Grays Road Amberley	Transfer Station Office and Amenities	2014	\$ 39,000	\$ 2,100	\$ 38,000	\$ 900	\$ 2,800	Construction cost provided by HDC of \$35,000 in 2014.
	21420 / 11602	52 Grays Road Amberley	Transfer Shed	2014	\$ 649,000	\$ 45,000	\$ 621,000	\$ 15,000	\$ 44,000	Construction costs of \$570,000 provided in 2014.
362, 480	21420 / 41900	1 Chamberlain Avenue Amberley	Toilet Blocks (2)	Various	\$ 192,000	\$ 9,500	\$ -	\$ -	\$ 11,000	
362, 480	21420 / 41900	1 Chamberlain Avenue Amberley	Tennis Pavilion	Various	\$ 94,000	\$ 4,700	\$ 73,000	\$ 1,700	\$ 6,600	
377	21420 / 58203	1091 Upper Sefton Road Balcairn	Office	1971	\$ 497,000	\$ 28,000	\$ 19,000	\$ -	\$ 3,800	
378	21420 / 58204	11 Duffs Road Balcairn	Timber Store Shed	1970	\$ 47,000	\$ 2,200	\$ 13,000	\$ -	\$ 700	
382	21420 / 72100	17 Leithfield Road Leithfield	Toilet Block	2008	\$ 101,000	\$ 5,000	\$ 85,000	\$ 1,700	\$ 7,900	
396	21420 / 94600	0 Kings Road Leithfield	Pump House	1968	\$ 11,000	\$ 500	\$ 4,000	\$ -	\$ 400	
	21420 / 96402 B	0 Lucas Drive Leithfield	Hall	Various	\$ 236,000	\$ 16,000	\$ 115,000	\$ 1,500	\$ 12,000	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Chalet	Various	\$ 22,000	\$ 1,000	\$ 16,000	\$ 300	\$ 1,100	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Shower Block	Various	\$ 149,000	\$ 8,100	\$ 106,000	\$ 1,800	\$ 8,100	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Laundry/Disabled Toilets	Various	\$ 115,000	\$ 6,200	\$ 81,000	\$ 1,400	\$ 12,000	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Toilet Block	Various	\$ 192,000	\$ 10,000	\$ 128,000	\$ 1,800	\$ 10,000	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Kitchen Block	Various	\$ 136,000	\$ 7,400	\$ 34,000	\$ -	\$ 4,800	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Store Shed	Various	\$ 97,000	\$ 5,300	\$ -	\$ -	\$ 4,200	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Caretakers Dwelling/Shop	Various	\$ 298,000	\$ 16,000	\$ 128,000	\$ 2,000	\$ 14,000	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
	21420 / 96402 B	0 Lucas Drive Leithfield	Old Office/Shed	Various	\$ 26,000	\$ 1,400	\$ 3,200	\$ -	\$ 1,400	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this

Asset No.	Val Ref	Address	Asset Description	Actual Yr Built	2017 Valuation Summary					Comments
					Reinstatement	Reinstatement Inflationary Provision	Indemnity	Indemnity Inflationary Provision	Demolition	
	21420 / 96402 B	0 Lucas Drive Leithfield	Lean-to-Carport	Various	\$ 12,000	\$ 600	\$ 3,400	\$ -	\$ 700	Motor Camp comprises of a chalet, shower block, laundry/disabled toilets, toilet block, kitchen block, store shed, caretakers dwelling/shop, old office/shed and lean-to-carport. The hall (ex-vet clinic) is also valued under this
406, 407	21420 / 96402 D	2 Lucas Drive Leithfield	Pump Sheds	Various	\$ 27,000	\$ 1,400	\$ 6,700	\$ -	\$ 1,700	
406, 407	21420 / 96402 D	2 Lucas Drive Leithfield	Toilet Block	Various	\$ 177,000	\$ 8,800	\$ 53,000	\$ -	\$ 9,200	
434	21430 / 3000 C	112 Carters Road Amberley	Cottage	1982	\$ 107,000	\$ 6,300	\$ 70,000	\$ 1,700	\$ 4,500	
435	21430 / 3702	5 Church Street Amberley	Pensioner Flats	1986 and 2009	\$ 771,000	\$ 53,000	\$ 490,000	\$ 10,000	\$ 40,000	Not Internally Inspected. 6*1 & 2 bedroom units built in 1986. 3* 1 bedroom units built in 2009 with a tripple carport.
435	21430 / 3702	5 Church Street Amberley	Pensioner Flats	1986 and 2009	\$ 423,000	\$ 29,000	\$ 383,000	\$ 10,000	\$ 27,000	Not Internally Inspected. 6*1 & 2 bedroom units built in 1986. 3* 1 bedroom units built in 2009 with a tripple carport.
435	21430 / 3702	5 Church Street Amberley	3 Carports	1986 and 2009	\$ 14,000	\$ 600	\$ 11,000	\$ 100	\$ 1,700	Not Internally Inspected. 6*1 & 2 bedroom units built in 1986. 3* 1 bedroom units built in 2009 with a tripple carport.
436	21430 / 8802	76 Carters Road Amberley	Toilet Block	2001	\$ 214,000	\$ 12,000	\$ 157,000	\$ 2,600	\$ 11,000	
437	21430 / 8900	66 Carters Road Amberley	Council Offices	1995	\$ 3,612,000	\$ 302,000	\$ 2,619,000	\$ 58,000	\$ 220,000	Interior upgrade 2016
413	21430 / 13200	81 Carters Road Amberley	Resource Recovery Building	1995	\$ 206,000	\$ 13,000	\$ 136,000	\$ 2,200	\$ 10,000	
413.1, 414	21430 / 13201	85 Carters Road Amberley	Workshop	Various	\$ 306,000	\$ 20,000	\$ 65,000	\$ -	\$ 21,000	
413.1, 414	21430 / 13201	85 Carters Road Amberley	Truck Sheds	Various	\$ 282,000	\$ 18,000	\$ 147,000	\$ 1,400	\$ 25,000	
413.1, 414	21430 / 13201	85 Carters Road Amberley	Portacom/Ablutions	Various	\$ 52,000	\$ 2,900	\$ 47,000	\$ 1,100	\$ 4,000	
	21430 / 13700	101 Carters Road Amberley	Shop	Various	\$ 137,000	\$ 7,400	\$ 49,000	\$ 100	\$ 11,000	
	21430 / 13700	101 Carters Road Amberley	Office	Various	\$ 187,000	\$ 10,000	\$ 67,000	\$ 100	\$ 11,000	
	21430 / 13700	101 Carters Road Amberley	Toilets	Various	\$ 55,000	\$ 2,700	\$ 11,000	\$ -	\$ 3,400	
418	21430 / 13900	5 Pound Road Amberley	Pensioner Flats	1991	\$ 512,000	\$ 35,000	\$ 346,000	\$ 7,200	\$ 27,000	3 Pensioner Units, 2 with integral single garages and 1 with a freestanding single carport.
418	21430 / 13900	5 Pound Road Amberley	Freestanding Single Carport	1991	\$ 4,900	\$ 200	\$ 1,700	\$ -	\$ 700	3 Pensioner Units, 2 with integral single garages and 1 with a freestanding single carport.
420	21430 / 14600	109 Carters Road Amberley	Library	2005	\$ 2,547,000	\$ 188,000	\$ 2,165,000	\$ 53,000	\$ 120,000	
421	21430 / 14601	109 Carters Road Amberley	Plunket	1997	\$ 214,000	\$ 15,000	\$ 160,000	\$ 3,600	\$ 13,000	
	21430 / 18400	50 Douglas Road Amberley	Rugby Changing Rooms (425)	Various	\$ 1,269,000	\$ 100,000	\$ 761,000	\$ 14,000	\$ 58,000	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
	21430 / 18400	50 Douglas Road Amberley	Tennis Pavilion (426)	Various	\$ 197,000	\$ 14,000	\$ 106,000	\$ 1,700	\$ 9,600	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
	21430 / 18400	50 Douglas Road Amberley	Pool Building (427)	Various	\$ 1,967,000	\$ 155,000	\$ 1,442,000	\$ 30,000	\$ 122,000	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
	21430 / 18400	50 Douglas Road Amberley	Toilets (new) (430.1)	Various	\$ 144,000	\$ 7,100	\$ 111,000	\$ 1,900	\$ 7,500	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
	21430 / 18400	50 Douglas Road Amberley	Swimming Pool (428)	Various	\$ 628,000	\$ 43,000	\$ 42,000	\$ -	\$ 45,000	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
	21430 / 18400	50 Douglas Road Amberley	Community Pavilion (429)	Various	\$ 1,327,000	\$ 105,000	\$ 509,000	\$ -	\$ 60,000	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
	21430 / 18400	50 Douglas Road Amberley	Toilets (old) (430)	Various	\$ 165,000	\$ 8,200	\$ -	\$ -	\$ 9,600	Block and New Toilet Block. Swimming pool assessment excludes plant and equipment.
439	21440 / 8401	135 Forestry Road Sefton	Pump House	1965	\$ 24,000	\$ 1,300	\$ 3,200	\$ -	\$ 3,800	
439	21440 / 8401	135 Forestry Road Sefton	8 Tanks	1965	\$ 32,000	\$ 1,500	\$ 10,000	\$ -	\$ 1,400	
					\$ 85,682,500	\$ 6,122,000	\$ 42,547,600	\$ 750,200	\$ 4,618,200	



Quotable Value Limited
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Name of Client:	Hurunui District Council		
Address of Assets:	Various – see attached schedule		
Valuation Reference:	Various properties throughout Hurunui District		
Asset Description:	Buildings – see attached schedule		
Upgrade Requirements:	See attached schedule		
Building Age:	See attached schedule	Use/Occupation:	See attached schedule
Land Contour:	Various	Subsoil Type:	Various
Other Known Characteristics:	See attached schedule		

1.0 REINSTATEMENT		TOTALS
A. Reinstatement Estimate	See attached schedule	\$85,682,500
B. Inflationary Provision	See attached schedule	\$6,122,000
2.0 INDEMNIFICATION		
A. Depreciated Replacement Cost	See attached schedule	\$42,547,600
B. Inflationary Provision (during a 12 month insurance period if appropriate)	See attached schedule	\$750,200
3.0 FUNCTIONAL REPLACEMENT		
<i>Refer to valuation report/letter for the specification of the functional design</i>		
A. Functional Replacement Cost	See attached schedule	N/A
B. Inflationary Provision	See attached schedule	N/A
4.0 DEMOLITION ESTIMATE	See attached schedule	\$4,618,200

VALUER SIGNATURES:

NAME: Alan Chadderton
QUALIFICATIONS: Registered Valuer
VALUATION DATE: 30 June 2017

- (a) All figures are exclusive of Goods & Services Tax, Finance Coats and other indirect costs.
- (b) All figures are exclusive of any allowance for land value
- (c) This form must be read in conjunction with the definitions of terms which follow and the covering report provided.
- (d) The information in this report has been prepared to establish insurance values and may not be used for other purposes without the written consent of the valuer.
- (e) All figures assume compliance with building regulations and bylaws.



Definition of Insurance Valuation Terms

The following definitions pertain to and form an integral part of the Valuation on the reverse hereof.

GENERAL

Name of Client

Normally the insured.

Address

Physical location, including street address at which the assets are situated.

Asset Description

General description giving sufficient detail to identify the range of assets encompassed in the valuation including details of principal structure showing main construction materials. Any exclusions should be noted.

Upgrade Requirements

If the reinstatement estimate is based upon the use of different materials and/or additional services from those existing briefly describe the major item.

Age

Estimated year of completion and dates of any major additions and upgrades.

Use/Occupation

Nature of main activity carried out at location.

Contour

Valuer's classification of the land contour containing building and immediate yard areas:

- 1) Level
- 2) Gentle
- 3) Easy
- 4) Medium
- 5) Steep
- 6) Other – as specified.

Subsoil Type

General classification of land supporting building and immediate yard areas:

- 1) Bedrock
- 2) Firm natural ground
- 3) Filled ground
- 4) Other – as specified

As a geotechnical survey has not been undertaken the description is without prejudice.

1.0 REINSTATEMENT

A. *Reinstatement Estimate*

Is the estimated cost at date of valuation (including relevant fees) of reinstating the asset to an as

new condition, including, where appropriate, the use of current equivalent technology, material and services. In the case of partial destruction no specific allowance has been made for any additional requirements that any Council, Government or other Authority may require as additional expenditure to upgrade, alter or amend the undamaged portion of the asset.

B. *Inflationary Provision*

This amount has been estimated on the basis of a loss occurring on the last day of a 12 month insurance period, if appropriate.

The inflation provision under 1.0 and 3.0 incorporates an allowance for the additional time required for inspections, demolition, preparation of new preliminary proposals and their approval by the Territorial Authority, preparation of working drawings and specifications, schedules of quantities, in addition to an estimated period of construction contract. No allowance is made for any delay due to the need to comply with the provisions of the Resource Management Act.

All inflationary provisions are given without prejudice.

2.0 INDEMNIFICATION

A. *Basis of Valuation*

i) *Market Related Value*

Market Related Value is the estimated amount for which an asset leased at a market rent, if appropriate, should exchange on the date of valuation between a willing buyer and a willing seller in an arms length transaction after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion.

ii) *Depreciated Replacement Cost*

Is the Replacement Cost at the beginning of the insurance period, reduced by factors providing for age and physical depreciation.

3.0 FUNCTIONAL REPLACEMENT

Is the estimated cost required to reinstate all assets to perform similar tasks but under optimum current design and lay-out conditions with capacity requirements not greater than currently available. The value of any partial loss has been disregarded in this context.

4.0 DEMOLITION ESTIMATE

For the purpose of valuation, it is assumed that 100% of the assets have been damaged beyond repair and have no salvage value.

Unless otherwise noted in the valuation covering letter, Demolition Estimate covers the cost of demolition and removal as debris of the assets valued only excluding the cost of removal of any noxious materials, or removal of debris on adjoining premises.



GENERAL VALUATION ASSUMPTIONS AND CONDITIONS

The following assumptions and conditions apply to these valuations.

1. The reinstatement estimate is the estimated cost at the date of valuation (including relevant fees) of reinstating the assets to the current productive utility and to as new condition including, where appropriate the use of current equivalent technology, material and services. In the case of partial destruction, we have made no special allowance for any additional requirements that any Council, Government or any other authority may require as additional expenditure to upgrade, alter or amend the undamaged portion of the building. The reinstatement estimate does not include any allowance for carpark sealing, other site improvements, driveways etc which may be damaged in the course of fire/earthquake or in the course of reinstatement works.
2. In this insurance schedule the indemnity value is based on a discounted replacement calculation. This has been determined on the basis of the buildings present reinstatement costs after allowing for physical depreciation, which is determined on a straight line basis over a set number of years.
3. The values appearing on the attached insurance schedule have been prepared for replacement cost and indemnity insurance purposes only.
4. A fire safety audit has not been conducted. The reinstatement cost of any structure will include compliance with both the Building Act 2004, and any fire safety regulations where applicable.
5. As a geotechnical survey has not been undertaken, the sub soil type description is without prejudice and is based on a visual inspection. The reinstatement estimate presumes that there are no additional costs associated with extra foundations or site stabilisation requirements.
6. Demolition – for the purpose of this valuation it is assumed that 100% of the assets have been damaged beyond repair and have no salvage value. Unless otherwise noted, the demolition estimate covers the cost of demolition and removal of the assets valued only, excluding the cost of removal of any noxious materials or removal of debris from, or on adjoining buildings.
7. No allowance has been made in the inflationary provisions for the possibility that the development approvals may be unduly delayed. The amount stated has been estimated on the basis of loss occurring on the last day of the insurance period. All inflationary provisions are given without prejudice.
8. In preparing the insurance certificates, no allowance has been made for, or for the effect of Goods and Services Tax. It would be prudent to confirm with the insurer that the GST will be paid out over and above the Reinstatement estimate or the indemnity value.
9. No investigations have been made in regard to Completion Certificates and Buildings Warrants of Fitness under the terms of the Building Act 2004 unless otherwise stated. It has been assumed for the purposes of this valuation that all buildings and improvements on the land comply with the requirements of the Building Act 2004.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Finance, Audit and Risk Committee

Date: 16 November 2017

Health and Safety

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary This is a monthly report to heighten the importance of health and safety in the workplace.

No injuries or incidents occurred to end of October 2017 with no working days being lost. No workplace incidents required notification to the Ministry of Business Innovation and Employment.

Introduction

The Council has an active Health and Safety Committee. The membership was selected via an interview basis (with the CEO) and is representative of the various parts of the business with six members.

One Officer is dedicated to health and safety one day per week. The Team Leader Human Resources has an organisational responsibility for health and safety with the Health and Safety Officer reporting to that person.

Accident Compensation Corporation (ACC)

No workplace injuries needed to be reported to the Accident Compensation Corporation during October 2017.

Accidents

I am very pleased to report no injuries or incidents occurred outside Hanmer Springs Thermal Pools and Spa Complex. Apart from this very pleasing result, the Health and Safety Committee has been very active.

The Staff Risk Register and methodology used to identify and manage risks is under review. This is a key priority of the Annual Health and Safety Plan.

Another review being finalised is a survey of Frontline and Other Staff around the frequency and with what impact incidents of Threatening Behaviour have. The results of the survey will be analysed to assess how well current control measures are working and what changes may be required to make staff feel safer and prevent harm.

Work is also underway to meet the requirements of the Health and Safety at Work (Hazardous Substances) Regulations that take effect December 1 2017. This involves making sure we have an inventory of all hazardous substances in our HDC workplaces, informing people about the precautionary measures we have in place to manage them, providing information or Material Safety Data Sheets about these precautionary measures and having emergency preparation plans in place.

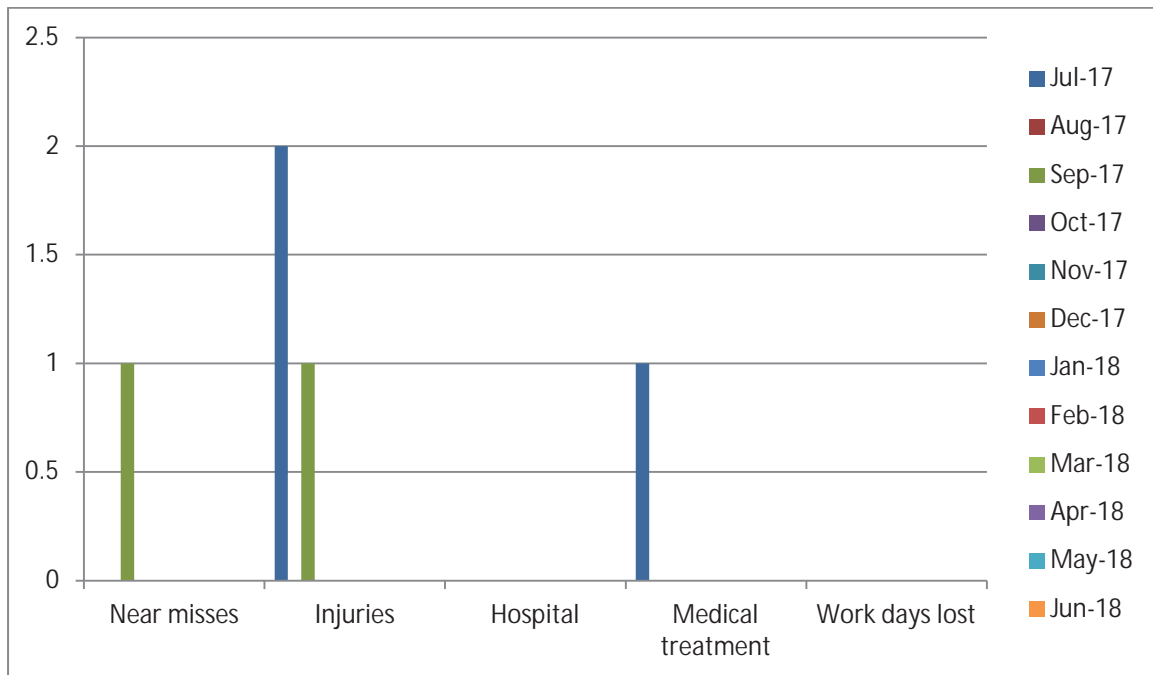
Appendices

1. Injury and near miss record for Amberley Service Centre, Hurunui Libraries and Utilities area October 2017.
2. Injury and near miss record for Hanmer Springs Thermal Pools and Spa Complex September 2017.

Report Prepared by: Michael Prisk
Team Leader Human Resources

Officer in Attendance: The report author will be in attendance to speak to this report.

Health and Safety – Near Misses, Injuries.



HANMER SPRINGS THERMAL POOLS & SPA COMMITTEE – HEALTH AND SAFETY REPORT
SEPTEMBER 2017

Event Data	Negative trend	Positive trend	Comments
Total number of events current month		18	
Total number of events same month prior year		28	
Total number of events This FY YTD	82		
Total number of events Last FY YTD		77	
Total number of customers in current month	29,189		Last year 34, 853 customers
Number of customer events occurring per 1,000 customers	0.45		
Total number of events current month -staff	3		All minor
Total number of events current month-customers	13		
Total number of events current month-contractors	2		Minor injury to a contractors sub contractor a roofing contractor. And a minor injury to a member
Total number of Notifiable events current month	0		
Total number of Notifiable events financial YTD	0		
Total number of Near Drowning events in current month	2		1 dry and 1 wet event -all to children
Total number of Near Drowning events Financial YTD	10		

Activity

Statistics show marked improvement of staff health and safety outcomes with ten less incidents reported compared to one for same time in 2016. The most pleasing aspect to note about this result was that all events were minor. Overall the total number of incidents are five less on a year to date comparative basis. This is supported by much lower 0.45 number of customer incidents per thousand compared to 0.72 for the same time last year.

The two near drowning and dry rescue incidents were directly due to poor parental supervision at the Rainbow, Super Bowl and Rocks/Hex pools. These all involved children slipping under the water when parents were distracted. Vigilant lifeguarding in these areas prevents these incidents being more serious. .

No incidents needed to be notified to Work Safe New Zealand.

Attached is a definition of a Near Drowning:

Near drowning is the term for survival after suffocation or partial suffocation caused by submersion in water or fluid.

Near drowning may result in survival with no long lasting effects of permanent damage.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Finance, Audit and Risk
Report Prepared by: Dan Harris, Manager Infrastructure Services - Delivery
Date: 16 November 2017
Significance Level: Low

Management of property visitation and network protection

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary A presentation will be provided by Dan Harris and Ryan Higgs (CEO Onside) showing the potential Onside (<http://onside.co.nz/>) has in managing the visitation of Utilities Officers to customer properties for network access. This system has other opportunities for network protection and Council property hazard management.

Report Prepared by:

Dan Harris
 Manager Infrastructure Services - Delivery

Officer in Attendance: The report author will be in attendance to speak to this report.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Finance, Audit and Risk Committee

Date: 16 November 2017

Performance Report End October 2017

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary This is the monthly report for the 2017-18 financial year to identify progress toward the Council's performance measures as per the 2015-25 Long Term Plan.

Monthly Reporting The performance report has replaced the former 'Quarterly Report'. This will result in the information being available more often and will provide the opportunity for closer scrutiny and attention, as well as the opportunity to identify any issues earlier than perhaps in the past.

The appended report provides a written account (rather than the financial detail), of the status of performance measures as at 31 October 2017.

Appendices 1. Performance Reports to end October 2017.

Report Prepared by: Audrey van der Monde
Manager Public Services

Officer in Attendance: The report author will be in attendance to speak to this report.

Summary Performance Measures							
YTD	October 2017				Status		Comment
					MTD	YTD	
1	Water Supply						Bacterial compliance, response time, complaints received
2	Sewerage						Response time, complaints received
3	Stormwater						Response time
4	Roads and Footpaths						Trip hazards
5	Public Services						Residual waste to landfill
6	Regulatory Services						
7	Hanmer Springs Thermal Pools and Spa						Customer and profitability targets not met
	This page is a summary of the 71 HDC performance measures as detailed in the Long Term Plan 2015-25. The details of performance against individual measures is covered in the following 7 pages.						
				Key:			Performance target achieved/exceeded
							Performance on track to be achieved or not yet measured
							Performance target not achieved

Water Supply Performance Measures							
			Actual		Status		Comment
		Target	MTD	YTD	MTD	YTD	
Safety							
1	Bacteria compliance	Zero failures	1	4			Balmoral Failure in Oct
2	Protozoa compliance	N/A	Not measured	Not measured			Target for protozoal compliance is 2024/25
Maintenance							
3	Water loss (on demand - metered)	Max 20%	Not measured	Not measured			Measured annually
4	Water loss (on demand - unmetered)	N/A	Not measured	Not measured			Cannot be measured. Leithfield beach metering project underway.
5	Water loss (restricted)	N/A	Not measured	Not measured			Cannot be measured
Fault Median Response Time							
6	Urgent response Restricted	2 hours	2.77	2.93			
7	Urgent Resolution Restricted	12 hours	7.11	16.40			
8	Urgent response On-demand	2 hours	1.34	1.31			
9	Urgent Resolution On-demand	12 hours	1.34	7.38			
10	Non-urgent response	72 hours	4.79	6.23			
11	Non-urgent resolution	120 hours	29.75	27.67			
Customer Satisfaction							
12	Clarity	Zero complaints	5	9			
13	Taste	Zero complaints	2	5			
14	Odour	Zero complaints	2	8			
15	Pressure or flow	Zero complaints	1	8			
16	Complaints per 1000 connections	Zero complaints	Not measured	1.3			
Demand Management							
17	Average consumption	285 L/Person/day	Not measured	Not measured			Measured annually

Sewerage Performance Measures							
			Actual		Status		Comment
	Target	MTD	YTD	MTD	YTD		
System and Adequacy							
1	Dry weather overflows	Nil/1000 connections	Not measured	Not measured			
Discharge compliance							
2	Abatement notices	Nil	0	0			
3	Infringement notices	Nil	0	0			
4	Enforcement notices	Nil	0	0			
5	Convictions	Nil	0	0			
Fault Response Time							
6	Call out attendance	2 hours	16.53	1.13			
7	Call-out resolution	12 hours	16.53	3.67			
Customer Satisfaction							
8	Odour	Zero complaints	1	1			
9	Mechanical/Electrical faults	Zero complaints	1	8			
10	Blockages	Zero complaints	2	7			
11	Complaints per 1000 connections	Zero complaints	Not measured	1.2			

Stormwater and Drainage Performance Measures							
			Actual		Status		Comment
	Target	MTD	YTD	MTD	YTD		
System and Adequacy							
1	Reported flooding events	Zero	0	0			
2	Habitable floors affected per flooding event	Zero	0	0			
Discharge compliance							
3	Abatement notices	Nil	Nil	Nil			
4	Infringement notices	Nil	Nil	Nil			
5	Enforcement notices	Nil	Nil	Nil			
6	Convictions	Nil	Nil	Nil			
Response Time							
7	Median call out-attendance	2 hours	25.5	26.83			time relates to non-urgent jobs
Customer Satisfaction							
8	Complaints per 1000 connections	Zero	Not measured	0.9			

Roads and Footpaths Performance Measures		Actual			Status		Comment
	Target	MTD	YTD	MTD	YTD		
Road Safety							
1	Fatalities	Nil	0	0			
2	Serious crashes	Nil	0	0			
Condition of Sealed Road Network							
3	Smooth travel exposure	Min 80%	Not measured	97%			Measured annually
Maintenance of Sealed Road Network							
4	Percentage of sealed roads resealed annually	Min 5%	0	0			Resealing commences in late November. Larger program this year due to EQ sealing and 3 sites held back from last season running late.
Maintenance of Unsealed Road Network							
5	Potholes no more than 70mm deep and 300mm diameter	Zero	0	0			
6	Corrugations do not exceed 70mm in depth	Zero	0	0			
Condition of Footpaths within the Local Road Network							
7	Percentage of footpaths with tripping hazards greater than 20mm high	0%	0.09%	4.01%			Reduced construction time due to weather and school holidays has slowed progress with repair works.
8	Reduce the length of urban roads with no footpath, as a percentage of the total urban road network	Actual	0%	31%			All effort is being concentrated in to repairing existing footpath assets to reduce the amount of trip hazards over 20mm high. This will likely result in less new footpaths being built across the district.
Response to Service Requests							
9	Potholes in all sealed roads, assessed to be greater than 40mm deep will be filled within 1 week	100%	100%	100%			
10	Corrugations in metal (unsealed) roads greater than 40mm deep will be removed within 2 weeks	100%	100%	100%			
12	Blocked culvert inlets and outlets are to be cleared within 2 weeks	100%	100%	100%			
13	Bridge structural component damage is to be made safe within two days	100%	0	0			
14	Service requests regarding flooding on roads in rainfall events will be assessed within 24 hours.	100%	100%	100%			
15	Trip hazards on footpath pavements, greater than 20mm in height, are to be corrected within 4 weeks	100%	100%	100%			
16	Any damage to Regulatory Signs will result in them being fixed or replaced within 48 hours.	100%	100%	100%			

Regulatory Performance Measures							
			Actual		Status		Comment
		Target	MTD	YTD	MTD	YTD	
Process consent applications							
1	Building consents	100% within 20 days	100%	100%			37 consents processed, average 12 days
2	Resource consents (non-notified)	100% within 20 days	100%	100%			56 consents processed for the year, 9 consents processed in October 2017
Compliance with the Fencing of Swimming Pools Act							
3	Compliance inspections	30% of known pools annually	67	67			Just over half way through this year's inspections. 67 pools done. 53 to go.
Compliance with food and liquor legislation and health standards							
4	Compliance inspections - food premises	100% annually	38%	38%			53 premises visited. On track to hit annual target
5	Compliance inspections - on license liquor premises	100% annually	63%	63%			35 premises visited. On track to hit annual target
Dog and stock complaints							
6	Response to reported dog biting	100% within 24 hours	100%	100%			
7	Response to reported wandering stock	100% within 24 hours	100%	100%			

Committee Name	FINANCE, AUDIT AND RISK COMMITTEE
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	None
Legislative basis	Committee reconstituted 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.
Membership	<ul style="list-style-type: none"> • The Mayor (1) • Four councillors (4)
Delegations	<p>The Council delegates to the Committee responsibility for governance in the following areas:</p> <ul style="list-style-type: none"> • Assisting the Council in assuring it exercises due care and diligence in its practices and processes with a focus on finance, audit and risk. • Preparation of submissions to relevant bills, discussion and policy documents, for recommendation to the Council. • To operate in accordance with its approved <u>Terms of Reference</u>. <p>Financial Management:</p> <ul style="list-style-type: none"> • Review monthly financial reports and analysis with the Council management and report to the Council on any matters that arise through its financial scrutiny. • Implement ongoing benchmarking analysis to review all aspects of the Council's financial performance against best practice standards, wherever possible. • Undertake a rolling programme of financial reviews of significant Council activities and expenditure, and recommend to the Council any proposed or recommended changes to services, levels of service, methods of funding or significant changes, and methods of delivery, where such changes would improve the overall financial performance of the Council. • Review and monitor the Council's investments, assess returns and review possible acquisition and disposal options that could be to the Council's benefit. <p>Audit and Risk Functions:</p> <ul style="list-style-type: none"> • Review the Council's annual financial statements with Council management and the Auditors prior to their approval by the Council. • Oversee statutory compliance in terms of financial disclosure. • Monitor corporate risk assessment and the internal risk measures that have been instituted. • Make recommendations to the Council on the appointment of auditors and audit fees. • Review annually the internal audit programme, ensuring emphasis is placed on areas where either the Council or Council Management or the Auditors believe attention is necessary. • Review insurance arrangements annually.

- **Oversee the Council's:**
 - risk management framework
 - internal control environment
 - legislative and regulatory compliance
 - internal audit and assurance
 - external audit
 - financial reporting structure
 - management of significant projects
 - compliance to Treasury Risk Management Policies.
- Review the effectiveness of the Council's external accountability reporting (including non-financial performance).
- Scrutinise financial performance and risk management matters with respect to the Hanmer Springs Thermal Pools and Spa. (Note: The Chairperson of the Hanmer Springs Thermal Pools and Spa Management Committee will report to the Committee twice a year on financial performance and risk management matters, or as required.).
- Review all future capital expenditure requests by the Hanmer Springs Thermal Pools & Spa Management Committee, prior to being presented to the Council for approval.
- Waivers of fees and charges.
- Oversee and monitor the activities of Council's forestry assets.

Limits to Delegations

Matters that cannot be delegated by the Council include:

- 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 or strategic plan.
- 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 developed for the purpose of the local governance statement.
- the power to adopt a remuneration and employment policy.

Council Resolutions

THAT THE COUNCIL CONFIRMS THE ESTABLISHMENT OF THE FINANCE, AUDIT AND RISK COMMITTEE AS A COMMITTEE OF THE COUNCIL.

THAT THE COUNCIL DETERMINES THE CHAIRPERSON AND THE COMMITTEE'S MEMBERSHIP BEING:

- THE CHAIR OF THE COMMITTEE IS COUNCILLOR DICK DAVISON.
- THE MEMBERSHIP BEING THE MAYOR AND COUNCILLORS MARIE BLACK, VINCE DALY, DICK DAVISON AND GEOFF SHIER.
- THE QUORUM WILL BE THREE (3) MEMBERS.

THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE FINANCE, AUDIT AND RISK COMMITTEE.

Finance, Audit & Risk Committee - Terms of Reference

Objectives of the Committee

The objectives of the Finance, Audit and Risk Committee are to assist the Council to discharge its responsibilities for:

- a) the robustness of the internal control framework and financial management practices;
- b) the integrity and appropriateness of internal and external reporting and accountability arrangements;
- c) the robustness of risk management systems, processes and practices;
- d) the independence and adequacy of internal and external audit functions
- e) compliance with applicable laws, regulations, standards and best practice guidelines; and
- f) the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

In fulfilling their role on the Finance, Audit and Risk Committee, members shall be impartial and independent at all times.

Terms of Reference

1. *Internal Control Framework*

- 1.1 Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- 1.2 Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour.
- 1.3 Review whether there are appropriate processes or systems in place to capture and effectively investigate fraud.

2. *Internal Reporting*

- 2.1 To consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council.
- 2.2 To seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.

3. *External Reporting and Accountability*

- 3.1 Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes:
- 3.2 Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management in response to the above.
- 3.3 Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend signing of the financial statements by the Chief Executive/Mayor and adoption by Council.
- 3.4 Confirm that processes are in place to ensure that financial information included in the entity's annual report is consistent with the signed financial statements.

4. *Risk Management*

- 4.1 Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks.
- 4.2 Consider whether appropriate action is being taken by Management to mitigate Council's significant risks.

5. *Internal Audit*

- 5.1 Review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile.
- 5.2 Review the adequacy of management's implementation of internal audit recommendations.
- 5.3 Review the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.
- 5.4 Conduct a session comprised only of committee members and elected members (i.e. without any management being present) with internal audit to discuss any matters that the auditors wish to bring to the Subcommittee's attention.

5.5. Should there be a disagreement between Management and the Internal Auditor on a particular issue, that:

- The Committee to meet with the Internal Auditor without Management present so the auditor can outline the issue of disagreement.
- The Committee can then allow the Management to put forward their assessment of the issue.
- The Committee can make an assessment on which group they agree with.
- Should the Committee agree with Management, then a formal request for the issue to be removed from the Internal Auditor's Report will be made
- Should the Committee agree with the Auditor, then it can instruct the Management to comply with the Auditor's issue.

6. *External Audit*

6.1 At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.

6.2 Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.

6.3 Conduct a session comprised only of committee members and elected members (i.e. without any management being present) with external audit to discuss any matters that the auditors wish to bring to the Subcommittee's attention and/or any issues of independence.

6.4 Ensure any recommendation by management that the Office of the Auditor-General replace the external auditor is referred to and examined by the Finance, Audit and Risk Committee.

6.5. Should there be a disagreement between Management and the External Auditor on a particular issue that:

- The Committee to meet with the External Auditors without Management present so they can outline the issue of disagreement.
- The Committee can then allow the Management to put forward their assessment of the issue.
- The Committee can make an assessment on which group they agree with.
- Should the Committee agree with Management, then a formal letter would be sent to the External Auditors outlining its assessment and requesting that the issue be removed from the Management Report.
- Should the External Auditors not agree with the removal of the issue, then the Committee shall write a formal letter to the Officer of the Auditor-General for clarification.
- Should the Committee agree with the External Auditors, then it can instruct the Management to comply with the Auditor's issue.

7. *Compliance with Legislation, Standards and Best Practice Guidelines*

7.1 Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines as applicable.

8. *Insurance*

8.1 Review the level of insurance on an annual basis to ensure that it is appropriate.

9. *Treasury Function*

9.1 Monitor the Council's compliance with its Treasury Risk Management Policies and compliance with the relevant debt covenants.

9.2 Make recommendations to changes to the Treasury Risk Management Policy where appropriate.

10. *Hanmer Springs Thermal Pools & Spa*

10.1 Review the annual financial performance for the pools and spa. The Committee will act as a watchdog, to look at the risk profile for the activity, look for gaps and request or conduct investigations if considered necessary. The Finance, Audit and Risk Committee would then report to the full Council on any issues of concern.

10.2 Conduct a review and scrutiny over proposed capital projects and provide a recommendation to the Council, when it is considering approval of those projects.