



# AGENDA

Meeting of the  
Finance, Risk and Audit Committee

**Wednesday 22 June 2022**  
commencing at 3.00pm

*To be held:*  
Clocktower Chambers,  
Palmerston Street, Westport

# Finance Risk & Audit Committee

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Sharon Roche
<b>Membership:</b>	The Mayor, all Councillors and Maori Representative
<b>Meeting Frequency:</b>	Monthly
<b>Quorum:</b>	A majority of members (including vacancies)

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## **Purpose**

The Finance Risk & Audit Committee is responsible for:

1. Monitoring Council's financial strategy, and financial performance against the Long Term Plan and Annual Plan.
2. Determining financial matters within its delegations and Terms of Reference and making recommendations to Council on financial matters outside its authority.
3. Guiding and monitoring Council's interests in its Council Controlled Organisations (CCOs),
4. Providing objective advice and recommendations to the governing body on the adequacy and functioning of the Council's risk management, control and governance frameworks and processes.
5. Monitoring Council's compliance with legislation.
6. Monitoring the Council's external and internal audit process.
7. Ensuring the independence and effectiveness of Council's Internal Audit processes.
8. Monitoring existing corporate policies and recommending new or amended policies to prevent and prohibit unethical, questionable or illegal activities.
9. Providing a communication link between management, internal auditors/external auditors and Council.
10. Supporting measures to improve management performance and internal controls.
11. Monitor the Council's approach to risk identification and management, access the steps undertaken to control and treat the identifiable risks.
12. Review the Chief Executive Office's performance, remuneration and other matters relating to the employment.
13. Such other Matters referred to it by Council.

***In addition to the common delegations on page 9 the Finance Risk & Audit Committee is delegated the following Terms of Reference and powers:***

### **Terms of Reference**

1. To monitor Council's financial strategy, and performance against that strategy.
2. To monitor Council's financial and non-financial performance against the Council's 10 Year Plan.
3. To approve deferred capital expenditure.
4. To develop and monitor policy related to the following matters:
  - a) Financial management;
  - b) Revenue generation;
  - c) Procurement and tendering; and
  - d) The appointment and remuneration of directors and CCOs
5. To monitor the probity of processes relating to policies developed by the Finance Risk & Audit Committee.
6. To provide clear direction to Council's CCOs on Council's expectations, including feedback on draft statements of intent.
7. To receive Quarterly reports of Council's CCOs, including on board performance.
8. To undertake any reviews of CCOs and agree CCO-proposed changes to their governance arrangements, except where reserved for Council's approval by Council.
9. To monitor Council's investments External Audit.
10. Engage with Council's external auditors (includes Mayor & CEO) regarding the external audit work programme and agree the proposed terms and arrangements of the external audit.
11. Recommend to Council the terms and arrangements for the external audit programme.
12. Review the effectiveness of the Annual Plan audit and 10 Year Plan audit.
13. Assess management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.
14. The committee must make recommendations to Council on all matters relating to the employment of the Chief Executive Officer, include performance measures and remuneration.

### **Internal Audit**

15. In conjunction with the Chief Executive Officer, agree the scope of the annual internal audit work programme.
16. Monitor the delivery of the internal audit work programme to ensure the effectiveness of the Council's internal control framework.
17. Assess whether Internal Audit's recommendations have been properly implemented by management.
18. Review the annual Internal Audit Plans to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

### **Other Matters**

19. Review the effectiveness of the risk control environment established by management to safeguard Council's financial and non-financial assets, including the adequacy and appropriateness of insurance policies in place and management's actions to mitigate risks and report 6 monthly to Council.

20. Review the effectiveness of the systems for monitoring the Council's compliance against legislation, regulation, policy and guidelines (including health and safety).
21. Engage with internal and external auditors on any specific one-off audit assignments.
22. Conduct and monitor special investigations in accordance with Council policy and approved budget or in response to material matters raised by staff or committee members, including engaging expert assistance, on matters within its Terms of Reference.
23. Provide an annual review of Council's risk management framework and amend as required.
24. Review and monitor integrity of interim and annual reports and recommend to Council for adoption.
25. Review and monitor business continuity planning.

**The Committee is delegated the following powers to act:**

- Approval of:
  - Appointments to and remove from, CCO Boards; and
  - A mandate on Council's position in respect of remuneration proposals for CCO board members to be presented at Annual General Meetings.
- Approval of letters of expectation for each CCO
- Approval of statements of intent for each CCO
- Approval of proposed major transactions of CCOs.
- Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO.
- Approval of operating and/or capital expenditure within the Long Term Plan or Annual Plan that exceeds the Chief Executive's delegation, excluding expenditure which:
  - contravenes the Council's Financial Strategy; or
  - significantly alters any level of service outlined in the applicable Long Term Plan or Annual Plan; or
  - impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to the Council for approval.
- Approval of contractual and other arrangements for supply and services, and revenue generating contracts, which:
  - exceed the Chief Executive's delegations, but
  - Approval of contractual and other arrangements for supply and services, and revenue generating contracts.

**The Committee is delegated the following recommendatory powers:**

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

**Special Notes:**

- In fulfilling their role on the committee, members shall be impartial and independent at all times.
- The Committee may request expert advice through an independent advisor when necessary for the Chief Executive Officer performance and remuneration review.
- Members are appointed for an initial term of no more than three years that aligns with the triennial elections, after which they may be eligible for extension or reappointment.
- The Chief Executive Officer and Group Manager Commercial and Corporate Services are required to attend all meetings but are not members and have no voting rights. Other Council officers may attend the committee meetings, as required.
- The Chairperson shall review the travel and other reimbursed expenses of the Chief Executive Officer and confirm compliance with Council policies. This information will be provided to the Chairperson on a monthly basis.
- The Chairperson shall review the travel and other reimbursed expenses of the Mayor and confirm compliance with Council policies. This information will be provided to the Chairperson on a monthly basis.
- The Chief Executive Officer (Principal Advisor) shall be responsible for drawing to the committee's immediate attention any material matter that relates to the financial condition of Council, any material breakdown in internal controls, and any material event of fraud or malpractice.
- The chairperson shall present an annual Audit and Risk Self Review to Council summarising the committee's activities during the year and any related significant results and findings.
- Written updates may be requested to be provided to Council meetings from the FRAC Chair & Group Manager Commercial & Corporate from time to time.

**Oversight of Policies:**

- *Risk Management Framework*
- *Freeholding of Leasehold Land*
- *Revenue and financing*
- *Rates remission*
- *Development and financial contributions*
- *Significance and engagement*
- *Treasury Management*
- *Sensitive Expenditure*

# Finance, Risk and Audit Committee Copy

Clocktower Chambers,  
Palmerston Street, Westport



22 June 2022 03:00 PM - 05:00 PM

<b>Agenda Topic</b>	<b>Page</b>
1. Apologies	7
2. Members Interests	8
3. Confirmation of Previous Minutes	9
3.1 Previous Minutes - 18 May 2022	10
4. Action Points Report	21
4.1 Attachment 1: Action Points	22
5. Westport Water Supply Outage Risk	23
6. Projects in Partnership Three Waters Reform Programme Update - 22 June 2022	32
6.1 Projects in Partnership - Agenda Meeting Pack	34
7. Investments and Borrowings Report May 2022	89
8. Corporate and Commercial Services Workplan	98
8.1 Work Plan	99
9. Public Excluded Cover	100
10. PE: Buller Holdings Ltd and Buller District Council Governance Meeting Report	101
10.1 PE: Buller Holdings Ltd and Buller District Council Governance Meeting - Draft Minutes 12 April 2022	102
11. PE: Chief Executive Annual Salary Review	106

## **FINANCE, RISK AND AUDIT COMMITTEE**

**22 JUNE 2022**

### **AGENDA ITEM 1**

**Prepared by** Rod Fox  
Group Manager Commercial and Corporate Services

#### **APOLOGIES**

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##### **1. REPORT SUMMARY**

That the Finance, Risk and Audit Committee receive any apologies or requests for leave of absence from elected members.

##### **2. RECOMMENDATION**

**That there are no apologies to be received and no requests for leave of absence.**

**OR**

**That the Finance, Risk and Audit Committee receive apologies from *name* and accepts *name* request for leave of absence.**

## FINANCE, RISK AND AUDIT COMMITTEE

22 JUNE 2022

### AGENDA ITEM 2

**Prepared by** Rod Fox  
Group Manager Commercial and Corporate Services

#### MEMBERS INTEREST

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Members 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.

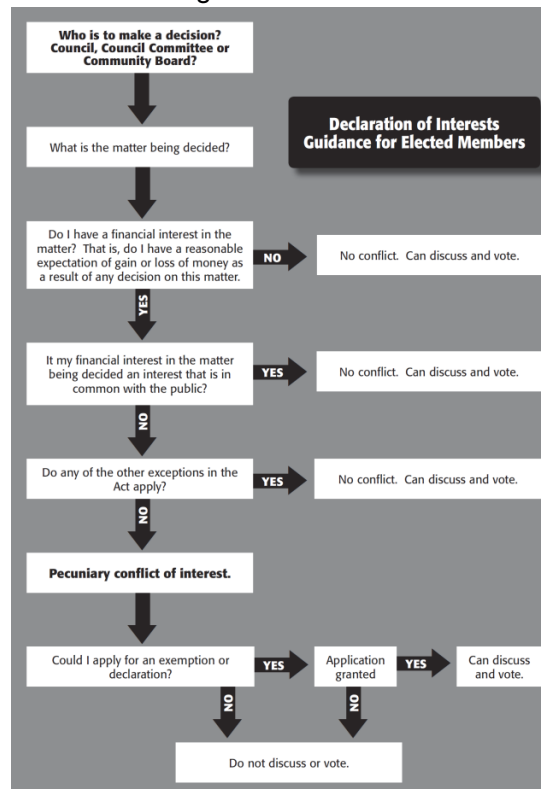
Councillors are encouraged to advise the Governance Assistant, of any changes required to their declared Members Interest Register.

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

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#### RECOMMENDATION:

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





**FINANCE, RISK AND AUDIT COMMITTEE**

**22 JUNE 2022**

**AGENDA ITEM 3**

**Prepared by** Rod Fox  
Group Manager Commercial and Corporate Services

**CONFIRMATION OF MINUTES**

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**1. RECOMMENDATION**

**That the Finance, Risk and Audit Committee receive and confirm minutes from the meeting of 18 May 2022.**

**MEETING OF THE FINANCE, RISK AND AUDIT COMMITTEE, HELD AT 3.30PM ON WEDNESDAY 18 MAY 2022 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.**

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**PRESENT:** DM S Roche (Chair), Mayor J Cleine, Councillors J Bougen, D Hawes, J Howard, M Montgomery, P Rutherford, R Sampson, G Weston

N Tauwhare Iwi Representative

**APOLOGIES:** R Nahr

**IN ATTENDANCE:** S Mason (Chief Executive Officer), R Fox (Group Manager Commercial & Corporate Services), L Brooks (Finance Manager), G Barrell (Governance Secretary)

**MEDIA:** Ellen Curnow (Westport News)

**MEETING DECLARED OPEN AT:** 3.03pm

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**1. APOLOGIES (Page 8)**

**Discussion:**

Apologies were received from Cr R Nahr.

**RESOLVED** that the Finance, Risk and Audit Committee receives apologies from Cr R Nahr.

**DM S Roche/Cr G Weston  
10/10  
CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 9)**

**Discussion:**

Mayor J Cleine declared an interest in Item 11, Westport Water Trunkline as it passes through his farmland and would sit out from the discussion and exclude himself from voting.

**RESOLVED** that Finance, Risk and Audit Committee members disclose any financial or non-financial interest in any of the agenda items, noting Mayor J Cleine's exclusion from Item 11, Westport Water Trunkline.

**Cr M Montgomery/Cr J Howard  
10/10  
CARRIED UNANIMOUSLY**

### 3. **CONFIRMATION OF MINUTES (Page 10)**

#### **Discussion:**

Cr P Rutherford noted the updated version of the minutes was not available on Diligent. DM S Roche advised that the correct minutes had been emailed to Councillors prior to the meeting and these were the minutes that would be confirmed by the resolution.

**RESOLVED** that the Finance, Risk and Audit Committee receive and confirm minutes from the meeting of 20 April 2022 noting the updated minutes to be uploaded.

**Cr P Rutherford Cr D Hawes**  
**10/10**  
**CARRIED UNANIMOUSLY**

### 4. **ACTION POINTS (Page 22)**

#### **Discussion:**

DM S Roche forwarded to L Brooks for verbal updates

L Brooks spoke regarding Item 190 – Operational Expenditure Amenities & Reserves. Ms Brooks noted that the budget had a figure greater by \$340k. This is an end of year financial adjustment.

Cr R Sampson queried why wasn't this seen before. She didn't think the council had the ability to spend money that belonged to the Reserves Board. Not in council bank accounts. It may be on council's books, but this will have come from the Reserves forward report.

L Brooks explained the budgets had been put together for Annual Plan (AP). It is a responsibility of Council for Reserve sub-committees. She said council is trying to provide better information by including this in budget and explaining this isn't complete until the end of year.

Point 191: L Brooks spoke regarding Little Wanganui bridge and stated there would be an update coming for the next FRAC meeting which will show a monthly Profit and Loss report.

Point 192: L Brooks stated this was a similar vein and that the next report will have more information.

Point 193: DM S Roche noted this will be covered in Projects in Partnership report.

Point 185: Cr M Montgomery noted the wording towards the end in the update should be changed from "to BDC" and changed to "from BDC".

Cr G Weston spoke regarding Item 190. He noted that Waimangaroa Domain there is money left from last year. He queried if this was included in the \$340k?

DM S Roche confirmed this will come through at the end of the financial year.

**RESOLVED** that the Finance, Risk and Audit Committee receive the Action Point Report for information.

**Cr J Bougen/Cr M Montgomery**

**10/10**

**CARRIED UNANIMOUSLY**

## **5. QUARTERLY FINANCIAL PERFORMANCE REPORT TO 31 MARCH 2022**

**(Page 25)**

### **Discussion:**

DM S Roche queried the 'Interest Received' and 'Investment Income' in comparison to what is in the budget. Requested further clarification from L Brooks.

L Brooks will investigate and get back to her. Her response will be emailed out.

DM S Roche noted some of the dates at the top of those pages required amending from 2020/2021 to 2022.

Cr P Rutherford requested check on totals as the 'Interest Received' may possibly be that the parent budget is missing a number. These will be clarified.

Cr R Sampson mentioned she had requested from last meeting, a breakdown from 'Business as Usual' with 'Grants Received'. She felt this could have presented a clearer picture. This seems to have been dropped off from the report and requested it once again be presented.

S Mason ensured this could be split monthly and unless councillors request, we would keep going as it currently stands with them, quarterly.

Cr J Bougen noted it was hard to follow as nothing to compare it with. A lot of supposition required. If we are to have this as the 12 monthly, we need a comprehensive commentary.

S Mason replied this would be a more difficult task however, council will present as councillors request.

DM S Roche suggested the commentary could be a little more detailed. Noted in last month's report there is a breakdown 'Business as Usual', 'Grants' and 'Flood Recovery'. DM S Roche will communicate with L Brooks to discuss a more detailed commentary in the quarterly reports.

**RESOLVED** That the Finance, Risk and Audit Committee receive the quarterly report for the nine months ended 31 March 2022 for information.

**Cr M Montgomery/Cr D Hawes**

**10/10**

**CARRIED UNANIMOUSLY**

**6. AUDIT MANAGEMENT ACTION POINTS (Page 38)**

**Discussion:**

Cr P Rutherford commented that this is an outstanding report and congratulated to team under a very stressful year. Cleanest report in his nine years in council.

DM S Roche agreed with congratulations to team. It was great to see most of the recommendations carried forward from previous years have been ticked off and satisfied. She mentioned regarding signing off on sensitive expenditure for the CEO and Mayor, DM S Roche noted she would sign off every month and was happy with this. No question with expenditure being inappropriate.

S Mason noted this was the final report from Audit NZ. Buller and West Coast now have Ernst and Young allocated for all auditing. Including auditing for the CCO – Buller Holdings Ltd.

**RESOLVED** that the Finance, Risk and Audit Committee:

- 1. Receive the Report to the Council on the audit of Buller District Council and Group for the year ended 30 June 2021 information.**
- 2. Notes the contents of the report, and that there were no changes to the Council's draft Infrastructure Strategy which was adopted on 14 April 2021.**
- 3. Notes that due to an administrative oversight the final Infrastructure Strategy was not formally included in the Council's adopted Long-term Plan 2021-2031.**
- 4. Adopts the final Infrastructure Strategy and directs that it be included in the Council's adopted Long-term Plan 2021-2031.**

**Cr P Rutherford Cr J Bougen**

**10/10**

**CARRIED UNANIMOUSLY**

**7. CAPITAL INCOME AND EXPENDITURE REPORT FEBRUARY 2022  
(Page 66)**

**Discussion:**

S Mason noted regarding Recommendation 3 around the district revitalisation project. It has been identified that a sum of money, \$105k was carried forward for a number of years but should not have been. The rest of the amount has been attributed to PMO overhead costs.

She pointed out also that airport lights funding is no longer required. The gap has been covered and fully funded by Ministry of Transport

S Mason noted also with regard to Item 3.4, Punakaiki Trunk Main Renewal. As of today, this is deemed an overspend however reassured Councillors that the invoice that went to DIA was to offset this cost.

DM S Roche queried regarding Page 70 at the top. Nearing completion, overspend includes \$120k. Does this include the \$105k carried forward?

S Mason replied that yes, this is being related as part of this budget. Looking at quality improvement. As part of the budget until otherwise decided and we may write it off. If so, we will bring back to FRAC.

DM S Roche asked if there was still work being done to understand how it occurred, so there may be still improvements being made?

S Mason replied as it stands, this is where we have landed. We are looking to move to electronic purchase orders and invoicing etc as opposed to current manual system. This will help tidy things up.

DM S Roche noted regarding 3.3, information technology.

S Mason advised that a paper will come to FRAC next month.

Cr R Sampson questioned whether in 3.3, if the \$50k could have come from flood recovery money for IT to allow for staff to work from home.

S Mason replied that we have claimed back everything we have been able to from the floods. The \$41k is mostly related to covid and the covid lockdown.

Cr J Bougen initial budget for Reefton of \$1.44m and then further funding on top of that. The report states this is 100% complete. He questioned whether the work going on now is going to call for additional expenditure or within budget?

S Mason will seek further information and report back.

DM S Roche requested a wording change to number three in the resolution. Requesting the removal of 'that will need to be funded'.

3. *Approve loan funding of capital expenditure of \$130k from the District Revitalisation projects. that will need to be funded.*

**RESOLVED** that the Finance, Risk and Audit Committee:

1. **Receive the report for information and noting the adjustment below**
2. **Approve unbudgeted capital expenditure of \$150k for the Reefton Whole of Water Supply upgrade as follows.**
  - (a) **Approve loan funding of \$100k for the Reefton Whole of Water Supply upgrade, being sunk costs (as per FRAC PIP report Dec 21) which were not included in the original project costing, and**
  - (b) **Approve \$50k, which has been spent in advance on the chlorination plant not included in the project scope, be expensed against 2022/2023 budget.**
3. **Approve loan funding of capital expenditure of \$130k from the District Revitalisation projects.**
4. **Note the \$40k budget approved for the airport runway lights shortfall has since been fully funded by the Ministry of Transport. Therefore, this budget is no longer required.**

**Cr G Weston/Cr J Howard  
10/10  
CARRIED UNANIMOUSLY**

**8. COMMERCIAL AND CORPORATE SERVICES WORK PLAN (Page 78)**  
**Discussion:**

Cr J Howard asked what date is selected for deliberations and hearing? Further queried if this should be amended to June?

DM S Roche agreed and requested diary invites to go to all councillors for 1 June.

S Mason noted there are currently 76 AP submissions. Approximately 20 persons have asked to speak. This may bring the meeting of the submissions to maybe one day. Submissions are now closed.

Cr J Howard discretion requested re Punakaiki as some locals said they struggled making submissions.

S Mason noted most submissions are from Punakaiki. Approximately 25 submissions in total relating to Punakaiki.

S Mason spoke regarding the rating policy review. We are intending to bring a paper in June after seeking legal advice.

**RESOLVED** that the Finance, Risk and Audit Committee receive the Commercial and Corporate Services Work Plan for information.

**DM S Roche/Cr P Rutherford**  
**10/10**  
**CARRIED UNANIMOUSLY**

**9. BULLER HOLDINGS LTD QUARTERLY FINANCIALS – MARCH 2022 BDC REPORT (Page 79)**

**Discussion:**

L Brooks noted this is a very good news report and shows CCO as being a in very strong position.

DM S Roche agreed with good news and will write as Chair of FRAC to the Chair of BHL to offer congratulations.

Cr J Bougen noted this was exemplary report.

Cr P Rutherford noted prior to resolution that some of the figures for Buller Recreation don't stack up very well however this is clear this will be due to covid but overall performance very reasonable.

DM S Roche noted the BHL Chair noted these comments regarding the difficulty around gym memberships etc due to covid restrictions.

**RESOLVED** that the Finance, Risk and Audit Committee accepts the Buller Holdings Ltd Quarterly Financial Report for the Period Ending March 2022 for information.

**Cr J Bougen/Mayor J Cleine**  
**10/10**  
**CARRIED UNANIMOUSLY**

**10. INVESTMENTS AND BORROWINGS REPORT APRIL 2022 (Page 96)**

**Discussion:**

DM S Roche noted regarding the interest received not aligning but that will be reported back by L Brooks.



**RESOLVED** that the Finance, Risk and Audit Committee receive the Investments and Borrowings Report April 2022 for information.

**Cr J Howard/Cr M Montgomery**

**10/10**

**CARRIED UNANIMOUSLY**

**11. PROJECTS IN PARTNERSHIP UPDATE REPORT (Page 105)**

**Discussion:**

S Mason spoke regarding the Whitebait Project. John Selby (Chair of the Whitebait governance steering committee), noted that due to covid and inability to get international investors, we were unable to progress. However, with the exception of getting international investors, this is now a blueprint for Kanoa around a local authority overseeing Economic Development projects.

S Mason noted also that the shares will be transferred back to NZ Whitebait Ltd.

S Mason has written to Kanoa and notes that the funding agreement in place with them has been terminated and BDC has no further obligations. Noting that no rate payers money was used in this at all.

Cr J Bougen noted that at last meeting he suggested that Council retain the shares. He now no longer feels this is necessary. It is easy to see why Buller leads the country in Economic progress by quite a margin.

He noted further it would have been sensational if this was able to be achieved. Heartiest congratulations to team for their work. He agreed this should not have been in public arena until now as this was not our business and that now it is good for public to understand.

**RESOLVED** that the Finance, Risk and Audit Committee receive the Projects in Partnership Whitebait Aquaculture Project final report for information.

**Cr P Rutherford/Cr J Bougen**

**10/10**

**CARRIED UNANIMOUSLY**

S Mason noted in the Waimangaroa report, that team are having a challenge getting trades people for second part of the programme. Confirmed funding for this remains in place.

R Townrow reported that her team were. starting to quantify what the cost to date for council for flooding in July, with the current estimate being \$987k. Noting that these costs will not be met by external funding agencies.

DM S Roche noted regarding flood recovery, expressed her thanks for meeting last night. Very informative and the response from community was outstanding. Well done to team.

S Mason noted that there were 111 people in attendance and up to 60 people live viewing. Over 600 viewings since yesterday. This is first step in four-phased plan between now and July.

She further noted it was great for the community to be able to understand. Next the Flood Recovery team will be looking at insurance challenges as result of floods. Also, adaption will be addressed. A workshop will be held regarding business case that will go to government regarding funding for flood protection. This will be a joint business case with West Coast Regional Council.

Cr P Rutherford queried the last bullet point in Upcoming Work for the Month, cultural hub feasibility study. He questioned if this was only the feasibility study that was being funded by DIA. Page 115 Flood Project Update. Noting this is the first time he is aware Flood Recovery group was undertaking. He asked, after feasibility study is done, then what? Who will take over this project?

R Townrow replied, the NGO's involved will decide who will take over the project. The Flood recovery team is a conduit and the exit strategy is to hand over to community.

Cr J Howard noted regarding AP submissions last year from some NGO's was pre flood. Cr J Howard is part of the committee for this and is happy to answer questions.

DM S Roche the post recovery response from NGO's is proof everyone can work together, this is a great news story.

Cr D Hawes noted also good news. There has been a vast amount of science gathered (mapping, data etc) and indicated the necessity that council has this information before making decisions for rate payers. This can be used for future modelling. He felt it important the community understood that council has not been sitting on their hands in this. They have been engaged in a process of science to allow further understanding.

Cr P Rutherford spoke relating to infrastructure, the stormwater commentary around the upgrade programme (possibly earlier paper but relevant to overall partnerships). This is about ability of the town to cope with inundations of rain. Currently our infrastructure cannot cope and the general perception in community we can go and fix tomorrow. The reality is that to allow us to cope with these events in future and guarantee no flooding at all in the town, that this would be in the millions of dollars to do this.

Rate payers simply do not understand what the cost and effort involved is to try and resolve this without a huge imposition on the local community. We need co-funding to prevent an enormous imposition to ratepayers.

S Mason noted there is a package being created, agreeing there is a funding allocation towards stormwater work but that this doesn't begin to touch scale of funding required. Our team is working hard to gather appropriate information for flood defences and multi tool approaches.

Fair to say this would be in the multi-million dollars and that this will come to council for consideration before going to cabinet. We know we have a very high level of social deprivation and have made it very clear to gov about ratepayer inability to pay.

Mayor J Cleine spoke further to S Mason comments on the cabinet paper. Remember the funding may not be approved. This doesn't mean the work doesn't need to happen, but we need to discuss with the community as to what we do if central government do not funding. She reiterated that every effort is going to this paper in an effort to secure central government funding.

Cr R Sampson spoke regarding the Waterfront Project. Felt that another \$2.5m further on top of what has already been spent, while not coming from rate payers, even if this can be sought elsewhere, feels this won't sit well with the community.

S Mason replied that central government has \$200m regional Economic Development fund. These were initially based on commercial loans. However, government did not get much uptake. Kanoa asked what else we have within district revitalisation plan if an opportunity for funding came along.

Kanoa queried if we could complete some projects by linking with other funding projects? No expectation of ratepayers paying. Simply reflecting information to Kanoa provided at their request.

Cr R Sampson noted it would merely be the perception of this amount of money being spent and requested message clearly told to ratepayers that, if we get this funding, this is not ratepayer money being used.

Mayor J Cleine noted regarding Cr R Sampson's point. We need to be clear money for revitalisation isn't for flood recovery etc. If unsuccessful in receiving funding, we may need to look at funding ourselves and see whether we scale back. Toki Bridge was a significant contract for town with young engineers getting tickets etc. Noting this does boost community and economy.

Cr D Hawes noted the key messaging to community. We are well aware our community is in the lower socio-economic bracket within NZ. Council always tries to improve our position. All opportunities need to be made to move the community forward.

S Mason noted this is an example that when further opportunity available, Kanoa will be looking for strategies that have already been endorsed by council.

Cr R Sampson noted the key point was messaging.

She went on to note with regard to Page 170. Accrued costs for Waimangaroa was \$550k whereas, only \$150k was going to be for Reefton. This is a big difference.

S Mason noted part of project costs endorsed by council going forward and acknowledging some are sunk costs.

Cr D Hawes noted Reefton was a very small part of water supply and obviously costs would reflect differently.

**RESOLVED** that Finance, Risk and Audit Committee receive the Projects in Partnership Update Report for information

**Cr P Rutherford/Cr D Hawes**  
**9/10**  
**Mayor J Cleine abstained**  
**CARRIED**

- 
- There being no further business the meeting concluded at 4.33pm
  - **Next meeting:** 3:00pm, Wednesday 22 June 2022, Clocktower Chambers, Westport
- 

**Confirmed:** ..... **Date:** .....

**FINANCE, RISK AND AUDIT COMMITTEE**

**22 JUNE 2022**

**AGENDA ITEM 4**

**Prepared by** Rod Fox  
Group Manager Commercial and Corporate Services

**ACTION POINTS**

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**1. RECOMMENDATION**

**That the Finance, Risk and Audit Committee receive the Action Point report for information.**

# Finance, Risk and Audit Committee

## - **CURRENT** Action Points

No.	Meeting of:	Action Point	Responsible ?	Progress:	Update:	Date required by:
185	20 October 2021	<i>Punakaiki Campground Lease</i> Report be prepared for Council showing Profit and Loss report of the Lessee to determine the viability of holding the Punakaiki camp ground as an asset. Detail of income and expenses and options going forward are to be provided, bearing in mind the lease expires in November 2022, with a right of renewal.	GM Commercial & Corporate Services		<i>Further delayed – waiting on papers to be provided</i>  The due date for this item to be changed. Delayed due to the lessee preparing a financial plan which includes a proposal to purchase the assets, and just lease the land from BDC.	<i>July 2022</i>  June 2022
189	23 March 2022	<i>Bridging Finance NEMA invoices</i> Bridging finance used for payment of flood recovery invoices prior to reimbursement from NEMA to be added to Risk Register	HR & H&S Advisor		<i>Added to Risk Register, will be included in quarterly report in July 2022</i>	<i>July 2022</i>

## **FINANCE, RISK AND AUDIT COMMITTEE**

**22 June 2022**

### **AGENDA ITEM: 5**

**Prepared By:** Rory Weston  
Drinking Water Coordinator

**Reviewed By:** Eric de Boer  
Manager Infrastructure Delivery

**Attachment 1:** BDC – NEMA Request for Westport Water Outage Response Management Plan

#### **WESTPORT WATER SUPPLY – OUTAGE RISK**

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##### **1. REPORT PURPOSE**

This report summarises the risks associated with increased turbidity in the Westport Water Intake (Giles Creek) and the implications of not being able to abstract water, store adequate reservoir levels and produce water.

##### **2. REPORT SUMMARY**

The Westport Carters Beach water supply serves the Buller's largest residential population.

The February 2022 storm event caused significant impact to the Giles Creek catchments. This directly affected Council's ability to abstract suitable water from its upstream intake and the downstream alternative pumping station.

- Storm events are becoming more prevalent, impactful, and significant.
- Risk profile has changed for a community water supply which is solely reliant on a surface water body.
- The February 2022 storm has directly affected the ability to abstract water.
- Now that we are entering a cyclic weather season which presents a

higher recurrence of rain events, it is not allowing the replenishment of the raw water storage reservoirs.

- Continued high consumption and network loss is causing a high daily draw.
- This consumption, if not able to be replenished, may eventually result in the depletion of the storage reservoirs.
- Total depletion of the reservoirs will mean all consumers connected to the Westport Carters Beach Water Supply will have a no-water situation.
- The community wellbeing and public health impacts of such a scenario are severe.

### **3. DRAFT RECOMMENDATION**

#### **Recommendation:**

- **That the Committee receives the report for information**
- **That a new risk be added to the Strategic Risk Register, as per Appendix A:**

### **4. BACKGROUND**

In the February 2022 weather events, the Westport Water Intake sustained damage. This has caused significant issues trying to abstract water of sufficient quality to treat to NZ Drinking Water Standard and supply to consumers.

During the February 2022 severe weather events, the Westport Water Supply was significantly affected in terms of site accessibility, primary intake damage and surface catchment area deterioration. The impact has been an ongoing challenge to maintain sufficient raw water supply to the reservoir ponds to meet demand.

This presents a significant risk for Westport consumers experiencing a “no supply” situation, where there is not enough storage or capability to produce safe, compliant drinking water.

Immediately after the February events, the ponds were able to be replenished by using a pump in one of the branches of the intake and utilising smaller side creeks. Fortunately, after the February events there were long periods of very stable weather and minimal rainfall which allowed the intake to clear up and water to be abstracted (ref: Figure 1).



Throughout this period, flows in the intake decreased to the level where the abstracted volumes matched daily usage and in effect the demand and supply equation was able to be kept in balance.

As the seasons have turned to winter, Buller has been struck by several weather warnings. These events have caused continuous foul weather fronts that have presented only minimal clear days in between to allow turbidity levels in the intake to reduce.

This has resulted in long periods without reservoir replenishment. For example, as of the 15<sup>th</sup> of June 2022, water abstraction had only occurred on one of the last 16 days, with a future forecast of rain remaining likely to further extend this period.

These events provide a risk of being so prolonged and extensive that they may result in a fully depleted reservoir.

It needs to be noted that the rainfall has at times assisted in topping up the ponds. If the direct area receives approximately 70mm of rainfall a day, it has proven to be equivalent to a day's usage. As a result, during this recent period of foul weather the reservoir levels sit at 70%<sup>1</sup>. However, water restrictions remain in place as the security of the water supply is currently unknown.

### **May 2022 Weather Events**

The May 2022 weather events have provided the best data to date on how quickly the reservoir levels can reduce towards critical levels due to sustained rain.

In May there were extended periods of rainfall and the intake was unable to be used. As a result, reservoir levels reduced to 50.8% at its minimum. Water quality levels decrease as reservoir levels decrease, and during the May weather event it meant that poor quality water was decanted out of the lower reaches of the reservoir. This presented raw water to the treatment plant that was outside of the filters' operating compliance limits.

While it is not known at what exact point the water quality will deteriorate enough to be considered unusable, this is expected to occur at around 20 – 30% volume. High intensity rain events can raise this critical level to somewhere between the 30-40% range as an intense rainfall at that reservoir level strikes the shallow exposed pond flanks which in turn sends turbidity directly down into the ponds.

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<sup>1</sup> Reservoir levels as of 09.00hrs on Wednesday 15 June 2022



Image: Drone footage from February 2022 with reservoir levels depleted showing exposed sides.

Rain: Daily							Rain: Daily								
Station	Date (NZST)	Amount (mm)	SofG	Deficit (mm)	Runoff (mm)	Period (Hrs)	Freq	Station	Date (NZST)	Amount (mm)	SofG	Deficit (mm)	Runoff (mm)	Period (Hrs)	Freq
7342	20220208:0800	0.0	-	6.8	0.0	24	D	7342	20220513:0900	0.0	-	3.3	0.0	24	D
7342	20220209:0800	7.2	-	3.0	0.0	24	D	7342	20220514:0900	8.4	-	0.0	4.3	24	D
7342	20220210:0800	168.6	-	0.0	162.3	24	D	7342	20220515:0900	39.2	-	0.0	38.4	24	D
7342	20220211:0800	1.2	-	2.2	0.0	24	D	7342	20220516:0900	17.2	-	0.0	16.4	24	D
7342	20220212:0800	0.0	-	5.6	0.0	24	D	7342	20220517:0900	0.4	-	0.4	0.0	24	D
7342	20220213:0800	35.8	-	0.0	26.8	24	D	7342	20220518:0900	2.8	-	0.0	1.6	24	D
7342	20220214:0800	1.2	-	2.2	0.0	24	D	7342	20220519:0900	16.8	-	0.0	16.0	24	D
7342	20220215:0800	0.2	-	5.4	0.0	24	D	7342	20220520:0900	28.2	-	0.0	27.4	24	D
7342	20220216:0800	0.0	-	8.8	0.0	24	D	7342	20220521:0900	20.0	-	0.0	19.2	24	D
7342	20220217:0800	0.0	-	12.1	0.0	24	D	7342	20220522:0900	10.2	-	0.0	9.4	24	D
7342	20220218:0800	0.0	-	15.5	0.0	24	D	7342	20220523:0900	15.6	-	0.0	14.8	24	D
7342	20220219:0800	1.8	-	17.1	0.0	24	D	7342	20220524:0900	0.0	-	0.8	0.0	24	D
7342	20220220:0800	36.4	-	0.0	15.9	24	D	7342	20220525:0900	6.2	-	0.0	4.6	24	D
7342	20220221:0800	0.0	-	3.4	0.0	24	D	7342	20220526:0900	8.6	-	0.0	7.8	24	D
7342	20220222:0800	0.2	-	6.6	0.0	24	D	7342	20220527:0900	2.6	-	0.0	1.8	24	D
7342	20220223:0800	2.0	-	8.0	0.0	24	D	7342	20220528:0900	0.2	-	0.6	0.0	24	D
7342	20220224:0800	9.0	-	2.3	0.0	24	D	7342	20220529:0900	0.2	-	1.2	0.0	24	D
7342	20220225:0800	0.0	-	5.7	0.0	24	D	7342	20220530:0900	7.6	-	0.0	5.6	24	D
7342	20220226:0800	0.2	-	8.9	0.0	24	D	7342	20220531:0900	10.8	-	0.0	10.0	24	D
7342	20220227:0800	3.6	-	8.7	0.0	24	D	7342	20220601:0900	69.0	-	0.0	68.2	24	D
7342	20220228:0800	29.6	-	0.0	17.5	24	D	7342	20220602:0900	22.0	-	0.0	21.4	24	D
7342	20220301:0800	17.8	-	0.0	14.4	24	D	7342	20220603:0900	6.4	-	0.0	5.8	24	D
7342	20220302:0800	0.2	-	3.2	0.0	24	D	7342	20220604:0900	3.4	-	0.0	2.8	24	D
7342	20220303:0800	3.4	-	3.3	0.0	24	D	7342	20220605:0900	0.0	-	0.6	0.0	24	D
7342	20220304:0800	0.0	-	6.7	0.0	24	D	7342	20220606:0900	10.2	-	0.0	9.0	24	D
7342	20220305:0800	0.0	-	10.1	0.0	24	D	7342	20220607:0900	2.8	-	0.0	2.2	24	D
7342	20220306:0800	0.0	-	13.5	0.0	24	D	7342	20220608:0900	14.0	-	0.0	13.4	24	D
7342	20220307:0800	0.0	-	17.0	0.0	24	D	7342	20220609:0900	40.4	-	0.0	39.8	24	D
7342	20220308:0800	6.0	-	14.4	0.0	24	D	7342	20220610:0900	29.4	-	0.0	28.8	24	D
7342	20220309:0800	0.0	-	17.8	0.0	24	D	7342	20220611:0900	11.2	-	0.0	10.6	24	D
7342	20220310:0800	0.0	-	21.3	0.0	24	D								
7342	20220311:0800	0.2	-	24.5	0.0	24	D								
7342	20220312:0800	27.4	-	0.5	0.0	24	D								
7342	20220313:0800	0.4	-	3.5	0.0	24	D								
7342	20220314:0800	0.0	-	7.0	0.0	24	D								

Figure 1. Rainfall after February '22 Flood Event (left) and last 30 days (right) (Westport Aero EWS, CliFlo.niwa.co.nz)

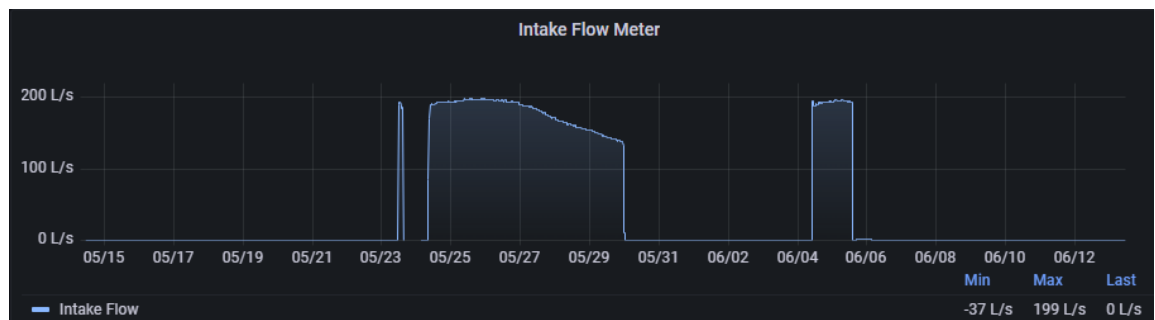


Figure 2. Intake Flow Meter (15 May – 13 June 2022)

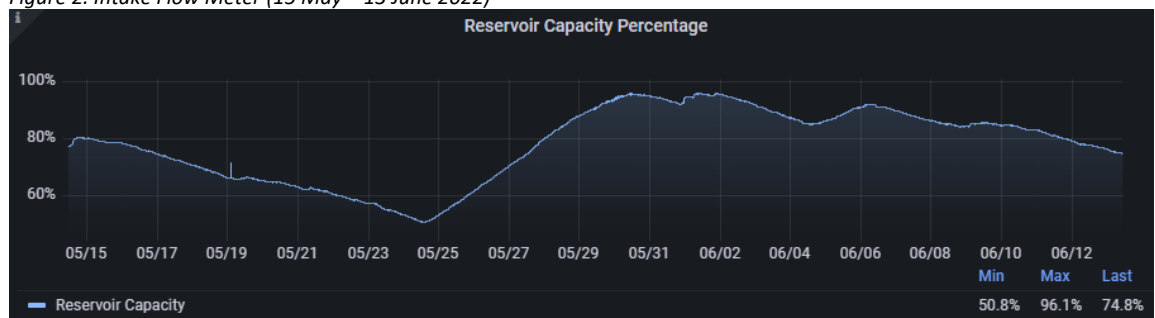


Figure 3. Reservoir storage levels (15 May – 13 June 2022)

**Current Status**

Westport is currently operating at approximately 5,000 m<sup>3</sup>/day. A simplistic model assuming 10 mm rainfall/day and no water abstraction, would result in a reservoir drop of approximately 4,350 m<sup>3</sup>/day. At current levels (as of 15 June 2022), it would take 10.5 days to reach 30% and 12 days to reach 20% under these conditions.

It should be noted that prior to this happening, Council staff will explore and maximise all possible options including harvesting side streams and pumping at the intake.

**Contingency Planning and Resilience Options**

Council has a staged contingency plan in place for when certain levels of reservoir are reached. These include water conservation notices and restrictions, working with high water users to reduce their demand and continued public education on reservoir levels.

Westreef Services Ltd as the asset maintenance operator have pumps and materials on standby to look for appropriate water sources as required.

Council is actively working with specialists at the National Emergency Management Agency (NEMA) to put in place a contingency and response plan for the immediate/short term.

A range of short, medium and long term options to increase the resilience of the Westport Water Supply are also being developed, and a report will be presented to Council at its 29 June meeting.

**Summary of Risk**

If Westport was to run out of water, it would be a significant public health event. It would also be expected to attract national news coverage and would cause significant reputational harm to Buller District Council.

It is recommended that an addition be made to the Strategic Risk Register to recognise this risk. Draft risk wording is included at Appendix A.

## **5. CONSIDERATIONS**

### **5.1 Strategic Alignment**

Providing safe, adequate, reliable and compliant drinking water for Westport is Council's responsibility. The benefits are aligned with community outcomes including well-being, learning, who we are, sustainable environment and prosperity.

### **5.2 Significance Assessment**

Provision of compliant drinking water is considered highly significant in terms of levels of service and public health.

### **5.3 Tangata Whenua Considerations**

Council works in partnership with Ngāti Waewae and will consult on any elements of intrinsic value or potential impact for Tangata Whenua culture and traditions.

### **5.4 Risk Management Implications**

Risks are managed in accordance with Council's risk management processes including a "what could go wrong?" approach to ensure all practicable steps are being taken to assess, control and monitor identified risks.

### **5.5 Policy Framework Implications**

Council must comply with relevant policy and legal requirements including the Health (Drinking Water) Amendment Act 2007, the Water Services Act 2021 and Drinking Water Standards of New Zealand 2005 (rev 2008), the Health and Safety at Work Act 2015, the Resource Management Act 1991, Local Government Act 2002, Civil Defence and Emergency Management Act 2002 and Council's own policies.

### **5.6 Legal Implications**

Council as the water supplier for Westport must comply with its legal obligations to provide an adequate and reliable amount of safe, compliant drinking.

### **5.7 Financial / Budget Implications**

Costs for any response and resilience options are not included in Council's Long Term Plan or Annual Plan and therefore are currently unapproved and unfunded.

**5.8 Media / Publicity**

Publicity is expected with significant issues, not all of which will be positive. However, this should not detract from the reasons for delivering important assets and infrastructure for the community.

**5.9 Consultation Considerations**

Affected parties and stakeholders including community members and entities, government ministries, agencies and authorities are consulted throughout the project delivery process.

## Appendix A

	Strategic Aspect	Risk Title	Risk Description & Impact	Risk Category	Risk Consequence	Risk Likelihood	Inherent Risk Rating	Key controls in place	Residual Risk Rating	Control Plan	Treatment date due	Escalation Pathway
	Infrastructure Failure	Westport Water Supply Outage	If there are prolonged periods of foul weather that do not enable the Westport water reservoirs to be recharged, THEN there is a risk that water supply may cease for Westport and Carters Beach consumers.	Operations & service delivery	5	4	20	Operational monitoring of intake, response escalation via water restriction orders as required and management of water loss.	20	Contingency planning with support from the National Emergency Management Agency – response/short term.  Westport water supply resilience options package – short, medium and long term.	Dec 23	CEO

## **FINANCE, RISK AND AUDIT COMMITTEE**

**22 JUNE 2021**

**AGENDA ITEM: 6**

**Prepared by** - Sharon Mason  
- Chief Executive

### **MONTHLY REPORT – PROJECTS IN PARTNERSHIP UPDATE REPORT**

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#### **1 REPORT SUMMARY**

This report provides an update on the progress of the Projects in Partnership Steering Committee. It will be provided to the Finance Risk and Audit Committee on a regular basis until the projects are completed. See attached for progress reports as listed below.

#### **2 DRAFT RECOMMENDATION**

**That the Finance, Risk and Audit Committee receive the Projects in Partnership Update Report for information.**

#### **3. REPORTS**

##### **1. Westport Flood Recovery Programme**

##### **2. Infrastructure Services Portfolio Reports**

- a. District Revitalisation Programme (Westport Waterfront)

##### **3. Commercial & Corporate Services Portfolio Report**

- a. Buller District Port Package

##### **4. Community Services Portfolio**

- a. Buller Planting Project
- b. Community Halls and Memorials



## **5. THREE WATERS REFORM PROGRAMME UPDATE**

1. Three Waters Reform Funded:
  - a. Westport Water Supply Trunk Main Stage 2
2. Council Funded:
  - a. Waimangaroa Water Supply Upgrade

## Westport Flood Recovery Programme

### Project Details

<b>Location and Region:</b>	Westport, Buller District, West Coast
<b>Reporting Period:</b>	For period ending May 2022
<b>Programme Principal/Recipient:</b>	Buller District Council
<b>Programme Partner(s):</b>	NEMA, DIA, Ministry for Business, Innovation & Employment (MBIE), Ministry for Primary Industries, MSD, TAS, RAS, Ngai Tahu, WCDHB, DWC, Homebuilders, Ministry of Health, Insurance Council NZ, TPK, Te Ha O Kawatiri, Ngati Waewae, Buller REAP, No. 37, Poutini Waiora.
<b>Recovery Manager:</b>	Bob Dickson
<b>Programme goal:</b>	To restore and enhance our place by rebuilding our communities in a future focused way as we move towards a strong, resilient, and successful Buller District.
<b>Events Context:</b>	<p>Heavy rainfall from Thursday 15 July 2021 to Sunday 18 July 2021 caused significant flooding within Westport and across the Buller District, from both the Buller River and the Orowaiti estuary.</p> <p>The flow breached Westport's flood defences, with 826 properties and over 2,000 people requiring evacuation.</p> <p>Out of 1983 dwellings in Westport town, 23% of the housing stock will need repair to make them habitable.</p> <p>The event response moved to recovery phase in August 2021.</p> <p>A further "Red Flagged" flood event took place on 2nd – 4th February 2022. An emergency declaration was enforced and an evacuation plan for at risk portions of the town enacted.</p> <p>A third flood event occurred on 9th -11th February. Again, an emergency declaration was enforced, and mandatory evacuations were carried out. This event also caused widespread infrastructure damage across the Buller District and resulted in significant damage to rural farms.</p> <p>A further event of localised rainfall occurred at Granity early March causing slips, debris flows, houses at risk (2 red, 1 yellow) and loss of property.</p> <p>The goal of the recovery programme is to restore and enhance our place by rebuilding our communities in a future focused way as we move towards a strong, resilient, and successful Buller District.</p>

## Project Overview/Traffic Light Status/High-Level Summary

### Key

G = Green; On time, meeting budget and no significant risks or issues

A = Amber; Some delay, risk, or issue. R = Red; Needs attention, delay, risk, issue, or budget situation that threatens completion or is cause for concern

↑ indicates improving, ↓ indicates deteriorating

Aspect	Status	Comments
Overall:	A ↑	Sound inter-agency support continues, the programme actions will continue to be met, the rebuild has a positive momentum (noting constraints of supply issues) and the Community Hub remains the focal point of the overall programme. Welfare and social support needs remain as a priority. Navigator programme extended for a further 6 months with contributing community groups and Poutini Waiora.
Budget:	A ↑	A changing picture that reflects the recent events and work underway to carry out rapid assessments and build an understanding of the extent of damage and QS likely costs to reinstate. Tranche 2 funding request submitted to NEMA for infrastructure repairs
Scope:	G	As per the revised Recovery Plan. This plan now reflects the changed circumstance of additional floods plus slips. By May the exit process will be under action with contributing agencies and community groups to ensure a smooth transition.
Resource:	A ↑	Revised to meet the immediate needs of the programme. Additional communications support and infrastructure support in place.
Schedule:	G	Timings as per the RAP with links to staff exiting the programme, workshops with supporting groups and building a picture of what the transition from Recovery to BAU looks like within an agreed time span.
Risks / Issues:	R	The extent of the Covid spread within our community is increasing and the potential implications for contributing community groups leading the Community Hub have yet to impact. We need to understand what demands may arise on those teams and the flow on effect on the social recovery for people in close proximity accommodation should a Covid outbreak occur. (no change)

## Recovery Plan Outcomes

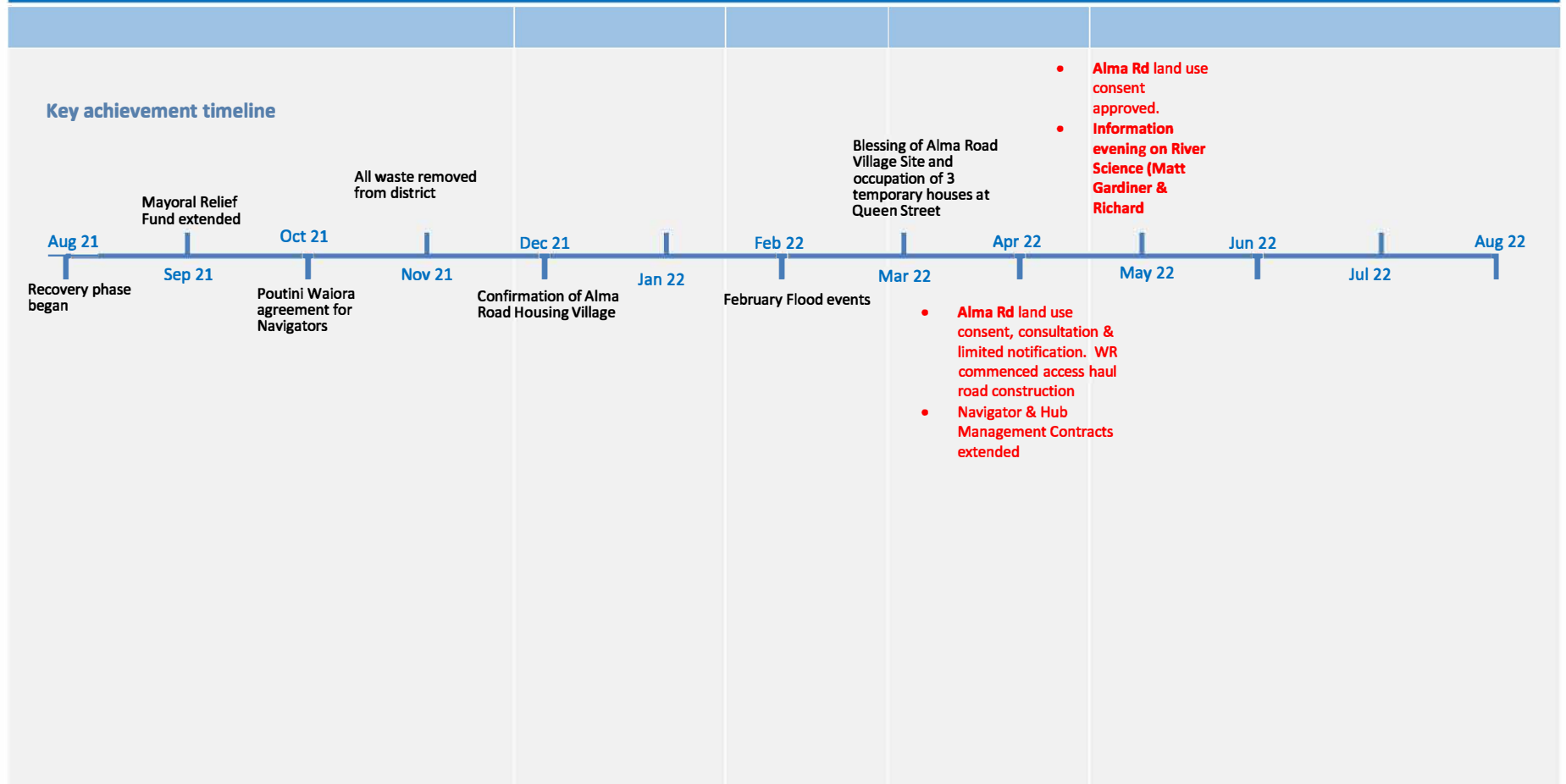
### The five environments (or paths to recovery)

Environment	Outcome	Status/Comments	Key Risks	Next steps
1. Community	<ul style="list-style-type: none"> <li>Essential needs of individuals and whānau are met and community health and wellbeing are supported.</li> <li>Community spirit, pride and resilience is strengthened.</li> <li>Families/whānau have healthy homes to move into.</li> </ul>	<ul style="list-style-type: none"> <li>Community kitchen operational and becoming more popular each week. Great place for social connection.</li> <li>Rotary helped repair 5 homes and paint Stafford St houses. Kainga Ora staff also helped to paint houses.</li> </ul>	Winter weather conditions may increase anxiety in the community, particularly heavy rain events. Plus, there are still a large number of people living in temporary, unrepaired, or partially repaired homes that may not be suitable for	<p><b>DIA to extend Community Kitchen Contract</b></p> <p>Continue to provide support through the Hub and Navigator programme. <b>Navigators touch base with clients when we have orange or red warnings.</b></p>

		<ul style="list-style-type: none"> <li>Navigator Service to continue after Sept 2022 and to transition to resilience support as well as individual client support. Navigator cases have dropped but those left are more complicated.</li> <li>Operation Outreach II. Questions sent out in a mail drop to all Yellow and Red Homes to try and get an accurate gauge of repairs and ongoing/changing needs.</li> <li>Opinions Marketing Engaged to carry out Wellbeing survey for Flood Recovery Transition. Partnership with CPH, PHO, DHB and Iwi.</li> </ul>	<p>winter weather conditions.</p> <p>Risk of not reaching all households with Outreach programme.</p> <p>Time is limited to ensure we capture good representation from the Community.</p>	<p>Partner with NGOs, Community Groups and DHB to support wellbeing programmes Engage community closely in the recovery Programme. Keep assessing changing needs so the Recovery Programme is responsive and agile.</p> <p>Follow up emails and phone calls will be made to try and capture those who do not return hard copy form.</p> <p>We will target specific community groups and major employers to ensure survey has greater reach</p>
2. Natural/Rural	<ul style="list-style-type: none"> <li>The impact of the flood and its recovery does not leave lasting negative environmental effects on our land, water, and coastal environments.</li> <li>The primary sector is fully supported and functioning.</li> </ul>	<p>MPI and Rural Support network have been very active along with MSD, Fed Farmers, Dairy NZ.</p> <p>Need for update to community on future of Westport</p> <p>Rural Mayoral Relief February funding closes 17<sup>th</sup> June for applications</p>	<p>Due to lack of information around the future of the town and resilience planning, the risk of anxiety levels in the community are increasing</p>	<p>Navigators to identify affected properties so contaminated waste can be collected and disposed of BDC and WCRC need to communicate next steps in resilience planning</p>
3. Built	<ul style="list-style-type: none"> <li>Homes are re-built and re-occupied.</li> <li>Three waters infrastructure and services are restored.</li> <li>The community understands and supports the level of flood protection provided</li> </ul>	<p>50% IAG claims completed, including 74 managed builds and 90 cash settlements, as at end of May 2022</p> <p>8 temporary houses for displaced persons are completed and occupied. MBIE are fast tracking a 20 house accommodation option at Alma Road plus 2 additional houses at 177 Queen St; pending consenting approvals. TAS Accommodation extended to end April '22 then reviewed.</p> <p>Landscape work resumes at 3 Stafford St and 177 Queen St, RC compliance.</p>	<p>Rebuild delays for flood affected homes will add to the anxiety levels. (covid, supply chain)</p> <p>Fast tracking Alma Road accommodation; AIF integration, consenting, legal agreements, consultation timeframes compromising Govt funding. Gib shortage creating delays in rebuild.</p> <p>Some Community conflicts to MBIE – TAS Alma Rd development.</p>	<p>Progress subdivision RC application for 177 Queen St. Landscaping at 3 Stafford and 177 Queen St, to complete siteworks &amp; meet RC condition. MBIE continue fast tracking Alma Rd development options, including AIF integration. Work with contractors on providing specialised information and options for flood affected households on raising of house levels.</p>

4. Economic	<ul style="list-style-type: none"> <li>Support is targeted to help restore businesses and to provide certainty around business and employment continuity.</li> <li>Opportunities for future economic growth and resilience are fully explored and implemented.</li> </ul>	<p>Regenerating the Economy recovery plan developed. Business survey completed, but not a representative sample. Anecdotal insights.</p> <p>New business recovery web page set up. Register now button to learn what assistance needed for small business owners</p> <p>Recovery business lead is working closely with DWC to gauge what (if any) further support is required.</p>	Lack of business support programme could add to anxiety levels of small business owners	Identify the businesses impacted by the flood through web page and Facebook Engage with local business to understand needs
5. Partnerships	<ul style="list-style-type: none"> <li>Appropriate account is given to the principles of the Treaty of Waitangi and foster opportunities to maintain and improve Māori contribution in the recovery programme.</li> <li>Nurture the special relationship tangata whenua have with te taiao (the environment) and their economic, cultural, and spiritual values, including their role as Kaitiaki</li> </ul>	<ul style="list-style-type: none"> <li>Poutini Waiora is lead agency for the navigator programme.</li> <li>Ngāti Waewae is a key member of recovery team.</li> <li>Local NGOs partnership are integral to Community wellbeing.</li> </ul> <p>Financial and non-financial support from MBIE, DIA, MSD, MPI and DHB for both Flood Recovery and local NGOs is critical in ensuring recovery can transition to community groups and NGOs.</p> <ul style="list-style-type: none"> <li>This is proving to be a very good support model and uptake is high. Its value is evident in the wrap around social support available and positive client commentary.</li> <li>TPK continues to provide support to affected Māori households and families</li> </ul>	<p>NGOs are a critical component of the recovery support. Risk from burnout and anxiety from exposure to Covid and increased risk of weather events</p> <p>Finding suitable site</p>	<p>Continue to engage with tangata whenua and local agencies and respect and work with the kaitiaki role</p> <p>Project flagged in 3 waters as a Build Back Better project. Engagement with Ngati Waewae and Ngati Apa essential for Cultural component of Hub project.</p>

## Milestones



## Summary of Services

Community Hub Services include:

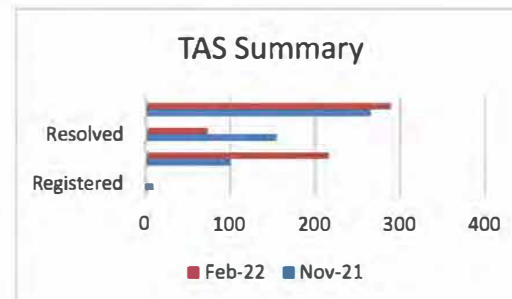


- TAS
- RAS
- MRF
- Insurance
- Food vouchers
- Navigator referral
- New needs assessment
- Increased anxiety from Feb event
- Community desire for info on flood mitigation
- Increase in insurance questions around Tower Ins
- Navigator contracts finish and extend at end

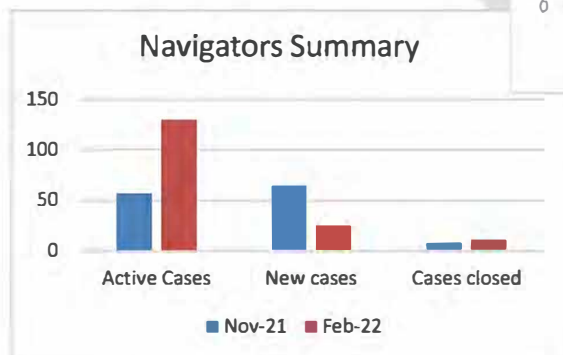
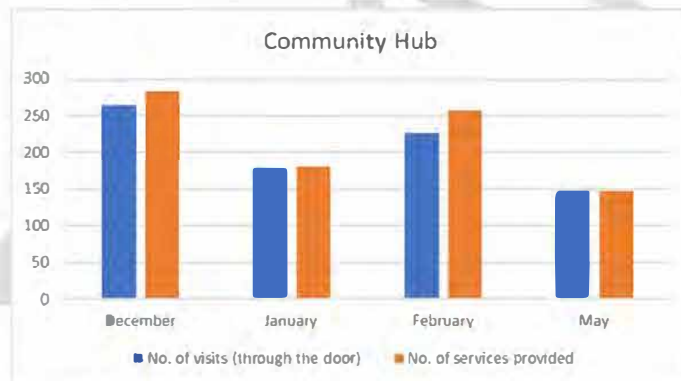
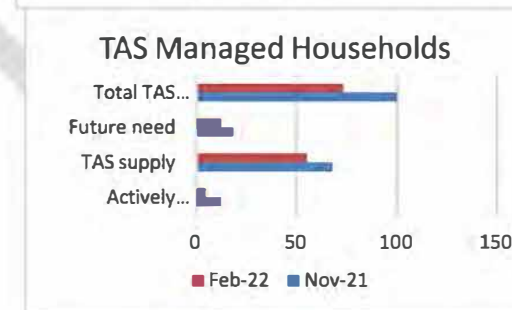
<b>Total visitors to the Community Hub: May 2022</b>	<b>148</b>
Navigator service	49
Visitors	30
Other	26
MRF	13
TAS	11
Te Ha O Kawatiri *	10
RAS	6
Voucher	3

### Community Hub Report – May

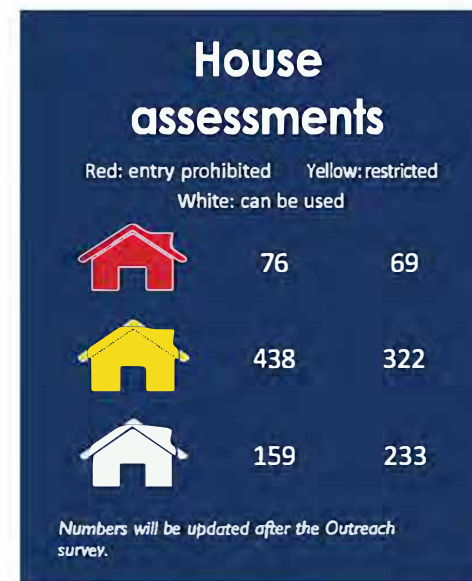
- Granity Water supply issues – water tank issues
- TAS and RAS face to face visits well supported
- One new registration was due to receiving rates bill which was the 'last straw' – Navigator took the person through the Mayoral Relief application process
- Positive Ministerial visit
- Te Reo Classes held at Hub



March



Monthly Report



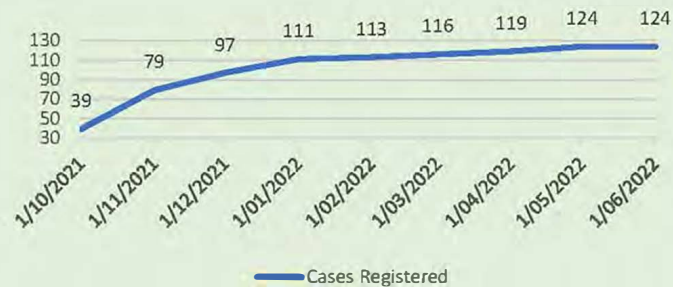
1 June 2022

## RAS Westport Flooding Response

Calls Received:

41

Cases Registered



Open vs. Closed Cases



Closed Cases



Open Cases



### Key Points

- 1) Final planned visit has been completed, RAS is now moving to individual queries as required,
- 2) Most people being supported by RAS are now moving back into their homes,
- 3) Rental needs seem to be reducing with a flow on effect to accommodation allowances,
- 4) National supply shortages do not seem to be impacting as much as in other areas, RAS operates with reasonable supply of gib etc,
- 5) RAS continues to support the navigation service as required.



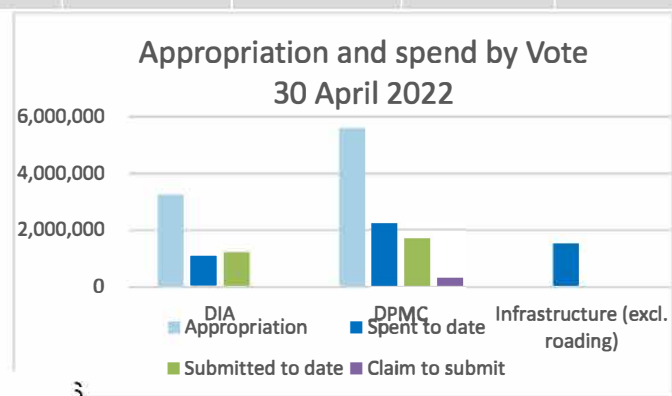
## Financials to date 30/04/22 (excl. GST)

A summary of funding received and expenditure to date actual against budgeted for each Project Element is shown in the table below.

Item	Appropriation Amount	Actual Spend to Date	Claims submitted to date	Current Claim**	Forecast cost to complete (remaining)	Forecast cost at completion	Project Variance	Commentary
Initial Welfare Response Advance (NEMA)	\$1,000,000	\$ 256,482	\$1,000,000*	\$0	\$0	\$256,482	(\$743,518)	Infrastructure claims and Feb welfare claim to NEMA to be deducted from balance of \$1m.
Solid Waste Management (NEMA)	\$1,500,000	\$ 848,365	\$ 840,347	\$8,018	\$848,365	\$850,000	\$650,000	All waste removed from the District.
Community Hub and Connectors (Navigators) (NEMA)	\$1,000,000	\$ 845,542	\$631,367	\$316,651	\$664,458	\$1,510,000	\$510,000	\$510,000 funding sourced from elsewhere.
Temporary Village Infrastructure NEMA)	\$ 650,000	\$0	\$0	\$0	\$650,000	\$650,000	\$0	Temporary village confirmed
Immediate response and recovery costs (NEMA)	\$1,450,000	\$ 524,256	\$233,080	\$140,692	\$925,744	\$1,450,000	\$0	
Interim funding to the - Recovery team, Surge BAU & Resilience (DIA)	\$3,250,000	\$ 1,077,300	\$1,228,426	\$0	\$ 2,172,700	\$3,250,000	\$0	
Infrastructure costs to date excluding roading		\$ 1,527,733	\$0	\$0	\$0			
<b>Total</b>	<b>\$8,850,000</b>	<b>\$5,079,678</b>	<b>\$3,933,221</b>	<b>\$465,361</b>	<b>\$5,261,267</b>	<b>\$7,966,482</b>		

\*\$1,000,000 paid as advance sum

\*\* Note – Claim 7 is currently being collated.



Monthly Report

8

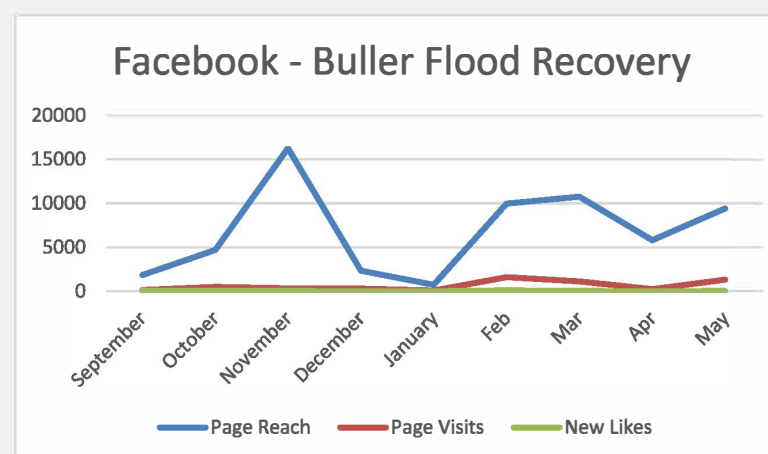
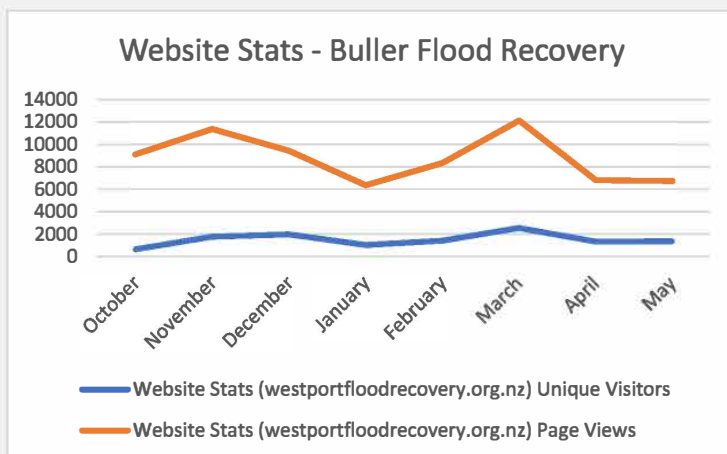
## Risks/Issues

Key risks and/or issues arising are detailed below

Risk/Issue	Magnitude	Likelihood	Mitigation
<b>Full, detailed risk register is maintained by the project team, the following are the most significant risks or issues, or those that have communications implications</b>			
Another significant flood or crisis event	High	Moderate	WCRC have released a letter to the community on planned flood protection for the town. Given recent events levels of anxiety within the town are high
Supply chain seems to be generally holding although bathroom and some internal mouldings difficult to obtain.	Moderate	Moderate	Letters of support requesting assistance from Winstone's for supporting our local M10 with wallboard supplies have been sent by the mayor and local MP. M10 advise that Gib supplies aren't likely to be resolved until late September.
COVID pandemic - general	Moderate	High	Processes and hygiene systems in place to enable work continuity to continue.
COVID traffic light system potential to cause problems accommodating unvaccinated displaced residents	High	High	TAS has made alternative arrangements to accommodate (no change)
Community anger and increasing social and health issues	Moderate	High	Increasing communications and engagement activity in place.

## Communications & Events

An update on media, marketing, and communication activity for the programme/project



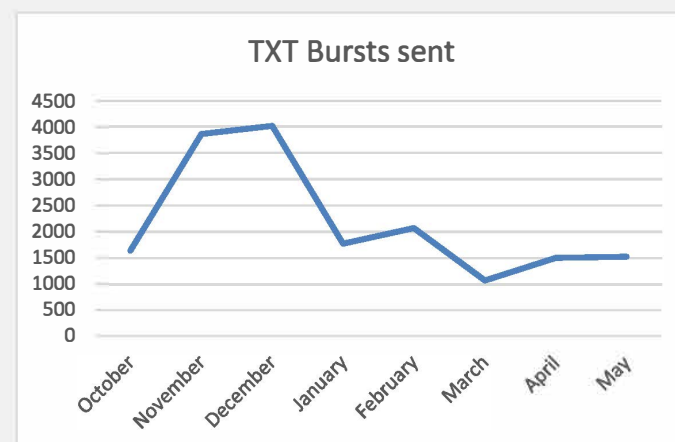
- **Media Coverage** Fortnightly full page article on flood recovery in Westport News
- Articles in local newsletters
- Website updated with news on February floods and Steering Group activity
- Weekly recovery roundup through txt bursts
- Information Sharing event on River Science (May)

#### Events planning

- Afternoon Tea for the Elderly 17<sup>th</sup> June
- John Kirwan Rural event 13<sup>th</sup> July
- Men's Event (July)

#### Donations

- \$500 Cash – Southwood Retirement Home Residents



## Infrastructure Programmes – District Revitalisation – Monthly Status Report – May 2022



<b>Reporting Period:</b>	For the month ending 31 <sup>st</sup> May 2022
<b>Project Principal:</b>	Buller District Council (BDC)
<b>Project Partner(s):</b>	MBIE via Tourism Infrastructure Fund, KiwiRail
<b>Programme Manager:</b>	Mike Duff (Acting)
<b>Project Manager/s</b>	<ul style="list-style-type: none"> <li>Westport Waterfront "The Riverbank":                             <ul style="list-style-type: none"> <li>Phase 2:                                     <ul style="list-style-type: none"> <li>Stage 3b TIF Connector Trails – Glenn Irving</li> </ul> </li> </ul> </li> </ul>

Project aspect	Status	Comments
<b>Overall:</b>	<b>G</b>	With Phase 1 now completed, work continues on Phase 2 MBIE-funded TIF Stage 3b Connector Trails. An extension of time of 3 months has been approved by MBIE to 30 September to enable the south trail to integrate with WCRC stop banks between Buller and Toki bridges. However, latest indications are that the stop banks may not be in place this year. Hence, the project is working on interim solutions along the Esplanade for safe, all weather pedestrian and cycle use with RC210084 already obtained. Concept development on the north trail has progressed to provide safe thoroughfare and wayfinding to the floating basin and river trails. Additional riverbank landscaping subject to 2022/23 AP funding allocation. Continue to seek external funding opportunities for future stages including Riverbank placemaking (\$1.3M) and the town precinct Pedestrian Plaza (\$1.2M).
<b>Budget:</b>	<b>G</b>	Phase 2 – TIF Stage 3b \$300k Total available budget \$300k.
<b>Scope:</b>	<b>G</b>	Phase 2 – Connector Trails (south to Buller Bridge, north to Floating Basin), town precinct traffic flow, parking. Additional riverbank landscaping subject to 2022/23 AP funding allocation. Future stages subject to funding including Riverbank placemaking (\$1.3M) and the town precinct Pedestrian Plaza (\$1.2M).
<b>Resource:</b>	<b>G</b>	All key integrated owners team appointments completed as per resource plan.
<b>Schedule:</b>	<b>G</b>	Phase 2 connector trails by September 2022.
<b>Risks / Issues:</b>	<b>G</b>	Maintained in Risk Register, summary key risks all under management. Further Covid considerations under framework protocols.

State of Play	
Last Month (to May)	Next Month (June)
<ul style="list-style-type: none"> <li>Continuation of Phase 2 TIF connector trails</li> <li>MBIE extension of time granted to 30 Sep 2022 for TIF connector trails</li> <li>Resource Consent RC210084 obtained for south connector</li> <li>Seek external funding for future stages including Riverbank placemaking (\$1.3M) and the town precinct Pedestrian Plaza (\$1.2M).</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of Phase 2 TIF connector trails</li> <li>North connector scope definition (route selection, wayfinding, line marking)</li> <li>Seek external funding for future stages including Riverbank placemaking (\$1.3M) and the town precinct Pedestrian Plaza (\$1.2M).</li> </ul>

Financials				
Approved Budget	Spend to Date	Forecast cost at completion	Project Variance	Commentary
<i>What is the approved budget?</i>	<i>What is the project spend to date (as at Reporting date)?</i>	<i>How much will it cost to complete this project?</i>	<i>Forecast position (surplus/deficit) at completion</i>	<i>Explanation for variance and what is needed.</i>
<b>Phase 2</b>				
Stage 3b TIF - \$300K	\$80K	\$300K	0	TIF Funding Agreement – Connector Trails (42135509). Additional riverbank landscaping subject to 2022/23 AP funding allocation.
<b>Total: \$300k</b>	<b>\$80K</b>	<b>\$300K</b>	<b>\$0</b>	

Milestones				
Milestone	Baseline Date	Actual Date	% Complete	Comment
1) Phase 2 (Stage 3b)	30/09/22		30	Extension of time to 30 Sep 2022 approved by MBIE

	Project Road Map/Schedule																		
Project task	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Phase 2 (Jul 21 – Sep 22)																			

Productivity Outputs (for Provincial Development Unit)	
What is the number of people who worked on this project in any capacity this month as a result of TIF funding?	4
How many of these are Contractors – building, construction, project management	2
How many of these are Consultants – advisory services, feasibility studies	2
How many of these are part time (Less than 30 hours per week)	4
How many of these are full time? (30 + hrs per week)	0



## Project Images



**Concept design of potential Riverbank Placemaking options towards Toki Bridge**



**South connector integrated with proposed stop bank along Esplanade towards Buller Bridge**



## Buller District Port Package (R07.02907.02/03)

### Project Details

<b>Location and Region:</b>	Westport, Buller district, West Coast
<b>Contracted Amount:</b>	\$3,300,000 excl. GST
<b>Reporting Period:</b>	For period ending 31 <sup>st</sup> May 2022
<b>Project Principal/Recipient:</b>	Buller District Council
<b>Project Partner(s):</b>	Ministry for Business, Innovation & Employment (MBIE)
<b>Project Manager:</b>	Phil Rossiter
<b>Programme Outcomes:</b>	(a) new employment, the preservation of jobs and the redeployment of workers in communities and within the infrastructure sector hit by COVID-19; and (b) investment toward a more productive, sustainable, and inclusive economy, enabling our regions to grow and support a modern and connected New Zealand.

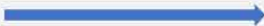

### Project Overview (High-Level Summary)

Aspect	Status	Comments
<b>Overall:</b>	<b>A</b>	The project is following its planned trajectory, albeit with delays in several key project components due to Covid-19 and Westport flood factors.
<b>Budget:</b>	<b>G</b>	\$3.3M has been secured from the COVID-19 Response and Recovery Fund for two key strategic areas: 1) \$2M for Westport gravel removal and wharf back-sheathing repairs; and 2) \$1.3M for investment and repairs, maintenance and upgrades to the bulk shipping and fishing precincts. The budget is considered sufficient to achieve the project intent. Additional private investment is following this catalyst funding.
<b>Scope:</b>	<b>A</b>	The project intent is clear, and a detailed scope has been evolving in response to unforeseen changes (i.e., the July 2021 and February 2022 floods) that have changed the focus and sequencing of work in the bulk shipping precinct. Three principal key tasks remain, namely 1) Major port entry/exit/security upgrade and reconfiguration; 2) Harbourmaster office repair and upgrade; and 3) final gravel extraction extraction/dredging (16 days remaining).
<b>Resource:</b>	<b>A</b>	Contractor resourcing and availability is constrained and is having an impact on timeliness. This is not just Covid-related, but more so because of July 2021 and February 2022 flooding.
<b>Schedule:</b>	<b>A</b>	The project schedule has been extended until August 2022, however on-going constraints on contractor availability will further delay two of the three key remaining tasks (items 1 and 2 in the Scope field above).
<b>Risks / Issues:</b>	<b>G</b>	No significant/acute project risks have been identified at this stage, other than the low to moderate issues declared later in this report.

## State of Play

Last Month	Next Month
<ul style="list-style-type: none"> <li>The dredge crew were rostered off in May and will resume in June. Just 16 days of dredging remains. Weather and river flow dependent, this may be completed in June, or run into a final shift (August).</li> <li>The Ablutions Facility was completed, including with support from Talley's to install washer and dryer facilities for moored vessels.</li> <li>Upgrade designs were progressed (and nearly completed) for the harbourmaster office to address seismic, waterproofness, and asbestos concerns.</li> <li>Intensive and detailed scoping and planning of the upgraded site entry/exit was undertaken with electronic security providers to ensure a modern, fit-for-purpose, and futureproof operation. Plans and details neared completion.</li> <li>Liaised with Talley's regarding site layout arrangements in the fishing precinct to ensure good integration and accommodation of partner needs as part of site entry/exit upgrade plans.</li> </ul>	<ul style="list-style-type: none"> <li>Substantially complete, or complete, gravel extraction activity (weather and river flow dependent).</li> <li>Finalise harbourmaster office upgrade plans.</li> <li>Ready site entry/exit upgrade plans and confirm procurement approach.</li> <li>Progress discussions with NEMA about bulk wharf repair/reinstatement to determine scope and nature of potential repairs in the bulk precinct.</li> </ul>

## Project Road Map/Schedule

Programme/Project task	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Comments
Work Programme A: Westport gravel removal and seawall repairs							Project scheduled (and on target) for completion by August 2022, in-line with expectations.
Work programme B: Westport bulk shipping and fishing precincts							Project completion date still facing uncertainty due to contractor availability. Current target is by September 2022, but likely to require extension of several months and will require a physical work start by August.

Milestones				
Milestone	Baseline Date	Actual/Target Date	% Complete	Comments
<b>Work Programme A: Westport gravel removal and seawall repairs</b>				
Award design contract	30/09/2020	21/12/2020	100	Engineer (WSP ChCh) appointed for expert input and advice on wharf structures. Hydrological and survey input appointed for gravel extraction
Award procurement contract	30/10/2020	1/04/2021	100	Gravel extraction is river based; therefore, dredge is required and will be used
Obtain all consents	30/11/2020	1/04/2021	100	Consents in place for river-based dredging
Award construction contract	30/11/2020	30/04/2021	100	Gravel extraction is river-based; therefore, dredge is required
Complete construction	30/04/2021	30/06/2022	85	Underway and on-going. >130,000m <sup>3</sup> of gravel removed – targeting 150,000m <sup>3</sup> plus
Opening event	31/03/2022	31/08/2022	0	
Milestone	Baseline Date	Actual/Target Date	% Complete	Comments
<b>Work Programme B: Westport bulk shipping and fishing precincts</b>				
Award detailed design contract	30/10/2020	31/01/2021	100	Innumerable design tasks – not one design contract
Award procurement contract	30/10/2020	30/04/2022	50	Innumerable tasks and therefore not setting up for one procurement contract. Tasks being procured in-line with scale and complexity and procurement guidelines. Milestone may need to be redefined
Obtain all consents	31/12/2020	31/05/2021	0	Yet to be defined/commence
Obtain all property rights	31/12/2020	31/05/2021	0	Yet to be defined/commence
Award construction contract	28/02/2021	30/04/2022	50	Some construction/repair/maintenance tasks already underway
Complete construction	28/02/2022	30/11/2022	0	Current estimate is November 2022 completion for all tasks
Opening event	31/03/2022	10/12/2022	0	This timeframe is potentially at risk and is subject to monitoring

## Financials

A summary of funding received and expenditure to date actual against budgeted for each Project Element is shown in the table below.

Programme/Project Item	Indicative Cost	Actual Spend	Forecast (remaining) cost to complete	Project Variance	Commentary
<b>Work Programme A: Westport gravel removal and seawall repairs</b>					
Project management and coordination	\$75,000	\$94,540	\$27,500	-\$47,040	Additional planning and task coordination required
Engineering assessments and design	\$35,000	\$16,945	\$15,000	\$3,055	Minor positive variance forecast
Consents	\$10,000	\$0	\$0	\$10,000	No consents identified as required
Procurement, legal and tenders	\$20,000	\$0	\$5,000	\$15,000	Less legal/procurement input likely to be required (than forecast)
Civils works/site works for gravel extraction	\$1,400,000	\$1,400,000	\$280,000	-\$280,000	Significant gravel volumes identified requiring extraction
R&M to seawalls/wharf back-sheathing	\$460,000	\$17,980	\$50,000	\$392,020	Positive variance forecast
<b>Component Total</b>	<b>\$2,000,000</b>	<b>\$1,529,465</b>	<b>\$377,500</b>	<b>\$93,035</b>	<b>Positive variance forecast for Component A</b>
<b>Work Programme B: Westport bulk shipping and fishing precincts</b>					
Project management and coordination	\$40,000	\$21,410	\$35,000	-\$16,410	Additional planning and task coordination required
Procurement, legal and tenders	\$20,000	\$15,689	\$3,000	\$1,311	Less legal/procurement input forecast
Design and engineering assessment and consents	\$30,000	\$92,912	\$30,000	-\$92,912	Intensive engineering design and assessment input required
Civil works/site works	\$1,210,000	\$441,920	\$750,000	\$18,080	Positive variance (surplus) forecast at this stage.
<b>Component Total</b>	<b>\$1,300,000</b>	<b>\$571,931</b>	<b>\$818,000</b>	<b>-\$89,931</b>	<b>Negative variance forecast for Component B</b>
<b>PROJECT Total</b>	<b>\$3,300,000</b>	<b>\$2,101,396</b>	<b>\$1,195,500</b>	<b>\$3,104</b>	<b>Minor positive variance (surplus) forecast for total project</b>

## Employment Outcomes

The following table shows the number of people working to deliver the project in the current reporting period

Programme/Project Element	Total people working	No. previously unemployed	No. local	No. aged 15-24	No. Māori	No. Pasifika	No. Women	Job Type (Full-time; Part-time; Contractor; Consultant)
A (Gravel extraction)	0	0	0	0	0	0	0	Dredge rostered off in May
B (Bulk and Fishing Precinct)	13	0	10	0	0	0	1	2 BDC staff; 11 contractors/ consultants
<b>Total</b>	<b>13</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	

The following table shows total current, past, and expected future jobs

Current Jobs	No. of people previously but no longer employed on the project	Expected jobs in the future
13	Nil (for the reporting period)	Approximately 15 further roles/jobs are forecast for the life of the project.

Additional narrative to explain the above table or to give other relevant information

Nil

## Risks/Issues/Opportunities

Key risks and/or issues arising are detailed below

Risk/Issue	Magnitude	Likelihood	Mitigation
(Risk – Schedule Slippage) – A schedule delay is likely given key remaining tasks for Component B require contractors that are very stretched due to the knock-on effect of local flooding events and Covid.	Low-Moderate	High	Maintain close communication with contractors and communicate and report outcomes.
(Issue – Flood Damage to Bulk Wharves) – Flood damage has impacted the bulk precinct wharves and planned improvements are no longer prudent unless larger structural repair/reinstatement can be undertaken (beyond the means and scope of this project). This has impacted on planned works in the bulk precinct.	Moderate	High	Continue discussions with NEMA to determine whether associated flood repairs can be funded and undertaken to enable work to proceed.

## Social Procurement Outcomes

The following table shows achievements to date against the Social Procurement Objectives agreed to

Outcome	Measure	Status/Comments
Employment of targeted workers	Prioritising workers identifying as: 1) Local (in-region) workers; 2) Māori or Pasifika; 3) Employment of women prioritised where possible	15 of the 21 personnel involved in the project for the reporting period were local. One identified as a targeted worker in relation to gender. The extent to which the measure can be controlled by the project is somewhat limited and is significantly influenced by contractor workforce composition.
Local businesses	75% of the direct contracts and sub-contracts associated with the project will be awarded to businesses owned and operated by people who reside and operate in the region	Local business involvement is tracking above the target threshold.
Worker conditions	100% of workers engaged on the project will be paid the living wage or greater and 100% of employees will be covered and managed by a fit-for-purpose and current health and safety system	Target fully met to date and is expected to be achieved for project duration. This measure will be monitored and reported as the project progresses
Environmental responsibility	Adoption of practises that enable the project to be delivered sustainably, including by: <ul style="list-style-type: none"> <li>- protecting or enhancing the local ecosystem and its indigenous biodiversity</li> <li>- actively seeking to minimise the carbon impact of project delivery, to support the transition to a net zero emissions economy</li> <li>- minimising waste, re-using materials, and where possible incorporating the principles of the circular economy</li> <li>- using water resources efficiently</li> <li>- using low-impact, sustainably and locally sourced materials and products; and/or</li> <li>- including resilience to the impacts of a changing climate</li> </ul>	In-progress. Biggest impact and contribution to environmental responsibility will be delivered via the construction (and operational) phase of the project. A number of planned works relate specifically to environmental risks. This measure will be monitored and reported as the project progresses

## Communications

An update on media, marketing, and communication activity for the programme/project

Completion of the Ablutions Facility was marked with a photo and update in the Westport News during May. Completion of the gravel extraction programme in the next month (or August if weather and river flows result in delays) will provide the next milestone update.

## Additional/Other Information

Nil.

# MONTHLY REPORT



## Project Name: Planting Projects at North Beach, Beach Road, Tauranga Bay and Carters Beach

<b>Location and Region:</b>	West Coast
<b>Contracted Amount:</b>	NZD900,000
<b>Report Date:</b>	For the month ending June 2022
<b>Programme Outcomes:</b>	<ul style="list-style-type: none"> <li>• prioritise the employment of local workers displaced by the COVID economic crisis,</li> <li>• occur at pace, time being critical, and</li> <li>• assist in meeting the Social Procurement Objectives.</li> </ul>

### 1. Project Updates

Provide description and analysis of actual against planned progress of each Project Element to show that the Project is occurring at pace.

Project Element	Details of progress
Project management	Planning and reporting functions are now almost completed, with only the Final Report to complete.
Procurement	No further plants have been procured since the last reporting period.
Operations	Total native seedlings planted at North Beach, Carters Beach and Charleston is 45,465 across over 11 hectares.

### 2. Redeployment Outcomes

2.1 Complete the following table for the number of people working to deliver the project in the current reporting period.

Project Element	No. prev Unemployed	No. local	No. aged 15-24	No. Māori	No. Pasifika	No. Women
Project Management	0	1	0	0	0	1
Procurement	0	1	0	0	0	0
Operations	6	4	0	0	0	1

2.2 Please complete the following table for the number of people working to deliver the project for the previous month

Total People Working	Full-time	Part-Time	Contractor	Consultant
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# MONTHLY REPORT



**Project Name: Planting Projects at North Beach, Beach Road, Tauranga Bay and Carters Beach**

6	4	2	5	1
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2.3 Please complete the following total jobs table, showing total current, past and expected future jobs (Note – 1 should be counted for any full-time, part-time, contractor)

Current jobs (this should be the 'Total People Working' in the table above)	People previously but no longer employed on the project	Expected jobs in the future
6	3	0

2.4 Please provide any additional information relating to the tables above.

Work during May 2022 focussed on getting the last plants in the ground. This is now complete and the remainder of the funds will be used for ongoing maintenance of the planted out areas. Maintenance work will include weeding, scrub bar work, grass trimming, protective sleeve removal, fertilising, gorse cutback and removal and weed spraying. Additionally, one worker has been employed 4 x days each week at the Bathurst Native Plant Nursery undertaking plant species identification, plant care, seed collection and propagation activities.

### 3. Supplier Diversity Outcomes

Complete the following table for the number and value of each direct or sub-contract awarded to local, Māori and/or Pasifika-owned businesses during the current reporting period.

Name of business	Business type (Māori, Pasifika, local)	Contract type (direct, sub-contract)	Contract purpose (briefly describe)	Length of contract (months)	Total value of contract (\$)	No. new employees (as a result of contract)
WestReef	Local contracting business	Sub-contract	Deliver project, including procurement and operations	10 Months +	\$890,000	7

### 4. Social Procurement Objectives

Please provide detail in the table below (Please state N/A if the objective is not applicable).



# MONTHLY REPORT



**Project Name: Planting Projects at North Beach, Beach Road, Tauranga Bay and Carters Beach**

State your Social Procurement Objectives (as agreed during contracting)	State your Social Procurement Measures (as agreed during contracting)	Show achievements to date against each of the Social Procurement Objectives
Social Procurement Outcome - Employment of targeted workers	<p>The Ministry of Social Development will be considered in addition to private sources of recruitment including iwi, and hiring prioritised as follows:</p> <ol style="list-style-type: none"> <li>1. local workers displaced by Covid and identifying as Māori or Pasifika</li> <li>2. local workers displaced by Covid</li> <li>3. workers identifying as Māori or Pasifika</li> <li>4. local workers</li> </ol> <p>With the employment of women prioritised at each level where possible.</p>	<p>Eight people have been recruited to service the project to date.</p> <p>The Project Manager is a locally based woman who will be employed on the planting contract in a part-time capacity. The Planting Project Manager is a locally based man who will be employed on the planting contract in a part-time capacity.</p> <p>The Planting Team Leader is a locally based man who has been displaced from his existing employment due to Covid. He will be employed in a full-time capacity. Six Planting Workers are all locally based. Two were displaced by Covid. One is a Māori man; one is within the age bracket of 15 – 24; and one is female.</p> <p>Of particular note – three people have now been permanently employed by WestReef in a full-time capacity and have moved on within the organisation to service different projects.</p>
Social Procurement Outcome - Local Businesses	<p>50% of the direct contracts and sub-contracts will be awarded to businesses owned and operated by people who reside in the region operating in the region.</p> <p>50% objective of procurement in region is due to some plants having to be sourced from outside the region to meet demand. Plants will be sourced from within the region as far as possible.</p>	<p>WestReef Services Ltd are the locally based Contractor who will manage the contract in its entirety.</p> <p>The Project Manager is locally based.</p> <p>The local procurement of seedlings and transplants is being progressed with several local options currently being investigated. National options are now also being investigated due to a shortage of seedlings locally.</p> <p>A large quantity (40,000) of locally sourced seedlings has been forward ordered and procured from Bathurst's locally based nursery facility. Additional seedlings are being sourced from the nursery in Karamea (CSK).</p> <p>To date, approximately 25% of the plants received have been sourced from locally based nurseries.</p>
Social Procurement Outcome - Supplier Diversity	N/A	

# MONTHLY REPORT



## Project Name: Planting Projects at North Beach, Beach Road, Tauranga Bay and Carters Beach

Social Procurement Outcome - Skills and Training	N/A	Skills learnt by the planting crew include plant species and weed species identification (all workers), plant care and good planting practices, native eco-sourcing of seeds and nursery propagation techniques.
Social Procurement Outcome - Worker Conditions	N/A	Most of the work under this contract is undertaken out of doors. PPE and transportation is supplied to all workers.
Social Procurement Outcome - Environmental Responsibility	<p>Adoption of practises that enable the project to be delivered sustainably, including by:</p> <ul style="list-style-type: none"> <li>protecting or enhancing the local ecosystem and its indigenous biodiversity</li> <li>minimising waste, re-using materials, and where possible incorporating the principles of the circular economy</li> <li>using water resources efficiently</li> <li>using low-impact, sustainably and locally sourced materials and products</li> <li>including resilience to the impacts of a changing climate.</li> </ul>	<p>The Planting Project will meet the environmental measures, as follows:</p> <ul style="list-style-type: none"> <li>Planting / revegetation will rehabilitate areas that have been degraded from poor farming practices, as well as provide riparian protection and the reestablishment of indigenous vegetation communities</li> <li>Waste minimization practices will be prioritized wherever practicable</li> <li>Local procurement will be prioritized wherever practicable</li> <li>Planting / revegetation will contribute to climate change resilience through carbon sequestration as well as the mitigation of coastal erosion from coastal inundation and sea level rise</li> </ul> <p>To date, an area of approximately 11 hectares has received plants.</p>

### 5. Financials

Please provide a summary of funding received and expenditure to date with actual against budgeted, for each budget area in the table below.

Budget Area	Received from PGF	Budgeted	Actual	Co-funding spend if any	Note
<i>Commencement Date</i>	<i>\$300,000</i>	<i>\$300,000</i>	<i>\$300,000</i>		First installment invoiced by BDC
<i>Delivery of First Monthly Report</i>	<i>\$600,000</i>	<i>\$600,000</i>	<i>\$600,000</i>		Second (and final) installment invoiced by BDC
<i>WestReef Labour and Plants</i>			<i>-\$848,145.41 (GST excl.)</i>		
<i>Project Management</i>			<i>-\$4,500.00 (GST excl.)</i>		

# MONTHLY REPORT



**Project Name: Planting Projects at North Beach, Beach Road, Tauranga Bay and Carters Beach**

Total			<b>\$47,354.59</b> <i>(GST excl.)</i>		
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## 6. Forward Work Programme

Outline forward work to be completed in the next month

Project Element	Outline of Planned Work (for next month)
Project management	Complete Final Report
Procurement	N/A
Operations	Ongoing maintenance across the various planting locations.

## 7. Risks/Issues/Opportunities

Any risks and/or issues arising or expected to arise, costs and mitigation

Risks / Issues	Likelihood (Low/Med/High)	Commentary on mitigation
Poorer rehabilitation outcome resulting from lack of weed control / maintenance of rehabilitated areas following project completion	Low	Remaining budget used for ongoing maintenance purposes of planted out areas.

## 8. Communications

An update on media, marketing and communications activity for this Project

N/A
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## 9. Any other information

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# MONTHLY REPORT



<b>Project Title</b>	Waimangaroa Reserve Hall, Waimangaroa
<b>Reference Number</b>	R07.02069.008
<b>Location and Region:</b>	Waimangaroa, Buller
<b>Contracted Amount:</b>	\$146,795
<b>Report Date:</b>	For the month ending May 2022
<b>Programme Outcomes:</b>	<ul style="list-style-type: none"> <li>• prioritise the employment of local workers displaced by the COVID economic crisis;</li> <li>• occur at pace, time being critical; and</li> <li>• assist in meeting the Social Procurement Objectives</li> </ul>

## 1. Project Updates

Provide a description and analysis of actual progress against planned progress for each project milestone to show that the project is occurring as planned.

<b>Project Milestone</b>	<b>Details of progress</b>
Project Manager Change	Following the redeployment of staff due to the Westport flooding event, a project manager has now been appointed to complete this project. An extension has been granted. Change to the agreement extending out the end date to 31 March 2022
Commercial Kitchen supply and fit-out	Commenced - The commercial kitchen package from supplier 'Southern Hospitality Limited' is organized for site fitting once the internal linings in the kitchen are completed
Carpentry - building repairs	The Builders – Johnny Morrow/Chris Enoka have completed the internal timber framing and the subcontractors have completed pre-piping services. The Builder is ready to commence gib linings. The first BC inspection is completed, including framing/Pre-wrap and Preline, wall bracing, foul water.
Plumbing – Pre-pipe	Plumber – Barry Lightbown has completed the plumbing pre-piping.
Gas fitting – pre-pipe	Craft Plumbing and Gas has completed the gas pre-pipe.
Electrical – Pre-wire	WLS Electrical has completed the pre-wiring.
Carpentry- Building Upgrade	<p>Chris Enoka and new builder RC Maintenance have lined and plastered all the walls in the kitchen, due to the unavailability of GIB, the open hall area has been lined with Ply. New doors have been installed. Concrete ramp to enable wheelchair access to double doors has been completed.</p> <p>Extractor has been installed and just waiting for flooring to be installed for appliances to be fitted.</p>



## 2. Redeployment Outcomes

One (1) should be counted for any full time, part time, contractor or consultant.

2.1 Complete the following table for the number of people working to deliver the project in the current reporting period.

Project Milestone	No. prev Unemployed	No. local	No. aged 15-24	No. Māori	No. Pasifika	No. Women
Commercial Kitchen		0				
Carpentry		2				
Plumber		0				
Gas Fitter		0				
Electrician		0				
Total		2				

2.2 Please complete the following table for the number of people working to deliver the project for the previous month

<b>Total People Working</b>
Number of people working on the project throughout the reporting month (you can include existing employees here such as finance team members etc).
2 + 3(sub contractors) + 2 BDC Staff

2.3 Please complete the following table showing the total number of created roles and a breakdown of part-time and full-time people working on the project for the previous month, as well as for Contractors and Consultants. This table should be calculated excluding existing employees.

<b>Total Created Roles</b>
Number of roles created by this project (add together contractors plus consultants).

<b>Contractor*</b>	<b>Consultant*</b>
Non-Employee providing contractor services (such as a fencing contractor, builder, fixed term contractor, etc.)	Non-Employee providing professional advisory services (such as an engineering consultant or architect, etc.)
2	0
<b>Full-time</b>	<b>Part-Time</b>
How many of the Total Created Roles worked over 30 hours a week throughout the reporting month	How many of the Total Created roles worked under 30 hours a week throughout the reporting month
	3

2.4 Please complete the following with total numbers for previous jobs and expected jobs in the future. This table should be calculated excluding existing employees.

People previously but no longer employed on the project	Expected jobs in the future
2	4

2.5 Please provide any additional information that is not able to be captured in the tables above e.g. providing numbers of volunteers that may be also working on your project.

This project is coordinated with community based volunteers (Hall Subcommittee) and Council. Once flooring is completed, fittings can be installed by the multiple subcontractors. Flooring in Kitchen and Toilets to be completed in next couple of months.

### 3. Supplier Diversity Outcomes

Complete the following table for the number and value of each direct or sub-contract awarded to local, Māori and/or Pasifika-owned businesses during the current reporting period.

Name of business	Business type (Māori, Pasifika, local)	Contract type (direct, sub-contract)	Contract purpose (briefly describe)	Length of contract (months)	Total value of contract (\$)	No. new employees (as a result of contract)
PC Production NZ	Local	Direct	Asbestos	1 week	\$9,105	
Buller DC	Local	Direct	Build consent	1 day	\$2,663	
Fire Safety Solutions	Local	Direct	Fire Safety report	1 weeks	\$1,450	
Architect Allan Walters	Local	Direct	Architectural services	1 week	\$3,450	
Southern Hospitality Ltd	Christchurch	Direct Contractor	Supply of commercial kitchen package	8 weeks	\$42,650	
John Moro Builders	Local	Direct Contractor	Building repairs and upgrade including commercial kitchen install	6 month	\$12,330	
WLS Electrical	Local	Direct Contractor	Supply and install upgraded electrical service and fittings	1 month, completed over 6 month period	\$8,876	
Craft Plumbing & Gas	Local	Direct Contractor	Supply and install gas fittings for commercial kitchen	3 weeks - completed over 6 month period	\$2,510	

Lightbown Plumbing	Local	Direct Contractor	Supply and install plumbing and drainage to building	6 weeks - completed over 6 month period	\$18,899	
Mitre 10 - Building materials, including timber framing/ linings, carpentry fixtures and fittings, paint and the supply and install of smaller area of floor coverings to meet BC compliance	Local supplier – Mitre 10 plus local flooring contractor/installer (TBC) and volunteer labour for painting task	Suppliers	Building materials	Completed over 6 month period	\$44,862	
Chris Enoka - Builder	Local	Direct Contractor	Building repairs and upgrades	4 Months	\$7,600	
RC Maintenance Ltd	Ex Christchurch	Direct Contractor	Builder/Forman	5 Weeks	\$11,865	1

#### 4. Social Procurement Objectives

Please provide detail in the table below (Please state N/A if the objective is not applicable).

<b>State your Social Procurement Objectives (as agreed during contracting)</b>	<b>State your Social Procurement Measures (as agreed during contracting)</b>	<b>Show achievements to date against each of the Social Procurement Objectives</b>
Social Procurement Outcome - Employment of targeted workers	Six local contractors have worked on the project to date. The project management is being carried out by an existing Buller District Council staff member, liaising with the local Reserve Subcommittee	This project was originally coordinated by a community based Reserve hall volunteer group, with the intent to employ local people struggling to find work. The approach has been challenging and to remain as pragmatic as possible, progress has been slow.
Social Procurement Outcome - Environmental Responsibility	All work will be carried out in a responsibly manner to tradesmen standards and all waste materials will be managed and disposed of responsibly	The Buller DC project lead is working with the community volunteers and trades people to arrange a good tidy up of the hall, to enable clearer and safer access for this work to progress
Social Procurement Outcome - Local Businesses	Engaged local Trades to deliver upgrade work on this local Waimangaroa Community Hall, to provide a safe and usable venue for the local community.	BDC project lead is with the community volunteers and trades people to achieve this upgrade work in agreement with the community

Social Procurement Outcome - Supplier Diversity	Specialist kitchen supplies have been sourced from outside the District.	A mix of part-time local contractors and also a specialist commercial kitchen supplier have been used to date
Social Procurement Outcome - Skills and Training	The builder – John Morrow is utilising skilled volunteers where possible	A second local builder is being approached to help on this project
Social Procurement Outcome - Worker Conditions	The builder & the BDC project lead are managing the site work conditions/site safety	All trades workers complete a Health and Safety assessment and manage the H&S of the site, using a Job Hazard Safety Assessment process. Clear communication is used and all volunteer workers are taken through a volunteer induction process, to identifying tasks and risk controls necessary

## 5. Financials

Please provide a summary of funding received and expenditure to date with actual against budgeted, for each budget area in the table below. Please use GST exclusive figures.

Budget Area	Received from PGF	Budgeted	Actual	Co-funding spend if any	Note
	\$146,795				
Architect Allan Walters	\$3,450	\$3,450	\$3,450		
Buller District Council	\$2663	\$2,663	\$2,663		
Fire Safety Solutions	\$1,450	\$1,450	\$1,450		
PC Productions Asbestos	\$9,105	\$9,105	\$9,105		
Southern Hospitality Ltd	\$42,650	\$42,650	\$42,647		
John Moro Builders / Chris Enoka / JC Maintenance	\$12,330	\$12,330	\$44,830.		
WLS Electrical	\$8,876	\$8,876	\$1824		



Craft Plumbing & Gas	\$2,510	\$2,510	\$524		
Lightbown Plumbing/Mico Plumbing	\$18,899	\$18,899	\$8082		
Martins Mitre 10 Westport	\$44,358	\$44,358	\$12,086		
WestReef waste skip hire	\$504	\$504	\$504		
Avant Building			\$240		
Trade Safety			\$67		
Westport Hire			\$95		
<b>Total</b>	<b>\$146,795</b>		<b>\$127,568</b>		

## 6. Forward Work Programme

Outline forward work to be completed in the next month

Project Element	Outline of Planned Work (for next month)
Builder / Forman	Has been employed to help move the process forward.
Project Manager to recommence work	Project manager to finalise plans and restart works as described below, a change in resourcing and new staff coming on board means this will now be prioritised.
Building work	Continue the internal framing and lining, ceilings being replaced
BC Inspection	Arrange port-line inspection
Building work	Commence external concrete entrance ramp/steps. Measure and order safety handrails
Sub Contractors	Arrange subcontractors for fit-out and connection of the service; for when the internal linings, plastering and undercoat painting have been completed and then the kitchen, toilet, plumbing, gas and electrical fittings and fixtures can be installed

## 7. Risks/Issues

Top **five (5)** risks and/or issues arising or expected to arise, their impact on the project and planned mitigations.

<b>Risks / Issues</b>	<b>Likelihood (Low / Medium / High)</b>	<b>Potential Impact (Low / Medium / High)</b>	<b>Mitigation</b>
Westport Floods	High	High	Project manager has been redirected to work on Westport flood recover programme which has put this project on hold. Extension to programme granted and will begin towards the end of November
H&S - Working in a public space – public safety and well as workers safety.	Low	Medium	Clearly mark work zone, workers to stay aware of surroundings at all times, use a spotter during higher risk work to mitigate unauthorised people entering the work zone. Contractors are trained and competent and will use all the appropriate PPE, plant and equipment for the various tasks, including some height work.
Issues arising from Fire Safety access/egress	Low	Low	Site access and pathways are to be kept clear of blockages and trip hazards
Consent requirements	Low	Medium	Volunteer labour to be inducted and assigned tasks and management according to competency and experience.

## **8. Communications**

An update on media, marketing and communications activity for this Project

The Buller District Council Communications team will be kept aware of progress as the project develops to keep the community, media, marketing and communications informed on the project.

## **9. Any other information** such as further opportunities arising from the project, expected and unexpected outcomes (both positive and negative) etc.

This project was originally coordinated by a community based Reserve hall volunteer group, with the intent to employ local people struggling to find work. This approach has been challenging and

for the project works to remain as pragmatic as possible, the progress has been slow. Unfortunately this project has past the target date of 31st March'21 and is likely to take up to 12 additional months due to the nature of the work and currently available suitable resources. BDC project lead is currently investigating options to engage a 2<sup>nd</sup> local builder to assist. A new project manager has been on boarded to progress the project and complete in 2022. A second builder has been engaged and project is progressing well. Still behind estimated timeline.

#### 10. Impact of COVID-19

<b>All of New Zealand entered COVID-19 Alert Level 4 at 11.59pm on Tuesday 17 August, 2021:</b>	<b>Scale of impact (1 -no impact; 2 - small; 3 - moderate; 4 - major; 5 - severe)</b>	<b>Provide additional details on the impact, especially those not covered by following question</b>
To what extent has the August 2021 COVID-19 Alert Level change impacted this project?	3	Potential material issues due to supply into the country.
To what extent do you expect the August 2021 COVID-19 Alert Level change to impact this project in the coming months?	3	As above

<b>Have any of the following been <u>negatively</u> impacted by the August 2021 COVID-19 Alert Level change?</b>	<b>Yes/ No</b>	<b>Provide additional narrative on the negative impacts</b>
Costs	Yes	Material costs and changes of material used.
Milestone delivery in the next month	Unknown at this stage	N/A
Availability of labour	Unknown at this stage	N/A
Availability of materials and equipment	Unknown at this stage	N/A
Cashflow	Unknown at this stage	N/A
On-site productivity	Unknown at this stage	N/A

#### Definitions

**\*Contractor** - an individual who is either hired directly or via a third party to perform duties that would normally be provided by an existing staff member on the project.

**\*Consultant** - a company or an individual where service provision is linked to a defined outcome, typically with remuneration linked to agreed milestones, or deliverables, and where supervision of the individuals is the function and responsibility of the consultancy organisation (or shared with the client).

## Project Status Report - Westport Water Supply – Stage 2 Trunk Main Renewal – May 2022



### Programme/Project Details

<b>Location and Region:</b>	Westport Trunk Main – West Coast
<b>Project Budget:</b>	\$3,500,000
<b>Reporting Period:</b>	For the month ending 31 May 2022
<b>Project Principal:</b>	Buller District Council (BDC)
<b>Project Partner(s):</b>	Hadlee & Brunton
<b>Project Manager:</b>	Gia Kristel Algie, Calibre Consulting Ltd – Project Manager
<b>Programme Outcomes:</b>	Upgrade the Trunk Main from the PRV to Westport

**Project Overview/Traffic Light Status/High-Level Summary ( G = Green- Good ; A = Amber- Warning; R = Red - Issue)**

Aspect	Status	Comments
<b>Overall:</b>	G	<p>Trenching works ongoing with some delays due to high rainfall events.</p> <p>Project programme (Rev 4) provides detail on revised scope with DIA funding and target end date (30 June 2022) and indication of remaining works to complete original scope to McKenna Road (This next stage is subject to BDC approval).</p> <p><i>(Note: DIA-funded (end 30 June 2022) scope of works include:</i></p> <ul style="list-style-type: none"> <li>• System design and overall project delivery</li> <li>• Procurement and installation of a new pressure reduction valve (PRV) assembly</li> <li>• Procurement and installation of 1710m of DN450 PE and 380m of DN400 PE pipework and fittings</li> <li>• Procurement of 1920m of DN400 PE pipework and fittings (for later Council-funded installation))</li> </ul>
<b>Budget:</b>	A	\$3,500,000 (Note: DIA-funding only)
<b>Scope:</b>	G	Design and Construction to replace the existing Trunk Main from the PRV to the Westport township.
<b>Resource:</b>	G	David Brunton (Hadlee & Brunton ECI), Gia Kristel Algle (Calibre) Project Manager, Fletcher Vautier Moore (S Ritchie), Review legal status of land parcels for proposed alignment.
<b>Schedule:</b>	A	<p>Target Completion end of June 2022 for DIA funded scope. Revised programme (Rev 4) received from H&amp;B. <i>Completion date of works to McKenna Road (subject to BDC funding approval for remaining scope).</i></p> <p>Noted delays were incurred with Westport Water Emergency works and various high rainfall works which affected availability of all local resource.</p>
<b>Risks / Issues:</b>	A	<p>Risk &amp; opportunities register updated and included as part of this report.</p> <p>There was one WorkSafe Notifiable Event Health and Safety Incident – Utility Strike while a subcontractor was moving pipe involving a 25t excavator travel across the site which occurred in 6 April 2022. Formal incident report from the contractor was received. 29 April 2022 WorkSafe notified 4 May 2022. Investigation and discussion with the contractor occurred over the following weeks.</p> <p>Some of the key root causes of the incident include limited experience of operator, lack of detailed health and safety briefing and planning on site, adherence to close approach conditions and lack of planning for change management on the day.</p> <p>Identified corrective actions relate to improving health and safety documentation, timely reporting and bettering planning and execution on site. Specific corrective actions have been communicated to the Contractor via a Notice to the Contractor (NTC).</p>

## Current Updated Programme

### Last Month May

- Some delays due to high rainfall events weather
- Approximately 400m of 400mm pipeline in Hateley property between McKenna and Excelsior Roads have been installed
- Approximately 400m of 450mm pipeline in Cresswell property including through tanker tracks by dairy shed have been installed
- PW weld stub flanges and caps to pipe strings
- Completed track reinstatement works around dairy shed
- Installed valve set M
- PRV Construction drawings received.

### Next Month June

- Receive final design documentation for pipe design over bridge (awaiting NTE)
- Installation on final 300m of pipework to the PRV including one final water crossing
- Installation of remaining air valves to the pipework that has been laid to date
- Complete installation of PRV
- H&B to provide list of all materials purchased to date (for use in remaining works up to McKenna Road
- Receive all Quality Assurance documentation related to DIA-funded works.

Updated Project Road Map/Schedule																								
	2020		2021												2022									
Project task	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Comments
Contractor Optioneering																								
Design Optioneering Workshop																								
Contractor Developed Design																								
BDC Approval of Developed design																								
Resource Consents and Easements and access Agreement																								One easement agreement remaining to be formalised (in-principle agreement)
Detailed Design																								Open trench design complete. PRV Design complete. Bridge design complete.
Construction																								Some design to continue with construction (drill shot works, in particular)
Commissioning																								



Milestones				
Milestone	Baseline Date	Actual Date	% Complete	Comments
1) Signed ECI Contract	18 Dec 2021		100%	
2) Design Optioneering Workshop with BDC	12 Feb 2021	29 Jan 2021	100%	
3) Confirmation of Preferred method and material type	26 Feb 2021	30 March 2021	100%	
4) BDC Approval of Developed Concept design	5 March 2021	30 March 2021	100%	
5) Detailed Design Commences	8 March 2021	01 April 21 (Open Cut Sections)	95%	Note design process will continue beyond construction start date as work will be delivered in sections.
6) Design Process Complete	13 Aug 2021	Dec 2021		Note design process will continue beyond construction start date as work will be delivered in sections
7) Resource Consents lodged	15 March 2021	NA		
8) Construction	12 April 2021	Dec 2021	80%	PE Pipe welding complete. Open trenching works ongoing (Percent progress only reflects DIA-funded scope)
9) Sequential testing and commissioning	June 2022	TBC		
9) Construction completion	June 2022	TBC		DIA-funded scope completion: 30 June 2022
10) Final Commissioning and Testing	June 2022	TBC		30 June 2022



Financials							
A summary of funding received and expenditure to date actual against budgeted for each Project Element is shown in the table below.							
Programme/Project Item	Project Budget	Original Budget Estimate	Actual Spend to 31 May 2022	Accruals to 31 May 2022	Forecast cost to complete	Project Variance	Commentary
Funding	\$3,500,000						From Three Waters Reform Grant (DIA-funded scope) Includes \$70k budget transfer to Punakaiki, <i>*Pending DIA formal approval</i> H&B Scope for DIA Funding Scope ONLY. Remaining works after June 30 - Awaiting revised estimates from H&B. <i>*Awaiting May Claim. Indicative advice from H&amp;B provided in accruals. Note: \$150,000 is a discretionary fee, H&amp;B has provisioned this fee to be allocated to Stage 2 design works but spent within the DIA funded budget of \$2.9M</i> <i>*Actual Spend = PM Dashboard Fees excl H&amp;B Fees</i>
Budget Transfer		\$70,000.00					
Westport Trunkmain Project		\$2,900,000	1,739,092.09	\$708,453.54	\$452,454.37	\$0.00	
Project Delivery		\$530,000	\$425,965.12	\$9,807.36	\$94,000.00	\$0.00	
<b>Total</b>	<b>\$3,500,000</b>	<b>\$3,430,000</b>	<b>\$2,165,057.21</b>	<b>\$718,260.90</b>	<b>\$546,454.37</b>	<b>\$0.00</b>	

Risks/Issues/Outcomes			
Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)			
Risk/Issue	Magnitude	Likelihood	Mitigation
Damage to existing watermain when installing new main	medium	low	Narrow Easements, use of temporary above ground jumper main, work in sections and isolate work, Renew in section and pressure test. New Alignment proposed to avoid Stephens Road and Kiwi Rail Land
Ground Conditions – High Water table/organics	medium	low	Equipment Selection, Selection of Wrapped Ballast/bedding material, Pumping and Dewatering.
Environmental Management Plan	low	low	Dewatering Issues and handling of super chlorinated water included in Assessment of Environmental Effects.
Resource Consenting	medium	low	Early Involvement of WCRC in Optioneering workshop to promote collaboration.
Traffic Management /Rail Corridor	low	low	Investigation and suitable planning.
Cost Escalation	medium	low	Estimates during Optioneering. May be mitigated by reduction in overall length of pipe or termination point under this project. Note current plan includes new pipe to Derby Street.
Difficult Land Access	medium	low	Early consultation interaction by Council to enable mitigation through discussions with landowners / Iwi/ Kiwi Rail
Archaeological	low	low	Check records and determine impact on consenting.
Existing Easement Status	medium	medium	Early assessment of the Status of Easements requires confirmation and mitigated through Council assistance in clarifying existing status.
Weather / Rain	medium	medium	Significance of Wet Weather will be determined by choice or method of construction. Open trench more significant than Lining Option or Trenchless Installation method.
Earthquake-risk	medium	low	Additional geotechnical investigation conducted to refine assessments and provide options for best alignment shift and depth of pipeline. Review critical areas and review construction methodology. Pipe material performance in this type of event will also be considered. Build resilience in network design.
H&S Heavy plant and equipment	medium	medium	Ensure Contractor has a comprehensive plan of their construction methodology that shows how they will be moving plant to site and then conduct regular Principal audits to ensure compliance with plan. Closer review of Contractor Health and Safety processes - ensure health and safety documentation and work permits have been received by Engineer to the Contract (ETC). Contractor to improve works planning and execution on site. Contractor to reassess JSAs when things change.

## Redeployment Outcomes

The following table shows the number of people working to deliver the project in the current reporting period.

Programme/Project Element	Total people working	No. previously unemployed	No. local	No. aged 15-24	No. Māori	No. Pasifika	No. Women	Job Type - Full-time - Part-time - Contractor - Consultant
BDC Council Staff	1	0	1	0	0	0	0	
Hadlee & Brunton (H&B)	2	0	0	0	0	0	0	Contractor
								Note: Updated Details to be confirmed with H&B*
								Subcontractor s not included
Calibre Group	2	0	0	0	0	0	1	Consultant
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	

The following table shows total current, past, and expected future jobs

Current Jobs	No. of people previously but no longer employed on the project	Expected jobs in the future
5	0	5

## Communications

An update on media, marketing and communication activity for the programme/project

Project included in previous Council Newsletters.

## Project Status Report – Waimangaroa Water Supply Upgrade – 31<sup>st</sup> May 2022



### Programme/Project Details

<b>Location and Region:</b>	Waimangaroa Water Supply Upgrade, West Coast
<b>Project Budget:</b>	Current revised budget approved by Council of \$2.3M
<b>Reporting Period:</b>	For the month ending 31 <sup>st</sup> May 2022
<b>Project Principal:</b>	Buller District Council (BDC)
<b>Project Partner(s):</b>	ERPRO, Terra Forma, Colls Surveying, Stantec - ECI – Raw Water Main- West Reef Services Ltd, W2, WSP Opus
<b>Project Manager:</b>	David Chung, Calibre Group – Project Manager
<b>Programme Outcomes:</b>	Upgrade the existing raw water supply



## Project Overview/traffic Light Status/High-Level Summary ( G = Green- Good ; A = Amber- Warning; R = Red - Issue)

Aspect	Status	Comments
<b>Overall:</b>	A	The project is in its delivery readiness phase. Tender awarded to WestReef Services Ltd for the Raw Water Component that encompasses Alternative C - Value Engineered Option reduced budget of \$400K. WTP Request for Tender in the open market closed on the 18 November 2021, and tender prices received > \$2.5M exceed the allocated budget of \$900K. Council resolved on the 02 March 22 meeting not to proceed with any award of the Water Treat Plant contract BDC staff have been asked: 'what can the \$0.9M afford in relation to resilience improvements' and 'to proceed with some investigation and providing options on how to use the remaining \$900K budget in lieu of providing a water treatment plant. These options have now been included in the April 22 Council report for consideration. Resource Consent has been issued for the raw water components Alternative "C" in March 22. Major delays have been incurred to WRSL Raw Water contract caused by the significant storm damage to Conns Creek Road. Replacement of 530m existing pipeline within the sealed part of Conns Creek Road with DN150 PE 12.5 has commenced as part of the Ministry of Health (MoH) Subsidy funding variation approval
<b>Budget:</b>	R	Council Funded. Budget approved by the Council at the meeting on the 25 <sup>th</sup> of August confirmed an approved total project inclusive of sunk costs to date up of \$2.3M. Going forward from the 31 Aug 21 there is \$1.95M allocated and is comprised of a \$450k allowance (contingency) for estimate and event risk. \$400k will be invested into the most critical elements of the raw water system, and up to \$900k has been budgeted for the WTP. The balance of \$200k is allocated for project delivery. Council have now declined to carry out the WTP due to budget constraints and instead now want to look at reallocating the \$900K to resilience improvements to the existing Waimangaroa WS network. MoH subsidy funding of \$206,739 has been made available for to replace the existing PVC water main within the sealed section of Conns Creek Road, but with the proviso that it is expended before the 30 June 2022
<b>Scope:</b>	G	Waimangaroa Water Supply Conns Creek Upgrade - Raw water scope confirmed, and the Resource Consent has been received. Total max value of the of raw water components to enable of raw water scope to meet current budget of \$422K (includes a contract contingency) has been agreed with WRSL. Council have now requested staff to provide options for consideration at the May 22 Council meeting on 'What can the \$900K afford in relation to resilience improvements now that the WTP is not proceeding. These options have been provided to Council for the May 22 meeting
<b>Resource:</b>	A	David Chung (Calibre) Project Manager. ERPRO & Stantec (process engineers), Terra Forma (geotechnical), Colls (surveying) West Reef Services ECI Contractor, W2 Subconsultant to WRSL, WSP Opus (Planning Consultants for consenting). WestReef have advised that they have significant resourcing issues that need to be resolved. Meeting has been held with WRSL to understand how we can collectively mitigate this risk
<b>Schedule:</b>	R	Original timeline for Raw Water contract is now at risk as Conns Creek Road has been severely damaged in two main areas to make the road non trafficable, which will prevent WRSL from being able to use the road to deliver materials and personnel. Current indications from DOC and Fulton Hogan are that the road is unlikely to be sufficiently repaired to enable vehicle access until after 30 June 2022. WRSL have and will continue to request extensions of time for this event, until the road is repaired sufficiently for them to use. Draft BDC project timeline supplied and updated to reflect Conns Creek Road repairs on the critical path. Design and physical works to replace 530m of pipeline in the sealed section of Conns Creek Road will be completed by the 30 June 2022 to enable receipt of the MoH subsidy of \$206,739.

## Project Overview/traffic Light Status/High-Level Summary ( G = Green- Good ; A = Amber- Warning; R = Red - Issue)

Aspect	Status	Comments
Risks / Issues:	A	<p>Risk &amp; opportunities register updated.</p> <p>Major damage to Conns Creek Road from the February flooding event has made the road unusable for any vehicular traffic until the road can be repaired properly. The current temporary fixes implemented greatly reduces the resilience of the network and WRSL are unable to proceed with the Raw water Contract until the road is repaired.</p>

## State of Play

Last Month's May 2022	Next Month June 2022
<ul style="list-style-type: none"> <li>Awaiting Council decision on next steps for Waimangaroa based on the 8 options provided</li> <li>Continue to push DOC and Fulton Hogan (FH) for urgent repairs to Conns Creek Road</li> <li>Continue to work with WRSL to understand and collectively resolve resource issues to establish realistic timeline</li> </ul>	<ul style="list-style-type: none"> <li>Implement Council decision of the 8 options for Waimangaroa</li> <li>Complete 530m of pipe replacement within Conns Creek Road, funded by the MoH subsidy</li> <li>Continue to push DOC and FH for urgent repairs to Conns Creek Road</li> </ul>

						Project Road Map/Schedule Update as of 31 May 22														
Project task	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Jun 22	Jul 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Comments
ECI Raw Water Contract and Develop Detailed Design																				Validation Workshop held on 22 Mar 21  3No. Additional Tender Even mtgs held with ECI WRSL to confirm award
Council Approval		◆																		Date - 26 August 2021
Resource Consenting																				Commence work for RC application in April, reliant on conformation of methodology land disturbance as part of application . High Heritage value sand conservation area
Procurement of WTP																				WTP tender closes in November / No Award
Council Approval of WTP & Storage								◆												Council declined all tenders for WTP & Reservoir
Construction Raw Water																				Reliant on Resource Consent adjusted to allow for remediation of Conns Creek Road
Construction Resilience Options Resource Consent																				Implement options to spend \$900k for resilience improvements to the existing Waimangaroa WS network. This will be reliant on any additional Resource Consent approvals
Commissioning																				Commission resilience works
Closeout																			◆	March 2023

Milestones				
Milestone	Baseline Date	Actual / Anticipated Date	% Complete	Comments
1. Planning and initial site investigations		25 Jan 2021	100%	Site Investigation and Concept design almost complete – summary report being produced for Council
2. Application for CAP funding \$400K	26 March 2021	22 April 201	100% Complete	A funding application to the Ministry of Health Capital Assistance Programme (CAP) of \$400,000 that was previously approved has now lapsed and will require re-application to re-secure this additional funding
3. Design Workshop / Validation	26 Feb 2021	08 March 2021 & 22 March 2021	100%	Workshop with Early Contractor Involvement, Raw Water Indicative Date Only
4. Full Concept scheme design approval	21 May 2021	22 March 2021	100%	Now Changed based on Council Resolution 26 Aug 2021
5. Procurement of raw water ECI contract	12 May 2021		100%	Dependent on Council resolution of 26 Aug 2021 acceptance and due diligence with WRSL.
6. Raw water final design approval	Dec 2021	Feb 2022	80%	
7. Start Construction work- Raw water contract	Feb 2021	Nov 2021	10%	Delayed due to major damage to Conns Creek Road
8. Complete Raw Water Contract		Sept 2022		Indicative Date Only
<del>9. Commence Procurement – WTP</del>	<del>August 2021</del>	<del>September 2021</del>	<del>100%</del>	<del>Indicative Date Only</del>
10. Start Construction work- Additional Resilience Works	May 2022			Indicative Date Only
11. Complete construction of all works	Feb 2023			Indicative Date Only
12. Project closeout - Commissioning and Testing	Mar 2023			Indicative Date Only



## Financials

A summary of funding received and expenditure to date actual against budgeted for each Project Element is shown in the table below.

Programme/Project Item	Indicative Budget	Actual Spend to 31 May 22	Accruals to 31 May 22	Estimated Forecast cost to complete	Estimated Project Variance -ve (over) +ve is (under)	Commentary
Conns Creek Sealed Road – 530m Pipeline replacement MoH Subsidy	\$206,739		\$206,739			
Waimangaroa WS Capital Budget allocation FY 21/22	\$15,000			\$15,000		
Conns Creek WS Upgrade WTP & Storage & Rising/ Falling Mains Alternative C (Value Engineered) Scope Changed to Improved network resilience and no Water treatment	\$900,000			\$900,000		This budget is very dependent on what Scenarios and options the Council will select from the May 22 Council report
Conns Creek WS Upgrade Raw Water Component Alternative C (Value Engineered)	\$420,000	\$15,000.00		\$408,000		
Project Delivery	\$550,000	\$539,667.00	12,577.00	\$331,400		Contract Timeframes for the Raw Water components construction completion could extend to end Dec 2022 – Mar 2023, which is 6 – 8 months more than originally programmed. Additional consenting costs for additional works within Conns Creek Road
Contingency – Estimate & Event Risk	\$430,000			\$130,530		
<b>Total</b>	<b>\$2,521,739</b>	<b>\$554,667.00</b>	<b>\$219,316.00</b>	<b>\$1,745,745.00</b>	<b>\$0</b>	<b>Estimated Cost at Completion is \$ 2,521,739</b>

## RISK MATRIX DEFINITIONS AND PARAMETERS

Consequence	Risk Assessment Matrix						Risk Rating		Action, Escalation & Review Timeframe Needed
	Catastrophic (5)	5	10	15	20	25	20 – 25	<b>Extreme</b>	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
	Major (4)	4	8	12	16	20			
	Moderate (3)	3	6	9	12	15	10 – 16	<b>High</b>	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
	Minor (2)	2	4	6	8	10			
	Insignificant (1)	1	2	3	4	5	4 – 9	<b>Moderate</b>	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)			
	Likelihood						1 – 3	<b>Low</b>	Retain all risks on the risk register and review those with a combined score of 1 or 2 on a 6-monthly basis and those with a combined score of 3 on a quarterly basis to ensure that the risk rating has not changed.

**Table 5: Likelihood of Occurrence**

Likelihood	Score	Description
<b>Almost certain</b>	5	Event is expected to occur more than once in the next year
<b>Likely</b>	4	Event is expected to occur once in the next year
<b>Possible</b>	3	Event could occur at least once in the next two years
<b>Unlikely</b>	2	Event could occur at least once in the next 3 to 5 years
<b>Rare</b>	1	Event is unlikely to occur in the next 5 years

**Table 6: Risk Event Consequence**

<b>Risk Category</b>	<b>Low 1</b>	<b>Minor 2</b>	<b>Moderate 3</b>	<b>Major 4</b>	<b>Catastrophic 5</b>
<b>Financial / Economic</b>	Loss less than \$50,000.	Loss between \$50,000 to \$500,000.	Loss between \$500,000 and \$2.5m.	Loss between \$2.5m and \$5m.	Loss of over \$5m.
<b>Health and Safety</b>	No medical attention required / First Aid treatment.	Injury or illness requiring short-term medical treatment. Lost Time is less than 1 week.	Serious injury or illness requiring extended medical treatment. Lost Time is more than 1 week. Event notifiable to WorkSafe.	Injury or illness requiring major medical treatment. Lost Time is more than 30 days. Breach of H&S law resulting in prosecution and penalties.	Loss of life. Considerable penalties and prosecutions.
<b>Human Resources</b>	Isolated staff retention problems. Insignificant skill gaps.	Loss of resources and skill sets across a Unit. Few specialist skill gaps. Difficulties in recruiting into key positions.	Loss of skill sets across a Group. Some specialist skill gaps. Inability to recruit into key positions.	Loss of skill sets in some key positions for prolonged periods. Major specialist skill gaps. Inability to recruit into key positions on an ongoing basis.	Large loss of resources and skill sets within numerous key positions, leading to a disruption in BDC's management capability and delivery of basic services.
<b>Legal / Regulatory</b>	BDC sued or fined less than \$50,000. Small or isolated breach of legislation, policy or contract(s), with internal investigation and minor changes to operations.	BDC sued or fined for between \$50,000 and \$500,000. Non-compliance with legislation, policy or contract(s) within a Unit. Regulatory action resulting in investigation, but no prosecution.	BDC sued or fined for between \$500,000 and \$2.5m. Non-compliance with legislation, policy or contract(s) within more than one Unit. Regulatory action resulting in prosecution, but no conviction.	BDC sued or fined for between \$2.5m and 5m. Widespread non-compliance with legislation, policy or contract(s). Regulatory action resulting in moderate prosecution and conviction.	BDC sued or fined for more than \$5m. Systematic legislative non-compliance. Regulatory action resulting in major prosecution and conviction. Judicial review of a BDC's decision relating to funding / rates.
<b>Reputational / Stakeholder Engagement / Political</b>	Negative feedback from individuals or small groups in the community. No significant adverse comment or media coverage. Letter(s) to BDC.	Loss of confidence among sections of the community / single stakeholder sector dissatisfaction. Negative comment in local media (not front page). Letter(s) to CE. Complaints to Councillors.	Manageable loss in community confidence / 2-3 stakeholders' sector dissatisfaction. Negative comment in local media coverage for several days).	Large loss in community confidence that will take significant time to remedy. Negative comment in local media (coverage for 2-3 weeks). Coverage in national media for 2-3 days.	Extreme dissatisfaction and loss of confidence by public/ stakeholders. Adverse comment in local media (coverage for 2 weeks +). Negative coverage in national media for more than 3 days.

**Table 6: Risk Event Consequence**

<b>Risk Category</b>	<b>Low 1</b>	<b>Minor 2</b>	<b>Moderate 3</b>	<b>Major 4</b>	<b>Catastrophic 5</b>
<b>Operations and Service Delivery</b>	Minimal loss of operational capability or negative disruption to Service Levels.	Loss of operational capability in some areas and some disruption to Service Levels.	Serious loss of operational capability for over 1 week and moderate disruption to Service Levels.	Serious loss of operational capability for over 2 weeks and major disruption to Service Levels.	Serious loss of operational capability for over 4 weeks and critical disruption to Service Levels.
<b>Environmental</b>	Little or no damage to the environment (no damage or contamination). Unlikely to cause public complaint.	Short-term / minor / contained and reversible impact on the environment. Some public complaints possible.	Medium-term / serious damage of local importance with possible regulatory intervention.	Long-term / serious damage of regional importance. Strong regulatory response with legal action.	Widespread / permanent / serious damage of national importance to local ecosystems / species, requiring ongoing remediation and monitoring with regulatory intervention.
<b>Information Technology / Management</b>	Isolated internal breach of IT security, affecting a single IT application / system. No loss of data and/or key information. Isolated IT equipment failure.	Repeated internal security breaches, affecting a single IT application / system. Temporary (up to 1 day) loss of data and/or key information. Technical performance issues impacting a key service. Failure across one Unit.	Multiple internal security breaches, affecting a single IT application / system. Prolonged (more than 1 day) loss of data and/or key information. Technical performance issues impacting a key service. Failure across more than one Unit.	Security breach(es), affecting more than one IT application / system. Permanent loss of data and/or key information. Technical performance issues impacting a key service for an extended period. Failure across more than one Group.	Security breach(es) by external parties, affecting multiple IT applications / systems. Permanent loss of data and/or key information; theft of data by unauthorised parties. Loss of IT infrastructure for an extended period.

Risk ID	Risk Title	Risk Description & Impact	Change			Risk Owner	Control Owner	Risk Category	Risk Consequence	Risk Likelihood	Inherent Risk Rating	Key controls in place	Residual Risk Rating			Control Plan	Treatment date due	Escalation Pathway
Unique code for easy identification	Brief and uncomplicated	Clear, unambiguous, brief description of the risk event and what the impact to Council would be (i.e. what the loss or gain will be if the event occurs)	Change in risk rating since last review			Person accountable for ensuring the risk is monitored and controlled, and, where necessary, escalated	Person accountable for ensuring the control plan for the risk is implemented	Based on the 8 risk categories in Tables 2 and Table 6	Based on consequence options listed in Table 6	Based on the likelihood options listed in Table 5	Level of risk in the absence of controls	Description of existing controls	Level of risk that remains after taking the existing controls into account			Description of further controls (if required) from the detailed control plan developed by the risk owner	Due date that treatment from control plan must be in place	To whom the Risk Owner / Control owner should escalate the risk should it exceed tolerance level
Reference		CONSEQUENCES SCORING Catastrophic (5) Major (4) Moderate (3) Minor (2) Insignificant (1)	Consequence	Likelihood	Risk Rating				Consequence	Likelihood	Risk Rating	LIKELIHOOD SCORING Rare (1) event occurs > 5 years Unlikely (2) event occurs 3 to 5 years Possible (3) event occurs in 2 years Likely (4) event occurs once a year Almost Certain (5) event occurs more than once a year	Consequence	Likelihood	Residual Risk Rating	Description		
			1-5	1-5					1-5	1-5			1-5	1-5				
<b>Risks</b>																		
<b>Buller District Council Specific Risks - March 2022</b>																		
<b>Design</b>																		
D04	Design	Slips along pipe route	4	3	12	Project Manager	BDC / designer/ Mtce Contractor	Operations and Service Delivery	4	3	12	Provide resilient design- repairs carried out within 24 hrs	2	1	2	Ensure new design supports are robust and replace vulnerable sections with PE pipe	30 June 2022	BDC Working Group
D08	OPS and Service Design	Alternative C : Ensure that the WTP design is fit for purpose and meets DWSNZ water quality requirements	4	3	12	Project Manager	BDC / designer/	Operations and Service Delivery	4	3	12	WTP design will meet DWS treatment but not the resilience requirements of the network	3	3	9	Continue detailed raw water sampling to provide data to tenderers	30-Sep-21	BDC Working Group
D14	OPS and Service Design	Final Design provides no increased resilience in the network, which may affect level of service	4	4	16	Project Manager	BDC	Operations and Service Delivery	4	3	12	Design relocatable process plant to provide resilience in event of future catchment variability Continue to repair network when breakages occur. Ensure intake works are easily assessable and repairable	3	3	9	Complete full Raw Water reticulation network & head water upgrade, and ensure it is included within the Annual Plan process	30-Jun-24	BDC Water Coordinator
<b>Approvals</b>																		
A01	Approvals	Resource consent approvals includes DOC and Heritage NZ	3	3	9	Project Manager	BDC	Reputational / Stakeholder Engagement / Political	3	3	9	Early engagement with affected parties Sufficient information and investigation provided for evaluation and approval by WCRC	2	1	2	Heritage, DOC included in RC process, and Specialist Consultant WSP-OPUS engaged to carry out the application	30-Oct-21	BDC Working Group
<b>Procurement</b>																		
P01	Procurement	Risk Challenge Value for money and ability to undertake ECI Raw water and intake structure components on a direct engagement	3	3	9	Project Manager	BDC	Financial / Economic	3	3	9	Procurement plan details procedure in accordance with BDC procurement policy	2	1	2	Ensure this is explained in Council report		BDC Working Group
P03	Procurement	Tender tags and uncertainties resulting from limited water quality data	3	3	9	Project Manager	BDC	Operations and Service Delivery	3	3	9	Addressed in Principal's Requirements in Design-Build documents	2	2	4	Robust Tender evaluation of Tags to ensure risks are identified	30-Sep-21	BDC Working Group
<b>Construction</b>																		
C02	Construction	Material and equipment supply chain cannot deliver to programme	4	3	12	Project Manager	BDC	Financial / Economic	4	3	12	Current supply chain is stretched and will need to consider pre-purchase of materials and providing early notice	2	2	4	Get feedback from suppliers on what elements may need pre-purchase by Council, not delay the procurement process		BDC Working Group
C03	Construction	ECI Raw Water Contractor lacking resourcing, due to other Council commitments	4	3	12	Project Manager	BDC	Human Resources	4	3	12	Ensure Contractor commits resources and provides advance notice of any resourcing issues to enable them to engage sub contractors	2	2	4	Continuous tracking of Contractors resourcing to know in advance if resourcing will be an issue and raise with Contractor		BDC Working Group
C04	Construction	Inclement weather disrupts construction	3	3	9	Project Manager	BDC	Reputational / Stakeholder Engagement / Political	3	3	9	From H&S stop work until site is safe to work	2	2	4	Ensure adequate allowance within Contract period for inclement weather so Contractor has resourced sufficiently to meet completion date		BDC Working Group
C05	Construction	Difficult construction Access and Sensitive Heritage area	2	3	6	Project Manager	BDC	Environmental	2	3	6	Environmental assessment and Contractor supplies an Environmental Mgmt. Plan	2	2	4	Ensure audits conducted by Principal that Contractor is adhering to EMP's and Methodology	30-Sep-21	BDC Working Group
C06	Construction	Steep topography/difficult terrain	3	3	9	Project Manager	Contractor	Environmental	3	3	9	Where required use Helicopters to airlift materials to the site to reduce risks of damage to surroundings or hazards to workers	2	2	4	Comprehensive methodology to be supplied by Contractor along with H&S plan and contingency plans		BDC Working Group
C08	Construction	H&S of Movement of heavy plant and equipment to remote site	3	3	9	Project Manager	Contractor / BDC	Environmental	3	3	9	Ensure Contractor has a comprehensive plan of their construction methodology that shows how they will be transporting plant to site and then conduct regular Principal audits to ensure compliance with plan	3	1	3	Current strategy sufficient to mitigate risk		BDC Working Group



Risk ID	Risk Title	Risk Description & Impact	Change		Risk Owner	Control Owner	Risk Category	Risk Consequence	Risk Likelihood	Inherent Risk Rating	Key controls In place	Residual Risk Rating			Control Plan	Treatment date due	Escalation Pathway	
Unique code for easy identification	Brief and uncomplicated	Clear, unambiguous, brief description of the risk event and what the impact to Council would be (i.e. what the loss or gain will be if the event occurs)	Change in risk rating since last review		Person accountable for ensuring the risk is monitored and controlled, and, where necessary, escalated	Person accountable for ensuring the control plan for the risk is implemented	Based on the 8 risk categories in Tables 2 and Table 6	Based on consequence options listed in Table 6	Based on the likelihood options listed in Table 5	Level of risk in the absence of controls	Description of existing controls	Level of risk that remains after taking the existing controls into account			Description of further controls (if required) from the detailed control plan developed by the risk owner	Due date that treatment from control plan must be in place	To whom the Risk Owner / Control owner should escalate the risk should it exceed tolerance level	
Reference		CONSEQUENCES SCORING Catastrophic (5) Major (4) Moderate (3) Minor (2) Insignificant (1)	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	LIKELIHOOD SCORING Rare (1) event occurs > 5 years Unlikely (2) event occurs 3 to 5 years Possible (3) event occurs in 2 years Likely (4) event occurs once a year Almost Certain (5) event occurs more than once a year		Consequence	Likelihood	Residual Risk Rating	Description			
Ops/Maintenance																		
OM01	Ops/Maintenance	Damage to assets - slips or natural events	4	2	8	Project Manager	Designer / Mtce Contractor	Operations and Service Delivery	4	2	8	Addressed through resilient design, and also Geotech investigations to select new intake site	2	2	4	Ensure Mtce Contractor provides input into how easy the design is to repair or put back into operation	BDC Working Group	
OM08	Ops and Service Delivery Maintenance	Potential change in catchment conditions requiring relocation of intake and new source	4	3	12	Project Manager	BDC / Mtce Contractor/ Technical Water Advisor	Operations and Service Delivery	4	3	12	Current option has a low cost but easy to repair or relocatable intake if the catchment conditons change	2	3	6	Regular Inspections of Intake and continued water testing and sampling	30-Jun-24	BDC Water Coordinator
Financial																		
F03	Financial	MOH funding reduced if Raw Water reticulation replacement not carried out	3	3	9	Project Manager	BDC	Financial / Economic	3	3	9	Confirm key conforming parameters from MOH to retain funding and implement if possible	1	3	3	Provide timeline for full Raw Water Line replacement for MOH to consider approving funding . Note WTP will be installed to ensure compliant drinking water	BDC Working Group	
F04	Financial	Final design option exceeds allocated budget	3	3	9	Project Manager	BDC	Financial / Economic	3	3	9	Prioritise construction stages to meet initial budget then allow within LTP for a gradual upgrade	2	3	6	Current strategy sufficient to mitigate risk	30-Sep-21	BDC Working Group
F05	Financial	Annual opex is high, rates impact	2	4	8	Project Manager	BDC	Financial / Economic	2	4	8	Opex budget to be confirmed during Contractor procurement process	2	2	4	See if there are alternative ratepayer funding models that can be used i.e. All water supplies could be brought in a single "water club", rather than having each water supply ringfenced. This is how the new water entity will work, and moving the schemes to a single club now will be beneficial later	BDC Working Group	
F06	Financial	Bad weather delays construction to push programme beyond 30 June 2022 and affects MOH requirement to obtain subsidy	4	4	16	Project Manager	BDC	Financial / Economic	4	4	16	Make allowance within contract for wet weather, so that Contractors need to assign sufficient resources to construct and stress criticality of 30 June 2022 PCC Date	2	2	4	Make sure that MOH understand that weather delays are outside of the contracts control and get agreement that these delays will not affect subsidy and provide regular reporting on progress	BDC Working Group	
F07	Financial	Available funding will not cover full asset replacement so may require priority items leaving residual risk	3	3	9	Project Manager	BDC	Financial / Economic	3	3	9	Ensure key areas are funded that will provide a compliant drinking water to minimise H&S risk to residents	2	2	4	Make sure that MOH understand that safe drinking water is 1st priority and resilience of network is next	BDC Working Group	
Environmental																		
E01	Environmental	Adverse effects to the environment during heavy rains and storms.	4	3	12	Project Manager	All parties.	Environmental	4	3	12	Contractor to develop, Environmental Management Plan to manage run off from the site	2	3	6	Implementation of the plan to be audited at agreed intervals by the Contractor's independent auditor.	BDC Working Group	
Programme																		
PG01	Programme	Completion deadline of June 2022	2	3	6	Project Manager	BDC	Financial / Economic	2	3	6	Prepare detailed programme which itemises critical path and dependencies of work streams	2	2	4	Add hold points based on risk analysis and water quality data, maintain comms with MOH	30-Jun-22	BDC Working Group
PG02	Programme	Resource consent approval On critical path	2	3	6	Project Manager	BDC/ Consultant	Financial / Economic	2	3	6	Prepare detailed programme which itemises critical path and dependencies of work streams. Engage Stakeholders early	2	2	4	Using specialist Consultant to prepare application	BDC Working Group	
Stakeholder engagement																		
S01	Reputational	Perception of 'wasted time & money'	3	4	12	Project Manager	BDC	Reputational / Stakeholder Engagement / Political	3	4	12	Comprehensive technical & economic review	2	1	2	Proactive status reports, updates	BDC Working Group	
S03	Reputational	Waimangaroa Stakeholders Group	4	4	16	Project Manager	BDC	Reputational / Stakeholder Engagement / Political	4	4	16	Current strategy of regular communications	1	2	2	Meet with Ratepayers Association with specific consultation	BDC Working Group	
S04	Reputational	Community makes a challenge to the proposed scheme	2	3	6	Project Manager	BDC	Reputational / Stakeholder Engagement / Political	2	3	6	Current strategy of regular communications	2	2	4	Make Community aware of what is non negotiable with respect to drinking water compliance	BDC Working Group	
Legislative Risk																		
L01	Legal/regulatory	Compliance with current legislation and DWNZ standards	5	5	25	Project Manager	BDC	Legal / Regulatory	5	5	25	Permanent boil water notice	1	1	1	Design and implement proposed upgrade of WTP to ensure drinking water quality compliance	30-Jun-22	BDC Working Group

Risk ID	Risk Title	Risk Description & Impact	Change			Risk Owner	Control Owner	Risk Category	Risk Consequence	Risk Likelihood	Inherent Risk Rating	Key controls in place	Residual Risk Rating			Control Plan	Treatment date due	Escalation Pathway
Unique code for easy identification	Brief and uncomplicated	Clear, unambiguous, brief description of the risk event and what the impact to Council would be (i.e. what the loss or gain will be if the event occurs)	Change in risk rating since last review			Person accountable for ensuring the risk is monitored and controlled, and, where necessary, escalated	Person accountable for ensuring the control plan for the risk is implemented	Based on the 8 risk categories in Tables 2 and Table 6	Based on consequence options listed in Table 6 ?	Based on the likelihood options listed in Table 5	Level of risk in the absence of controls	Description of existing controls	Level of risk that remains after taking the existing controls into account			Description of further controls (if required) from the detailed control plan developed by the risk owner	Due date that treatment from control plan must be in place	To whom the Risk Owner / Control owner should escalate the risk should it exceed tolerance level
Reference		CONSEQUENCES SCORING Catastrophic (5) Major (4) Moderate (3) Minor (2) Insignificant (1)	Consequence	Likelihood	Risk Rating				Consequence	Likelihood	Risk Rating	LIKELIHOOD SCORING Rare (1) event occurs > 5 years Unlikely (2) event occurs 3 to 5 years Possible (3) event occurs in 2 years Likely (4) event occurs once a year Almost Certain (5) event occurs more than once a year	Consequence	Likelihood	Residual Risk Rating	Description		

Redeployment Outcomes								
The following table shows the number of people working to deliver the project in the current reporting period.								
Programme/Project Element	Total people working	No. previously unemployed	No. local	No. aged 15-24	No. Māori	No. Pasifika	No. Women	Job Type - <i>Full-time</i> - <i>Part-time</i> - <i>Contractor</i> - <i>Consultant</i>
Waimangaroa Water Supply Upgrade								
Buller District Council	2	0	2	0	0	0	1	Full Time
Contractor	3	0	3	0	0	0	1	Consultant
Calibre Group	1	0	0	0	0	0	0	Consultant
WSP OPUS	2	0	0	0	0	0	1	Consultant
Richard Nichol Ecology	1	0	1	0	0	0	0	Consultant
Stantec	2	0	0	0	0	0	1	Consultant
Total	11	0	6	0	0	0	4	
The following table shows total current, past, and expected future jobs								
Current Jobs		No. of people previously but no longer employed on the project			Expected jobs in the future			
11		2			5			
An update on media, marketing, and communication activity for the programme/project								
BDC (Eric De Boer) to maintain contact with Matt Creedon who is the contact for Waimangaroa CSG.								



## **FINANCE, RISK AND AUDIT COMMITTEE**

**22 JUNE 2022**

### **AGENDA ITEM 7**

**Prepared by** Lynn Brooks  
Manager Finance

**Reviewed by** Rod Fox  
General Manager Commercial and Corporate Services

#### **INVESTMENTS AND BORROWINGS – As at Period End 31 May 2022**

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##### **1. REPORT SUMMARY**

This report summarises Council's cash investments and borrowings for the month ending May 2022, and compliance with Council treasury management policy.

##### **2. DRAFT RECOMMENDATION**

**That the Finance Risk and Audit Committee receive the Investments and Borrowings report for information.**

##### **3. ISSUES AND DISCUSSION**

###### **3.1 Investments**

Investments have remained at the same level since 30 April 2022.

###### **3.2 Bank Balance**

Council's trading bank balance closing balance was \$248k.

###### **3.3 Interest Revenue**

Interest revenue to the end of May is \$319k with a full year budget of \$359k.

Council will continue to reinvest term investment funds at the most favourable interest rate when deposits are available for renewal. The interest rates are improving, and this will be reflected in interest revenue as term deposits are reinvested at maturity.

###### **3.4 Borrowings and Net Debt Position**

Total borrowings reduced by \$1.5M at the end of May due to repayment of the flood recovery short term loan raised in April to cover flood

recovery costs. Net debt (borrowings less term investments and call account balance) has also reduced by \$1.5M to \$13.852M.

#### **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 can 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 Council's 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**

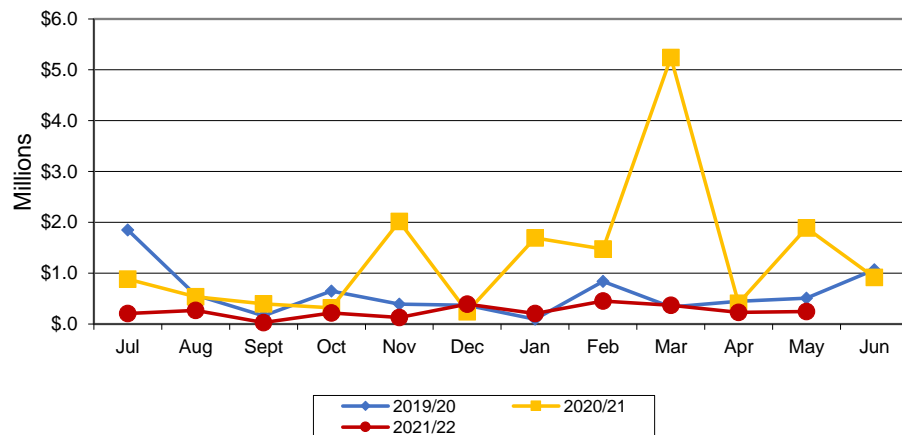
None identified

## INVESTMENTS AND BORROWINGS REPORT

### 1. BANK BALANCE

	This Month 31-May-22	Last Month 30-Apr-22	Last Year 31-May-21
Council	\$247,837	\$227,947	\$1,887,133

### 2. MONTH END BANK BALANCE



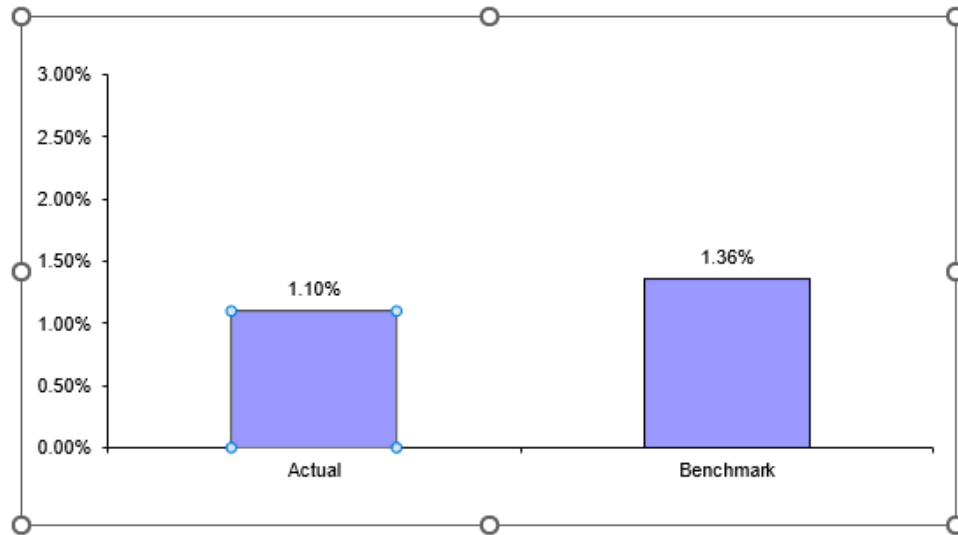
### 3. SUMMARY OF INVESTMENTS

	This Month 31-May-22	Last Month 30-Apr-22	Last Year 30-Jun-21
Term deposits (includes Call Account)	19,362,141	19,362,141	19,614,121
Other loans (includes loan to Holding Company)	1,500,809	1,500,809	1,503,596
<b>Total Investments</b>	<b>\$20,862,950</b>	<b>\$20,862,950</b>	<b>\$21,117,717</b>

#### 4. SOURCE OF FUNDS

	<b>This Month 31-May-22</b>	<b>Last Month 30-Apr-22</b>	<b>Last Year 30-Jun-21</b>
Depreciation Funds	1,530,000	1,530,000	1,000,000
West Coast Package - Govt subsidy for halt to logging	3,398,894	3,398,894	4,003,314
Harbour - profit from past harbour operations	2,389,758	2,389,758	3,011,432
Freeholding Proceeds (sale of leasehold land)	2,839,952	2,839,952	3,540,838
Capital Sponsorship (deposits from V2010 sponsors)	6,034,038	6,034,038	5,834,038
Reserves Contribution Funds	1,214,500	1,214,500	1,214,500
Short Term Funds - rates income plus term deposits pending debt reduction	1,500,000	1,500,000	600,000
LGFA Borrower Notes	455,000	455,000	410,000
	<b>\$19,362,141</b>	<b>\$19,362,141</b>	<b>\$19,614,122</b>

#### 5. INVESTMENTS PORTFOLIO PERFORMANCE (12 Month Average)



## 6. INTEREST REVENUE

	Actual YTD	Budget YTD	Budget Full Year
Interest Revenue	\$318,514	\$190,986	\$359,546

## 7. COMPLIANCE WITH INVESTMENT POLICY

The Treasury Management Policy of Council is that 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 Nelson Building Society (NBS) which is a breach of the Treasury Management Policy.

The policy limits investments in Building Societies to a total of 10% of the portfolio and an individual Building Society to be no more than the lower of \$1m or 4% of its asset base.

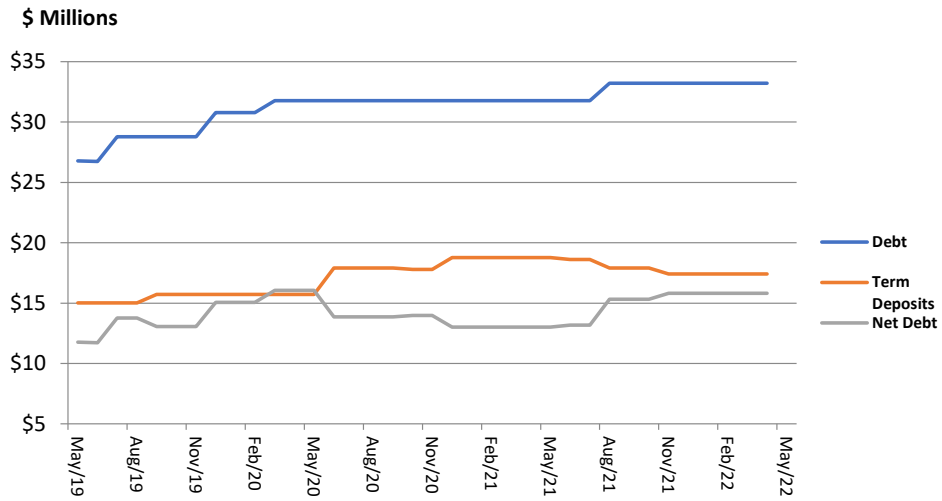
Currently investments in NBS total \$3.468m which represents 17.9% of the total investment portfolio. This planned breach will continue as investments mature and are rolled over as this level of investment is part of a sponsorship agreement.

## 8. SUMMARY OF BORROWINGS

	This Month 31-May-22	Last Month 30-Apr-22	Last Year 30-Jun-21
<b>External Debt</b>			
Westpac Loan Facility	13,213,860	14,713,860	11,773,860
LGFA Loan Facility	20,000,000	20,000,000	20,000,000
	<b>\$33,213,860</b>	<b>\$34,713,860</b>	<b>\$31,773,860</b>
Weighted Average Interest Cost	2.69%	2.69%	3.90%

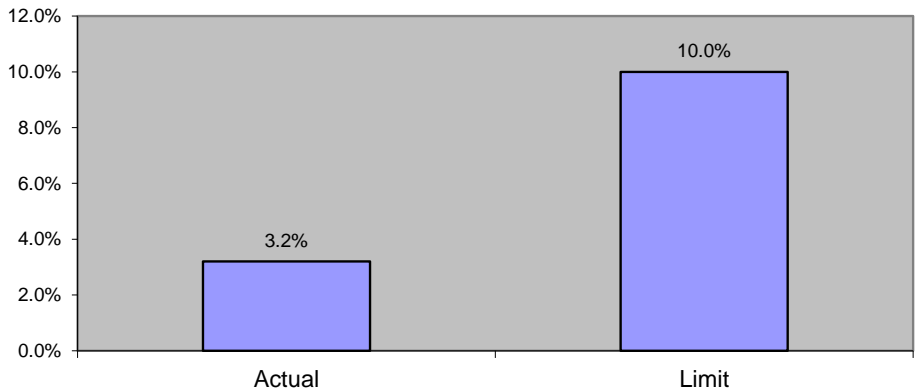
<b>Net Debt</b>			
Total Borrowings	33,213,860	34,713,860	31,773,860
Less: Term deposits (including Call Account)	19,362,141	19,362,141	19,317,292
	<b>\$13,851,719</b>	<b>\$15,351,719</b>	<b>\$12,456,568</b>

# 9. DEBT AND INVESTMENTS 3-YEAR TREND

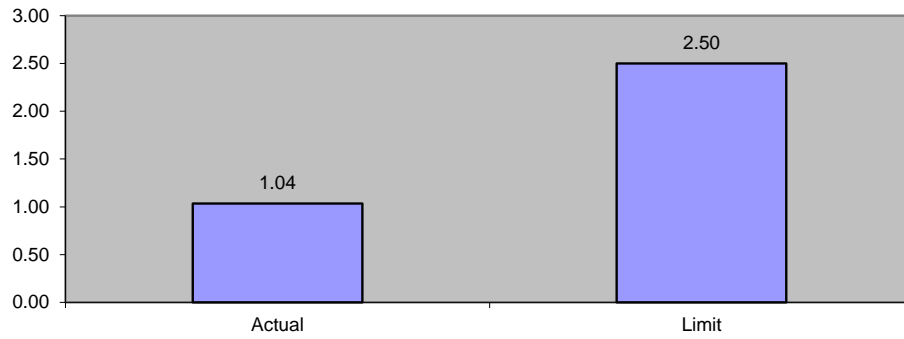


# 10. COMPLIANCE WITH TREASURY POLICY

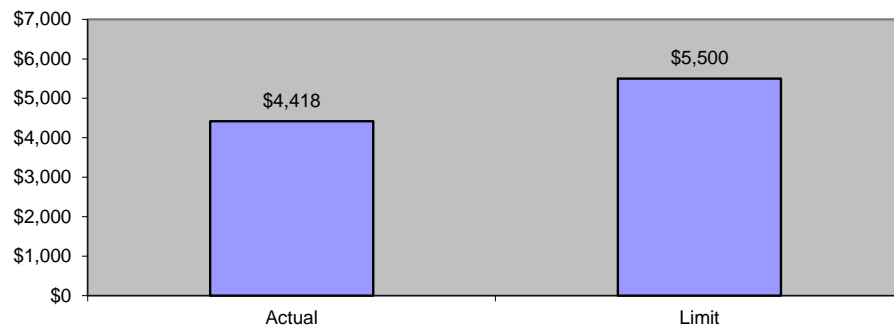
## 10.1 Interest Expense / Total Income



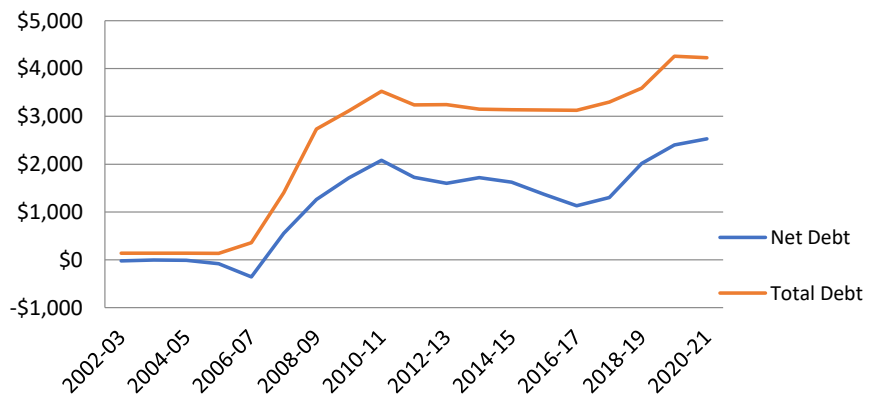
## 10.2 Gross Debt / Total Income



## 10.3 Gross Debt per Rateable Property

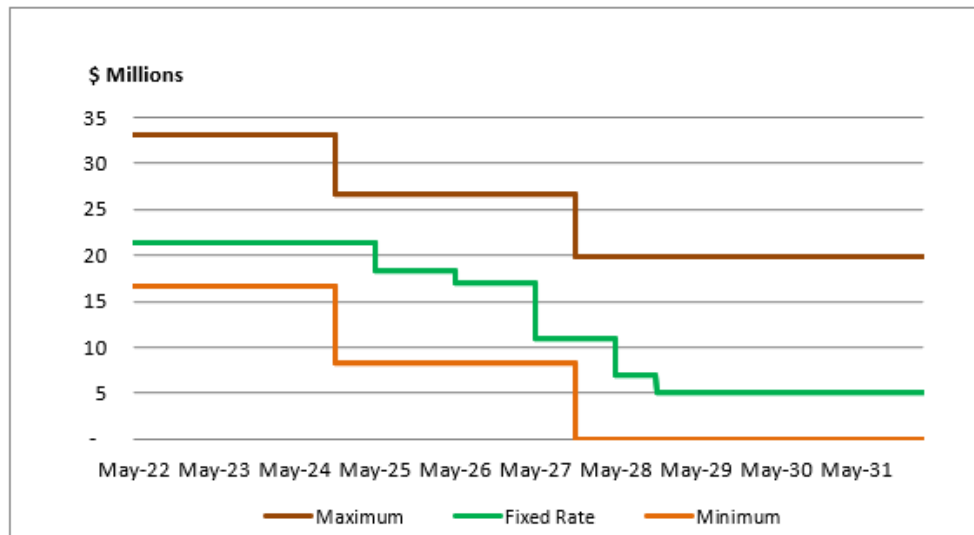


## 10.4 Debt and Net Debt per Rateable Property





## 10.5 Fixed Rate Debt - Compliance with Treasury Policy



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

**FINANCE, RISK AND AUDIT COMMITTEE**

**22 JUNE 2022**

**AGENDA ITEM 8**

**Prepared by** Rod Fox  
Group Manager Commercial and Corporate Services

**COMMERCIAL AND CORPORATE SERVICES WORK PLAN**

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**1. DRAFT RECOMMENDATION**

**That the Finance, Risk and Audit Committee receive the Commercial and Corporate Services Work Plan for information.**

**WORK PLAN**  
**- Commercial and Corporate Services**

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
<b>FRAC Reports</b>												
- BDC Quarterly Financials		Quarterly			Half yearly BDC & WAA			Three quarterly				
BDC Financial Performance												
- BDC Investments and Borrowings												
- BDC Investments and Borrowings												
- BDC Debtors												
- BDC Capital Income and Expenditure												
- BHL Quarterly Financials		Quarterly			Half yearly			Three quarterly				
- Strategic Risk Register and Report					Quarterly		Quarterly			Quarterly		
- Health and Safety Report					Quarterly		Quarterly			Quarterly		
- Budget Carry Overs		2021 Carryovers										
- CCO Statements of Intent			Letter of expectation			Draft			Final			
<b>Flood Recovery</b>												
Flood Recovery monthly financials												
<b>2022/2023 Annual Plan</b>												
- Annual Plan	Strategic Planning for Annual Plan	Workshop, budgets templates open	complete budgets, workshop	Workshop, including BHL inputs to AP	Final review of draft estimates, budget result workshop	Adopt draft Annual Plan and Consultation Document	Submissions open, community consultation	Submissions close, hearing and deliberations	Adopt final Annual Plan			
<b>2020/2021 Annual Report</b>												
- BDC Annual Report	Preparation of Annual Report	Final Audit	Adopt and publish Annual Report						Interim Audit	Preparation of Annual Report	Preparation of Annual Report	Preparation of Annual Report
- BHL Annual Report			Receive CCO Annual Report's									
<b>Rating Policy Review</b>												
- Rating Policy Review	<i>Under Review</i>	Review database and workshop	<i>Under Review</i>	<i>Under Review</i>	Paper to FRAC	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	Update Paper to FRAC	<i>Under Review</i>	<i>Under Review</i>
<b>Other Operating Projects</b>												
- Insurance					Finalise						Workshop	Valuation complete
- Abandoned Land	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>	<i>Under Review</i>

WORK PLAN: Commercial and Corporate Services