

AGENDA:

Meeting of the
FINANCE and AUDIT COMMITTEE

Wednesday 17 October 2018

commencing at 5:00pm

at:

Bridge Club,
Lyndhurst Street, Westport

Finance & Audit Committee Members:

- His Worship the Mayor Garry Howard
- Cr J Cleine
- Cr D Hawes
- Cr S Roche (Chair)
- Cr R Nahr
- Cr P Rutherford
- Cr R Sampson

Terms of Reference

Finance and 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.
- 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 Rates and General Debt collection

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 (ie 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

Monthly dashboard report

Membership

Chair:

- Sharon Roche

Members:

- Garry Howard
- Robyn Nahr
- Phil Rutherford
- Dave Hawes
- Jamie Cleine
- Rosalie Sampson

FINANCE and AUDIT COMMITTEE MEETING

17 OCTOBER 2018

INDEX

ITEM:	PAGE:
Apologies	
1. Members Interest.....	1
2. Confirmation of Minutes.....	2
3. Action Point List.....	6
4. Financial Performance Report.....	8
5. Investments and Borrowings Report.....	12
6. Significant Projects Report	18
7. Audit Management Action Points.....	25
8. Finance Work Plan	27

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 1

Prepared by - Dean Phibbs
- Manager Corporate Services

MEMBERS INTEREST

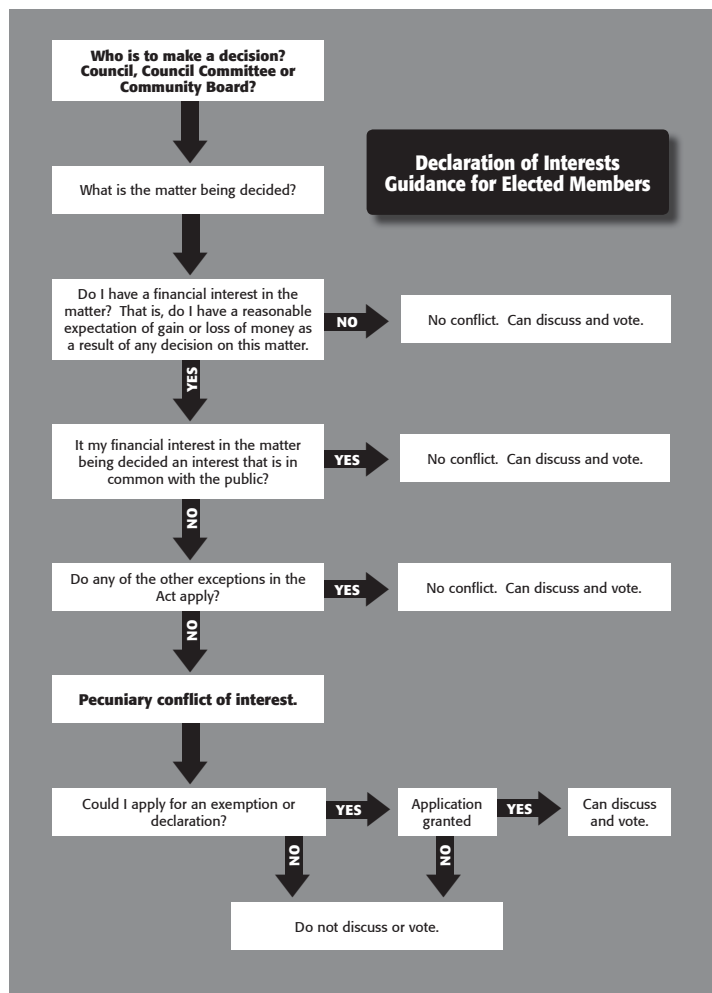
Councillors are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

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.



FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 2

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

CONFIRMATION OF MINUTES

DRAFT RECOMMENDATION

That the minutes from the meeting held 19 September are confirmed.

**MEETING OF THE BULLER DISTRICT COUNCIL FINANCE AND AUDIT COMMITTEE,
COMMENCED AT 5pm, 19 SEPTEMBER 2018, AT CLOCKTOWER CHAMBERS,
PALMERSTON STREET, WESTPORT**

PRESENT:

Councillor's S Roche (Chair), P Rutherford, R Nahr, D Hawes, R Sampson and J Cleine.

IN ATTENDANCE:

Councillor S Barry, Chief Executive Officer (K Marshall), Group Manager Corporate Services (D Phibbs) and PA Corporate Services (M Wilson).

APOLOGIES:

RESOLVED that an apology be accepted from Mayor G Howard.

**S Roche/P Rutherford
CARRIED UNANIMOUSLY**

1. MEMBER'S INTEREST

No member's interests were disclosed.

2. MINUTES

Amendment: Councillor R Sampson was present.

RESOLVED that the minutes of the 15 August 2018 meeting be accepted with the above amendment.

**P Rutherford/J Cleine
CARRIED UNANIMOUSLY**

3. ACTION POINTS

- 111. On-going, needs adding to the GIS database. Change date to December 2018.
- 137. Completed, action closed.
- 147. Change date to November.
- 152. No change, to be presented to November F&A meeting.
- 153. Change date to October 2018.
- 154. Change name to Carters Beach Reserve Committee. Lease income goes to the Committee and is used for maintenance of the grounds. Completed, action closed.

RESOLVED that the report be received for information and open for discussion.

**S Roche/J Cleine
CARRIED UNANIMOUSLY**

4. INVESTMENTS AND BORROWINGS

Group Manager Corporate Services (D Phibbs) gave an overview of the report. There was no significant movements to report.

Group Manager Corporate Services (D Phibbs) explained that for around \$20m of Council's debt there is a tax advantage for Council to manage the borrowings to Buller Recreation Ltd rather than pay down the debt from investments.

RESOLVED that the report be received for information and discussion.

**P Rutherford/J Cleine
CARRIED UNANIMOUSLY**

5. SIGNIFICANT PROJECTS REPORT

Peel Street yard: a Council workshop will take place on 3 October to discuss options.

Punakaiki water intake: the easement is progressing.

Water scheme advocacy: LGNZ have come out with a media release urging the Government to be more measured and not close the doors on the three waters consideration. Chief Executive Officer (K Marshall) recommends that Council let it run its course.

RESOLVED that the report be received for information and discussion.

**R Nahr/R Sampson
CARRIED UNANIMOUSLY**

6. DEBT RECOVERY REPORT

RESOLVED that the report be received for information and discussion.

**D Hawes/J Cleine
CARRIED UNANIMOUSLY**

7. AUDIT MANAGEMENT ACTION POINTS

3. Completed, remove action.

RESOLVED that the report be received for information and discussion.

**S Roche/J Cleine
CARRIED UNANIMOUSLY**

8. FINANCE WORK PLAN

RESOLVED that the report be received for information and discussion.

**R Nahr/J Cleine
CARRIED UNANIMOUSLY**

-
- There being no further business the meeting concluded at 5:50pm
 - **Next meeting:** 5:00pm Wednesday 17 October 2018, *Bridge Club, Lyndhurst Street, Westport.*
-

Confirmed: **Date:**

Name:

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 3

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

ACTION POINT LIST

DRAFT RECOMMENDATION
That the report be received for information.

CURRENT ACTION POINTS:

No.	Meeting of:	Action Point	Person Responsible	Progress:	Date required by:
111	11 May 2016	Leases and Licences to Occupy: Update register and provide report	Mike Duff	On-going. To be monitored quarterly. GIS to be updated.	December 2018
147	6 December 2017	Westport airport grazing: a full report to be presented to Council future use and lease options for the Westport Airport.	Keith Marshall Sonia Creswell	The current lease agreement with Landcorp expires March 2019. A meeting has been held with Landcorp, with one more expected to take place during May/June 2018.	November 2018
152	11 July 2018	Abandoned land: a report to be provided to the November 2018 Council meeting regarding the Abandoned Land status and how this can be progressed.	Lynn Brooks		November 2018
153	11 July 2018	Punakaiki water: provide an update to intake easement and supply stage 2.	Mike Duff		September 2018

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 4

Prepared by - Wendy Thompson
- Financial Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

FINANCIAL PERFORMANCE: 31 AUGUST 2018

1. Report Summary

To provide Council with an update on the operational performance to 31 August 2018.

2. Recommendation/draft resolution:

That this report be received for information and discussion.

3. Operational Financial Performance

3.1 Operational Performance Report - Summary of results: August 2018

	Actual YTD	Budget YTD	Projected Full Year	Budget Full Year	Projected Variance Full Year
Income	\$4,760,000	\$4,510,000	\$22,190,000	\$22,190,000	0
Expenditure	\$4,007,000	\$3,747,000	\$24,286,000	\$24,286,000	0
					\$0

3.2 Dashboard – Operational Financial Performance Indicators

Activity	Revenue	Expenditure	Comment
Democracy	●	●	
Property Amenities & Reserves	●	●	
Economic Development, Tourism & Museum Support	●	●	
Community Services	●	●	
Regulatory	●	●	Wages under budget
Roading	●	●	Income & Expenditure overbudget (timing)
Solid Waste	●	●	
Support	●	●	
Wastewater	●	●	
Water	●	●	
Airport	●	●	
Harbour	●	●	

Operational Financial Report for the period ending 31 August 2018

	Year to Date										Note	Temporary or Permanent Variance	Explanation of Variances of \$50,000 or greater	
	Actual	Budget	YTD Variance	U/F		Full Year Prediction	Annual Budget	Variance Full Year Prediction	U/F					
Income														
Community Services	81,415	78,865	2,550	F	437,325	437,325	437,325	0						
Westport Harbour	57,947	36,914	21,033	F	221,484	221,484	221,484	0						
Democracy	43	0	43	F	0	0	0	0						
Tourism & Promotion	0	0	0		0	0	0	0						
Water Supply	660,714	672,044	(11,330)	U	2,836,088	2,836,088	2,836,088	0						
Airport	22,742	25,916	(3,174)	U	200,496	200,496	200,496	0						
Amenities & Reserves	98,966	130,042	(31,076)	U	780,252	780,252	780,252	0						
Roading & Urban Development	536,290	236,136	300,154	F	2,326,360	2,326,360	2,326,360	0				Temporary	Timing of roading programme compared to budget allocation	
Regulatory	237,888	245,146	(7,258)	U	857,072	857,072	857,072	0						
Solid Waste	179,546	179,691	(145)	U	764,428	764,428	764,428	0						
Support Services	11,018	11,166	(148)	U	66,996	66,996	66,996	0						
Council (General Rates & Investments)	2,213,485	2,246,095	(32,610)	U	11,083,156	11,083,156	11,083,156	0						
Wastewater	660,284	647,559	12,725	F	2,615,968	2,615,968	2,615,968	0						
Total Income	4,760,338	4,509,574	250,764	F	22,189,625	22,189,625	22,189,625	0						

Operational Financial Report for the period ending 31 August 2018

	Year to Date										Note	Temporary or Permanent Variance	Explanation of Variances of \$50,000 or greater	
	Actual	Budget	YTD Variance	U/F		Full Year Prediction	Annual Budget	Variance Full Year Prediction	U/F					
				U	F									
Expenditure														
Community Services	437,828	431,102	(6,726)	U	3,792,950	3,792,950	0							
Westport Harbour	162,909	167,410	4,501	F	464,288	464,288	0							
Democracy	77,937	70,900	(7,037)	U	464,650	464,650	0							
Tourism & Promotion	120,323	124,046	3,723	F	522,716	522,716	0							
Water Supply	344,686	350,286	5,601	F	2,517,151	2,517,151	0							
Airport	53,254	53,796	542	F	340,330	340,330	0							
Amenities & Reserves	536,120	542,435	6,315	F	2,373,338	2,373,338	0							
Roading & Urban Development	1,079,875	789,112	(290,763)	U	5,809,415	5,809,415	0						Timing of roading programme compared to budget allocation	Temporary
Regulatory	148,503	223,696	75,193	F	1,428,346	1,428,346	0						Salaries underbudget	Temporary
Solid Waste	163,775	147,860	(15,915)	U	925,706	925,706	0							
Support Services	545,538	531,388	(14,150)	U	3,486,218	3,486,218	0							
Wastewater	335,977	314,474	(21,503)	U	2,161,346	2,161,346	0							
Total Expenditure	4,006,724	3,746,505	(260,219)	U	24,286,454	24,286,454	0							
Net Variance			(9,455)	U										

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 5

Prepared by - Wendy Thompson
- Financial Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

INVESTMENTS AND BORROWINGS: SEPTEMBER 2018

1. REPORT SUMMARY

This report summarises Councils cash investments and borrowings for the month ended September 2018, interest earned for the period from 1 July 2018 to 30 June 2019 and policy compliance.

2. RECOMMENDATION/DRAFT RESOLUTION

That the report be received for information.

3. ISSUES AND DISCUSSION

3.1 Investments

Investments have decreased by \$1.1 million in total from the last report circulated to the end of August 2018. This is due to the cyclical effect of quarterly rates billing and monthly creditor payment obligations. The trading account closing balance is \$267,000.

3.2 Interest Revenue

Interest revenue to the end of September 2018 is \$141,000 compared to a budget of \$169,000. Council will continue to reinvest term investment funds at the most favourable interest rate when deposits are up for renewal. There are often opportunities to take advantage of bank pricing differences to maximise returns even in time of low interest rates.

3.3 Borrowings and Net Debt Position

Total borrowings are unchanged from August, with a current balance of \$24,770,000. Net debt (borrowings less term investments) has increased to \$7,123,500 from the \$6,073,500 balance in August due to the movements in short term investments.

4. CONSIDERATIONS

4.1. Strategic impact

It is important that Council retains suitable cash holdings and credit facilities to ensure its activities and capital projects are able to be funded in a timely and affordable manner.

4.2. Significance assessment

The significance policy sets out the criteria and framework for a matter or transaction to be deemed significant. The content included in this report is not considered significant because the matters disclosed are of a routine nature, and not large in terms of total assets and total annual operations of council.

4.3. Values assessment

The Buller District Councils values are: One Team; Community Driven; We Care; Future Focussed; and Integrity.

Treasury management functions and reporting align most strongly with the values of Future Focussed and Integrity.

Consideration of current and future cash requirements and intergenerational equity are required when managing cash deposits and credit facilities.

Public reporting of investments and borrowings encourages open and honest discussion and decision making.

4.4 Risk analysis

Risk is assessed by taking into account the likelihood of an event occurring and the result of that event.

Cash flow management is an integral part of ensuring Council is able to deliver the services and projects it has committed to in successive Long Term and Annual Plans.

This risk is mitigated by establishing policies and procedures, engaging staff to manage investment and borrowings and regular reporting to Council to ensure high level oversight.

4.5. Policy / legal considerations

The Local Government Act (2002) and associated regulations prescribe prudent financial management and nationwide benchmarks. The financial prudence benchmarks are now compulsory sections included in Council Long Term/Annual Plans and Annual Reports.

Council's Investment Policy and Treasury Policy govern the management of cash assets and borrowings.

4.6. Tangata whenua considerations

None identified

4.7. Views of those affected

Council's financial strategies, investment levels and borrowing projections are included in the Long Term Plan and Annual Plan consultation processes.

4.8. Costs

There are no extraordinary costs relating to investments and borrowings.

4.9. Benefits

The benefits of structured Treasury management include risk minimisation, prudent cash management and long term financial stability.

4.10. Media / publicity

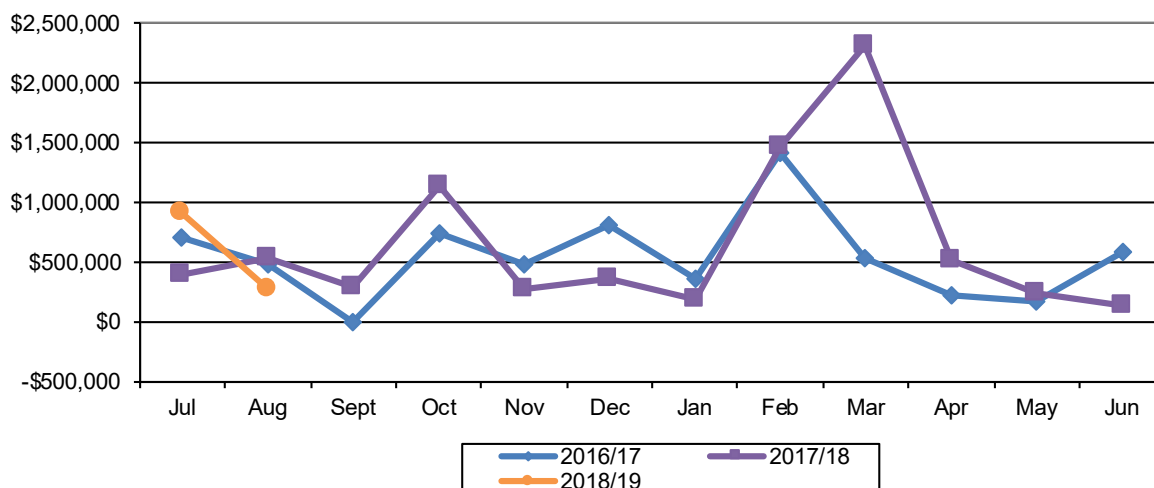
None identified.

INVESTMENTS AND BORROWINGS REPORT

1. BANK BALANCE

	This Month 30 Sep-18	Last Month 31 Aug-18	Last Year 30 Jun-18
Council	\$314,372	\$266,628	\$139,474

2. MONTH END BANK BALANCE



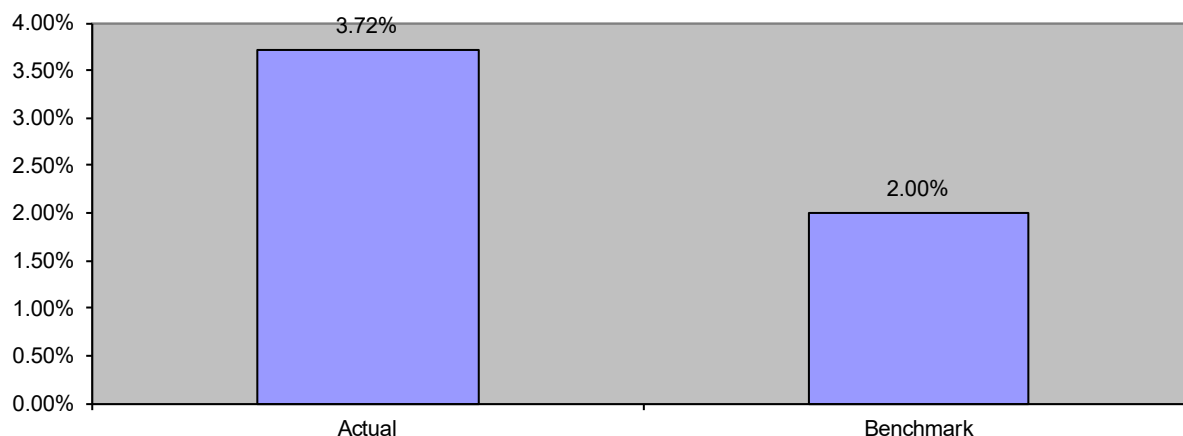
3. SUMMARY OF INVESTMENTS

	This Month 30 Sep-18	Last Month 31 Aug-18	Last Year 30 Jun-18
Term deposits (includes Call Account)	17,650,382	18,700,382	17,500,382
Other loans (includes loan to Holding Company)	2,443,279	2,444,529	2,537,348
Total Investments	\$20,093,661	\$21,144,911	\$20,037,730

4. SOURCE OF FUNDS

	This Month 30 Sep-18	Last Month 31 Aug-18	Last Year 30 Jun-18
Depreciation Funds	1,000,000	1,000,000	1,000,000
West Coast Package (Govt subsidy for halt to logging)	2,831,785	2,831,785	2,831,785
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
Reserves Contribution Funds	1,314,630	1,314,630	1,314,630
Short Term Funds (rates income plus term deposits pending debt reduction)	2,650,000	3,700,000	2,500,000
	\$17,650,382	\$18,700,382	\$17,500,382

5. INVESTMENTS PORTFOLIO PERFORMANCE (12 Month Average)



6. INTEREST REVENUE

	Actual YTD	Budget YTD	Budget Full Year
Interest Revenue	\$140,810	\$168,732	\$1,344,928

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.

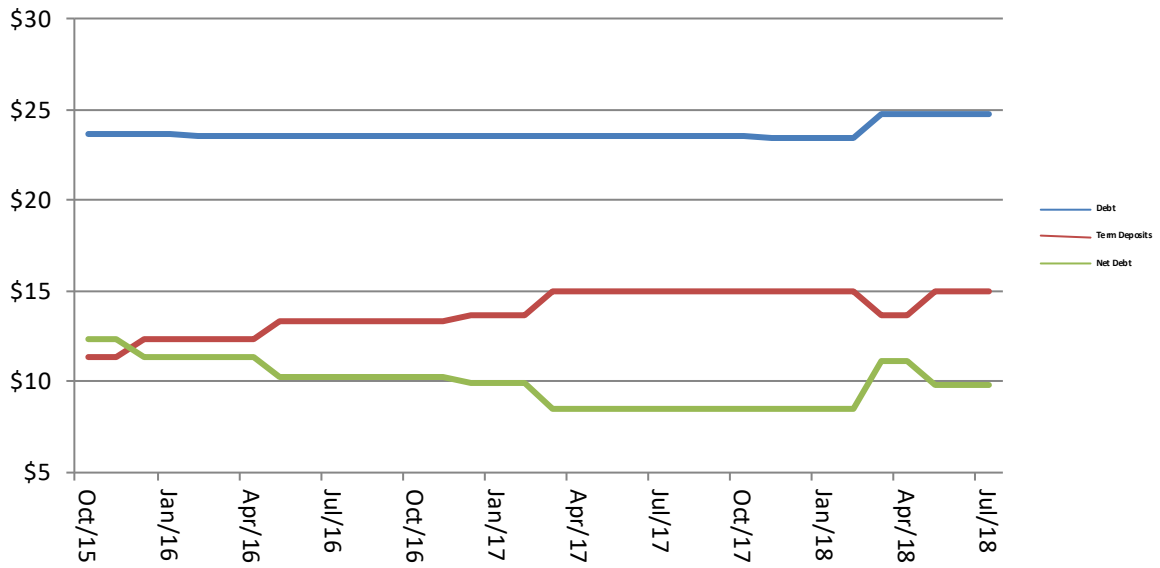
Council has approved the investment in NBS which sees us in breach of the Treasury Management Policy. This breach will continue as investments mature and are rolled over.

8. SUMMARY OF BORROWINGS

	This Month 30 Sep-18	Last Month 31 Aug-18	Last Year 30 Jun-18
External Debt:			
Westpac Loan Facility	4,773,860	4,773,860	4,773,860
LGFA Loan Facility	20,000,000	20,000,000	20,000,000
	\$24,773,860	\$24,773,860	\$24,773,860
Weighted Average Interest Cost	4.00%	4.00%	4.60%
Net Debt:			
Total Borrowings	24,773,860	24,773,860	24,773,860
Less: Term deposits (including Call Account)	17,650,382	18,700,382	17,500,382
	\$7,123,478	\$6,073,478	\$7,273,478

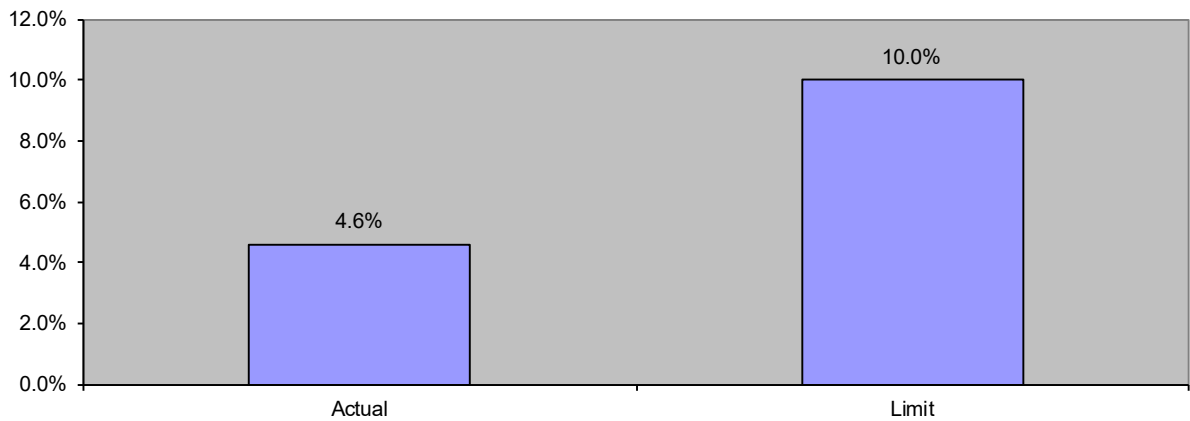
9. DEBT AND INVESTMENTS 3-YEAR TREND

\$ Millions

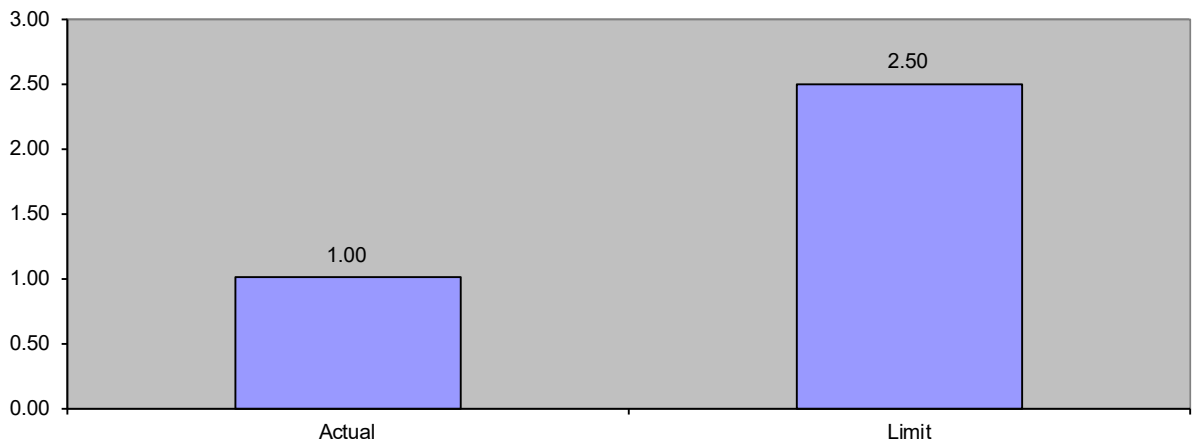


10. COMPLIANCE WITH TREASURY POLICY

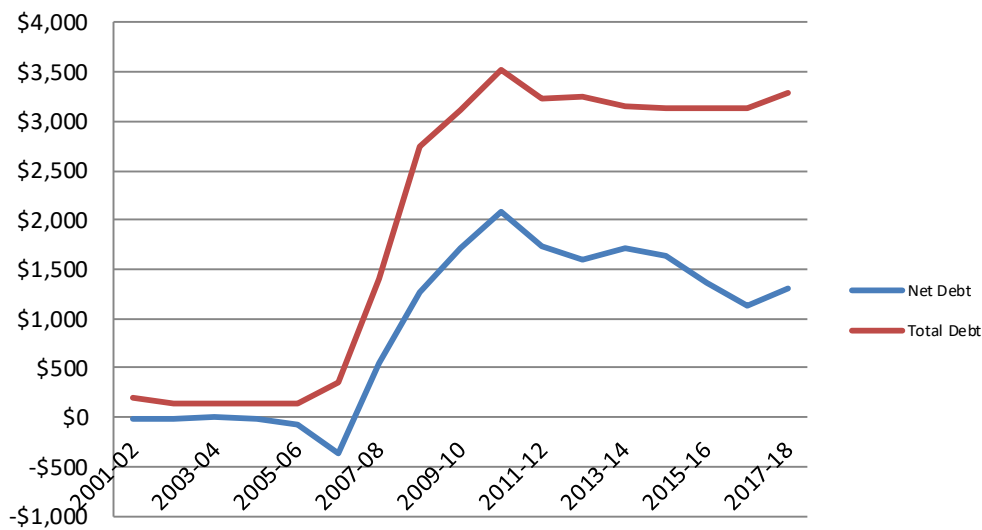
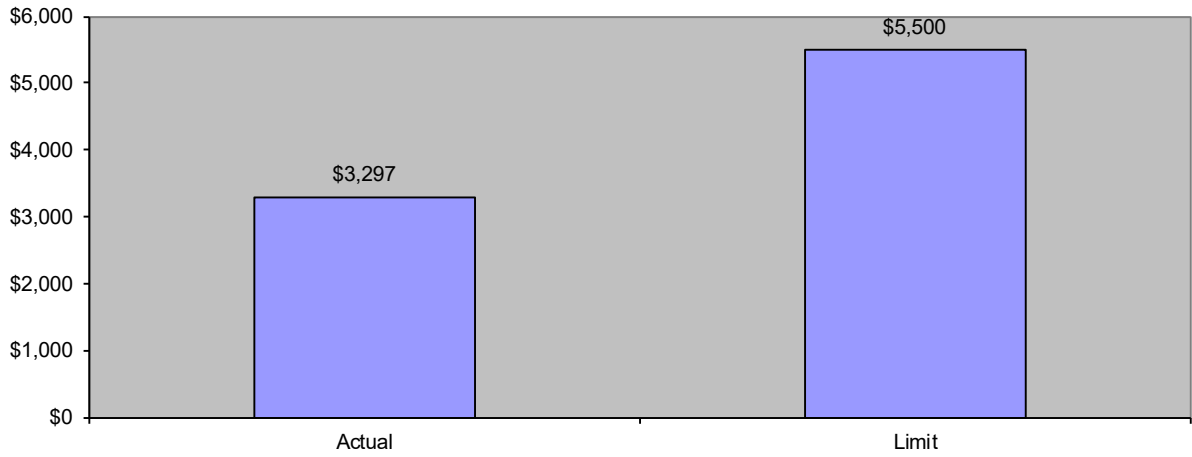
10.1 Interest Expense / Total Income



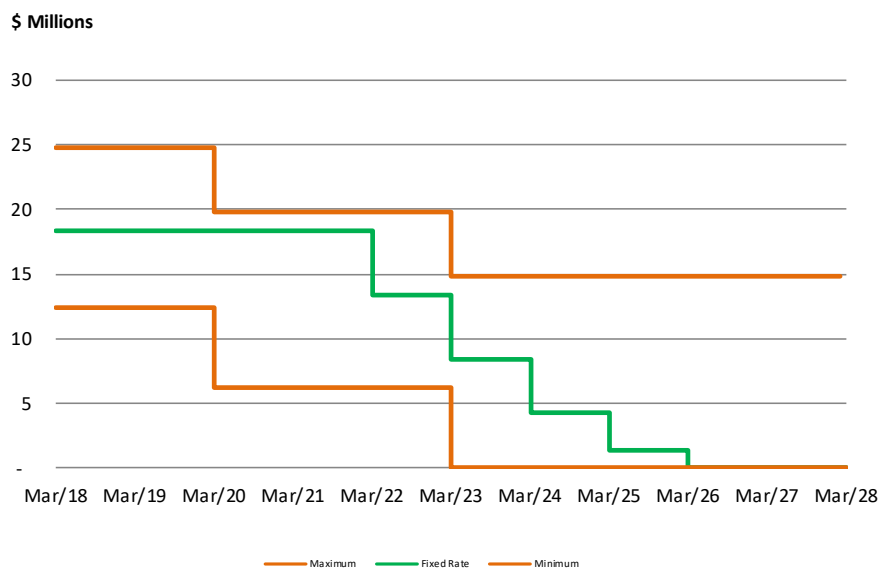
10.2 Gross Debt / Total Income



10.3 Gross Debt per Rateable Property



10.4 Fixed Rate Debt - Compliance with Treasury Policy



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.

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 6

Prepared by - Lynn Brooks
- Management Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

SIGNIFICANT PROJECTS REPORT

1. REPORT SUMMARY

This report summarises significant projects and priorities of Council at 31 August 2018. It records both current and future work streams, and is for discussion and monitoring purposes. It should be read in conjunction with the attached detailed report.

2. DRAFT RECOMMENDATION

That the report be received for information and discussion.

3. ISSUES AND DISCUSSION

The report provides a high summary of some projects and priorities of Council by each of the following sectors:

1. Mayor, Councillors and Chief Executive
2. Community and Environment
3. Corporate Services
4. Assets and Infrastructure
5. Significant Projects

This report does not include every task undertaken, such as routine roading contract work or other regular services provided by Council. Instead it highlights the high value projects at an aggregated level, and/or the non-routine projects which are very important for community and Council but may not have a dollar budget attributed to them, such as advocacy projects.

The Chief Executive and Council are to advise if there are other projects or priorities to be included in the next monthly report to Council.

The following table shows each section of the report as a high level overview. This is similar to other "traffic light" indicators used in Council documents such as the Annual Plan, Long Term Plan and other reports and is included for consistency with those formats.

Activity	Indicator	Comment
Mayor, Councillors and Chief Executive	●	Advocacy for a range of projects is ongoing.
	●	Advocacy for the West Coast Regional Council Westport Flood Mitigation project continues. The future of the Westport Port is under continual review. Advocacy for water supplies which must meet Drinking Water Standards, but would significantly increase water rates is ongoing.
Community and Environment	●	The current tasks are on plan and budget.
Corporate Services	●	The compilation of the Annual Report is on target.
Significant Projects	●	General Projects: The Buller District Plan Review had progressed as planned, the One District Plan is now required. Work continues on the Information Management project and the supplier selection process is underway. Rates Policy Review workshops are continuing Phase III after the decision to retain land based general rating system was made after community consultation.
Assets and Infrastructure	●	Roading and Urban Development: The annual work program is underway. Advocacy for the Karamea Highway Special Purpose Road designation continues.
	●	Water Supplies: The Westport water project is progressing.
	●	Water Supplies: Investigation into the Waimangaroa Water treatment system continues, including options and costs.
	●	Water Supplies: Advocacy on the ongoing costs for the Waimangaroa scheme is underway.
	●	Water Supplies: Punakaiki Water project is progressing as planned..
	●	Properties and Amenities: The Peel Street Yard site testing, analysis and risk assessment work is continuing from the 2017/2018 year.
Project on time and budget	●	
Project delays or budget overruns	●	

Considerations

1. Strategic impact

The report helps to monitor the outcomes provided for the community against the strategic direction of Council. In particular, it reports on the effectiveness of the strategies set out in the 2018-2028 Long Term Plan.

2. Significance Assessment

The Significance and Engagement Policy sets out the criteria and framework for a matter or a transaction to be deemed significant. The Significance and Engagement Policy is written in accordance with The Local Government Act 2002 (LGA 2002) section 76AA. This part of the Act sets the general approach to determine if a proposal or decision is significant requiring the Council to make judgements about the likely impact of that proposal or decision on:

The district;

- a) The persons who are likely to be particularly affected by, or interested in, the proposal or decision;
- b) The financial impact of the proposal or decision on the Council's overall resources; and
- c) The capacity of the Council to perform its role and carry out its activities, now and in the future.

The content included in this report has been consulted on with the community through the Long Term Plan and Annual Plan process.

3. Values assessment

The Buller District Council values are: One Team; Community Driven; We Care; Integrity; and Future Focussed. This report presents the significant projects which are important for the community and the future of the district. Reporting on the significant projects provides an opportunity to review if the areas of focus align with our values.

4. Risk Analysis

Risk is assessed by taking into account the likelihood of an event occurring and the result of that event.

Significant projects are perceived to have some greater than usual potential to place Council at risk as the costs involved can be significant, or the project may have greater technical and legal issues. This risk is mitigated by engaging suitably qualified staff to monitor and regularly report on the projects therefore acting on any issues that arise early on, and to ensure the project progress is well understood by staff and governance.

5. Policy/Legal Considerations

The Local Government Act 2002 governs the activities of Council and sets out the requirement for consultation on the Annual Plan and Long Term Plan to agree the budgets and activities to be funded.

This report assists with two key purposes of that Act (refer to section 3) stating the purpose of the Act is to promote the accountability of local authorities to their communities; and provide for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

6. Tangata Whenua Consultation Considerations

The contents of the report are not a matter requiring consultation with tangata whenua or community groups.

7. Views of those affected

There is no need to consult with the public or affected parties due to the information being previously consulted upon through Annual Plan processes.

The community will have interest in the progress of the projects and priorities included in the report because new spending affects annual rates charges, and the effectiveness of advocacy has the potential to improve community wellbeing.

8. Costs

There are no extraordinary costs for the items included in this report, as these projects have been budgeted for in the annual plan. Some of the significant projects have no monetary cost to council as they are for advocacy.

9. Benefits

The benefits of reporting on reviewing the significant projects and priorities are understanding the timelines, budgets, resourcing and opportunities that exist for Council.

Reporting on the significant projects and priorities allows Council to compare the activities of Council against the core strategy of Council.

10. Media/Publicity

There are many media or publicity opportunities with the content of this report.

Significant Projects Report

Indicator	Project Description	Project Manager	Total Carry Over (over)/Under Including WIP	2018/2019 Budget	Total Budget	Actual Cost to 31 August 2018	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	MAYOR, COUNCILLORS & CEO												
●	Little Wanganui/ Tapawera/ Wangapeka Road Advocacy	M + CEO	0	0			In progress			Nov-15			Per Council resolution - ongoing.
●	Ultra Fast Broadband Advocacy	M + CEO	0	0			In progress			Nov-15			Government Announcement with WC Projects 2019. Delivery by Chorus. Progressing with MDC, Creative Developments and BEL.
●	Integrated Family Health Centre Advocacy	M + CEO	0	0			ongoing			Nov-16	Nov-18		Advocacy for a fit for purpose build is ongoing, on behalf of the community.
●	Housing for Elderly - Advocacy	M + CEO	0	0						Jun-16	Dec-18		Full review of housing stock & ownership structure included on Council Action Point List.
●	Carters Beach Sea Erosion Advocacy	M + CEO	0	0						Aug-17			Community Meetings Held. Advocacy role only. Responsibility is with WCRC.
●	Ngakawau/Granity Sea Erosion Advocacy	M	0	0						Aug-17			Community Meetings Held. Advocacy role only. Responsibility is with WCRC.
●	Westport Flood Mitigation Advocacy	M	0	0			ongoing						WCRC project. BDC role is advocacy. WCRC Submissions on this issue closed 17 February 2017.
●	Future of Westport Port	CEO + MCE	0	0			under continual review			Dec-15			Council Workshop due to be held October 2018.
●	Holdam Exit	M	0	0									Exit Plan.
●	17A Review - Local Government Act 2002	CEO	0	0			ongoing			Apr-17			Required to review cost effectiveness of current arrangements for meeting community needs.
●	Representation Review	CEO	0	0			ongoing			Jun-18	Apr-19		Work underway.
●	Shared Services Projects with Other Coast Councils	CEO	0	0			ongoing						Ongoing - Roading. Various IT Projects, Internal Audits, Civil Defence & Local Govt Commission. Economic Development, One (District) Plan, Policy Development.
●	Charleston/Cape Fouiwind Cycleway	M	0	0									MOU completed. Continue advocacy.
●	Kawathi Sculpture Symposium	M	0	0			near complete			May-16	Dec-17		Sculptures installed and near completed.
●	Reefton Historic Power Generation Project	M	0	0						Dec-17			Advocacy with Greg Topp. Active discussions continuing.
●	Westport Gateway Sign	M	0	0			In progress			Nov-15	Dec-17		Lighting yet to be completed. Budget \$50,000. Spend to date \$48,082.No budget carried over for lighting.
●	Dolomite Point Advocacy- Punakaiki Master Plan	M + CEO	0	0			In progress						Planning stage.
●	Costing Water Schemes and Funding Water Supplies, Advocacy	M + CEO+ MA&I	0	0		0	In Progress						Advocacy for water supplies costs imposed under Drinking Water Standards. Consider depreciation options.
●	Other Mayor, Councillors and CEO Projects												
			0	0	0	0							
	COMMUNITY & ENVIRONMENT												
●	Local Alcohol Policy	MCE	0	0			in progress						Awaiting evidence from stakeholder groups to feed into policy development & legal outcomes Recommended this be put in the priority list for the Risk and Policy committee.
●	By-Law Reviews (all require review)	MCE	0	0			in progress						Four bylaw reviews completed in 2017. 16 bylaw reviews due in 2018. NOTE this will be a large workload. Risk and Policy Committee are prioritising and timeablating work on the reviews. Freedom camping By-Law reviews are underway from September 2018 onward.
●	Reefton Pool	not yet assigned	0	0						Jun-18	Dec-18		Review of asset and planning required to ensure appropriate facility for the community on Council Action Point List
●	MBIE Responsible Camping Fund	MCE	0	0			in progress						Unbudgeted funding of \$580,000 received toward By-Law review, facilities, communications and compliance costs for freedom camping.
●	Other Community & Environment Projects	MCE	0	0									

Significant Projects Report

Indicator	Project Description	Project Manager	Total Carry Over (over)/Under Including WIP	2018/2019 Budget	Total Budget	Actual Cost to 31 August 2018	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	CORPORATE SERVICES		0	0	0	0							
●	Fire & Emergency NZ Transition	MCS	0	0	0	0	In Progress		Apr-16	Mar-19			A 2 year agreement is in place with Fire & Emergency NZ for use of rural fire trucks. Lease renewal to stipulate assets remain in the District.
●	Annual Report	MCS	0	0	0	0	In progress		Jul-18	Nov-18			Compilation of annual report is underway. Adopted November 2018.
●	Other Corporate Services Projects	MCS	0	0	0	0							
	SIGNIFICANT PROJECTS												
●	District Plan Review	MCE	0	15,000	15,000	1,167	In progress		Nov-14	TBA			Hearings Committee has heard submissions. Are deliberating on those and will report to Council, who may accept or reject the proposed plan changes. * ODP results may change outcomes.
●	Rates Policy Project Phase III	MCS	0	0	0	0	In progress		Apr-16	Jun-19			Further costs will be incurred with Phase II of the Rates Review Project.
●	IT/Information Technology Projects (inhouse)	MCS	161,217	162,800	327,183	28,615	In progress			Jun-19			IM Project at assessment stage, delayed due to supplier selection. Going back to revisit provider for project. RFI out for document management system in conjunction with Grey District Council.
●	Other Significant Projects												
	ASSETS & INFRASTRUCTURE												
	Three Waters												
●	Punakaki Water Intake Easement and Supply	MA&I	0	0	0	17,467	In Progress						Intake easement in legal process. Stage 1 improvements near completion, Stage 2 awaiting TIF application advice before commencing.
●	Punakaki Water Supply Advocacy	MA&I	0	0	0	0			Nov-17	Oct-18			Incorporated in Greater Punakaki Master Plan concept study currently in progress.
●	South Granity Tank Supply Water Administration	CEO	0	0	0	0							Ongoing support provided to the SGWB as the registered drinking water supplier
●	Westport Raw Water Conveyance	MA&I	3,065,960	0	3,065,960	396,662	In Progress						Overland Pipe solution under development. Resource consent application and Request for Tender currently in progress.
●	Replacement of Westport Water Mains from Treatment Plant to Town	MA&I	0	50,000	50,000	0	In Progress						The sectional mains replacement continues in line with the biennial budget and work plan to replace a certain number of lengths per annum.
●	Waimangaroa Water Treatment System	MA&I	0	473,692	473,692	423	In Progress						Possible bore sites have been identified, communications update provided to water board. Report presented to Council in September 2018.
●	Ngakawau Hector Water Treatment System	MA&I	0	0	0	0	In Progress						Situation under further review. Correspondence exchanged between Mayor and MoH/CDHB as at 31 July 2018.
●	Little Wanganui Water and Sewerage Easements	MA&I	0	0	0	0	In Progress			Dec-18			Work underway.
●	Roading												
●	Rural Wards Maintenance Programme - to be Communicated	MD	0	0	0	0				Jul-17			Communication on road and stormwater maintenance for rural wards requested as part of 2017/18 Annual Plan.

Significant Projects Report

Indicator	Project Description	Project Manager	Total Carry Over (over)/under including WIP	2018/2019 Budget	Total Budget	Actual Cost to 31 August 2019	Project Status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
●	Kareama Highway Special Purpose Road Advocacy	M+MA&I	0	0	0	0	In Progress						Business case being prepared in conjunction with NZTA. Progressing.
●	Roading - Local Roads Capital Works	MA&I	0	1,109,056	1,109,056	240,658	In Progress			Jun-19			All works underway.
●	Roading - Special Purpose Road Capital Works	MA&I	0	357,529	357,529	2,288	In Progress			Jun-19			All works underway.
●	Earthquake Strengthening of Buildings	MA&I	0	0	0	0	0			Jun-19			Assessment of Carnegie Library completed. Civic buildings will be upgraded over the next 3 years as adopted in LTP.
●	Footpaths- Urban Development	MA&I	0	200,000	200,000	260	In Progress			Jun-19			Footpath works plan for 2017/18 FY completed. Work plan for 2018/19 year underway.
	Property, Amenities & Reserves												
●	Punakaiki Dickson Parade Status and Freedom Camping Issues	MA&I	0	0	0	0	In Progress						Temporary Road Closure following recent storm events and will remain closed until full risk assessment completed.
●	Peel Street Yard	MA&I	60,000	60,000	120,000	56,625	In Progress						Site testing analysis and risk assessment undertaken. Options workshop proposed for 2018/19.
●	Punakaiki Building Project		100,000	0	100,000	4,777	On Hold						Draft Community Needs Assessment report received by BDC. Copy referred to DOC for consideration in the Dolomite Point spatial planning. On hold until DOC confirm whether Community Facility will be incorporated in their planning work.
	Other												
●	Other Assets & Infrastructure Projects	MA&I	0	0	0	0	0						
			3,225,960	2,250,277	5,476,237	719,160							
	TOTAL SIGNIFICANT PROJECTS		3,387,177	2,428,077	5,818,420	748,946							

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 7

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

AUDIT MANAGEMENT ACTION POINTS

RECOMMENDATION/DRAFT RESOLUTION:

That the report be received for information and discussion.

CURRENT AUDIT MANAGEMENT ACTION POINTS

2016/2017 Annual Report						
No.	Subject	Detail	Responsible	Status	Comments	Planned Completion Date
4	Asset management plans	<p>This issue highlights the importance of the Council having good asset management plans in place with high-quality asset condition information underlying the plan.</p> <p>The maintenance and replacement of aging infrastructure networks is likely to be a key issue for Council's upcoming Long Term Plan. Asset management plans will need to be updated to reflect the current and planned state of Council's assets.</p>	Group Manager Assets and Infrastructure		<p>Asset management plans will be implemented more efficiently through portfolio co-ordinators to own and drive their respective maintenance and renewal programs, as well as strategic alignment accountability by management.</p> <p>Council intends to review and update existing Asset Management Plans in the process of compiling the 2018-2028 Long Term Plan. (on-going review for 2019/2020 AP).</p>	June 2019

FINANCE AND AUDIT COMMITTEE

17 OCTOBER 2018

Agenda Item No 8

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

FINANCE WORK PLAN

RECOMMENDATION/DRAFT RESOLUTION:

That the report be received for information and discussion.

FINANCE WORK PLAN

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-18
Internal Reporting												
F&A Reports												
- BDC Quarterly Financials		Quarterly			Half yearly			Three quarterly			Full year	
- BDC Operational												
- BDC Treasury												
- BDC Debtors												
- BDC Capital												
- BDC Significant Projects												
- BHL Quarterly Financials												
Council Reports												
- Budget Carry Overs												2018 Carryovers
2017 /2018 Annual Report												
- BDC Annual Report	Adopt	Publish Summary & report				Systems Audit						Audit
- BHL Annual Report	Annual Report										Audit	Group Figures
2019 /2020 Annual Plan												
- Annual Plan		Workshop	Workshop	Workshop	Workshop	Workshop + Adopt Draft Annual Plan						
Rates Policy Review												
- Rates Policy Review	Workshop	Workshop	Workshop	Workshop	Finalise Consultation Documents	Consult with Annual Plan	Consult with Annual Plan	Deliberations	Adopt any changes	Workshop	Workshop	
Other Operational Projects												
- Insurance								Negotiations	Finalise			