

AGENDA:

Meeting of the
FINANCE & AUDIT COMMITTEE

Wednesday 14 September 2016
commencing at 7:00pm

at:

Clocktower Chambers
Palmerston 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 14 SEPTEMBER 2016
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BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016

Report for Agenda Item No 1

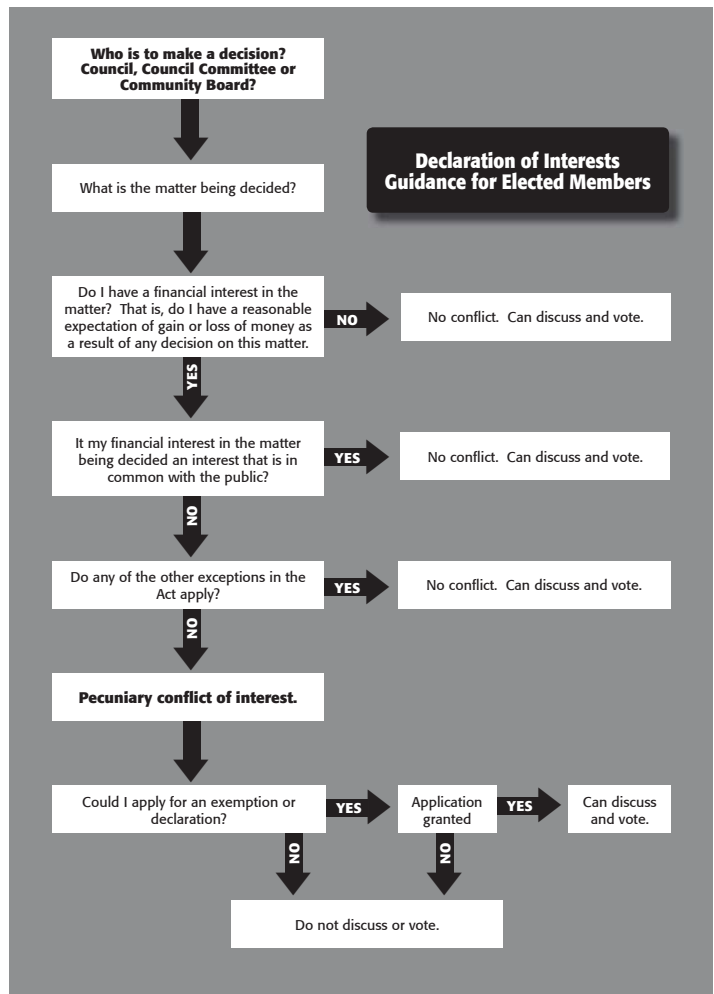
Prepared by - Dean Phibbs
 - Manager Corporate Services

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 14 SEPTEMBER 2016**

Report for Agenda Item No 2

**Prepared by - Dean Phibbs
- Manager Corporate Services**

CONFIRMATION OF MINUTES

Minutes of the meeting held 13 July 2016.

DRAFT RECOMMENDATION

That the minutes from the meeting held 13 July 2016 are confirmed.

MEETING OF THE BULLER DISTRICT COUNCIL FINANCE AND AUDIT COMMITTEE, COMMENCED AT 5:00pm ON 13 JULY 2016 AT THE UPSTAIRS MEETING ROOM, BOUGHAM HOUSE, WESTPORT

PRESENT:

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

IN ATTENDANCE:

Manager Corporate Services (D Phibbs), Operational Accountant (W Thompson) and PA Corporate Services (MS Wilson).

Councillor Graham Howard.

APOLOGIES:

Nil

1. MEMBER'S INTEREST

No members interests were declared.

2. MINUTES

RESOLVED that the minutes of the 15 June 2016 meeting be accepted.

**P Rutherford/R Nahr
CARRIED UNANIMOUSLY**

Matters arising:

Coaltown Trust Grant: All four grant payments during 2016 were paid in advance. Coaltown have received a letter advising that an overpaid has occurred and details of repayment required. To date a payment of \$19,000 has been received.. Councillor Roche said she will be rescinding her resolution from June meeting regarding the historical arrears.

AP: A copy of the corrected Coaltown letter is to be circulated to the F&A Committee members for their information (Mayor Garry Howard).

RESOLVED that the motion from 15 June 2016 meeting regarding Coaltown (Section 6) be rescinded.

**S Roche/R Nahr
MOTION WITHDRAWN**

AP: Letter to Coaltown acknowledging the payment received of \$19,000 and addressing the overpayment and historical arrears. (Councillor S Roche).

In future the approved grant can be paid as it falls due, however the conditional rent grant to be held until the overpayment is resolved.

3. ACTION POINTS

- 110. An update of the abbreviated Significant Projects Report was distributed during the June meeting for feedback. Continue developing this report, and add priorities to it.
- 111. Progressing. Change to Corporate Services Manager (D Phibbs). Change date to November 2016.
- 112. Completed – information distributed.
- 113. Completed – information distributed.
- 114. Completed – information distributed.
- 115. Completed – is on Council's Action List.
- 117. Small claims court to be investigated. Change responsibility to Operational Accountant, Wendy Thompson. Change expected completion date to September 2016.
- 118. Dean to provide report on funds from sale of Efanjay property. Change expected completion date to September 2016.

RESOLVED that the report be received for information and discussion.

**L Brooks/R Nahr
CARRIED UNANIMOUSLY**

4. FINANCIAL PERFORMANCE

Income, projected full year – should be \$21,956.00.

Airport expenditure shows full 100% - including Ministry of Transport 50% share. This will be journalled out at year end.

RESOLVED that the report be received for information and discussion.

**S Roche/P Rutherford
CARRIED UNANIMOUSLY**

5. INVESTMENTS AND BORROWINGS

Other Investment (\$1m) name to be clarified in report.

RESOLVED that the report be received for information and discussion.

**L Brooks/Garry Howard
CARRIED UNANIMOUSLY**

6. SIGNIFICANT PROJECTS REPORT

AP: Month/date to be added to top of each report, ie, 31 May 2016 (Operational Accountant, Wendy Thompson).

AP: Future of Westport Port – change to under continual review, not completed (Operational Accountant, Wendy Thompson).

AP: Signs required for public toilet at Tauranga Bay (Mayor Garry Howard).

AP: Welcome to Westport Sign – appears over-budget. Check General Ledger (Operational Accountant, Wendy Thompson and Mayor Garry Howard).

AP: Holcim exit plan, letter to be circulated to Councillors (Mayor Garry Howard).

RESOLVED that the report be received for information and discussion.

**S Roche/R Nahr
CARRIED UNANIMOUSLY**

7. AUDIT MANAGEMENT REPORT: Action Points

RESOLVED that the report be received for information and discussion.

**P Rutherford/Garry Howard
CARRIED UNANIMOUSLY**

FINANCE WORK PLAN

2016/2017 Annual Plan process – change start month to December 2016.

There being no further business the meeting concluded at 6:15pm

NEXT MEETING: Wednesday 14 September 2016 at 7:00pm, following Risk Meeting

Confirmed: **Date:**

Name:

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016**

Report for Agenda Item No 3

**Prepared by - Dean Phibbs
- Manager Corporate Services**

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
103	17 Feb 2016	Internal Audit - Shared Services: to be discussed with other West Coast Council's	Garry Howard Wendy Thompson	Continue working with other Council's. To be in place by 1 July 2017.	November 2016	
110	13 Apr 2016	Significant Projects Report: work with senior management team about continuing the work completed to-date by further populating the report.	Wendy Thompson	Continue developing this report, and add priorities to it.	September 2016	
111	11 May 2016	Leases and Licences to Occupy: discuss workload and resources required to have this brought up to date.	Dean Phibbs		November 2016	
117	15 June 2016	Debt Recovery: clarify the Resource Management debt with Team Leader Planning.	Wendy Thompson	Small claims court to be investigated.	September 2016	
118	15 June 2016	Debt Recovery: clarify Efanjay funding with Coaltown/Mayor Howard.	Sharon Roche Dean Phibbs	Provide report on funds from sale of Efanjay property.	September 2016	
119	13 July 2016	Coaltown Trust: A copy of the corrected Coaltown letter to be circulated to F&A Committee members.	Garry Howard		September 2016	
120	13 July 2016	Coaltown Trust: Letter to be sent to Coaltown acknowledging the payment received of \$19,000 and addressing the overpayment and historical arrears.	Sharon Roche		September 2016	
121	13 July 2016	Significant Projects Report: Month/date to be added to top of each report.	Wendy Thompson		September 2016	
122	13 July 2016	Significant Projects Report: Future of Westport Port – change to under continual review, not completed.	Wendy Thompson		September 2016	

No.	Meeting of:	Action Point	Responsible?	Progress:	Date required by:	Completed
123	13 July 2016	Significant Projects Report: Signs required for public toilet at Tauranga Bay.	Garry Howard		September 2016	
124	13 July 2016	Significant Projects Report: Welcome to Westport Sign – appears to be over-budget. Check general ledger.	Wendy Thompson Garry Howard		September 2016	

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016

Report for Agenda Item No 4

Prepared by - Dean Phibbs
 - Manager Corporate Services

FINANCIAL PERFORMANCE - JULY 2016

1. PURPOSE OF THE REPORT

To provide the Council with a financial performance update on the operational results to 31 July 2016.

2. OPERATIONAL PERFORMANCE REPORT - Summary of Results July 2016

	Actual YTD	Budget YTD	Projected Full Year	Budget Full Year	Projected variance full year
Income	\$623,000	\$702,000	\$22,204,000	\$22,204,000	0
Expenditure	\$1,449,000	\$1,666,000	\$22,526,000	\$22,526,000	0
					\$0

3. DASHBOARD

Activity	Financial Operational Performance Indicators		Comment
	Revenue	Expenditure	
Democracy			
Property Amenities & Reserves			
Community Services			
Regulatory			
Roading			
Solid Waste			
Support			
Wastewater			
Water			
Airport			

DRAFT RECOMMENDATION

That this report be received for information and discussion.

Operational Financial Report for the period ending 31 July 2016

	Year to Date							U/F	Note	Temporary or Permanent Variance	Explanation of Variances of 10% or greater
	Actual	Budget	Variance to July	U/F	Full Year Prediction	Annual Budget	Variance Full Year Prediction				
Income											
Community Services	48,330	40,004	8,326	F	569,048	569,048	0				
Democracy	17,202	12,044	5,158	F	144,528	144,528	0				
Tourism & Promotion	0	0	0		0	0	0				
Water Supply	15,614	15,614	0	F	2,588,432	2,588,432	0				
Airport	2,258	11,583	(9,325)	U	190,996	190,996	0				
Amenities & Reserves	54,077	62,759	(8,682)	U	753,108	753,108	0				
Roading & Urban Development	202,419	286,359	(83,940)	U	3,436,308	3,436,308	0	Temporary		Capital subsidy lower than budgeted timing of capital projects or check budget spreads	
Environmental Services	215,799	222,924	(7,125)	U	917,658	917,658	0				
Solid Waste	17,468	10,338	7,130	F	800,724	800,724	0				
Support Services	361	128	233	F	1,536	1,536	0				
Council (General Rates & Investments)	49,497	39,423	10,074	F	10,356,109	10,356,109	0				
Wastewater	0	811	(811)	U	2,445,636	2,445,636	0				
Total Income	623,025	701,987	(78,962)	U	22,204,083	22,204,083	0				
Expenditure											
Community Services	225,094	203,380	(21,714)	U	3,462,099	3,462,099	0				
Democracy	31,747	49,247	17,500	F	590,964	590,964	0				
Tourism & Promotion	52,361	38,676	(13,685)	U	460,746	460,746	0				
Water Supply	124,729	124,634	(95)	U	2,013,719	2,013,719	0				
Airport	23,045	25,722	2,677	F	289,820	289,820	0				
Amenities & Reserves	110,357	134,212	23,855	F	2,088,015	2,088,015	0				
Roading & Urban Development	394,078	451,046	56,968	F	5,422,070	5,422,070	0	Temporary		Timing of maintenance programme	
Environmental Services	88,985	122,966	33,981	F	1,462,676	1,462,676	0				
Solid Waste	53,551	71,641	18,090	F	1,013,361	1,013,361	0				
Support Services	188,291	293,308	105,017	F	3,235,264	3,235,264	0	Temporary		Timing of audit fees \$30k and accrual reversals	
Wastewater	156,696	151,067	(5,629)	U	2,486,750	2,486,750	0				
Total Expenditure	1,448,934	1,665,899	216,965	F	22,525,484	22,525,484	0				
Net Variance			138,003	F			0				

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016**

Report for Agenda Item No 5

**Prepared by - Dean Phibbs
- Manager Corporate Services**

INVESTMENTS AND BORROWINGS – AUGUST 2016

1. PURPOSE OF REPORT

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

2. INVESTMENTS

Investments have increased by \$1.0m in total from the last report circulated in June. This is mainly due to the net effect of the rates instalment due at the end of August offset by the monthly creditor payment obligations.

3. INTEREST REVENUE

Interest revenue to the end of August 2016 is \$83,000 versus a budget of \$70,000. Council will continue to reinvest term investment funds at the most favorable interest rate when deposits are up for renewal. There are often opportunities to take advantage of bank pricing differences to maximize returns even in times of low interest rates.

4. BORROWINGS AND NET DEBT POSITION

Total borrowings are fairly stable at \$23.6m. The only movement recently has been repayments of the EECA loan. This balance is likely to increase throughout the year as a number of debt funded projects are completed.

Net debt (borrowings less term investments) has decreased to \$6.7m from \$7.8m in the last tabled report in June due to the movement in investments commented on above.

DRAFT RECOMMENDATION

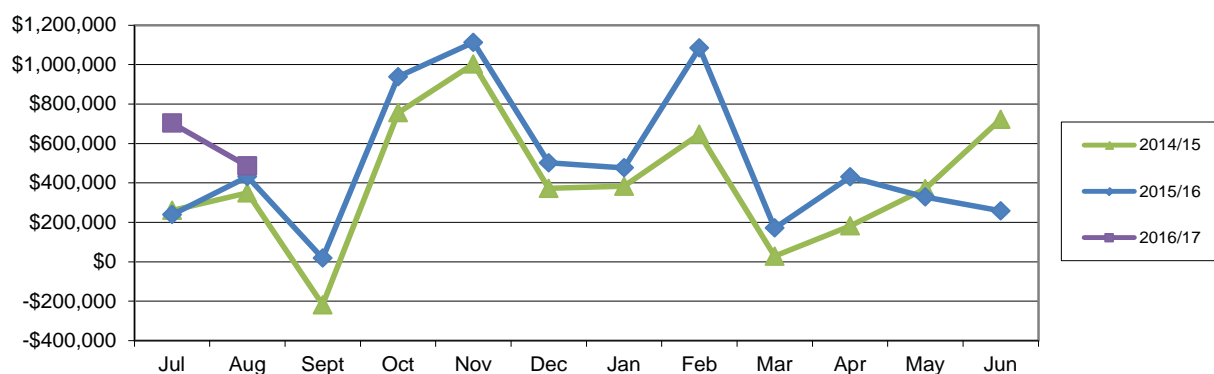
That the report be received for information and discussion purposes.

INVESTMENTS AND BORROWINGS REPORT

1. BANK BALANCE

	This Month 31 Aug-16	Last Month 31 Jul-16	Last Year 30 Jun-16
Council	\$485,865	\$703,163	\$258,418

2. MONTH END BANK BALANCE



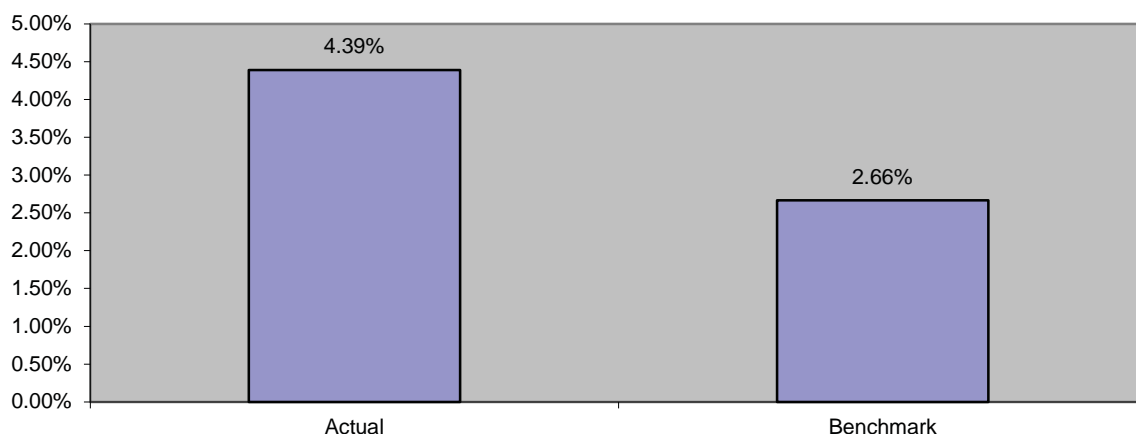
3. SUMMARY OF INVESTMENTS

	This Month 31 Aug-16	Last Month 31 Jul-16	Last Year 30 Jun-16
Term Deposits	16,783,518	14,283,518	15,783,518
Other Loans (includes loan to Holding Company)	2,563,535	2,494,843	2,494,843
Total Investments	\$19,347,054	\$16,778,361	\$18,278,361

4. SOURCE OF FUNDS

	This Month 31 Aug-16	Last Month 31 Jul-16	Last Year 30 Jun-16
Depreciation Reserves	1,000,000	1,000,000	1,000,000
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	5,034,038
Short Term Funds (rates income plus tds held pending debt reduction)	3,500,000	1,000,000	2,500,000
	\$16,783,518	\$14,283,519	\$15,783,519

5. INVESTMENTS PORTFOLIO PERFORMANCE (12 Month Average)



6. INTEREST REVENUE

	Actual YTD	Budget YTD	Budget Full Year
Interest Revenue	\$83,294	\$70,018	\$1,238,889

7. COMPLIANCE WITH INVESTMENT POLICY

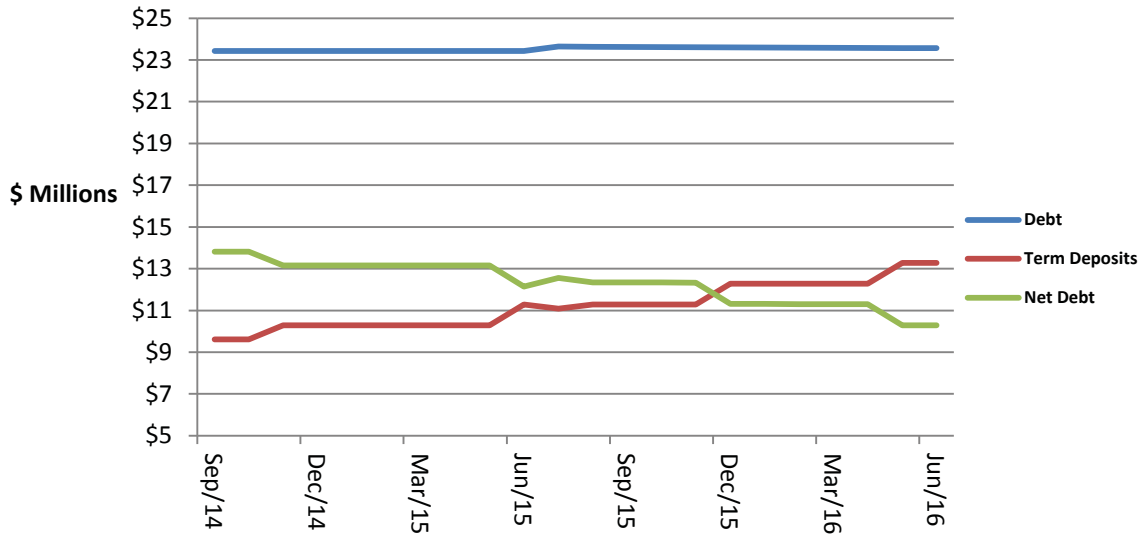
All term deposits are held with New Zealand Registered banks with no more than \$10 million with any one institution. The terms and maturity dates of investments are spread to minimise Council's exposure to interest rate fluctuations while still aiming to optimise interest earned.

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

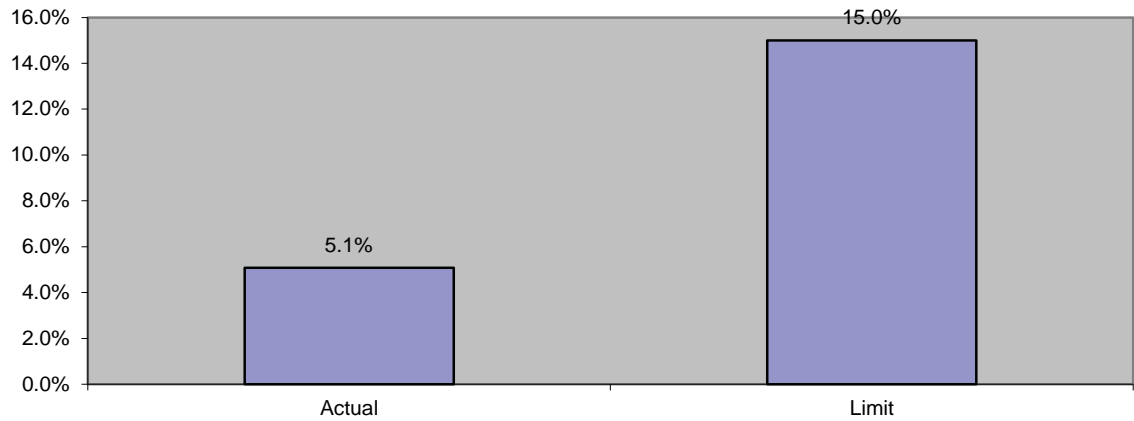
	This Month 31 Aug-16	Last Month 31 Jul-16	Last Year 30 Jun-16
External Debt:			
Westpac Loan Facility	3,433,860	3,433,860	3,433,860
LGFA Loan Facility	20,000,000	20,000,000	20,000,000
EECA Loan	125,925	145,824	145,824
	23,559,785	23,579,684	23,579,684
Weighted Average Interest Cost	4.60%	4.60%	4.60%
Net Debt:			
Total Borrowings	23,559,785	23,579,684	23,579,684
Less: Term Deposits	16,783,518	14,283,518	15,783,518
	6,776,267	9,296,166	7,796,166

9. DEBT AND INVESTMENTS 3-YEAR TREND

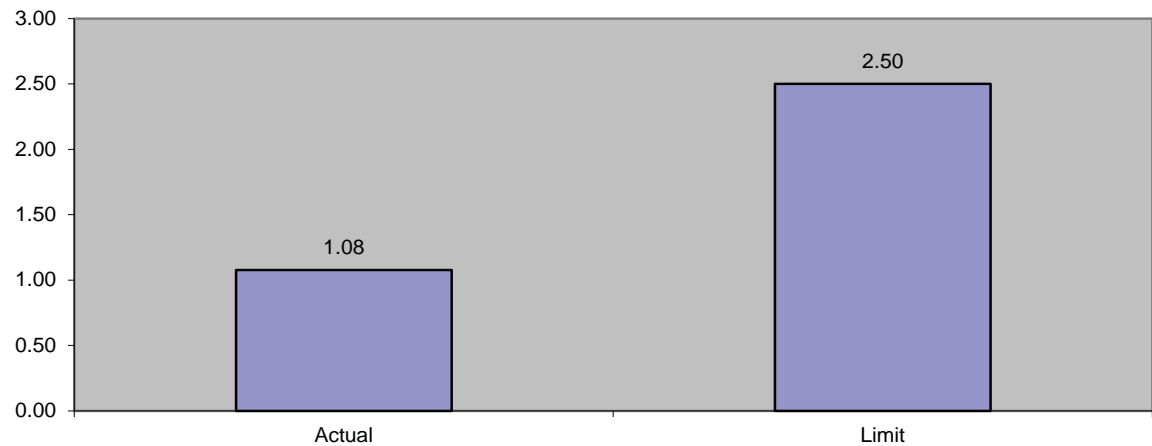


10. COMPLIANCE WITH TREASURY POLICY

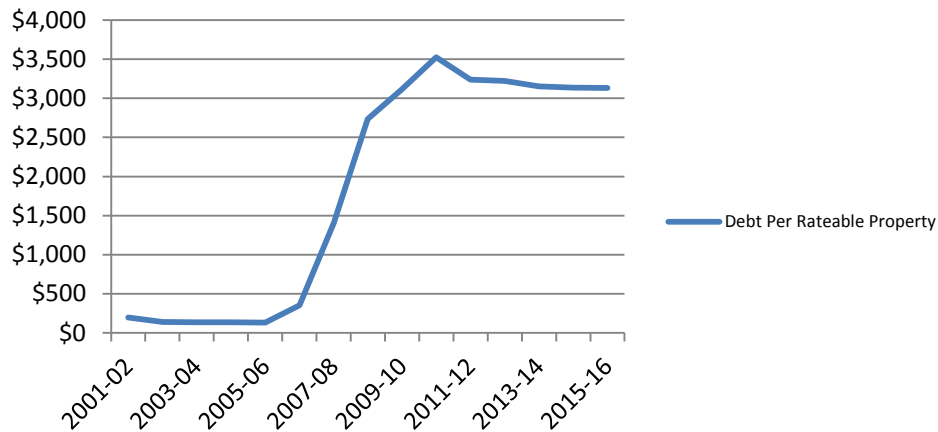
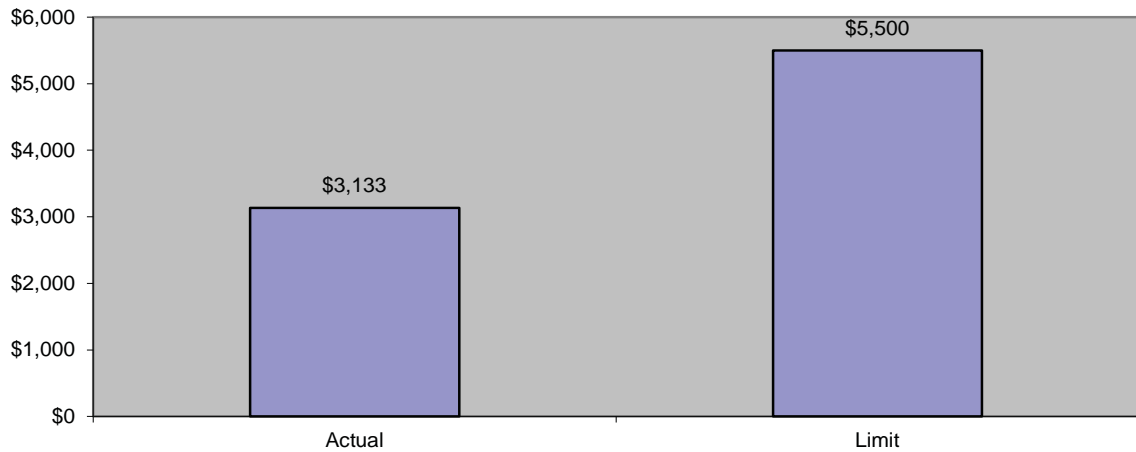
10.1 Interest Expense / Total Income



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 14 SEPTEMBER 2016

Report for Agenda Item No 6

Prepared by – Dean Phibbs
– Manager Corporate Services

COALTOWN FUNDING AGREEMENT AND QUARTERLY REPORTING

1. PURPOSE OF REPORT

The purpose of this report is to provide the Finance and Audit Committee with feedback on the quarterly financial reports and Key performance Indicators submitted by the Coaltown Trust.

2. BACKGROUND

In August 2016, the Finance and Audit Committee has received from Coaltown Trust the variance report, cashflow and Key Performance Reports for the period ended 30 June 2016.

The Trust has submitted the following to the Finance and Audit Committee:

- Cash Flow Statement and Profit and Loss Statement
- Report on Key Performance Indicators

3. FINANCIALS – 30 June 2016

Detail	YTD Actuals	YTD Budget	Variance
Trading Income	\$149,858	\$120,210	\$29,648
Grant/ Donations	\$345,932*	\$116,916	\$229,016
Total Income	\$495,790	\$237,126	\$258,664
Expenditure	\$388,320*	\$208,700	\$179,620
Operating Profit (Loss)	\$107,470	\$28,426	\$79,044

* includes \$172,509 transaction for sale proceeds/payout from the sale of the Efanjay property

4. KEY PERFORMANCE INDICATORS

Area	Comment	Indicator
Customer satisfaction	Visits per month have decreased since April but this is in line with the expected winter trend in visitor numbers. There have been no complaints from the public and customer survey results have been positive.	●
Community Engagement	Ongoing contact with the Westport Genealogy and History group. No School group visits over the quarter.	●
Promotion and Marketing of Coaltown	Trust has received positive feedback on the signage and advertising which allows for improved visibility of the I-site.	●
Operational Management	The Trust has 750+ items on display and 10,000+ items in storage. There are 4585 items in catalogue. A significant number of items are waiting cleaning and cataloguing. This will take approximately 12 months.	●
Usage of Museum, i-site and AA	There is a decreasing trend for visits and commissioned sales over the winter season. However financial results from trading have exceeded budgets for the year in total.	●
Additional Conditions	Entry prices for local residents have been addressed.	●
	Initial signage is being displayed at eye level in a diamond. Further signage will be explored as 2015/2016 funding permits.	●
	Queen street site has now been sold.	●

5. SUMMARY OF RESULTS

From a financial viewpoint trading income has exceeded budget which indicates increased patronage for the year after taking into account other unbudgeted income. Expenses have been controlled but are slightly over budget after accounting for one off transactions during the period. Overall the profit result is better than budgeted.

It is pleasing to note the good financial results, improved patronage and the effort made to improve the signage. A concerted effort has also been made to address the additional conditions, including the sale of the Queen Street site, as set out in clause 10 of the Funding Agreement.

DRAFT RECOMMENDATION

That this report be received for information and discussion.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016

Report for Agenda Item No 7

Prepared by – Dean Phibbs
– Manager Corporate Services

COALTOWN FUNDING and PROCEEDS FROM SALE OF EFANJAY BUILDING

1. PURPOSE OF REPORT

The purpose of this report is to provide the Finance and Audit Committee with a report on the balance of the net funds that are available from the sale of the Efanjay property after taking into account funding requirements from the Cultural Hub construction project that now houses Coaltown.

2. BACKGROUND

The Cultural Hub building which was constructed to hold the Coaltown museum was completed in the 2014 financial year at a total cost of \$3.46m. This was funded by ratepayer contributions via debt financing of \$1.5m (approved in a report to Council 27 June 2012) and external contributions totalling \$1.90m. This resulted in a project funding shortfall of around \$42,000.

The funding shortfall was initially underwritten by Council via a DWC Extraordinary Fund grant up to a maximum of \$500,000 subject to Coaltown raising their share of the costs which would enable the project to be successfully completed.

As Council was the financier of last resort one of the fundraising options proposed was the sale of the Efanjay property which was expected to recoup \$250,000 to go towards the project. Subsequent funds from the sale of the property were finally paid over to Council from Coaltown in March 2016 and totalled \$172,508. This resulted in an excess of external contributions of \$130,349 after taking the funding shortfall of the project underwritten by Council of \$42,159. This means that the amount of \$130,349 is the current balance of DWC Extraordinary Fund which is available for redistribution.

DRAFT RECOMMENDATION

That this report be received for information and discussion.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016

Report for Agenda Item No 8

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 as at 30 June 2016.

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 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
MAYOR, COUNCILLORS & CEO											
	Little Wanganui/ Tapawera/ Wangapeka Road Advocacy	GH + CEO					In progress	Nov-15			With Regional Growth Study. Alternative Karamea/Bainham route to consider.
	Integrated Family Health Unit Advocacy	GH + CEO					Review	2017	2017		Awaiting further progress from WCDHB
	Future of Westport Port	CCTO						Dec-15	Jun-16	Ongoing	LTP Strategy, CCTO Committee and BHL Advocacy
	Reefion Historic Power Generation Project	GH					In progress	Jan-16	Feb-17		With MBIE & Crown Fibre Holdings
	Ultra East Broadband Advocacy	GH + CEO					In progress	Nov-15			Ongoing - Roading, District Plan, Internal Audits
	Shared Services Projects	CEO					In progress	Jun-16	Feb-17		Housing stock & ownership structure i.e. Trust
	Housing for Elderly - Advocacy	GH						Jun-16	May-16		Lighting to complete (BEL)
27005540	Westport Gateway Sign	GH	12,950	25,000	37,950	46,314	In progress	Nov-15			To commence with a community meeting.
	Carters Beach Sea Erosion	GH + CEO						Aug-17			Correspondence with WCRC.
	Ngakawau/Hector Sea Erosion	GH + LB						Aug-17			Awaiting information
	Advocacy - Facilitation	GH									Monthly meetings at highschool
	Charleston/Cape Foulwind Cycleway	Greg + RN					Ongoing				Funding from Blackadder Trust declined
	Youth Council	ICB					Completed	Dec-15	Jun-16		Submission in progress
	Extension Reefion Pool Hours	GH + RT					In progress			5/08/2016	Not progressing
	Paparoa Plan Review	GH + RT									
	Holcim Quarry Rock	GH + SG						Jul-16			

COMMUNITY & ENVIRONMENT												
	Building IANZ Accreditation	CS + RK +					Completed			Dec-15		Awaiting evidence from stakeholder groups to feed into policy development
	Alcohol Policy	CS + RT					In progress					Registered interest
	Holcim Exit Plan	GH + CEO					In progress		Dec-16			Council report in April 2016
	Stevenson's Te Kuha Mine	CEO + RT					In progress					Annual Plan process
	Advance West Coast	GH + CS					Completed					

CORPORATE SERVICES											
	2016/17 Annual Plan	DP					Completed	Nov-15	Jun-16	30/06/2016	Annual Plan adopted 30 June 2016
	Impact of Westport Water Issues on Targeted Water Rate for Westport	SG + DP					Completed		Jun-16	30/06/2016	Annual Plan adopted 30 June 2016
	Free Wifi Proposal for Palmerston Street and Other Possible Locations	GH + RW		4,000			In progress			carry over	Received prices back from tender. Considering locations and providers.
	Pre-Election Report	DP + WT					Completed		Jul-16	1/07/2016	Published 1 July 2016
	Local Government Elections	JR					In Progress	Mar-16	Oct-16		Election day 8 October 2016
	2015/16 Annual Report	DP +WT					In Progress	Jul-16	Oct-16		
	Review of Costings for Water Schemes	CEO + DP + WT									Need to scope and prioritise

COUNCIL PRIORITIES LIST 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
OPERATIONS											
73715500	Punakaiki Water Intake Easement	SG		10,000	3,982	In Progress					Documents initiated under Public Works Act
	South Granity Water Admin (Tank Supply)	SG				In Progress					To formally finalise
	Little Wanganui Water and Sewerage Easements	SG							Jun-17		To address during next financial year
	Footpaths Strategy	SG				Ongoing					As resources available
	Karamea Highway Special Purpose Road Advocacy	SG				Discussions Ongoing					Business case being prepared in conjunction with NZTA, BDC & Community
	BEL Supply Contracts	SG				Completed				Mar-16	
	District Signage (Seal Loop)	SG + GH				In Progress					Construction commenced
	Possible Street Closure at Port/Talley's	SG				In Progress					
	Punakaiki Camp Lease & Erosion Protection	RT + RB				Advocacy					Erosion WCRC
	Punakaiki Dickson Parade Status and Freedom Camping Issues	SG + RT									Legal options to assess

OPERATIONS - WORKS SCHEDULE 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
PROPERTY (Buildings and Other Property)											
64025533-36	Other Property	WT			0	71,515	Complete			Oct-15	Unbudgeted property purchase
64025533-36	West Coast Brewery	WT	0	180,000	180,000	105,000	Carry over balance	May-15			Purchase in May 2016, deferred R&M to perform
	Total Other Property			180,000	180,000	176,515					
64035535	Reefion Service Centre - Generator Wiring	RB	5,000	5,000	5,000	62,233	Complete	Aug-15	Oct-15	Oct-15	
64035535	Reefion Service Centre - Eq Strengthening	RB	5,000	31,500	31,500	62,233	Complete				
	Total Reefion Service Centre		5,000	31,500	36,500	62,233					
64075535	WestReef Depots - Eq Strengthening	RB	0	60,000	60,000	9,123	to tender			carry over	on hold
	Total Westreef Depots		0	60,000	60,000	9,123					
64085536	Reefion Community Centre Eq Strengthening	RB		130,000	130,000	181,280	Contract awarded	Jun-16	Nov-16	carry over	Contract awarded
8620550912	Vision 2010 Reefion Community Centre	RB	0	124,379	124,379	0					
	Total Community Centre		0	254,379	254,379	181,280					
64095533	Old Westport Library - Earthquake Assessment	RB	0	50,000	50,000	0		2016/17	2016/17	rebudgeted	Rebudgeted in 2016/17
	Total Old Westport Library		0	50,000	50,000	0					
64135500	Other Land	TR		0	0	55,000	Complete		May-16	May-16	Westport Wastewater Treatment Plant, Stage 1 settlement May 2016
	Total Other Land		0	0	0	55,000					
64175509	Victoria Square - Generator		45,000		45,000	31,621	Complete				Generator purchased
64175536	Victoria Square - Eq Strengthening	RB	45,000	50,000	50,000	7,731	Contract awarded	2016/17	2016/17	carry over	Tender price \$64,900 (including contingencies)
	Total Victoria Square Complex		45,000	50,000	95,000	7,731					
64225509-16	Brougham House - Minor plant		34,000		0	5,921					unbudgeted replacements
64225509	Brougham House - Generator		50,000	34,000	36,686		Complete			Jun-16	
64225533	Brougham House - Eq Strengthening		84,000	42,277	92,277	42,770	Complete			Sep-15	
	Total Brougham House		84,000	42,277	126,277	85,377					
64265500	Peel Street Depot Land	RB	0	80,000	80,000	58,660				carry over	
	Total Peel Street Depot		0	80,000	80,000	58,660					
64295516-36	Westport Library - toilet refurbishment	CW	0	0	0	5,465					unbudgeted refurbishment of public toilet facilities
	Total Westport Library		0	0	0	5,465					
TOTAL	PROPERTY		134,000	748,156	882,156	673,005					

OPERATIONS - WORKS SCHEDULE 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
PARKS, RESERVES, CEMETERIES											
Reserves											
5101550901	Town Beautification (Gardens)	RB		30,000	30,000	0	Carry over balance	2016/17	2016/17	carry over	
5101550902	Tree Replacement	RB		5,000	5,000	1,459					
5101550903	Playground safety	RB		12,500	12,500						safety audit required
51015530	Reefton Skatepark & Fountain	RB	7,000	7,000	3,425		Complete				Drinking Fountain purchased
51015530	Punakaiki building	RB		50,000	50,000	600	In progress			rebudgeted	needs assessment commissioned \$10,000
51015538	Playground Equipment	RB		12,500	12,500	12,396	Complete				budget transfer from Playground safety
	TOTAL Reserves		7,000	110,000	117,000	17,880					
Cemeteries											
52015500	Land Purchase Karamea	RB		20,000	20,000	0	Carry over balance				re-budgeted in 2016/17
52015509	Cemetery Barms	RB		8,000	8,000	3,229	In progress		Jun-16	carry over	
52015509	Buildings Special	RB		5,000	5,000	2,001	in progress	Apr-16	Jun-16	carry over	Fencing and headstone protection
	TOTAL Cemeteries		0	33,000	33,000	5,230					
Pensioner Housing											
57025509-37	Minor Plant Reefton	RB		1,250	1,250	10,178					
57035509-37	Minor Plant Westport	RB		1,250	1,250	13,306					
	TOTAL Pensioner Housing		0	2,500	2,500	23,484					Cyclical replacements exceeding budget. Deferred maintenance to address, report pending.
Public Toilets											
51315509	Tauranga Bay Toilets	RB	20,000		20,000	0	Complete				Refer Urban Development
51315509	Exeloo	RB		3,456	3,456	0	Not progressing				Budget no longer required.
	TOTAL Public Toilets		20,000	3,456	23,456	0					
TOTAL	PARKS, RESERVES, CEMETERIES		27,000	148,956	175,956	46,594					
SOLID WASTE											
RECYCLING											
72065538	Sealing & site development	TR	15,000		15,000	25,974	Complete	Dec-15	Feb-16	Mar-16	Hardstand Area
72065538	Sealing & site development	TR		0	0	5,993	Complete			Aug-15	Canopy over skips
72065509	Litter Bins	TR	10,000	7,500	17,500		e-cube trial		Jun-16	carry over	
TOTAL	SOLID WASTE		25,000	7,500	32,500	31,967					

OPERATIONS - WORKS SCHEDULE 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
ROADING											
	Unsealed Road Metalling LR										
43205566	Local Roads	TM		92,025	92,025	163,056	Completed	Jul-15	Jun-16		Budget overrun offset from savings elsewhere
	Maintenance Chipseals (Reseals) LR										
43215566	Local Roads	TM		562,375	562,375	403,720	Completed	Dec-15	Mar-16	carry over	2015/16 Contract completed
	Drainage Control LR										
43225566	The Strand dish channel	TR/SM		23,080	23,080	25,946	Completed	Jan-16	Mar-16		
43225566	Wakefield Street K&C	TR/SM		17,000	17,000	18,959	Completed	May-16	Jun-16		
43225566	Cobden / Domett K&C	TR/SM		8,478	8,478	8,478	Completed	May-16	Jun-16		
43225566	The Esplanade K&C	TR/SM		7,500	7,500	10,835	Completed	May-16	Jun-16		Rintoul St Dump Station
43225566	Victory Street K&C	TR/SM		20,000	20,000	22,336	Completed	Apr-16	Jun-16		
43225566	PSBU	TR/SM		9,500	9,500	11,576	Completed				
43225566	Culverts - Roading Contract	TR/SM		76,688	76,688	91,521	Completed	Jul-15	Jun-16		under maintenance contract
43225566	Program overbudget 5%			(8,871)	(8,871)						
	Pavement Rehabilitation LR										
43235566	Derby Street Pavement Rehabilitation	TR/SM		209,613	209,613	195,804	Completed	Jan-15	May-16		
	Traffic Services Renewals LR										
43255566	Local Roads	TM/TR		79,755	79,755	50,486	Completed	Jul-15	Jun-16		under maintenance contract
	Minor Improvements LR										
43275566	Derby Street	TR/SM		91,000	91,000	110,441	Completed	Jan-16	May-16		
43275566	Victory Street widening	TR/SM		35,000	35,000	33,192	Completed				
43275566	Derby Street Seal widening	TR/SM		5,000	5,000	4,650	Completed	Feb-16	Mar-16		
43275566	The Strand Seal widening	TR/SM		18,000	18,000	9,000	Completed				
43275566	Coates Street traffic calming	TR/SM		10,000	10,000	9,438	Completed				
43275566	Rintoul Street Dump Station	TR/SM		10,000	10,000	13,458	In progress		2016/17		Subsidised MHANZ
43275566	Shelliswell St turnaround	TR/SM		0	0	16,646	Completed				2014/15 budget item not accrued
43275566	PSBU	SG		15,300	15,300	9,000					
43275566	Program overbudget 2%			(3,660)	(3,660)						
	Other Roading LR										
43245566	Structures Component Replacements	TM/TR		46,013	46,013	29,951	Completed				under maintenance contract
43295566	Emergency works	TM/TR		0	0	48,630	Completed				Dennistoun Road
	Special Purpose Roads										
43405566	Unsealed Road Metalling	TR/TM		2,147	2,147	34,196	Completed	Jul-15	Jun-16		Budget overrun offset from savings elsewhere
43415566	Sealed Road Resurfacing	TR/TM		143,150	143,150	157,418	Completed	Dec-15	Mar-16		
43425566	Drainage Improvements	TR/TM		51,125	51,125	13,555	Completed				As required
43435566	Pavement Rehabilitation	TR/TM		81,800	81,800	80,199	Completed				
43445566	Structures Component Replacements	TR/TM		15,338	15,338	1,947	Completed	Jul-15	Jun-16		under maintenance contract
43455566	Traffic Services Renewals	TR/TM		30,675	30,675	22,084	Completed	Jul-15	Jun-16		under maintenance contract
43465566	Minor Improvements	TR/TM		36,156	36,156	17,015	Completed				As required
4338&4349	Emergency works major slip	TM/TR		0	0	290,321	In progress				Unbudgeted remediation, 100% NZTA funded
TOTAL	ROADING		0	1,684,187	1,684,187	1,903,858					

OPERATIONS - WORKS SCHEDULE 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
URBAN DEVELOPMENT											
Footpaths - Capital											
42065566	Rehabilitation & Reseals - District	HS/TR		50,000	50,000	50,089	Completed	Jan-16	May-16		
42065566	Wakefield Street			25,000	25,000	23,156	Completed	May 16	Jun-16		
42065566	Derby Street	TR/SM		90,000	90,000	28,440	In progress	Jan-16	May-16	carry over	Part of 2015/16 Derby St upgrade
42065566	Cobden Street			17,500	17,500	17,369	Completed	Jun-16	Jun-16		Price accepted
42065566	Brougham Street	TR/SM		12,500	12,500	12,649	Completed	Jan-16	May-16		
	TOTAL Footpaths		0	195,000	195,000	131,703				carry over	Community Services Managed Project
42115509	Cameras & colour lights	LH		18,000	18,000	4,067				Jun-16	Completed
42125566	Burkes Creek Bridge	TM/TR		110,000	110,000	132,855	Completed			Jun-16	Completed
42155537	Tauranga Bay Toilets	SM	40,000	40,000	40,000	37,918	Completed	Sep-15	Dec-15	Mar-16	Completed
TOTAL			40,000	323,000	363,000	306,543					
WATER SUPPLIES											
Westport Supply											
7301556004	Derby Street (Rintoul-Mill)	IF/SM		94,360	94,360	110,756	Completed	Jan-16	May-16		
7301556004	Romilly Street West (Bright-Gladstone)	IF/SM		26,550	26,550	26,550	Completed	2016/17	2016/17	rebudget	Tender accepted
7301556004	Romilly Street West (Cobden-Bright)	IF/SM		26,550	26,550	36,327	Completed	Jan-16	May-16		
7301556004	Romilly Street West (Lyndhurst - Henley)	IF/SM		19,050	19,050	16,781	Completed			rebudget	Tender accepted
7301556004	Riley Place (FH-Cul-de-sac)	IF/SM		10,650	10,650			2016/17	2016/17		
7301556004	Cobden Street (East Hospital Ent-No50)	IF/SM		29,140	29,140	29,008	Completed	Dec-15	Feb-16		
7301556004	Riley Place (Rintoul-FH)	IF/SM		7,800	7,800			2016/17	2016/17	rebudget	Tender accepted
7301556004	Adderley Street	IF/SM				6,368					
	Subtotal 7301556004		0	214,100	214,100	199,240					Replacements only as required
7301556007	Trunkmain	IF/SM	12,930	100,000	112,930	12,100					ongoing
7301556008	Valves	IF/SM	11,350	35,000	46,350	47,539		Jul-15	Jun-16		
7301556009	Tunnel piping	IF/SM		1,550,000	1,550,000	64,401	Planning			Rebudget	\$650k rebudgeted per 2016/17 Draft Annual Plan
7301556010	Back flow Prevention	IF/SM		15,000	15,000					carry over	Deferred due to other project commitments under maintenance contract
7301556001	Minor Capital (Maintenance contract)	IF/SM		120,000	120,000	106,237	As required				
	TOTAL Westport		24,280	2,034,100	2,058,380	429,517					
Reefton Supply											
7311556008	Reticulation valves	IF/SM	10,000	10,000	20,000	1,509			2016/17	carry over	works schedule completed
7311556002	WTP Genset & shed	IF/SM	60,000	60,000	24,266		Shed design			carry over	Generator purchased, site work to complete
7311556002	Plaskett St (Conlon - Chattockville)	IF/SM		18,850	18,850	17,366	Completed		Jun-16		Price received \$18,846
7311556002	Chattockville St (Plaskett - end)	IF/SM		12,300	12,300	12,941	Completed		Jun-16		Price received \$12,265
7311556002	Main Street (No 46 - Lucas)	IF/SM		7,600	7,600	14,552	Completed		Jun-16		Original budget \$14,700
7311556002	Racecourse Road (Shiel - Broadway)	IF/SM		35,500	35,500	30,804	Completed		Jun-16		Price received \$35,475
7311556002	To be determined	IF/SM	10,000	19,350	29,350						
7311556001	Minor Capital (Maintenance contract)	IF/SM		15,500	15,500	13,067	As required				under maintenance contract
	TOTAL Reefton		80,000	119,100	199,100	114,505					

OPERATIONS - WORKS SCHEDULE 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	MINOR WATER SUPPLIES										
	<i>Little Wanganui</i>										
7321556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000		As required				under maintenance contract
	<i>Mokihinui</i>										
7331556001	Minor Capital (Maintenance contract)	SM		200	200	2,171	As required				under maintenance contract
	Ngakawau-Hector										
7341556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000	1,507	As required				under maintenance contract
7341556005	Drinking water standards	SM		552,725	552,725	4,652	Not progressing				Not progressing 2015/16
	Waimangaroa										
7351556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000	377					under maintenance contract
7351556004	Mains renewals	IF/SM	38,000	26,960	64,960		As required				carry over
7351556005	Drinking water standards	SM		473,692	473,692	6,595	Design				Project reconfiguration required
	Cape Foulwind										
7361556001	Minor Capital (Maintenance contract)	IF/SM		2,500	2,500		As required				under maintenance contract
	Punakaiki Supply										
73715500	Land	IF/SM		0	0	3,982					Intake site
7371556001	Minor Capital (Maintenance contract)	IF/SM		1,000	1,000	19,068	As required				Intake, reservoir outflow and main replacements
	Inangahua Junction										
7381556001	Minor Capital (Maintenance contract)	IF/SM		500	500		As required				under maintenance contract
7381556005	Drinking water standards	SM		222,740	222,740	905		May-16			to commence this financial year
	South Granity										
7391556005	Drinking water standards	SM		358,605	358,605		Not progressing				Not progressing
	Karamea Supply										
733656005	Upgrade investigation	SM		0	0	2,258	Not progressing				Small balance to write off
	TOTAL MINOR SUPPLIES		38,000	1,641,922	1,679,922	41,515					
TOTAL	WATER SUPPLIES	0	142,280	3,795,122	3,937,402	585,537					

WASTEWATER											
SEWERAGE											
Westport Sewer											
7101556302	WWTP Pump & Computers	IF/SM	40,000		40,000					2016/17	carry over
7101556302	Replace Stepscreen	IF/SM		30,000	30,000	23,600	Completed			Jul-15	
	Subtotal 710155302		40,000	30,000	70,000	23,600					
7101556305	Derby Street (Rintoul-Mill)	IF/SM	14,200	113,960	128,160	128,285	Completed	Jan-16		May-16	
7101556305	Roebuck Street (Menzies - ES)	IF/SM	146,000	16,900	146,000	134,632	Completed	Oct-15		Dec-15	27/11/2015
7101556305	Queen Street(Balfour-Gladstone)	IF/SM	146,000	16,900	14,220		Completed	Aug-15		31/10/2015	
7101556305	Gladstone (5 Gladstone-Russell)	IF/SM		24,375	24,375	26,469	Completed	Jan-16		Jun-16	
7101556305	Gladstone (7 Gladstone-Queen)	IF/SM		17,225	17,225		In progress	Jan-16		Jun-16	carry over
7101556305	Gladstone (7a Gladstone-Peel)	IF/SM		21,450	21,450		In progress	Jan-16		Jun-16	carry over
7101556305	Russell Street (Gladstone-Chamberlain)	IF/SM		26,975	26,975	29,165	Completed	Jan-16		Jun-16	not continuing, budget transferred to Bright Street
7101556305	Russell Street (Chamberlain-Bright)	IF/SM		21,450	21,450		In progress	Jan-16		Jun-16	not continuing, budget transferred to Bright Street
7101556305	Unallocated	IF/SM		7,152	7,152						completed
	Subtotal 7101556305		160,200	249,487	409,687	332,771					tendered price \$20,200.25
7101556303	Pumpstations Upgrades	IF/SM	40,230	42,500	82,730	55,176	In progress				Rebudget
7101556306	Sewer Modelling & Separation	IF/SM		55,758	909		Planning				carry over
7101556301	Minor Capital (Maintenance contract)	IF/SM		64,000	64,000	87,272	As required				Negotiation with consultants
	TOTAL Westport		240,430	441,745	682,175	499,728					Unbudgeted diffusers \$51,090

OPERATIONS - WORKS SCHEDULE 2015/2016 - June 2016

GL Code	Project Description	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	Reefton Sewer										
7131556303	Caples Street (Main - Dick)	IF/SM	29,750		29,750		Planning	Mar-16	Jun-16	carry over	Requires further investigation
7131556303	Caples Street (Dick - Davis)	IF/SM	30,000		30,000		Planning	Mar-16	Jun-16	carry over	Requires further investigation
7131556303	Potter - Ranfr (SL Main-Buller)	IF/SM	53,000		53,000		Planning	Mar-16	Jun-16	carry over	Price Accepted \$52,250.00
7131556303	Deemac (Bayfield-no36)	IF/SM		14,025	14,025		Planning	Mar-16	Jun-16	carry over	Price Accepted \$22,411.00
7131556303	Munson (Bridge-18 Munson)	IF/SM		49,225	49,225		Planning	Mar-16	Jun-16	carry over	Price Accepted \$39,867.00
7131556303	Davis Street (Brennan - Lucas)	IF/SM		29,700	29,700		Planning	Mar-16	Jun-16	carry over	Price Accepted \$27,68.000
7131556303	CCTV Survey & Water blasting	IF/SM		20,000	20,000	7,905			Jun-16		
7131556303	New Manholes	IF/SM	26,000	11,152	37,152	26,814	In progress	Jul-15	Jun-16	carry over	On going
7131556301	Minor Capital (Maintenance contract)	IF/SM		24,750	24,750	87,272	As required				under maintenance contract
	TOTAL Reefton		138,750	148,852	287,602	121,991					
	Little Wanganui Sewer										
7141556301	Minor Capital (Maintenance contract)	IF/SM		1,338	1,338		As required				under maintenance contract
7141556303	Horncastle Crescent (MH4-MH5)	IF/SM	19,250		19,250		Planning			carry over	
7141556303	MH13 - MH14A	IF/SM	0	36,850	36,850		Planning			carry over	
	TOTAL Little Wanganui		19,250	38,188	57,438	0					
	TOTAL Sewerage		398,430	628,785	1,027,215	621,719					
	STORMWATER										
	Westport										
7180556402	Brougham Street Pump Station	SM/TR			0	13,821					
7180556402	Derby Street (Brougham - Rintoul)	SM/TR		133,000	133,000	118,233	Completed	Jan-16	May-16	Apr-16	Completed in April 2016
7180556402	Westport Manholes	SM/TR	14,000	13,000	27,000	8,172	As required		Jun-16	carry over	
7180556402	Bentham Street	SM/TR		11,000	11,000	10,705	Completed			Mar-16	completed
7180556402	Adderley Street	SM/TR	35,603		35,603	37,944	Completed	Aug-15	Oct-15	Sep-15	completed
7180556401	Minor Capital (Maintenance contract)	IF/TR		38,000	38,000	26,516	As required				under maintenance contract
	TOTAL Stormwater		49,603	195,000	244,603	215,391					
	TOTAL WASTEWATER		448,033	823,785	1,271,818	837,110					

OTHER SIGNIFICANT PROJECTS 2015/2016 - June 2016

GL Code	Project Description and Stages	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 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				3,174	Complete	Mar-16	Apr-16	8/04/2016	
	Further Submissions	RT					Complete	Apr-16	May-16	5/05/2016	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.
	Hearings	RT				11,022	Complete	Jul-16	Jul-16	8/07/2016	
	Decision on submissions (Hearings Committee)	RT						Jul-16	TBA		
	Approval of Plan Changes by Council	RT						TBA	TBA		
	Updating and distributing District Plans	RT						TBA	TBA		
81042872	TOTAL District Plan Review		15,000	20,000	35,000	42,712					Total budget 2014/15, 2015/16 & 2016/17 = 55,000
RATING REVIEW PROJECT											
	Initial Consultation, Workshops & Modelling	AO				32,383	Complete	Apr-16	Nov-16		Project costs to 31 March 2016
	Workshops/Modelling	DP							Nov-16		
	Integrity Checking	DP							Nov-16		
	Use Codes mailout	DP							Aug-16		
	Prepare draft consultation & proposal documents	DP							Dec-16		
	Adopt rating system for consultation	DP							Dec-16		
	Finalise consultation & proposal documents	DP							Dec-16		
	Consultation Period/Submissions	DP						Jan-17	Feb-17		
	Hearings/Deliberations	DP						Mar-17	Mar-17		
	Finalise new rating system and adopt	DP						Mar-17	Jun-17		
	Implement new rating system	DP							Jul-17		
15052864	TOTAL Rating Review		100,000*		100,000	32,383					* Budgeted in 2014/15 Financial year
INFORMATION TECHNOLOGY - INFORMATION MANAGEMENT (IM) PROJECT											
	Phase 1 Discovery	RW		11,000	11,000		Complete				
	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		Weekly meetings occurring with in-house team. Project strategy & policy at draft stage. Shared WC4 records manager to investigate. Public Records Act training July 2016.
	Project Team						Established	Apr-16	Jun-16		
	Records Manager/Consultant						In Progress				
	Systems and Processes Specification						In Progress	Jun-16	Oct-16		Additional \$76,875 in 2016/17 budget
	Phase 3 Implementation	RW		24,000	24,000		In Progress				Short listed products being evaluated, with the other West Coast councils.
	Email Archive						In Progress	Jan-16	Oct-16		
	Digitisation										
	EDRMS										
	A1 Printer/scanner						In Progress	Apr-16	TBA		Defer until digitisation workload commences.
	Workflow process tool										
	Enterprise search										
	Process development and staff training										
2210551840	TOTAL Information Management		0	75,000	75,000	9,760					Total budget 2015/16 & 2016/17 = \$151,875
2016 TRIENNIAL ELECTION											
	Training	JR				5,021	Complete	Nov-15	Nov-15		Election Officer & Deputy
	Preparation of ratepayer roll	JR					Complete	Mar-16	Jul-16		Non-residential ratepayers
	Order of candidates names	JR					Complete	May-16	May-16		Resolution of Council 25 May 2016
	Pre-election Report	DP/GS					Complete	May-16	Jun-16		Publicly available 01-07-2016

OTHER SIGNIFICANT PROJECTS 2015/2016 - June 2016

GL Code	Project Description and Stages	Project Manager	Carry Over	2015/16 Budget	Total Budget	Actual Cost June 2016	Project status	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	Residential electoral roll closes	D/A							Jul-16		
	Complete preliminary electoral roll	D/A/JR							Jul-16		complete by 13 July 2016
	Public notice of elections	JR							Jul-16		
	Call for nomination	JR							Jul-16		no later than 15 July 2016
	Electoral roll open for inspection	JR							Jul-16		
	Information evening for candidates	CEO							Aug-16		To be held in August
	Nominations close	JR							Aug-16		12 August 2016 (12 noon)
	Public notice of day of election	JR							Aug-16		
	Public notice of candidates names	JR							Aug-16		17 August 2016 (or as soon as practicable)
	Electoral Officer certifies final electoral roll	D/A/JR							Sep-16		12 September 2016
	Delivery of voting documents	JR							Sep-16		16 to 21 September 2016
	Progressive roll scrutiny	JR						Sep-16	Oct-16		16 September to 8 October 2016
	Special voting period	JR						Sep-16	Oct-16		
	Election Day	JR						Oct-16	Oct-16		8 October 2016 - closing 12 noon
	Official count	JR						Oct-16	Oct-16		8 October (pm) to 13 October 2016
	Declaration of election result	JR						Oct-16	Oct-16		13 to 19 October 2016 (or as soon as practicable)
	Candidates sworn into office	AG						Oct-16	Oct-16		Council meeting 26 October 2016
	Return of election expenses forms	JR						mid-Dec	mid-Dec		
11011701	TOTAL Election Expenses		0	4,000	4,000	5,021					

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016**

Report for Agenda Item No 9

**Prepared by - Dean Phibbs
- Manager Corporate Services**

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	Completed	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	Completed	Noted.	June 2016
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 2017.	January 2017

PREVIOUS AUDIT MANAGEMENT POINTS: 2015

No.	Subject	Detail	Responsible	Status	Comments	Planned Completion Date
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 2017
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 Will be completed during an revaluation year which is scheduled June 2017.	June 2017
3	Capitalisation and depreciation of assets	Assets be capitalised once completed and operational and depreciated from that date.	Operational Accountant	Completed	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	In progress	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. To be incorporated with Shared Services Project.	February 2017
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	Completed	Transfer building to investment property. This will be completed in 2015/16 Financial Report.	June 2016.

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 14 SEPTEMBER 2016**

Report for Agenda Item No 10

**Prepared by - Dean Phibbs
- Corporate Services Manager**

PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

DRAFT RECOMMENDATION

Item No	Minutes/Report from:	General Subject	Reason for Passing Resolution Section 7 LGOIMA 1987
1.	Dean Phibbs (Financial Accountant)	Quarterly Coaltown Report - Appendices	Section 7(2)(i) - Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

FINANCE WORK PLAN

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Internal Reporting												
F&A Reports												
- BDC Quarterly Financials					Quarterly			Half Yearly			Three quarterly	
- BDC Operational												
- BDC Treasury												
- BDC Debtors												
- BDC Capital												
- BDC Significant Projects												
- BHL Quarterly Financials												
Council Reports												
- Interim Accounts Airport												
- Budget Carry Overs			2016 Carryovers					Draft SOI			Final SOI	
- BHL SOIs								Draft				Final SOI's
- Grant Quarterly Reports												
Rates Overhaul Project												
- Rates Overhaul			Workshop									
2016-17 Annual Plan												
- Annual Plan						2017/2018 Annual Plan Workshops	2017/2018 Annual Plan Workshops	2017/2018 Annual Plan Workshops	2017/2018 Annual Plan Workshops	Consult	Roadshows/ Hearings	Adopt Final
2016-17 Annual Report												
- BDC Annual Report											Systems Audit	
- BHL Annual Report			Audit			Group Figures	Annual Report					
2016-17 Pre-Election Report												
- BDC Pre-election report												Proofing
Elections												
- Tri-annual Election		Nominations open 15/7	12 Aug Nominations close; Election date & candidates publicised; Roll Finalised	Voting documents delivered	Election, appointment & induction							
Other Operational Projects												
- Insurance								Valuations (2-3 year)			Negotiations	Finalise