

AGENDA:

Meeting of the
FINANCE & AUDIT COMMITTEE

Wednesday 13 April 2016
commencing at 5:00pm

at the:

Bridgeclub

Lyndhurst Street, Westport

Finance & Audit Committee Members:

- His Worship the Mayor Garry Howard
- Cr S Roche (Chair)
- Cr R Nahr
- Cr P Rutherford
- Cr L Brooks

Terms of Reference

Finance & Audit Committee

PURPOSE:

The Finance and Audit Committee will monitor and assess the following:

- The correct level of service is being delivered within the approved financial parameters.
- Capital projects are progressing to the agreed timelines and to budget.
- External financial funding is on track to be received within the budgeted financial year.
- Council's level of borrowing is financially sustainable and intergenerational equity requirements are achieved.
- Council's investments are growing as predicted and invested as per Treasury Management policy and that all breaches of policy are reported and approved by Council.
- Rates are being collected and that debt recovery is under control.
- Monitoring of Council's fiscal prudence indicators.
- Both external and internal audit requirements are met.

DELEGATED POWERS:

The Finance and Audit Committee has authority to undertake the following functions and to make recommendations to Council as required:

Financial and Performance Monitoring

- Monitoring financial performance to budgets.
- Monitoring service level performance to key performance indicators.
- Monitoring of Council's CCTO through review of their Quarterly Reports, Annual Reports and Annual Statements of Intent.
- Annual Reports and Annual Statements of Intent
- Monitoring of Rates and General Debt collection.

Council Grants

- Monitoring of Tourism and Promotion Council grants greater than \$10,000 per annum.

External Reporting and Accountability

- Enquire of 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.
- 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 and Mayor and adoption by Council.

External Audit

- Confirm the terms of the appointment and engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.
- Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised
- Enquire of management and the independent auditor about significant business, political, financial and control risks or exposure to such risks. Internal Audit
- Review the internal audit coverage and annual work plans.

FREQUENCY OF MEETINGS:

Monthly

REPORTING TO:

Council

REPORTING TIMELINE:

Quarterly to Council, monthly dashboard report.

MEMBERSHIP: Chair: - Sharon Roche

Members: - Garry Howard
- Lynn Brooks
- Robyn Nahr
- Phil Rutherford

FINANCE & AUDIT COMMITTEE MEETING
FOR THE MEETING OF 13 APRIL 2016
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**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 1

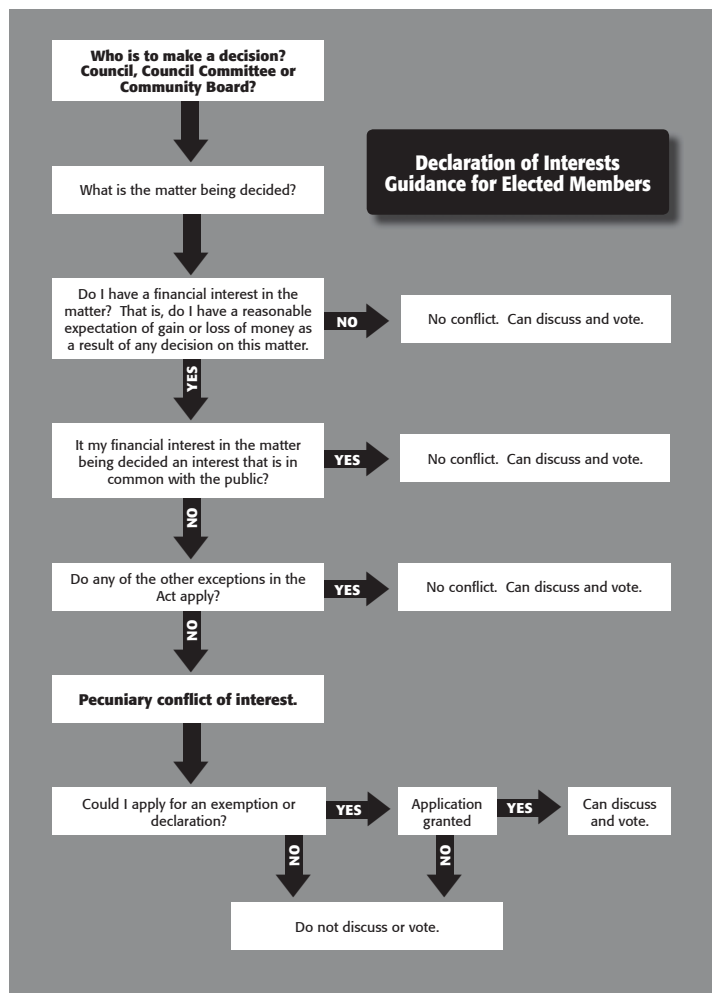
**Prepared by - Wendy Thompson (Operational Accountant)
- Dean Phibbs (Financial Accountant)**

MEMBERS INTEREST

Councillors are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Personal Assistant, Corporate Services, of any changes required to their declared Members Interest Register.

The follow flowchart may assist Councillors in making that determination (Appendix A from Code of Conduct).



DRAFT RECOMMENDATION

That Councillors disclose any financial or non-financial interest in any of the agenda items.

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 2

**Prepared by - Wendy Thompson (Operational Accountant)
- Dean Phibbs (Financial Accountant)**

CONFIRMATION OF MINUTES

Minutes of the meeting held 16 March 2016.

DRAFT RECOMMENDATION

That the minutes from the meeting held 16 March 2016 are confirmed.

MEETING OF THE BULLER DISTRICT COUNCIL FINANCE AND AUDIT COMMITTEE, COMMENCED AT 7:00pm ON 16 MARCH 2016 AT THE BRIDGE CLUB, LYNDHURST STREET, WESTPORT

PRESENT:

Mayor Garry Howard, Councillor's L Brooks (Chair), P Rutherford and R Nahr.

IN ATTENDANCE:

Operational Accountant (W Thompson) and PA Corporate Services (MS Wilson).

APOLOGIES:

An apology was received from Councillor S Roche.

**P Rutherford/Garry Howard
CARRIED UNANIMOUSLY**

1. MEMBER'S INTEREST

No members interests were declared.

2. MINUTES

RESOLVED that the minutes of the 17 February 2016 meeting be accepted.

**P Rutherford/R Nahr
CARRIED UNANIMOUSLY**

3. ACTION POINTS

94. Remove from register, subject to Annual Plan process.

96. Letter has been sent, awaiting a response.

98. Completed.

99. Good progress made to-date. Verbal update given.

101. Balance provided.

AP: Wendy to provide breakdown of balance not written-off.

103. Change date to April 2016

RESOLVED that the report be received for information and discussion.

**L Brooks/P Rutherford
CARRIED UNANIMOUSLY**

4. FINANCIAL PERFORMANCE

RESOLVED that the report be received for information and discussion.

**R Nahr/Garry Howard
CARRIED UNANIMOUSLY**

5. INVESTMENTS AND BORROWINGS

RESOLVED that the report be received for information and discussion.

**P Rutherford/R Nahr
CARRIED UNANIMOUSLY**

6. TREASURY MANAGEMENT POLICY

AP: Confirm the policy aligns with the Delegations Authority (Wendy/Dean).

AP: Dean to provide update via email to ascertain how the 4.3 Borrowing Limits were determined, background information, and explanations of Swaptions and Collar Type structures.

Approval of Policy line (page 19) to be removed – duplicated.

RESOLVED that the Finance and Audit Committee receive the report and ratify it to be included in the 2016/2017 Draft Annual Plan for consultation.

**R Nahr/Garry Howard
CARRIED UNANIMOUSLY**

RESOLVED that this report be ratified to be included in the 2016/2017 Draft Annual Plan for consultation, subject to the policy aligning with current delegations policy (table 3) and 4.3 further explanations on appropriateness of 15% and 2.5.

**Garry Howard /P Rutherford
CARRIED UNANIMOUSLY**

7. BULLER HOLDINGS LIMITED – Financial Report to 31 December 2015

Councillor R Nahr declared an interest in this item.

RESOLVED that the

(a) Interim Financial Report be received for information and discussion; and

(b) Finance and Audit Committee recommends the Interim Financial report received from Buller Holdings Limited is accepted by Council

**P Rutherford/L Brooks
CARRIED UNANIMOUSLY**

8. DRAFT STATEMENTS OF INTENT: Buller Holdings Ltd, WestReef Services Ltd, Buller Recreation Ltd and Westport Harbour Ltd.

AP: Clarification sought on BRL 10. Financial Forecasts, page 56 and 67 – Employee Leadership, Development and Retention Measures/Targets (Wendy).

RESOLVED that the:

(a) Draft Statements of Intent be received for information and discussion.

(b) Finance and Audit Committee recommends the Draft Statements of Intent are accepted by Council, subject to the financial forecasts in each SOI, that they align to the budgets presented at the Annual Plan workshops.

**Garry Howard/P Rutherford
CARRIED UNANIMOUSLY**

FINANCE WORK PLAN

Viewed and approved.

There being no further business the meeting concluded at 8:23pm

NEXT MEETING: Wednesday 13 April 2016 at 5:00pm

Confirmed: **Date:**

Name:

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 3

**Prepared by - Wendy Thompson (Operational Accountant)
- Dean Phibbs (Financial Accountant)**

ACTION POINT LIST

DRAFT RECOMMENDATION

That the report be received for information.

FINANCE & AUDIT COMMITTEE: CURRENT ACTION POINTS

No.	Meeting of:	Action Point	Responsible?	Progress:	Date required by:	Completed
96	9 Dec 2015	Blacks Point Museum – Tourism Grant KPI's: Not being met. Mayor to write to committee and express concern.	Garry Howard	Letter sent. Waiting for response.	April 2016	
99	17 Feb 2016	Project Management Report: content of report to be discussed.	Garry Howard Craig Scanlon Sharon Roche	Good progress to-date. Verbal update given.	April 2016	
102	17 Feb 2016	Internal Audit – Risks: provide potential areas of risk to be addressed by Internal Audit program.	Dean Phibbs Wendy Thompson		April 2016	
103	17 Feb 2016	Internal Audit - Shared Services: to be discussed with other West Coast Council's	Sharon Roche Garry Howard		April 2016	
105	16 Mar 2016	Coaltown Rental: Provide breakdown of balance not written-off.	Wendy Thompson		April 2016	
106	16 Mar 2016	Treasury Management Policy: Confirm the policy aligns with the Delegation Authority.	Dean Phibbs Wendy Thompson		April 2016	
107	16 Mar 2016	Treasury Management Policy: Provide update via email to ascertain how the 4.3 Borrowing Limits were determined, background information and explanations of Swaptions and Collar Type structures.	Dean Phibbs		April 2016	
108	16 Mar 2016	Draft SOI – Buller Recreation Ltd: Seek clarification on 10. – Financial Forecasts, pages 56 and 67. Employee leadership, development and retention measures/targets.	Wendy Thompson		April 2016	

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 4

**Prepared by – Dean Phibbs
– Financial Accountant**

FINANCIAL PERFORMANCE - FEBRUARY 2016

1. PURPOSE OF THE REPORT

To provide the Council with a financial performance update on the operational results to 29 February 2016.

2. OPERATIONAL PERFORMANCE REPORT – Summary of results February 2016

	Actual YTD	Budget YTD	Projected Full Year	Budget Full Year	Projected variance full year
Income	\$14,673,000	\$14,712,000	\$21,638,000	\$21,853,000	(\$215,000)
Expenditure	\$14,803,000	\$14,976,000	\$22,802,000	\$22,923,000	\$121,000
					(\$94,000)

3. DASHBOARD

Activity	Financial Operational Performance Indicators		Comment
	Revenue	Expenditure	
Democracy	●	●	Additional unbudgeted income \$28,000.
Property Amenities & Reserves	●	●	Savings in a range of expenses.
Community Services	●	●	Interest costs for SEC lower.
Regulatory	●	●	Lower income in building and planning to date – Predicting year end \$243,000 income deficit offset by \$181,000 savings in expenses.
Roading	●	●	Delay in receipt of petrol tax proceeds.
Solid Waste	●	●	
Support	●	●	
Wastewater	●	●	
Water	●	●	
Airport	●	●	Emergency repairs to south end of seawall \$60,000.

DRAFT RECOMMENDATION

That this report be received for information and discussion.

Operational Financial Report for the period ending 29 February 2016

	Year to Date										Note	Temporary or Permanent Variance	Explanation of Variances of 10% or greater	
	Actual	Budget	Variance to February	Full Year Prediction		Annual Budget	Variance Full Year Prediction	U/F	U/F	U/F				
				U/F	Full Year Prediction									
Income														
Community Services	297,228	315,300	(18,072)	U	479,700	479,700	0							
Democracy	166,220	137,336	28,884	F	234,004	206,004	28,000	F						\$28,000 unbudgeted share of Harbour lease.
Tourism & Promotion	0	0	0		0	0	0							
Water Supply	1,809,746	1,802,709	7,037	F	2,439,758	2,439,758	0							
Airport	167,999	144,208	23,791	F	190,312	190,312	0							
Amenities & Reserves	463,621	477,864	(14,243)	U	716,796	716,796	0							
Roading & Urban Development	1,999,748	1,887,697	112,051	F	3,516,471	3,516,471	0							Delay in receiving petrol tax proceeds from government \$65,000 offset by roading programme temporary variations.
Environmental Services	577,144	748,088	(170,944)	U	796,628	1,039,628	(243,000)	U						Building & Planning activity low .
Solid Waste	590,717	587,643	3,074	F	796,952	796,952	0							
Support Services	1,501	1,000	501	F	1,500	1,500	0							
Council (General Rates & Investments)	6,807,388	6,807,240	148	F	10,058,686	10,058,686	0							
Wastewater	1,791,548	1,802,566	(11,018)	U	2,406,844	2,406,844	0							
Total Income	14,672,860	14,711,651	(38,791)	U	21,637,651	21,852,651	(215,000)	U						
Expenditure														
Community Services	2,216,092	2,254,348	38,256	F	3,671,291	3,671,291	0							Interest, insurance and R&M savings.
Democracy	304,424	308,424	4,000	F	462,636	462,636	0							
Tourism & Promotion	311,735	302,091	9,644	U	413,328	413,328	0							
Water Supply	1,202,471	1,262,956	60,485	F	2,086,500	2,086,500	0							Interest savings due to LGFA transition.
Airport	265,999	202,688	(63,311)	U	353,332	293,332	(60,000)	U						unbudgeted \$60,000 repairs to seawall.
Amenities & Reserves	1,428,738	1,539,450	110,712	F	2,174,431	2,174,431	0							Savings to date in a range of costs including insurance \$21,000 and R&M to date.
Roading & Urban Development	3,673,613	3,545,474	(128,139)	U	5,467,153	5,467,153	0							Roading programme temporary variations
Environmental Services	877,940	1,034,860	156,920	F	1,281,970	1,462,970	181,000	F						Savings in building and planning costs including staffing.
Solid Waste	620,120	669,373	49,253	F	1,030,054	1,030,054	0							
Support Services	2,296,950	2,271,895	(25,055)	U	3,395,647	3,395,647	0							Savings in a large range of cost centres including \$13,000 salaries \$82,000 depreciation, \$28,000 audit fees offset by CEO retirement contract payment.
Wastewater	1,604,699	1,584,506	(20,193)	U	2,465,654	2,465,654	0							\$86,000 R&M Reefion sewer \$36,000 (brick arch) Stormwater \$50,000 (Cobden Street and drain cleaning) offset by insurance savings.
Total Expenditure	14,802,781	14,976,065	173,284	F	22,801,996	22,922,996	121,000	F						
Net Variance			134,493	F			(94,000)	U						

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 5

**Prepared by – Dean Phibbs
– Financial Accountant**

INVESTMENTS AND BORROWINGS – MARCH 2016

1. PURPOSE OF REPORT

Attached is Councils summary borrowings and investment report for the month ended March 2016.

2. INVESTMENTS

Investments have decreased by \$0.3m in total from the February investment report. This is mainly due to the net effect of the monthly creditor payment obligations.

3. INTEREST REVENUE

Interest revenue to the end of March 2016 is still on target. Council had \$783,000 in interest revenue versus a budget of \$777,000.

4. BORROWINGS AND NET DEBT POSITION

Total borrowings are stable at \$23.6m. As highlighted in previous reports, we completed transition of \$20m of our debt facility to LGFA in November which are now starting show through in lower interest expenses in some Council activities.

Net debt (borrowings less term investments) has increased to \$8.6m from \$8.3m in February due to the movement in on-call investments commented on above.

DRAFT RECOMMENDATION

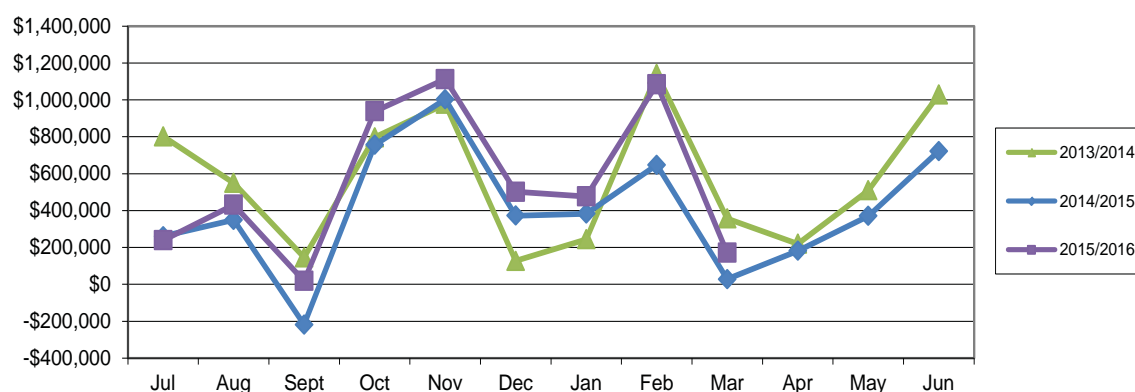
That the report be received for information and discussion purposes.

INVESTMENTS AND BORROWINGS REPORT

1. BANK BALANCE

	This Month 31 Mar-16	Last Month 29 Feb-16	Last Year 30 Jun-15
Council	\$170,817	\$1,084,739	\$1,028,090

2. MONTH END BANK BALANCE



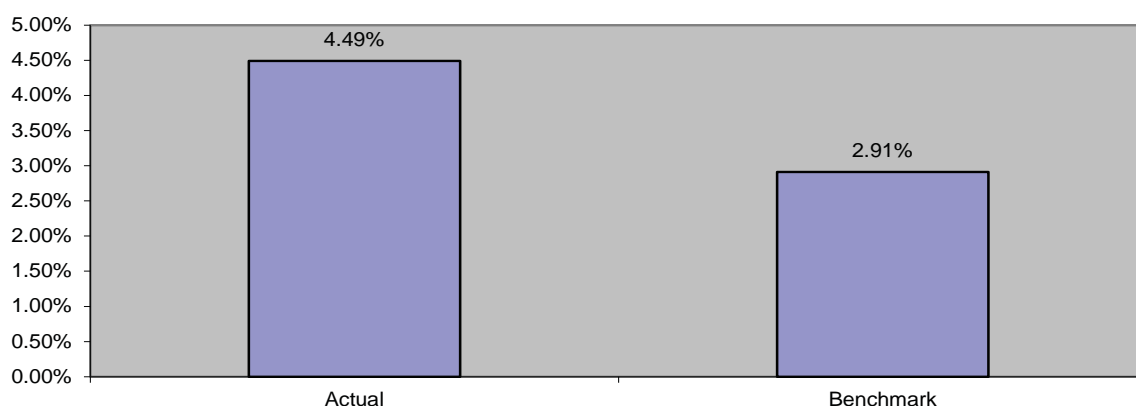
3. SUMMARY OF INVESTMENTS

	This Month 31 Mar-16	Last Month 29 Feb-16	Last Year 30 Jun-15
Term Deposits	14,983,518	15,283,518	13,283,518
Other Loans (includes loan to Holding Company)	2,514,738	2,514,738	2,574,425
Total Investments	\$17,498,256	\$17,798,256	\$15,857,943

4. SOURCE OF FUNDS

	This Month 31 Mar-16	Last Month 29 Feb-16	Last Year 30 Jun-15
West Coast Package (Govt subsidy for halt to logging)	2,429,551	2,429,551	2,429,551
Harbour (profit from past harbour operations)	1,979,092	1,979,092	1,979,092
Freeholding Proceeds (sale of leasehold land)	2,840,838	2,840,838	2,840,838
Capital Sponsorship (deposits from V2010 sponsors)	5,034,038	5,034,038	4,034,038
Short Term Funds (rates income plus tds held pending debt reduction)	2,700,000	3,000,000	2,000,000
	\$14,983,518	\$15,283,519	\$13,283,518

5. INVESTMENTS PORTFOLIO PERFORMANCE (12 Month Average)



6. INTEREST REVENUE

	Actual YTD	Budget YTD	Budget Full Year
Interest Revenue	\$783,427	\$777,278	\$1,409,095

7. COMPLIANCE WITH INVESTMENT POLICY

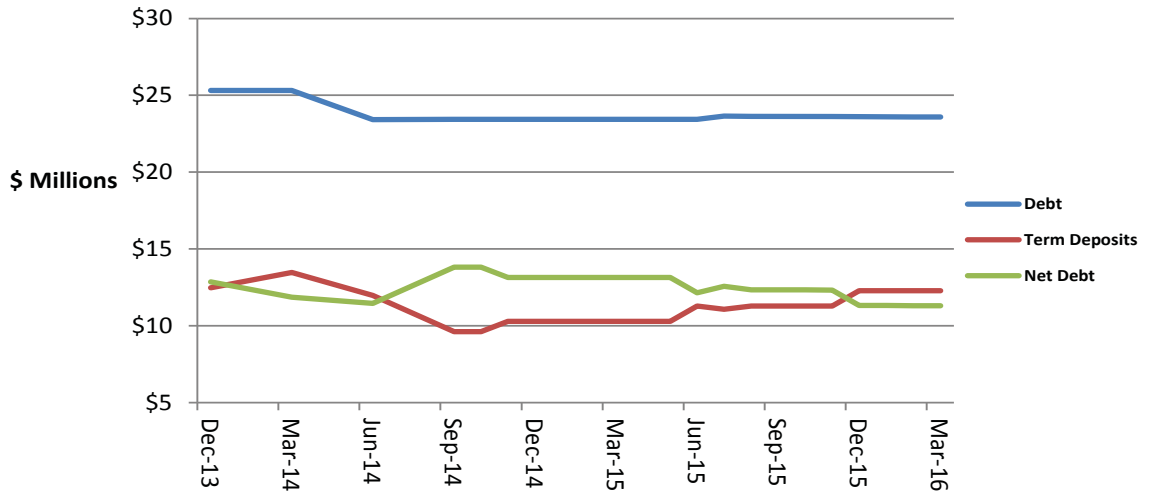
All term deposits are held with New Zealand Registered banks with no more than \$10 million with any one institution. The terms and maturity dates of investments are spread to minimise Council's exposure to interest rate fluctuations while still aiming to optimise interest earned.

Council has approved the investment in NBS which sees us in breach of the Treasury Management Policy. This breach will continue as investments mature and are rolled over.

8. SUMMARY OF BORROWINGS

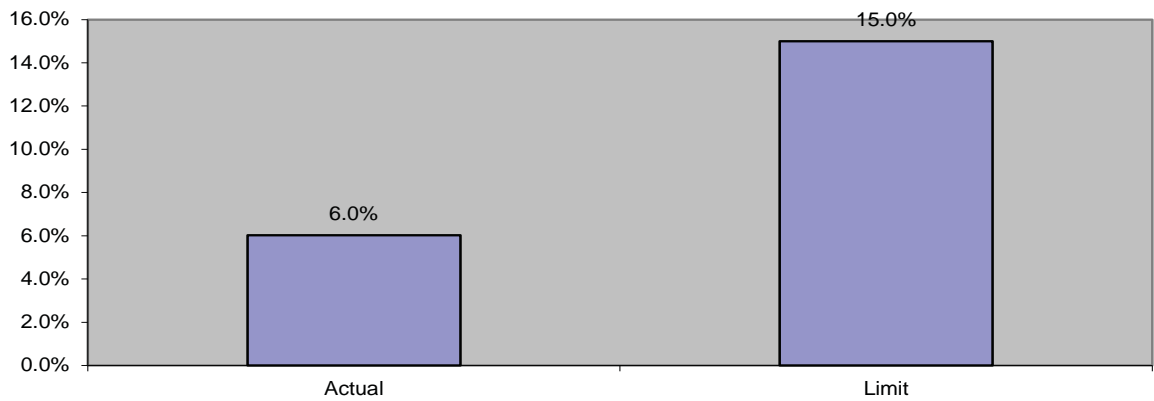
	This Month 31 Mar-16	Last Month 29 Feb-16	Last Year 30 Jun-15
External Debt:			
Westpac Loan Facility	3,433,860	3,433,860	23,433,860
LGFA Loan Facility	20,000,000	20,000,000	0
EECA Loan	150,878	150,878	210,565
	\$23,584,738	\$23,584,738	\$23,644,425
Weighted Average Interest Cost	5.72%	5.72%	5.72%
Net Debt:			
Total Borrowings	23,584,738	23,584,738	23,644,425
Less: Term Deposits	14,983,518	15,283,518	13,283,518
	\$8,601,220	\$8,301,220	\$10,150,342

9. DEBT AND INVESTMENTS 3-YEAR TREND

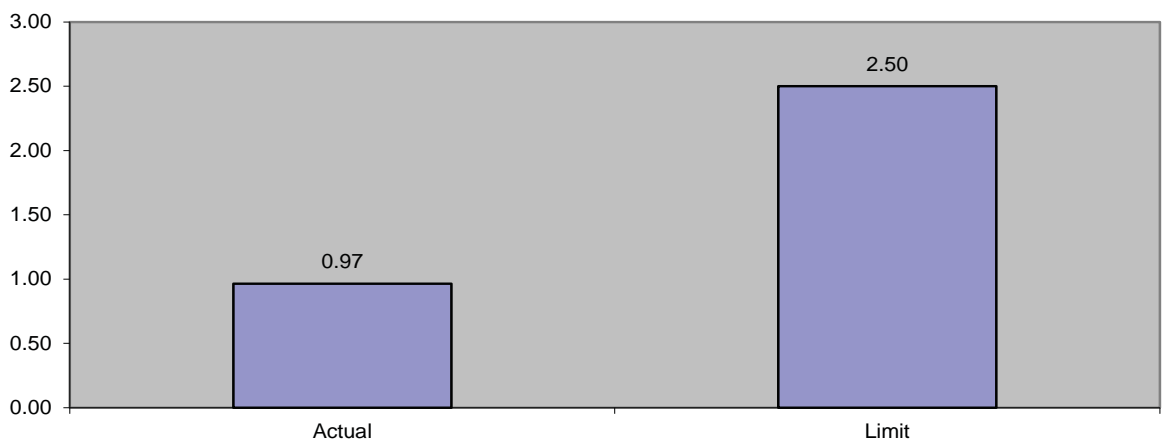


10. COMPLIANCE WITH TREASURY POLICY

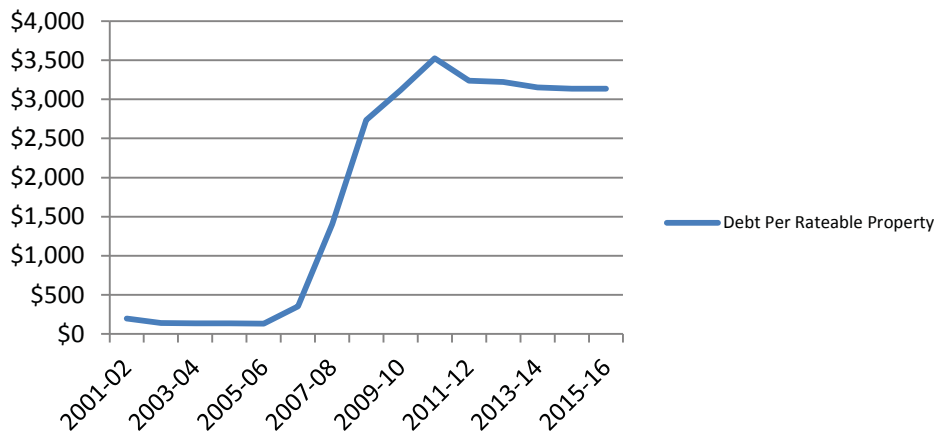
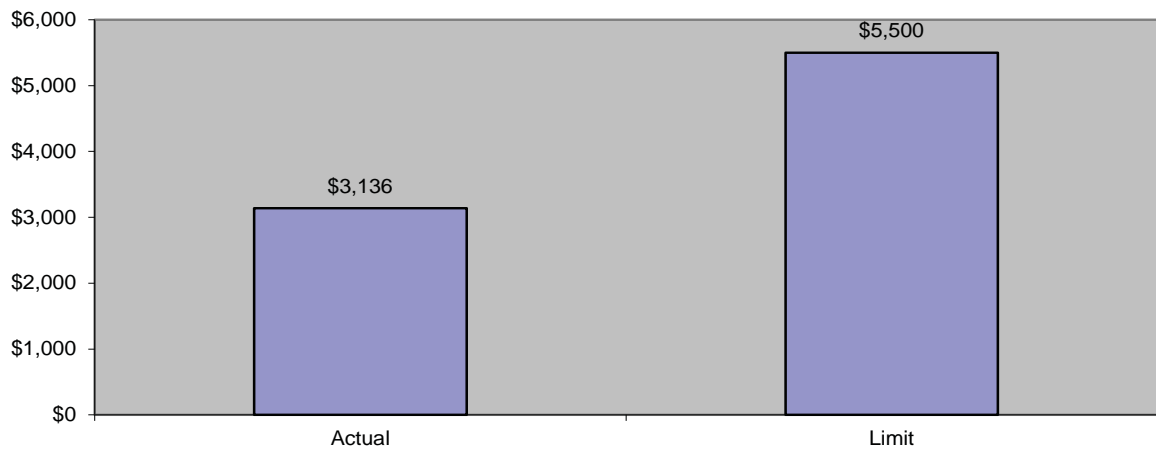
10.1 Interest Expense / Total Income



10.2 Gross Debt / Total Income



10.3 Gross Debt per Rateable Property



Current borrowings are in compliance with the limits specified in Council's Treasury Policy.

Investments are in breach of Council's Treasury Management Policy in respect that there is more than 10% of the portfolio invested in a Building Society. Council ratified this breach via resolution to obtain ongoing sponsorship proceeds for the NBS Theatre.

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 6

**Prepared by – Wendy Thompson
– Operational Accountant**

DEBT RECOVERY - 29 FEBRUARY 2016

1. PURPOSE OF THE REPORT

To provide the Finance and Audit Committee with an update on the status of Debt Collection functions as at 29 February 2016.

2. RATES ACCOUNTS – DEBT RECOVERY REPORT

At the end of February 2016, the overall comparison to the prior financial year remains favourable but work continues to reduce the levels of long standing debt.

3. SUNDRY DEBTORS – DEBT RECOVERY REPORT

Overall total debtors movement reflects the cyclical movement in invoicing and the timing of payment arrangements.

As with Rates account we continue to focus on options to reduce the long running defaults.

DRAFT RECOMMENDATION

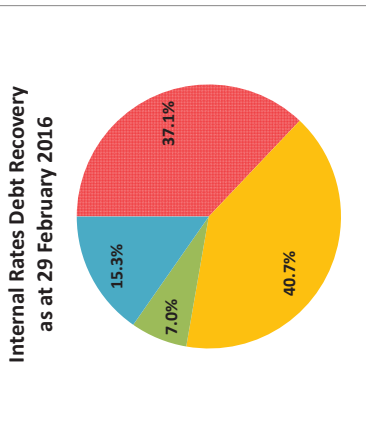
That this report be received for information and discussion.

Rates Accounts - Debt Recovery Report

Report cutoff date 29 February 2016
 Last rates instalment due date 28 February 2016
 Next rates instalment due date 28 May 2016

Internal Debt Recovery Analysis

Status Flag	Category	No. of Ratepayers	Total Arrears Balance YTD	Current Year Arrears	Previous Year Arrears \$	Previous Year Arrears %	Leasehold Arrears No.	Leasehold Arrears \$	Further Action to Commence					Comment
									Formal Review	To Debt Agency	Title Search	Monitor Progress	Further Letter	
Red	Placed with External Debt Collection	41	197,215	58,286	138,929	29%				✓				Arrears placed with Credit Recoveries. Refer analysis below.
Red	No current mailing address	18	13,905	8,576	5,329	1%				✓				Sent to debt collection for tracing, also tracing some through bank deposits.
Red	Approach Mortgagee	15	53,242	24,285	28,957	6%								Ratepayers with mortgagee we can pursue for payment under the Rating Act.
Red	Awaiting Decision	27	115,669	57,275	58,394	12%	4	33,212	✓					More complicated cases, ie house uninhabitable/property on market etc
Red	Missed more than two instalments	27	69,257	46,624	22,633	5%					✓			Reviewing for possibility of Mortgagee Action.
Orange	Under Action - Short Term Monitored	42	62,390	51,752	10,638	2%			✓					Ratepayer has agreed to make/increase payments. Next area of focus. To be reviewed systematically.
Orange	Payments Insufficient	16	15,572	14,132	1,440	0%				✓				To be reviewed systematically. Work through options to increase payments/resolve debt.
Orange	Long Term Monitored	80	166,208	108,579	57,629	12%	1	19,105	✓					Financial hardship, paying minimum amounts. To be reviewed 6 monthly (Aug/Feb).
Orange	No Payments - Property on Market	3	4,336	3,607	729	0%			✓					To be reviewed annually as per remissions policy.
Orange	Missed Nov 2015 & Feb 2016 instalments	114	118,036	117,652	384	0%					✓			Letters sent - monitoring.
Orange	Missed one instalment only	288	126,416	126,416	0	0%					✓			Letters sent - monitoring.
Green	Payment plans	228	84,278	79,505	4,773	1%	2	3,900		✓				To be reviewed annually and updated as required.
Blue	Abandoned Land Tender Project	68	185,430	42,154	143,276	30%								Included in tender process.
	Totals	947	1,211,954	738,843	473,111	100%	7	56,217				✓		

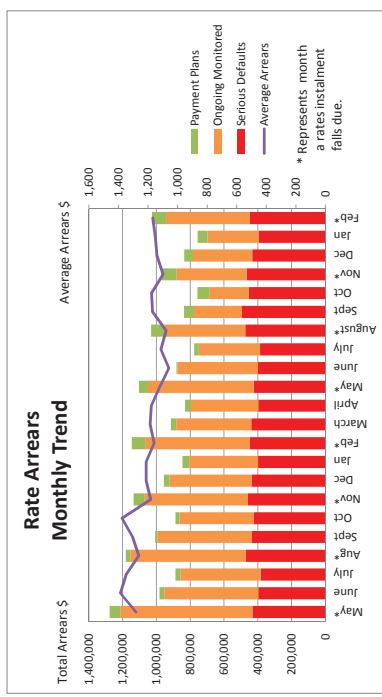


External Debt Recovery Analysis

Status Flag	Category	No of Ratepayers	Balance
Red	Rating Sale process commenced	5	24,664
Red	Unable to trace ratepayer (No known address)	7	25,321
Red	Active - no arrangement	12	49,301
Green	Payment Plans	12	31,729
Blue	Abandoned Land	1	2,911
	Totals	37	133,925

Note 1
 BDC reporting includes all arrears including current rate instalments and penalties, however Credit Recoveries balances only include remaining balance of a historical debt.

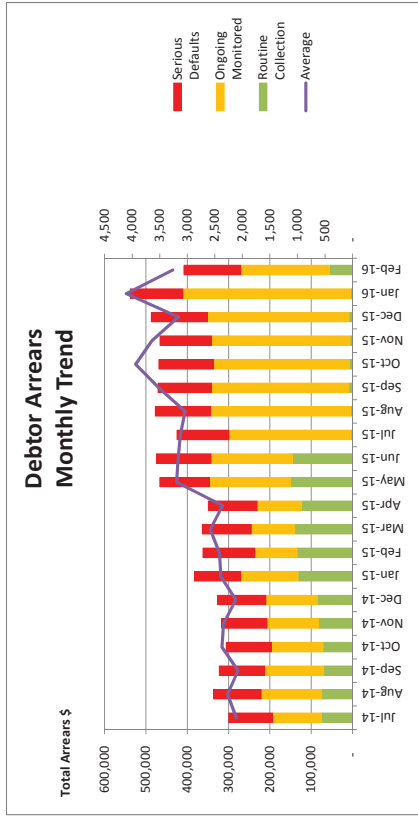
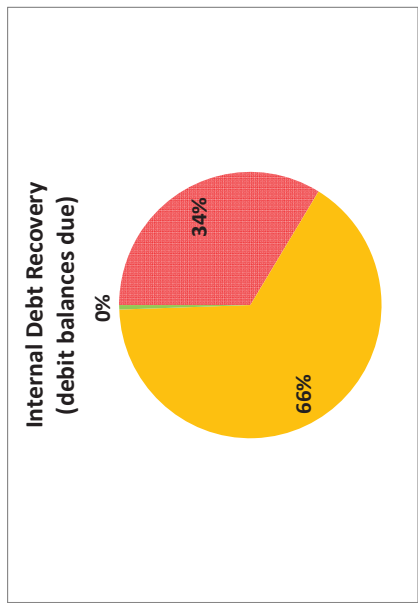
Note 2
 Timing differences exist between account totals as payments received by Credit Recoveries are updated and processed by Council monthly.



Sundry Debtors - Debt Recovery Report

Report cutoff date 29 February 2016
 Ageing cycle - current due 20 March 2016

Status Flag	Debtor Type	Age of Debt		No. of Account Holders per Debt Thresholds			Action to Date				Further Action to Commence				Comments	
		No. of Debtors	Overdue	Less than \$2,000	\$2,001 to \$10,000	Over \$10,001	At Debt Agency/Mortgagee	Letter Sent	Payment Plan	In Dispute	Formal Review	To Debt Agency / Mortgagee	Monitor Progress	Further Letter/ Meeting		Other Options
●	Leasehold Properties	32	117,477	16	14	2	1	20	1				✓	✓	✓	Rents invoiced 6 monthly in advance, most paid off by monthly instalments. Continue with options for long standing arrears and debtor affordability issues.
●	Orowaiti Connection	7	16,715	3	4		2	1	1	✓						Two overdue accounts remain lodged with Credit Recoveries.
●	Libraries	31	3,408	31			30									Debts lodged with Credit Recoveries.
●	Water	13	22,125	9	4		1	2	2				✓			Payment plan agreed regarding long standing debt.
●	Resource Management	13	74,409	7	2	4	4	5	3		✓	✓				Disputed accounts \$27k, payment programs \$19k. Lodged with Credit Recoveries \$21k.
●	Rentals	8	117,404	5	1	2	1	4	2							Disputed \$36k under legal action, Coaltown grant to process.
●	Sundry	12	54,203	7	3	2	4	3				✓				\$115,000 received 22-02-2016
●	Trade Waste	1	650	1									✓			Annual invoicing cycle in June.
●	Building Consents	1	107	1					1							Where overdue, generally inspections not yet completed.
●	Cemetery	1	471	1					1							
●	Regulatory Licences e.g. Food Premises	6	955	6												
●	Totals	125	407,924	87	28	10	1									



**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 7

**Prepared by – Wendy Thompson
– Operational Accountant**

SIGNIFICANT PROJECTS REPORT

1. PURPOSE OF THE REPORT

To provide the Finance and Audit Committee with an update on the status of Council's significant projects.

2. SIGNIFICANT PROJECTS

Council projects are categorised into three tables:

1. Council's Annual Plan Workshop Priorities List
2. Operations Departments Capital Work Schedule
3. Other Significant Projects

Where an item on the priorities list is shown elsewhere it has been removed from the priorities list table.

DRAFT RECOMMENDATION

That this report be received for information and discussion.

COUNCIL PRIORITIES LIST 2015/2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
MAYOR, COUNCILLORS & CEO											
	Little Wanganui/ Tapawera/ Wangapeka Road Advocacy	GH + CEO						Nov-15			Advocacy commenced. Alternative Karamea/bainham route to consider
	Integrated Family Health Unit Commercial Property Investment	GH + CEO						Feb-16	Mar-16		
	Integrated Family Health Unit Advocacy	GH + CEO						Feb-16			
	Future of Westport Port	CCTO						Dec-15	Jun-16		
	Reefion Historic Power Generation Project	GH + CEO						Jan-16	Feb-16		Funding application
	Ultra Fast Broadband Advocacy	GH + CEO						Nov-15			Ongoing
	Shared Services Projects	CEO									
	Economic Development Working Party Capacity	GH + PR									
	Housing for Elderly - Advocacy	GH									
27005540	Westport Gateway Sign	GH	12,950	25,000	37,950	26,327		Nov-15	Jan-16		Lighting and finishing on plinth to complete Note: budget = all district signage
	Caiffers Beach Sea Erosion	GH + CEO						Feb-16			To commence with a community meeting
	Ngakawau/Hector Sea Erosion	GH + LB									
	Advocacy - Facilitation	GH									
	Charleston/Cape Foulwind Cycleway	GH									
	Youth Council	Greg + RN									
	Extension Reefion Pool Hours	ICB						Dec-15	Jun-16		

COMMUNITY & ENVIRONMENT											
	Building IANZ Accreditation	CS + RK +							Dec-15	Dec-15	
	Alcohol Policy	CS + RT									
	Holcim Exit Plan	GH + CEO									
	Paparua Plan Review	CS + RT									
	Stevenson's Te Kuha Mine	CEO + RT									
	Advance West Coast	GH + CS									

CORPORATE SERVICES											
	2016/17 Annual Plan	DP						Nov-15	Jun-16		
	Impact of Westport Water Issues on Targeted Water Rate for Westport	SG + DP						Consultation			
	Free Wifi Proposal for Palmerston Street and Other Possible Locations	GH + RW									
	Pre-Election Report	DP + WT						Planning	Jul-16		Must be published by 1 July 2016
	Local Government Elections	JR							Oct-16		Election day 8 October 2016
	2015/16 Annual Report	DP + WT						Jul-16	Oct-16		
	Review of Costings for Water Schemes	CEO + DP + WT									

OPERATIONS											
73715500	Punakaiki Water Intake Easement	SG			10,000	892	In Progress				Documents initiated under Public Works Act
	South Granity Water Administration	SG									
	Little Wanganui Water and Sewerage Easements	SG									
	Footpaths Strategy	SG									
	Karamea Highway Special Purpose Road Advocacy	SG					Discussions Ongoing			Mar-16	Business case being prepared in conjunction with NZTA, BDC & Community
	BEL Supply Contracts	SG					Complete				
	District Signage (Seal Loop)	SG + GH									
	Possible Street Closure at Port/Talley's	SG					In Progress				
	Punakaiki Camp Lease & Erosion Protection	RT + RB									Erosion WCRG
	Punakaiki Dickson Parade Status and Freedom Camping Issues	SG + RT									

OPERATIONS - WORKS SCHEDULE 2015/2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
PROPERTY (Buildings and Other Property)											
64035535	Reefion Service Centre - Eq Strengthening	RB	60,000	31,500	91,500	62,233	completed	aug	oct		
	Total Reefion Service Centre		60,000	31,500	91,500	62,233					
64075535	WestReef Depots - Eq Strengthening	RB	0	60,000	60,000	6,571	design	Feb	Apr		Building Consent applied waiting on fire report
	Total Westreef Depots		0	60,000	60,000	6,571					
64085536	Reefion Community Centre Eq Strengthening	RB	0	130,000	130,000	62,837					Plans received
	Total Community Centre		0	130,000	130,000	62,837					
64095533	Old Westport Library - Earthquake Assessment	RB	0	50,000	50,000	0					
	Total Old Westport Library		0	50,000	50,000	0					
64175536	Victoria Square - Eq Strengthening	RB	0	50,000	50,000	4,903	design	Feb	April		Building Consent applied waiting on fire report
	Total Victoria Square Complex		0	50,000	50,000	4,903					
64225533	Brougham House - Eq Strengthening		50,000	0	50,000	35,087	completed			Sep-15	
	Total Brougham House		50,000	0	50,000	35,087					
64265500	Peel Street Depot Land	RB	0	80,000	80,000	58,660					
	Total Peel Street Depot		0	80,000	80,000	58,660					
TOTAL	PROPERTY		110,000	401,500	511,500	230,291					
PARKS, RESERVES, CEMETERIES											
5101550901	Town Beautification (Gardens)	RB		30,000	30,000						
5101550902	Tree Replacement	RB		5,000	5,000	80					
5101550903	Playground safety	RB		25,000	25,000	10,824					
51015530	Punakaiki building	RB	0	50,000	50,000	2,931					
	TOTAL Reserves		0	110,000	110,000	13,835					
	Cemeteries										
52015500	Land Purchase Karamea	RB		20,000	20,000						
52015509	Cemetery Berms	RB		8,000	8,000	3,229					
52015509	Buildings Special	RB		5,000	5,000						
	TOTAL Cemeteries		0	33,000	33,000	3,229					
	Pensioner Housing										
57025509	Minor Plant Reefion	RB		1,250	1,250	7,769					
57035509	Minor Plant Westport	RB	0	1,250	1,250	9,441					
	TOTAL Pensioner Housing		0	2,500	2,500	17,210					
	Public Toilets										
51315509	Exelco	RB	0	3,456	3,456	0					
	TOTAL Public Toilets		0	3,456	3,456	0					
TOTAL	PARKS, RESERVES, CEMETERIES		0	148,956	148,956	34,274					

OPERATIONS - WORKS SCHEDULE 2015/2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
SOLID WASTE											
RECYCLING											
72065538	Sealing & site development	TR	15,000	15,000	10,484		Part complete	Dec	Feb		Basecourse cover to do
72065508	Litter Bins	TR	10,000	17,500							
LANDFILL											
7206284702	Rock Protection Reefton Landfill	TR		0							
TOTAL	SOLID WASTE		25,000	7,500	32,500	10,484					
ROADING											
Unsealed Road Metalling LR											
43205566	Local Roads	TM		92,025	92,025			july	june		under maintenance contract
Maintenance Chipseals (Reseals) LR											
43215566	Local Roads	TM		562,375	562,375	209,701	tender	Dec	Mar		Commenced
Drainage Control LR											
43225566	The Strand dish channel	TR/SM		23,080	23,080	5,646	pricing	Jan	mar		Price accepted
43225566	Wakefield Street K&C	TR/SM		17,000	17,000						Price accepted
43225566	Cobden / Domett K&C	TR/SM		8,478	8,478						Price accepted design
43225566	The Esplanade K&C	TR/SM		7,500	7,500						Price accepted
43225566	Victory Street K&C	TR/SM		20,000	20,000	4,630					under maintenance contract
43225566	PSBU	TR/SM		9,500	9,500	32,640		July	June		under maintenance contract
43225566	Culverts - Roading Contract	TR/SM		76,688	76,688						under maintenance contract
Pavement Rehabilitation LR											
43235566	Derby Street-Pavement Rehabilitation	TR/SM		209,613	209,613	4,595	tender	Jan	May		under construction
Traffic Services Renewals LR											
43255566	Local Roads	TM/TR		79,755	79,755	21,405		July	Jun		under maintenance contract
Minor Improvements LR											
43275566	Derby Street	TR/SM		91,000	91,000	1,308	tender	Jan	May		under construction
43275566	Victory Street widening	TR/SM		35,000	35,000	7,428					Price accepted completed
43275566	Derby Street Seal widening	TR/SM		5,000	5,000	4,650					
43275566	The Strand Seal widening	TR/SM		18,000	18,000						
43275566	Coates Street traffic calming	TR/SM		10,000	10,000						Price accepted
43275566	Rintoul Street Dump Station	TR/SM		10,000	10,000						Subsidised MHANZ
43275566	PSBU	SG		15,300	15,300	3,600					
Other Roading LR											
43245566	Structures Component Replacements	TM/TR		46,013	46,013	426					under maintenance contract
43295566	Emergency works	TM/TR		0	0	48,630					
Special Purpose Roads											
43405566	Unsealed Road Metalling	TR/TM		2,147	2,147			July	Jun		under maintenance contract
43415566	Sealed Road Resurfacing	TR/TM		143,150	143,150	143,638	tender	Dec	Mar		Commenced
43425566	Drainage Improvements	TR/TM		51,125	51,125	570					
43435566	Pavement Rehabilitation	TR/TM		81,800	81,800	23,305					
43445566	Structures Component Replacements	TR/TM		15,338	15,338	360		July	Jun		under maintenance contract
43455566	Traffic Services Renewals	TR/TM		30,675	30,675	16,053		July	Jun		under maintenance contract
43465566	Minor Improvements	TR/TM		36,156	36,156	1,020					
43382847	Emergency works major slip	TM/TR		0	0	244,135					
TOTAL	ROADING		0	1,696,718	1,696,718	773,740					

OPERATIONS - WORKS SCHEDULE 2015/2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
URBAN DEVELOPMENT											
<i>Footpaths - Capital</i>											
42065566	Rehabilitation & Reseals - District	HS/TR		75,000	75,000	19,397	tender	Jan	May		out to tender
42065566	Derby Street	TR/SM		95,000	95,000		tender	Jan	May		out to tender
42065566	Brougham St	TR/SM		25,000	25,000	12,649	pricing	Jan	May		pricing stage 2
	TOTAL Footpaths		0	195,000	195,000	32,046					Community Services Managed Project
42115509	Cameras & colour lights	LH		18,000	18,000	3,002					Community Services Managed Project
42125566	Burkes Creek Bridge	TM/TR		110,000	110,000	11,253	tender				Completed
42155537	Tauranga Bay Toilets	SM	40,000		40,000	34,206	Completed	sept	Dec		Completed
TOTAL	URBAN DEVELOPMENT		40,000	323,000	363,000	80,507					
WATER SUPPLIES											
<i>Westport Supply</i>											
7301556004	Derby Street (Rintoul-Mill)	IF/SM		94,360	94,360	110,756	tender	Jan	May		under construction
7301556004	Romilly Street West (Bright-Gladstone)	IF/SM		26,550	26,550						
7301556004	Romilly Street West (Cobden-Bright)	IF/SM		26,550	26,550						
7301556004	Romilly Street West (Lyndhurst - Henley))	IF/SM		19,050	19,050	16,781					
7301556004	Riley Place (FH-Cul-de-sac)	IF/SM		10,650	10,650						
7301556004	Cobden Street (East Hospital Ent-No50)	IF/SM		29,140	29,140	29,008	Priced	Dec	Feb		Price Accepted (\$25,762.28)
7301556004	Riley Place (Rintoul-FH)	IF/SM		7,800	7,800						
7301556004	Adderley Street	IF/SM				6,368					
	Subtotal 7301556004		0	214,100	214,100	162,913					
7301556007	Trunkmain	IF/SM	12,930	100,000	112,930	12,100					
7301556008	Valves	IF/SM	11,350	35,000	46,350	37,077		June	July		ongoing
7301556009	Tunnel piping	IF/SM		1,550,000	1,550,000	27,127					
7301556010	Back flow Prevention	IF/SM		15,000	15,000						
7301556001	Minor Capital (Maintenance contract)	IF/SM		120,000	120,000	74,368					under maintenance contract
	TOTAL Westport		24,280	2,034,100	2,056,380	313,585					
<i>Reefton Supply</i>											
7311556008	Reticulation valves	IF/SM	10,000	10,000	20,000	347					
7311556002	Brennan (Buller - Victory)	IF/SM	10,000	10,000	10,000						
7311556002	WTP Genset & shed	IF/SM	60,000	60,000	24,266						
7311556002	Ross St East (Broadway - Shiel)	IF/SM		16,350	16,350						
7311556002	Service Lane (Walsh-Bridge)	IF/SM		17,400	17,400						
7311556002	William Street (Bridge-Tennis court)	IF/SM		7,500	7,500						
7311556002	Ranit St (Buller- 72 Main St)	IF/SM		6,900	6,900						
7311556002	Main Street (Brennan-Lucas)	IF/SM		14,700	14,700	7,616					
7311556002	Times Street (Walsh-131Times St)	IF/SM		5,700	5,700						
7311556002	Service Lane (Potter-Ranit)	IF/SM		25,050	25,050						
7311556001	Minor Capital (Maintenance contract)	IF/SM		15,500	15,500	5,924					under maintenance contract
	TOTAL Reefton		80,000	109,100	199,100	38,152					
<i>MINOR WATER SUPPLIES</i>											
<i>Little Wanganui</i>											
7321556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000						under maintenance contract
	Mokihinui			0	0						
7331556001	Minor Capital (Maintenance contract)	SM		200	200						under maintenance contract
	Ngakawau-Hector			0	0						
7341556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000	1,507					under maintenance contract
7341556005	Drinking water standards	SM		552,725	552,725	4,481					
	Waimangaroa			0	0						
7351556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000						under maintenance contract
7351556004	Mains renewals	IF/SM	38,000	26,960	64,960						
7351556005	Drinking water standards	SM		473,692	473,692	6,018					

OPERATIONS - WORKS SCHEDULE 2015/2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	Cape Foulwind				0						
7361556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000						under maintenance contract
	Punakaiki Supply				0						
7371556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000	14,210					under maintenance contract
	Inangahua Junction				0						
7381556001	Minor Capital (Maintenance contract)	IF/SM		500	500						under maintenance contract
7381556005	Drinking water standards	SM		222,740	222,740						
	South Granity				0						
7391556005	Drinking water standards	SM		358,605	358,605						
	Karamea Supply				0						
733656005	Upgrade investigation	SM		0	0	2,258					
	TOTAL MINOR SUPPLIES		38,000	1,640,422	1,678,422	28,473					
TOTAL	WATER SUPPLIES		0	3,793,622	3,935,902	380,210					

WASTEWATER											
SEWERAGE											
	Westport Sewer										
7101556302	WWTP Pump & Computers	IF/SM	40,000		40,000						
7101556302	Replace Stepscreen	IF/SM		30,000	30,000	23,600					
	Subtotal 710155302		40,000	30,000	70,000	23,600					
7101556305	Derby Street (Rintoul-Mill)	IF/SM	14,200	113,960	128,160		tender	Jan	May	27/11/2015	under construction
7101556305	Roebuck Street (Wenzies-ES)	IF/SM	146,000		146,000	134,251	Completion	Oct	Dec	31/10/2015	practical completion
7101556305	Queen Street (Balfour-Gladstone)	IF/SM		16,900	16,900	14,220		Aug	Oct		practical completion
7101556305	Gladstone (5 Gladstone-Russell)	IF/SM		24,375	24,375		tender	Jan	June		tendered price \$22,954.80
7101556305	Gladstone (7 Gladstone-Queen)	IF/SM		17,225	17,225		tender	Jan	June		tendered price \$16,221.40
7101556305	Gladstone (7a Gladstone-Peel)	IF/SM		21,450	21,450		tender	Jan	June		tendered price \$20,200.25
7101556305	Russell Street (Gladstone-Chamberlain)	IF/SM		26,975	26,975		tender	Jan	June		tendered price \$25,403.30
7101556305	Russell Street (Chamberlain-Bright)	IF/SM		21,450	21,450		tender	Jan	June		tendered price \$20,200.25
	Subtotal 7101556305		160,200	242,335	402,535	148,472					
7101556303	Pumpstations Upgrades	IF/SM	37,230	42,500	79,730	16,399					\$31,939.49 spend 2014/2015
7101556306	Sewer Modelling & Separation	IF/SM		55,758	55,758	909					
7101556301	Minor Capital (Maintenance contract)	IF/SM		64,000	64,000	22,766					under maintenance contract
	TOTAL Westport		237,430	434,593	672,023	212,145					
	Reefton Sewer										
7131556303	Main Street (Caples - 33 Main Street)	IF/SM	29,750		29,750			Mar	June		(to be tendered under one contract)
7131556303	Main Street (MH - Brennan)	IF/SM	30,000		30,000			Mar	June		(to be tendered under one contract)
7131556303	Potter - Ranft (SL Main-Buller)	IF/SM	53,000		53,000			Mar	June		(to be tendered under one contract)
7131556303	Deemac (Bayfield-no36)	IF/SM		14,025	14,025			Mar	June		(to be tendered under one contract)
7131556303	Parallel Buller Road (80 Buller-Plaskett)	IF/SM		29,700	29,700			Mar	June		(to be tendered under one contract)
7131556303	Munson (Bridge-18 Munson)	IF/SM		49,225	49,225			Mar	June		(to be tendered under one contract)
7131556303	CCTV Survey & Water blasting	IF/SM		20,000	20,000	7,905					
7131556303	New Manholes	IF/SM	26,000	11,152	37,152	21,451		Jul	Jun		on going
7131556301	Minor Capital (Maintenance contract)	IF/SM		24,750	24,750						under maintenance contract
	TOTAL Reefton		136,750	148,852	287,602	29,356					
	Little Wanganui Sewer										
7141556303	Horncastle Crescent (MH4-MH5)	IF/SM	19,250	0	19,250						
7141556303	MH13 - MH14A	IF/SM	0	36,850	36,850						
	TOTAL Little Wanganui		19,250	36,850	56,100	0					
	TOTAL Sewerage		395,430	620,295	1,015,725	241,501					
	STORMWATER										
7180556402	Westport Brougham Street Pump Station	SM/TR			0	13,821					

OPERATIONS - WORKS SCHEDULE 2015/2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
7180556402	Derby Street (Brougham - Rintoul)	SM/TR		133,000	133,000	52,315	tender	Jan	May		under construction
7180556402	Westport Manholes	SM/TR	14,000	24,000	14,000	8,172					
7180556402	Russell Street (Cobden-Sump)	SM/TR	35,603	38,000	35,603	37,944	competition	Aug	Oct		completed
7180556402	Adderley Street	IF/TR		38,000	38,000	22,942					under maintenance contract
7180556401	Minor Capital (Maintenance contract)										
	TOTAL Stormwater		49,603	195,000	244,603	135,195					
TOTAL WASTEWATER			445,033	815,295	1,260,328	376,695					

OTHER SIGNIFICANT PROJECTS 2015/2016

GL Code	Project Description and Stages	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost Feb 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
DISTRICT PLAN REVIEW											
	Workshops/Draft amendments	RT				28,516	Complete	Nov-14	Feb-16	24/02/2016	Costs incurred 14/15 and 15/16 FYs
	Adopt proposed amendments for consultation	RT					Complete	Feb-16	Feb-16	24/02/2016	
	Submissions	RT					Complete	Mar-16	Apr-16	8/04/2016	
	Further Submissions	RT						Apr-16	May-16		
	Hearings	RT						Jul-16	Jul-16		
	Decision on submissions (Hearings Committee)	RT						Jul-16	Aug-16		The time taken for each step from here will depend on how many submissions are received and the issues raised in submissions. Additional steps, for example a pre-hearing meeting, may be required. Any appeals will have to be dealt with between the Committee's decision and approval by Council.
	Approval of Plan Changes by Council	RT						Sep-16	Sep-16		
	Updating and distributing District Plans	RT						Sep-16	Oct-16		
81042872	TOTAL District Plan Review		15,000	20,000	35,000	28,516					Total budget 2014/15, 2015/16 & 2016/17 = 55,000
RATING REVIEW PROJECT											
	Initial Consultation, Workshops & Modelling	AO				32,383					Project costs to 31 March 2016
	Workshops/Modelling	WMT									
	Integrity Checking	WMT									
	Use Codes mailout	WMT									
	Prepare draft consultation & proposal documents	WMT									
	Adopt rating system for consultation	WMT									
	Finalise consultation & proposal documents	WMT									
	Consultation Period/Submissions	WMT									
	Hearings/Deliberations	WMT									
	Finalise new rating system and adopt	WMT							Jun-17		
	Implement new rating system	WMT							Jul-17		Timelines to be confirmed by Council.
15052864	TOTAL Rating Review		100,000*		100,000	32,383					Budgeted in 2014/15 Financial year
INFORMATION TECHNOLOGY - INFORMATION MANAGEMENT PROJECT											
	Phase 1 Discovery	RW		11,000	11,000		Complete	Jul-15	Jul-15	Jul-15	
	Information Discovery Report					5,760	Complete	Jul-15	Jul-15	Jul-15	
	ALGIM toolkit					4,000	Complete	Jul-15	Jul-15	Jul-15	
	Phase 2 Design	RW		40,000	40,000		In Progress	Mar-16	Jul-17		Other West Coast councils interested in participating in the project.
	Project Team										Limited BDC staff time available and will require external resource/expertise.
	Records Manager/Consultant										Additional \$76,875 in 2016/17 budget
	Systems and Processes Specification										Investigating a common/shared product in collaboration with other West Coast councils
	Phase 3 Implementation	RW		24,000	24,000		In Progress	Jan-16	Jun-16		
	Email Archive										
	Digitisation										
	EDRMS										
	A1 Printer/scanner							Apr-16	Jun-16		
	Workflow process tool										
	Enterprise search										
	Process development and staff training										
	TOTAL Information Management		0	75,000	75,000	9,760					

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 APRIL 2016**

Report for Agenda Item No 8

**Prepared by – Dean Phibbs
– Financial Accountant**

AUDIT MANAGEMENT REPORT: ACTION POINTS

DRAFT RECOMMENDATION

That this report be received for information and discussion.

AUDIT MANAGEMENT ACTION POINTS: 2016

No.	Subject	Detail	Responsible	Status	Comments	Planned Completion Date
1	Valuation of Investment Properties	Council confirm list of investment properties provided to the valuer.	Financial Accountant	In progress	Return from an asset as opposed to ownership and identification from Council records complicates recognition. Work with valuer to identify.	May 2016
2	Capitalised Costs	Council included capital work in progress for earthquake assessments and land remediation costs as assets.	Operational Accountant	In progress	Noted.	June 2016
3	Approval of invoices for payment	Only invoices that have been approved for payment are paid	Financial Accountant	Completed	Dollar value on one invoice low (\$8), other invoice was automatic monthly invoice where contract had previously been approved. Remittance advices were checked and authorized prior to payment.	November 2015
4	Approval process for investments	Approval of new investments and investment rollover between Financial Accountant and Manager Corporate Services by email	Financial Accountant	Completed	Investment form drafted.	November 2015
5	Creditors Masterfile changes	Creditors masterfile maintenance report produced and checked before each payment run.	Financial Accountant	Completed	All masterfile changes approved before payment.	April 2015
6	Approval of CEO's credit card expenditure	CEO's credit card expenditure to be approved by mayor before payment. Credit card policy to be updated.	Financial Accountant	Completed	Expenditure now approved by Mayor. Credit card policy updated.	December 2015
7	Non-financial performance reporting	Key non-financial performance measures should be reported to management and Council throughout the year.	Management	In progress	Key non-financial information to be agreed with the management team and reported to Finance and Audit committee commencing January 2016	March 2016

PREVIOUS AUDIT MANAGEMENT POINTS: 2015

No.	Subject	Detail	Responsible	Status	Comments	Planned Completion Date
		Previous Audit Management Points 2015				
1	Infrastructure asset valuations	Improve quality of Roading data in RAMM use for next valuation. Recommendations in GHD report used.	Operational Accountant	In progress	Asset data condition and performance processes were identified in the AMP as an improvement plan item. Council will assess options to effect an appropriate regime during 2015/16. This process will strengthen lifecycle management and asset valuations.	June 2016
2	Transfer of asset revaluation reserve for assets disposed of, be transferred to accumulated funds	No transfer is made.	Operational Accountant	In progress	Methodology to enable this to occur will be finalized and reserve adjustments processed in the 2015/16 financial year	June 2016
3	Capitalisation and depreciation of assets	Assets be capitalised once completed and operational and depreciated from that date.	Operational Accountant	In progress	Review the roading asset register during 2015/16 year to improve record keeping.	June 2016
4	Internal audit	No formal internal audit reviews were performed in 2014/15	Manager Corporate Services	Completed	Resources have been fully deployed on the Rates Overhaul and LTP this year. An internal assessment of the QV use codes was carried out after year end and in 2015/16 a full internet audit of rates processes will be undertaken with a formal audit report produced	June 2016
5	Accounting for Westreef Depot Land	The Westreef Services Limited depot property is accounted for correctly in the Councils parent and group financial statements.	Financial Accountant	In progress	Transfer building to investment property. This will be completed in 2015/16 Financial Report.	June 2016.

FINANCE WORK PLAN - 2016

	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Internal Reporting										
F&A Reports										
BDC Quarterly Financials			Three quarterly					Quarterly		
BDC Operational										
BDC Treasury										
BDC Debtors										
BDC Capital								Quarterly		
BHL Quarterly Financials										
Council Reports										
Interim Accounts Airport			Final SOI							
Budget Carry Overs							2016 Carryovers			
BHL SOIs				Final SOI's						
Grant Quarterly Reports										
Rates Overhaul Project										
Rates Overhaul					Posponed 2016/2017					
2016-17 Annual Plan										
Annual Plan	Adopt Draft	Consult	Roadshows/ Hearings	Adopt Final						
2016-17 Annual Report										
BDC Annual Report		Systems Audit					Audit	Adopt	Publish Summary & report	
BHL Annual Report						Audit	Group Figures	Annual Report		
2016-17 Pre-Election Report										
BDC Pre-election report			Preparation	Proofing	Release 25 July					
Elections										
Tri-annual Election					Nominations open 15/7	12 Aug Nominations close; Election date & candidates publicised; Roll Finalised	Voting documents delivered	Election, appointment & Inductio		
Other Operational Projects										
Insurance		Negotiations		Finalise						