



AGENDA

Meeting of the
Risk and Audit Committee

Wednesday 16 August 2023
commencing at 3.30pm

To be held:
Clocktower Chambers,
Palmerston Street, Westport



CORE COUNCILLOR ROLE AND RESPONSIBILITIES

The Governance role entails:

- Strategic planning and decision-making;
- Policy and strategy review;
- Community leadership and engagement, and stewardship;
- Setting appropriate levels of service;
- Maintaining a financially sustainable organisation; and
- Oversight/scrutiny of Council's performance as one team.

The governance role focusses on the big picture of 'steering the boat' - management's role focusses on 'rowing the boat'

Our commitments to best support each other and meet the challenges and opportunities of 2023 include:

CLEAR AND RESPECTFUL COMMUNICATION

We are committed to:

Actively listening and not interrupting;

Remaining conscious of 'tone', body language, and amount of time speaking (allowing time for others);

Responding/answering in a timely manner; and

Being honest, reasonable, and transparent.

TRUST AND RESPECT

We recognise that trust and respect must be earned and that a team without trust isn't really a team. Trust can be built by:

Valuing long-term relationships; being honest; honouring commitments; admitting when you're wrong; communicating effectively; being transparent; standing up for what's right; showing people that you care; being helpful; and being vulnerable.

CONTINUOUS LEARNING AND IMPROVEMENT

Continuous learning and improvement are critical for growing together as a team.

We are committed to constantly reviewing what is going well and what needs to improve in relation to the way we work together, the processes we follow, and the outcomes we deliver.

NONE OF US IS AS SMART AS ALL OF US

Risk and Audit Committee

Reports to:	The Council
Chairperson:	Independent Chair - Sharon Roche
Membership:	The Mayor, all Councillors and Māori Representative
Meeting Frequency:	Monthly
Quorum:	A majority of members (including vacancies)

Purpose

The Risk and Audit Committee is responsible for:

1. Monitoring Council's financial strategy, and financial performance against the Annual and Long Term Plans.
2. Monitoring Council's interests in its Council Controlled Organisations (CCOs).
3. Reviewing the Council's risk register and associated process for managing current and emerging risk.
4. Ensuring the independence and effectiveness of Council's External and Internal Audit processes.
5. Monitoring existing corporate policies and recommending new or amended policies as required.
6. Ensuring that council policies and practices will prevent unethical, questionable or illegal activities.
7. Providing a communication link between management, internal auditors/external auditors and Council.
8. Supporting measures to improve management performance and internal controls.

In addition to the common delegations (refer appendix attached) the Risk and Audit Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To receive regular reports regarding Council's financial and non-financial performance against Annual and Long Term Plans.
2. To consider reports related to significant expenditure outside of the Annual and Long Term Plans and make appropriate recommendations to Council.
3. 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
4. To monitor the probity of processes relating to policies developed by the Risk and Audit Committee.
 5. To provide clear direction to Council's CCOs on Council's expectations, including feedback on draft statements of intent.
 6. To receive Quarterly reports of Council's CCOs, including board performance.
 7. To undertake any reviews of CCOs and make appropriate recommendations for approval by Council.
 8. Review CCO requests for major transaction approval and recommend appropriate actions to Council.
 9. To monitor Council's debt and investments to ensure compliance with Council policy.
 10. To monitor the Council's outstanding debtors' positions.
 11. Engage with Council's external auditors regarding the external audit work programme and agree the proposed terms and arrangements of the external audit.
 12. Assess management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.

Internal Audit

13. Agree the scope of internal audits.
14. Monitor the delivery of the internal audit work programme and results
15. Assess whether Internal Audit's recommendations have been properly implemented by management.
16. Review the annual Internal Audit Plans to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

Other Matters

17. 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
18. Review the effectiveness of the systems for monitoring the Council's compliance against legislation, regulation, policy, and guidelines (including health and safety).
19. 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.
20. Provide an annual review of Council's risk management framework and amend as required.
21. Review and monitor business continuity planning.

The Committee is delegated the following powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.
- The Committee will provide three-monthly reports to Council on its activities with appropriate recommendations.

Special Notes:

- In fulfilling their role on the committee, members shall be impartial and independent at all times.
- The Chairperson will be an independent appointment, not an elected member, to strengthen the independent nature of the Committee's monitoring responsibility of Council activities.
- 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 Chief Financial Officer 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 of the Committee shall review the travel and other reimbursed expenses of the Chief Executive Officer and confirm compliance with Council policies and practice. 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 to 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.

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*

Appendice - Common Delegations

The following delegations from Council are common to the Risk and Audit Committee, the Community, Environment and Services Committee and the Regulatory, Hearings and Planning Committee within their respective areas of responsibility.

General Principal

1. The work of these Committees will be in accordance with the priorities and work programme agreed by the Council.
2. These Committees have the powers necessary to perform the Committee's responsibilities, in accordance with the approved Long Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the financial strategy.

These Committees will:

Strategy, plans and policy

1. Develop and agree to strategies, plans and policies for the purposes of consultation and/or engagement with community.
2. Recommend to Council for adoption.
3. Monitor and review as and when required.

Bylaws

1. Develop and agree to the statement of proposal for new or amended bylaws for consultation.
2. Recommend to Council new or amended bylaws for adoption.

Consultation and engagement

1. Ensure appropriate, effective and transparent engagement with the community, tangata whenua and other stakeholders.
2. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy.
3. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations, making determinations on such matters unless they are reserved for Council to decide.

Submissions and legislation

1. Approve submissions to external bodies/organisations on legislation and proposals, related to the Committee's areas of responsibility, that impact governance policy or matters.
2. Monitor and oversee strategic projects and programmes.
3. Monitor Council's Asset Management Plans/Strategic Infrastructure Plan.

Contracts

1. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
 - a) Do not require the approval of the whole of Council; and
 - b) Fall within the budget approved under the Long Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.

Other

1. Consider and make decisions which are within the Chief Executive Officer's delegations, and which the Chief Executive Officer has referred to the Committee for recommendation to Council.
2. Consider and make decisions on operational matters that fall within a Committee's area of responsibility that are outside of delegations to the Chief Executive Officer or other Council officers.
3. Commission new Committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of Council.
4. Monitor Audit recommendations and ensure completion.

Risk and Audit Committee

Clocktower Chambers,
Palmerston Street, Westport



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RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 1

Prepared by Douglas Marshall
Chief Financial Officer

APOLOGIES

1. REPORT SUMMARY

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

2. DRAFT RECOMMENDATION

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

OR

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

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 2

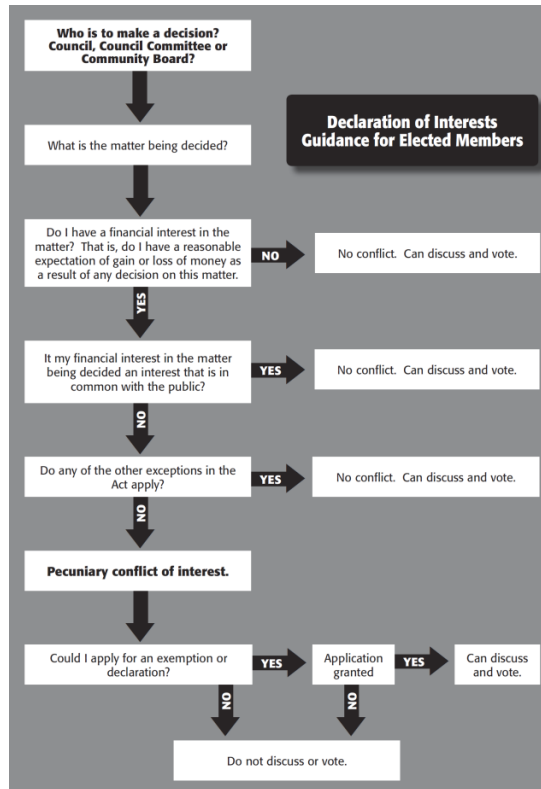
Prepared by Douglas Marshall
Chief Financial Officer

MEMBERS INTEREST

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).



DRAFT RECOMMENDATION:

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

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 3

Prepared by Douglas Marshall
Chief Financial Officer

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Risk and Audit Committee receive and confirm minutes from the meeting of 12 July 2023.

MEETING OF THE RISK AND AUDIT COMMITTEE, HELD AT 3.30PM ON WEDNESDAY 12 JULY 2023 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: S Roche (Chair), Mayor J Cleine, Councillors P Grafton, C Reidy, T O'Keefe (via Zoom), A Pfahlert, DM A Basher, Cr G Neylon (via Zoom), R Sampson, L Webb (via Zoom), G Weston, N Tauwhare (Iwi Representative via Zoom)

IN ATTENDANCE: S Judd (Acting CEO), D Marshall (Chief Financial Officer), L Brooks (Finance Manager), M Williams (Acting Infrastructure Services Manager), S Jope (Acting GM Customer Services), B Little (Policy Advisor), P Holms (Group Manager Assistant)

MEETING DECLARED OPEN AT 3.30pm

1. APOLOGIES (Page 10)

Discussion:

J Howard advised she will likely not attend the meeting but will be late if she is able to.

RESOLVED that the Risk and Audit Committee receive apologies from *Cr J Howard*.

DM A Basher/Mayor J Cleine
12/12
CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 11)

Discussion:

Nil

RESOLVED that Members disclose any financial or non-financial interest in any of the agenda items.

Cr A Pfahlert/Cr P Grafton
12/12
CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 12)

Discussion:

R Sampson advised on Page 17 it needs to state she returned to the meeting at 5pm. *Noted and amended.*

RESOLVED that the Risk and Audit Committee receive and confirm minutes from the meeting of 14 June 2023 subject to the above amendments.

Cr G Weston/DM A Basher
12/12

CARRIED UNANIMOUSLY

4. ACTION POINTS (Page 21)

Discussion:

205: Punakaiki Lease - To be addressed by Full Council in September. *Moved to Council Action Points.*

208: Waimangaroa Hall - Firm price coming and full report to come to Full Council in August. M Williams to send email to Waimangaroa subcommittee members. *Moved to Council Action Points.*

215: Reserves Fund Contributions - papers have been distributed for councillors and will come back for discussion in August RAC.

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

Cr A Pfahlert/Cr L Webb
12/12

CARRIED UNANIMOUSLY

5. 30 JUNE 2023 AUDIT PLAN REPORT (Page 24)

Discussion:

S Roche noted this was done in accordance with the Auditor General's auditing standards.

RESOLVED That the Risk & Audit Committee receive the report relating to the Ernst & Young audit plan for the year ended 30 June 2023.

Cr A Pfahlert/DM A Basher
12/12

CARRIED UNANIMOUSLY

6. AUDIT MANAGEMENT REPORT (Page 47)

Discussion:

Nil

RESOLVED That the Risk and Audit Committee receive the Report to the Council on the audit of Buller District Council and Group for the year ended 30 June 2022 for information.

Mayor J Cleine/Cr A Pfahlert

12/12

CARRIED UNANIMOUSLY

7. PROPOSAL TO ADOPT AN ASSET ACCOUNTING POLICY (Page 55)

Discussion:

L Brooks spoke to the work involved in revaluation and the effort to get the CPI and indices adjusted within an ideal timeframe.

L Brooks to forward information requested by Cr C Reidy regarding current asset accounting policy, along with details of the asset revaluations that were carried out for the 2022 Annual Report.

Regarding the three-year review, D Marshall confirmed this will take place externally.

The Resolution was amended FROM:

That the Committee:

- 1. Receives the report on proposed asset accounting policy.**
- 2. Requests staff to report back on the relevant June 2023 movements in inflation indexes in August 2023.**

TO:

RESOLVED That the Committee:

3. Receives the report on proposed asset accounting policy for discussion and feedback

S Roche/Cr G Neylon

12/12

CARRIED UNANIMOUSLY

4. Requests staff to report back on the relevant June 2023 movements in inflation indexes in August 2023 to full Council for further consideration of the policy.

Mayor J Cleine/Cr G Weston

12/12

CARRIED UNANIMOUSLY

8. STRATEGIC RISK REGISTER (Page 73)

Discussion:

D Marshall noted that Council will be looking to have the Risk Register review done independently when due in October.

He clarified regarding the landfill risks, that it is important to have a list of landfills that we are aware of that sit in riverbeds. This information will be presented in October.

Regarding the low representation from Buller on the Buller Flood Resilience Group given that Buller is the main beneficiary; Mayor J Cleine advised this was about keeping DIA and WCRC comfortable with the selection. This is not a decision-making group.

RESOLVED That the Risk and Audit Committee note the updates received for the Strategic Risk Register as July 2023.

Cr C Reidy/Cr A Pfahlert

12/12

CARRIED UNANIMOUSLY

S Roche called an adjournment for 15 minutes for a presentation from Sam Broughton from Selwyn DC regarding LGNZ and the meeting will readjourn at 4.45pm.

9. PORT AND DREDGE – JULY 2023 OPERATIONS REPORT (Page 79)

Discussion:

D Marshall advised he was very close to confirming an incoming Harbour Master.

He confirmed that the new Harbour Master will be based in Westport.

A query was raised around the timing for a vessel for Mineral Sands and in the meantime there were tonnes of heavy sand being stored in the blue shed which could potentially damage the wharf.

D Marshall advised that Mineral Sands are mindful of the weight and the importance of weight distribution. They are watching this weight issue carefully as they would not want it to leak and therefore disappear, as sand would, and in effect lose their product.

Noting Council owns the land on which the shed sits - not the shed itself and this is therefore the responsibility of the Bathurst to mitigate this risk.

ACTION POINT: Staff to report back regarding the Licence with Buller Coal Ltd noting how they would manage any loss, including the monitoring of this.

D Marshall to advise councillors when the Mineral Sands lease holiday will end.

RESOLVED that the report be received for information.

DM A Basher/Cr R Sampson
12/12
CARRIED UNANIMOUSLY

10. FINANCIAL PERFORMANCE REPORT TO MAY 2023 (Page 83)

Discussion:

Thanks were given to those councillors who forwarded questions to staff prior to the meeting.

RESOLVED that the Risk and Audit Committee receive the operational performance report to 31 May 2023 for information.

Cr A Pfahlert/Cr G Weston
11/1
Cr C Reidy against
MOTION CARRIED

Cr J Howard arrived at 4.55pm

11. INVESTMENTS AND BORROWINGS REPORT – as at 31 May 2023 (Page 91)

Discussion:

Page 92 at bottom should read as “NOT more than 25million”. *Noted and amended in reports and agendas.*

RESOLVED that the Risk and Audit Committee receive the Investments and Borrowings report as at 31 May 2023 for information.

Cr A Pfahlert/Cr G Neylon
13/13
CARRIED UNANIMOUSLY

12. RAC WORKPLAN REPORT (Page 101)

Discussion:

S Roche advised regarding the LTP preparation and adoption that the Workplan firstly gives councillors an idea of when these things will take place - noting an update to the wording; removing the word ‘Adoption’ until the final month.

A plan for the process of the LTP and Rates Review will be brought to Full Council. The process for the LTP will follow a full engagement and consultative process.

Mayor J Cleine noted the success of the consultation process in the previous LTP.

L Brooks noted that the full year financial statements due to go to August RAC will not be full and complete until the September RAC meeting.

RESOLVED That the Risk and Audit Committee receive the Risk and Audit Workplan report for information.

**Cr A Pfahlert/Cr T O'Keefe
12/1
Cr C Reidy against
MOTION CARRIED**

13. PROJECTS IN PARTNERSHIP REPORT (Page 103)

S Roche spoke to each of the reports.

109: Flood Recovery - progressing well

113: 3 Waters stormwater and drainage - progressing well with WestReef to be lifting the pumpstations

117: Wharf Repair - progressing well

121: Flood Recovery Tiphead - completed. Reallocations have been approved for other projects

124: Reefton Campground Stopbank - completed.

127: Westport Waste Recovery - Reefton Historic Landfill - mostly completed. It was confirmed that if it comes under budget, BDC will get a refund. Any savings would be over the entire project.

131: Better Off Funding: \$3.5 million available.

RESOLVED That the Risk and Audit Committee receive the Risk and Audit Workplan report for information.

**DM A Basher/Cr J Howard
12/1
Cr C Reidy against
MOTION CARRIED**

14. PUBLIC EXCLUDED REPORT (Page 137)

RESOLVED that the public be excluded from the following parts of the proceedings of the meeting.

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution under LGOIMA
15	Douglas Marshall Chief Financial Officer	30 June 2022 Annual Report Follow up Issues Ernst & Young	<p>(s 7(2)(h)) - enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or</p> <p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or</p> <p>(s 7(2)(j)) - prevent the disclosure or use of official information for improper gain or improper advantage.</p>
16	Sean Judd Acting Chief Executive	PIP IAF Funded Project	<p>(s 7(2)(c)(i)) - Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:</p> <p>Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied;</p> <p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>

**Cr A Pfahlert/Cr G Weston
12/1
Cr C Reidy against
MOTION CARRIED**

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 4

Prepared by Douglas Marshall
Chief Financial Officer

Attachment 1 Action Points

ACTION POINTS

1. DRAFT RECOMMENDATION

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

RAC Action Points - CURRENT

No.	Meeting Of / Action Point	Responsible	Update:	Date Required By:
215	17 May 2023 Reserves Fund Contribution Information Paper Paper to be brought to next RAC with updates	D Marshall D Marshall	Papers for this will be distributed prior to the meeting on 12 July. For discussion in August RAC	12 July 2023 16 August 2023
216	12 July 2023 Port and Dredge Staff to report back regarding the Licence with Buller Coal Ltd noting how they would manage any loss, including the monitoring of this	D Marshall		13 September 2023
217	12 July 2023 EY Follow Up Issues S Roche and D Marshall bring a report to the August RAC meeting to flow on to a recommendation to Full Council.	S Roche / D Marshall	Report in August RAC Agenda	16 August 2023

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 5

Prepared by: Douglas Marshall
Chief Financial Officer

Attachments: Attachment 1 - RAC Work Plan

RISK AND AUDIT WORK PLAN

1. DRAFT RECOMMENDATION

That the Risk and Audit Committee receive the Risk and Audit Work Plan for information.

**Risk and Audit Committee
Proposed Programme 2023 Calendar Year**

Categories/Reports Proposed	SLT Member	Reporting Officer	August	September	October	November	December
Risk & Assurance Items							
NZTA Procedural Audit	IS	Manager Infrastructure Delivery					
Ernst & Young Report on BDC's Annual Report and its Preparation	CFO	Finance Manager					
Strategic Risk Register Update	CFO	CFO			✓		
Strategic Risk Framework Review	CFO			✓			
Health and Safety Report Update	CFO	HR		✓			✓
BHL Letter of Expectation	CFO						✓
CCO Statements of Intent	CFO	Finance Manager					
CCO Director Appointments and Remuneration	CFO	Finance Manager					
BHL Quarterly Financials	CFO	Finance Manager		✓			✓
BHL Annual Report	CFO	Finance Manager			Receive CCO Annual Reports		Adopt Annual Report
Westport Airport Authority Financials - 30 June	CFO	Finance Manager				✓	
Westport Airport Authority Financials - Half year	CFO	Finance Manager		✓			
Insurance	CFO	Management Accountant		Insurance Update Report			Finalise
Review of BDC Created Policy	CFO				✓		
Review of Business Continuity Plan	CFO					✓	
Internal Audits							
Dredge Activities	CFO	Project Accountant			✓		
Harbour Activities	CFO	Project Accountant				✓	
Follow-up on Ernst & Young Matters Raised in Their Annual Report	CFO	Finance Manager		✓			
Monitoring Items							
BDC Quarterly / Half Yearly Financials	CFO	Finance Manager				✓	
BDC Monthly Financial Performance Report	CFO	Financial Accountant		✓	✓	✓	✓
BDC Investments and Borrowings	CFO	Finance Manager	✓	✓	✓	✓	✓
BDC Debtors	CFO	Finance Manager		✓			✓
BDC Capital Receipts and Expenditure	CFO	Financial Accountant				✓	
PIP Report	CEO	CEO	✓	✓	✓	✓	✓
Capital Report Multi-Year Projects							✓

The following items are not directly related to the Risk & Audit work programme but are provided to note when staff have key programmes of work

Major Financially Based Reports to be Prepared in the 2023 Calendar Year							
Annual Plan							
Long Term Plan			Preparation	Preparation	Preparation	Preparation	Preparation
BDC Annual Report			Preparation of Annual Report	Preparation of Annual Report	Adoption Annual Report Audit opinion issued		Publish Annual Report & Summary Document
Rating Policy Review							
Rating Policy Review			Preparation and review	Preparation and review	Preparation and review	Preparation and review	Preparation and review

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 6

Prepared by: Neil Engelbrecht
Financial Accountant

Reviewed by: Lynn Brooks
Finance Manager

RESERVE FUND CONTRIBUTIONS INFORMATION PAPER – as at 30 June 2023

1. REPORT SUMMARY

The paper provides the Committee with an update on movements in the Reserve Fund Contributions (RFC), as requested in the June 2023 RAC meeting.

	2021	2022	2023
	Actual	Actual	Actual (YTD)
Opening Balance	1,214,428	1,232,932	1,280,141
Plus Reserve Fund Contributions Received	30,776	73,999	169,102
Less Projects Funded - Refer Below	- 12,272	- 26,790	- 61,459
Closing balance	1,232,932	1,280,141	1,387,784

Listing of Projects:			
Playgrounds and Equipment	6,112	16,999	-
Garden Plots	778	-	2,931
Buildings - Ngakawau Hall	5,382	-	-
Buildings Community Facilities	-	-	35,971
Karamea Subcommittee Water Supply	-	-	-
Carters Beach Toilet Block Roofing	-	-	13,810
Reefton Cenotaph Works	-	-	7,791
Reefton Kings Coronation Tree Planting	-	-	955
Karamea Domain Building	-	-	-
Cemetery Fencing	-	9,791	-
Total	12,272	26,790	61,459

2. DRAFT RECOMMENDATION

That the Risk and Audit Committee receive the Reserve fund contributions information paper as at 30 June 2023.

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 7

Prepared By: Douglas Marshall
Chief Financial Officer

Reviewed By: Sean Judd
Acting Chief Executive Officer

Attachment 1 Institute of Directors Snapshot fee review

BULLER HOLDINGS UPDATE ON DIRECTOR REMUNERATION AUGUST 2023

1. REPORT PURPOSE

This report is provided to give the Committee an update on the status of the Director appointments to Buller Holdings Limited and its subsidiaries.

The report also comments on remuneration levels of the Directors.

2. DRAFT RECOMMENDATION

That the Risk and Audit Committee recommend to the Council that the Directors fees payable to the directors of Buller Holdings Limited be increased by 2.2% from the 2023 AGM as per the Institute of Directors snapshot fee review.

3. BACKGROUND

Council requested a Directors remuneration review.

This review is attached to this report and decisions can be made in preparation for any changes prior to the 2023 AGM of Buller Holdings Limited.

The report notes that Directors remuneration for Council Controlled Organisations (CCOs) have increased by 2.2%. Accordingly, it is proposed that the current Directors fees for Buller Holdings Limited be increased by 2.2% from the 2023 Annual General Meeting.

A summary of the information about the current Directors is noted below:

Director Name	Role	Annual Remuneration	Annual Remuneration from 2023 AGM	First Appointed to BHL	Current Term Ends
Rob Burdekin	Director	\$24,870	\$25,417	1/4/2020	AGM 2023
Steve Grave	Chairperson of the Board	\$52,857	\$54,020	1/4/2020	AGM 2024
Kieran Sweetman	Director	\$24,870	\$25,417	7/12/2021	AGM 2024
Vanessa van Uden	Chair of Health & Safety Committee	\$29,428	\$30,075	7/12/2021	AGM 2024
Gareth Allen	Chair of Finance & Audit Committee	\$29,428	\$30,075	29/10/2014	AGM 2025

Rob Burdekin's term finishes at the 2023 AGM of Buller Holdings. A decision will need to be made in the coming months about whether to appoint Mr Burdekin for a further term.

A proposal for a Directors' evaluation process is still be undertaken and will be reported to the next meeting.

5. OPTIONS

There are two options the Committee could consider about this report:

Option 1 Support the recommendation provided by staff.

Option 2 Propose an alternate recommendation.

6. CONSIDERATIONS

6.1 Strategic Alignment

Not relevant to this report.

6.2 Significance Assessment

Not relevant to this report

6.3 Tangata Whenua Considerations

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value. Therefore, this decision does not specifically impact tangata whenua, their culture, and traditions.

6.4 Risk Management Implications

Receiving this paper and acting on the recommendations is key part of managing the various risks that the Council has in owning a Council-controlled organisation.

6.5 Policy Framework Implications

Accepting this paper does not provide Council with a significant risk.

6.7 Legal Implications

There are no legal implications with this report and the recommendation.

6.8 Financial / Budget Implications

Most of this work outlined in this report can be undertaken using Council staff resources.

6.9 Consultation Considerations

There is no consultation with the public required on this issue.

Director Fees



Director Fees Snapshot Buller District Council

MAY 2023



Governance services

iod.org.nz

1 Setting board fees

Introduction

The depth and complexity of directors' duties are well known and growing. Given this, along with increased regulatory compliance and the personal risk that New Zealand directors face in their roles, setting director fees at the right level is essential.

Organisations need to attract progressive and effective directors who go beyond compliance, who aspire to meet the highest standards and are rewarded appropriately for their expertise and commitment.

Organisations should support and justify their board fee decisions with good disclosure, governance and accountability practices. This means demonstrating that fees have been set using robust processes and data.

Benchmarking

Benchmarking is a good way to identify appropriate fee levels for directors. It is important to review benchmarks across a wide range of relevant criteria.

The IoD commissions an annual survey, which collects fee data from its members and New Zealand organisations, and that survey data forms the basis of the analyses in this report. Our 2022-23 survey includes information about over 2,200 New Zealand directorships, covering a wide cross-section of over 1,400 organisations. 79% of our surveyed members hold non-executive (independent) positions and our benchmarking focusses on these roles.

The IoD has reviewed our survey data to find suitable comparators to Buller District Council in a variety of criteria (see pages 9 - 11). We provide data showing the level of remuneration for directors and chairs and the hours of work associated with the remuneration levels. We also provide overall fee movements for non-executive roles, as well as the annual fee movement in the organisation's comparator industry sector.

Overall approach to setting fees

REMUNERATION OF DIRECTORS SHOULD BE TRANSPARENT,
FAIR AND REASONABLE.

There is no 'right' or 'wrong' when it comes to setting fees because there are a multitude of factors that can influence remuneration levels. Ideally fees should be set by taking into account the individual circumstances of each organisation and the broader market context.

Generally the IoD recommends fixed fees, set annually at a level that reflects the commitment and skills your board requires and the level of liability and personal risk involved with the appointment. An overall fixed fee allows for

2 Directors' fees and the role of the board

General

Trust and accountability underpin long-term success and sustainability, and directors of all organisations need integrity, courage, judgment, emotional agility, energy and curiosity.

The IoD's publication *The Four Pillars of Governance Best Practice* emphasises that the key role of a board is to add value to their organisations through four key governance functions:

- Determination of a company's fundamental purpose and strategy
- Leading an effective governance culture, characterised by integrity, robust decision making and effective relationships with management, shareholders and stakeholders
- Holding management to account, rigorously and accurately
- Ensuring effective compliance.

These are significant responsibilities and it is IoD's view that in order to be accountable, board members need to spend more focussed time, thought and enquiry on their organisation - within board meetings and outside of them.

A key element of good governance is having a robust approach to reviewing and setting board fees underpinned by comprehensive and robust data. Remuneration for board members needs to be set at a level that acknowledges responsibilities and risks, as well as to attract, motivate and retain members with the ability and character necessary to carry out these critical and demanding functions.

An elected board must still ensure remuneration levels are sufficient to attract the appropriate people to stand for election and to support elected individuals to perform their duties to the highest standards.

The role of the chair

The chair facilitates the board but under the Companies Act all directors share equal responsibility. In practice the role of the chair depends on the extent of his or her involvement with the organisation. This can be influenced by:

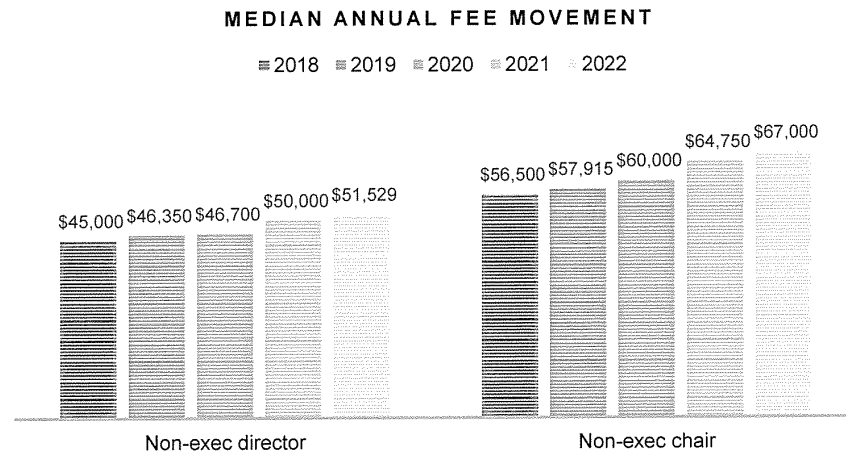
- The size or particular circumstances of the company,
- The complexity of its operations,
- The quality of its chief executive and management team, and
- The administrative or contractual arrangements that the board or shareholders have put in place.

3 General trends: IoD directors’ fees report

The key principle of a benchmarking exercise is to ensure that the fees BRANZ pays its board are relative to the market and take into account the remuneration levels provided to directors in New Zealand. The fees should reflect the added value directors bring to the organisation and adequately compensate them for their time, effort and skill level.

Median annual fee movements (non-executive roles)

Our latest and most comprehensive data on the remuneration of New Zealand directors is the 2022-23 IoD Directors’ Fees Report. The following graph shows the median annual fee movement across the entire survey data, which includes New Zealand organisations of all types and sizes and across all industries.



The 5-year movement of fees is approximately 14.5% for non-executive directors and 18.6% for non-executive chairs.

In the last 12 months, the median fee received by non-executive directors has increased by 3.1%, compared to a 7.1% movement in 2021. Non-executive chair fees have increased by 3.5%, compared to a 7.9% movement in 2021.

Overall survey quartiles

2022 non-executive chair and director remuneration

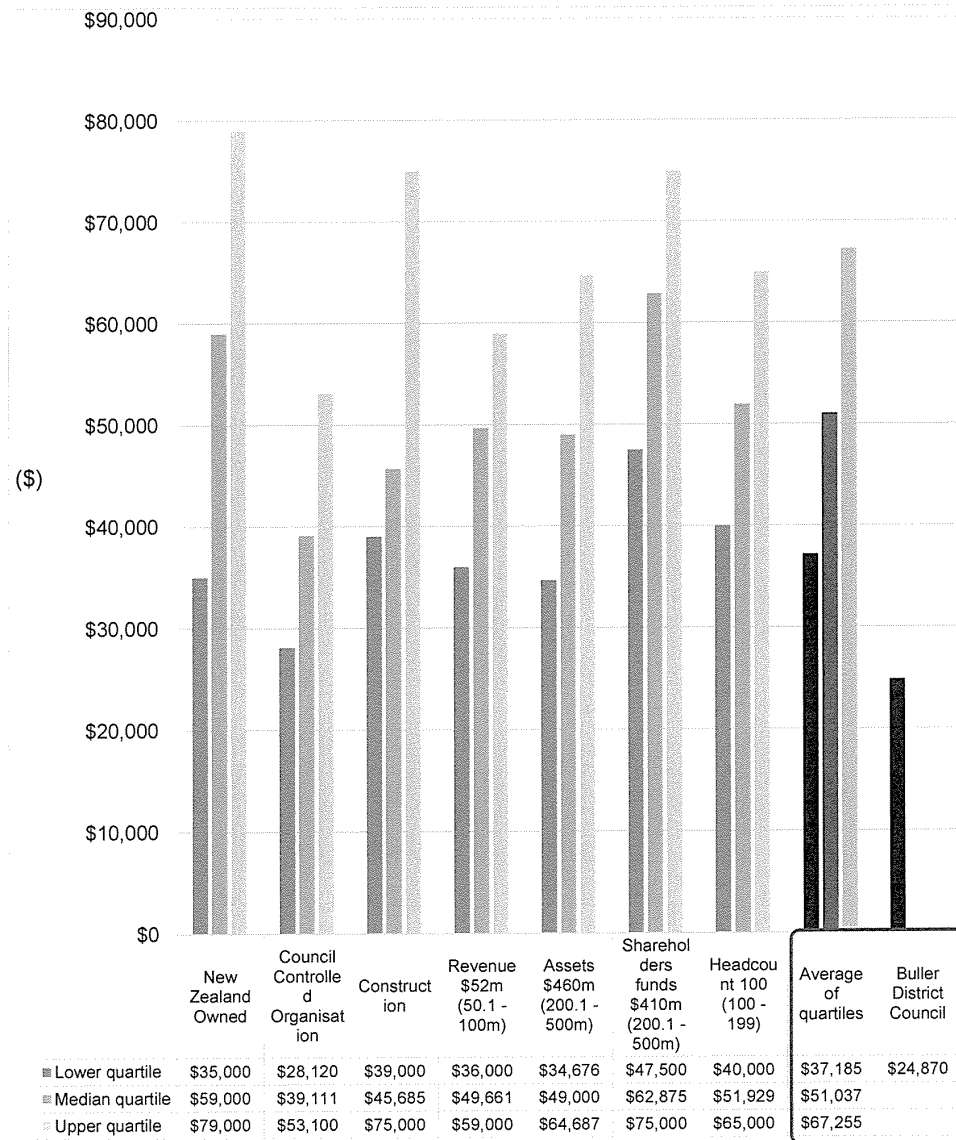
The lower, median and upper quartiles for non-executive director remuneration in the most recent survey are \$35,000, \$51,529 and \$77,063 and for non-executive chairs, they are \$45,000, \$67,000 and \$100,900 respectively across the whole survey sample. The survey incorporates a very wide sample of organisations from NFPs to NZX listed companies.



4 Comparator fee benchmarking

Director remuneration - comparator breakdown

The graph below shows director fee data relevant to Buller District Council based on the information you have provided. Each fee category is a sub-set of our latest directors' fees survey. It demonstrates that Buller District Council current director fee aligns to the lower quartile against the comparator fee categories.



5 Time commitments

The roles and responsibilities of board members have expanded over recent years. Directors are reporting that they need to spend an increasing number of hours keeping up to date with an ever-changing business and operating environment.

Directors are paid for the expertise and skills they bring to the boardroom rather than for the specific time invested in the role. However, the hours devoted to the organisations' governance may provide an indication of the complexity of the roles, the level of involvement required, and is one of the considerations that can help to inform the decision on the appropriate level of fees.

The table below shows the time commitments for director and chair roles within comparator organisations. These hours include board meetings, committee attendance and other governance duties.

	NON-EXECUTIVE DIRECTOR			NON-EXECUTIVE CHAIR		
	LOWER QUARTILE HRS	MEDIAN QUARTILE HRS	UPPER QUARTILE HRS	LOWER QUARTILE HRS	MEDIAN QUARTILE HRS	UPPER QUARTILE HRS
New Zealand Owned	71	111	175	88	150	250
Council Controlled Organisation	104	136	198	150	204	309
Construction	92	118	151	87	120	178
Revenue \$52m (50.1 - 100m)	96	142	200	122	181	268
Assets \$460m (200.1 - 500m)	97	140	203	255	330	361
Shareholders' funds \$410m (200.1 - 500m)	124	208	236	195	246	269
Headcount 100 (100 - 199)	89	122	178	96	162	290
AVERAGE TIME COMMITMENTS	96	140	192	142	199	275

NOTE: SEE APPENDIX 2 FOR A USEFUL TABLE ON WHICH TO MAP YOUR ORGANISATIONS DIRECTOR AND CHAIR HOURS TO COMPARE TO THE INFORMATION ABOVE.

Ongoing fee review policy

Because of movements in the market and other factors, such as inflation and CPI, fees are not static. They should be assessed for market appropriateness regularly. We encourage a discipline to update the benchmark data regularly. Best practice would be to review director fees annually, and it should be no longer than 3 years. This should identify if the fees remain competitive or if the fee gap is widening. A significant fee gap against benchmark may indicate the need for a fee adjustment.

Transparency of fee decisions

Consistent and open reporting on director fees helps build trust and confidence in business and corporate governance. We encourage all organisations to think beyond compliance. They should disclose director payments openly and consistently. Boards of all types of entities are welcome to use the IoD's [Guide to disclosing director remuneration in annual reports](#).

Appendix 2 – Table to map chair and director time commitments

ACTIVITY	NUMBER	TIME IN HOURS	PREP TIME (HOURS)	HOURS PER ANNUM (ESTIMATE)
Board meetings				
• Sub-committee: (e.g Audit and Risk)				
• Sub-committee:				
• Sub-committee: <i>(etc)</i>				
Other director time commitments	<i>e.g. stakeholder meetings, conferences, administration</i>			
Average annual hours for director	<i>Total director hours is the sum of the above rows</i>			
Chair – other time commitments	<i>e.g. meetings with CEO, functions, conferences, stakeholder meetings, administration</i>			
Average annual hours for chair	<i>Total chair hours is the sum of 'average annual hours for director' plus additional chair time commitments</i>			

Appendix 4 – Understanding the data measures

LOWER QUARTILE	This represents the point at which, when ranked from the lowest value to the highest value, 25% of the sample is lower and 75% of the sample is higher. The Lower Quartile is also known as the 25th percentile.
MEDIAN	When data is ranked from the lowest value to the highest value, the median represents the middle point of the data. At the median, 50% of the sample is lower and 50% of the sample is higher. The median is also known as the 50th percentile.
UPPER QUARTILE	This represents the point at which, when ranked from the lowest value to the highest value, 75% of the sample is lower and 25% of the sample is higher. The Upper Quartile is also known as the 75th percentile.
AVERAGE	Indicates the average value of remuneration or benefit in any given sample. The average is calculated by adding the numbers in a sample and then dividing by the count of the sample.

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 8

Prepared by Neil Engelbrecht
Financial Accountant

Lynn Brooks
Finance Manager

Reviewed by Douglas Marshall
Chief Financial Officer

INVESTMENTS AND BORROWINGS – As at 30 June 2023

1. REPORT SUMMARY

This report summarises Council's cash investments and borrowings for the month of June 2023, and compliance with Council treasury management policy.

2. DRAFT RECOMMENDATION

That the Risk and Audit Committee receive the Investments and Borrowings report as at 30 June 2023 for information.

3. ISSUES AND DISCUSSION

3.1 Term Investments

Total term investments (Including call account and other loans) have decreased by \$1.3m since the last report to 31 May 2023 from \$17.508m to \$16.208m at 30 June 2023. The call account decreased by \$1.3m from \$1.3m at 31 May 2023 to \$Nil at 30 June 2023.

3.2 Bank Balance

Council's main trading account closing balance was \$224k as at 30 June 2023. The balance decreased by \$208k since the last report to 31 May 2023. All of Council trading account closing balances at the end of May was \$256k.

3.3 Interest Revenue

Interest revenue to the end of June is \$1.086m against a full year budget of \$797k.

Council continues to reinvest term investment funds at the most favourable interest rate when deposits are available for renewal. The improving interest rates are reflected in the interest revenue for the year.

3.4 Borrowings and Net Debt Position

Total borrowings increased by \$1.03m since the last report to 31 May 2023. The total borrowings increased from \$33.2m at 31 May 2023 to \$34.2m at 30 June 2023. This was due to a short-term borrowing from Westpac of \$1.03m. The funds borrowed was used for additional flood recovery expenditure incurred, while council was waiting on the grant from external funders claims to be paid. This is a timing difference.

Net debt (borrowings less term investments and call account balance) has increased by \$2.33m since last reported from \$17.306m to \$19.636m due to the decrease of \$1.3m in call account and increase in borrowings noted above.

3.5 Compliance with Treasury Management 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 representing 25% 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.

3.6 Compliance with Financial Strategy Net Debt Limit set in the Long Term Plan

The Financial Strategy of Council is that net debt is more than \$25m at any given time. Currently Council's net debt is \$19.636m.

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

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

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

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

4.4 Risk Analysis

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

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

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

4.5 Policy / Legal Considerations

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

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

4.6 Tangata Whenua Considerations

None identified.

4.7 Views of Those Affected

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

4.8 Costs

There are no extraordinary costs relating to investments and borrowings.

4.9 Benefits

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

4.10 Media / Publicity

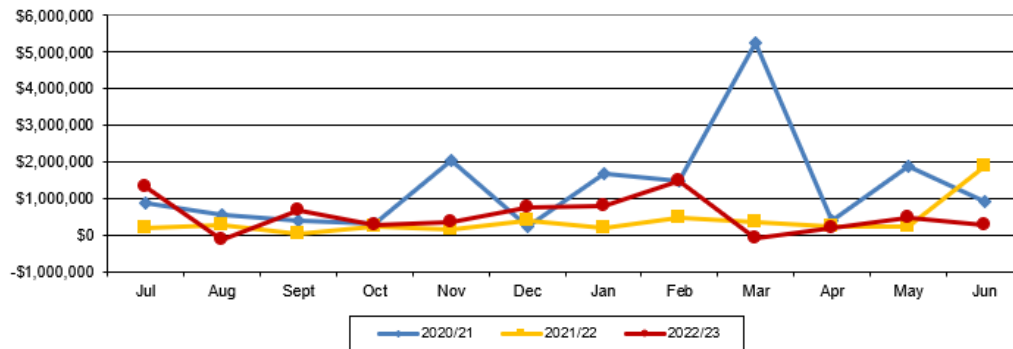
None identified.

INVESTMENTS AND BORROWINGS REPORT

1. BANK BALANCE

	This Month 30-Jun-23	Last Report 31-May-23	Last Year 30-Jun-22
Trading Account Council	\$223,974	\$432,166	\$1,866,900

2. MONTH END BANK BALANCES



3. SUMMARY OF INVESTMENTS

	This Month 30-Jun-23	Last Report 31-May-23	Last Year 30-Jun-22
Term deposits	14,107,472	14,107,472	16,377,141
LGFA Borrower Notes	500,000	500,000	455,000
Call Account	-	1,300,000	700,000
Balance before other loans	14,607,472	15,907,472	17,532,141
Other investments (Includes loan to Holding Company)	1,600,982	1,600,982	1,610,982
Total Investments	\$16,208,454	\$17,508,454	\$19,143,123

3.1 Term Deposits

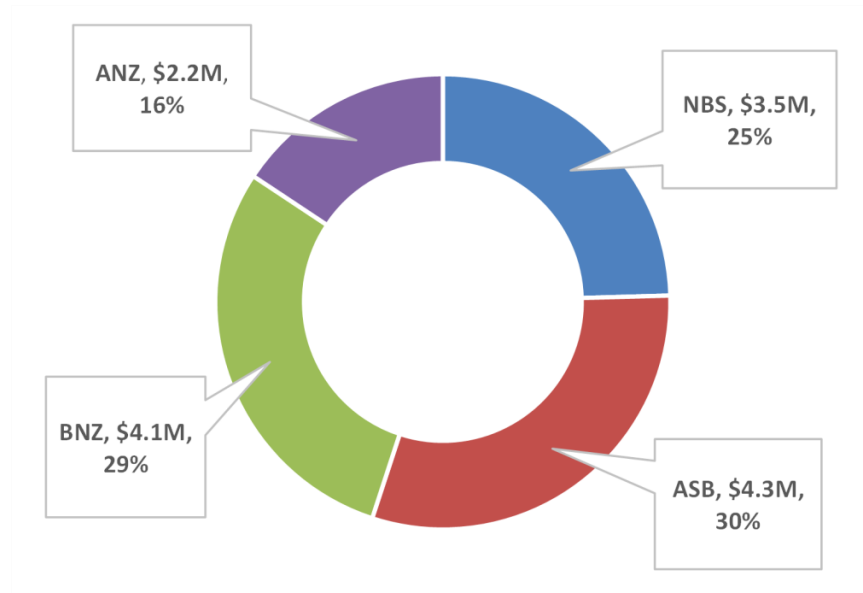
Investment Type	Counterparty	Amount	Start Date	Maturity Date	Fixed Interest Rate
Term Deposit	NBS	1,534,038	18-Jul-2022	18-Jul-2023	3.65%
Term Deposit	ASB	1,000,000	23-Jan-2023	26-Aug-2023	4.90%
Term Deposit	ASB	1,325,000	6-Mar-2023	13-Sep-2023	5.63%
Term Deposit	BNZ	500,000	10-Apr-2023	7-Oct-2023	5.10%
Term Deposit	ANZ	1,199,821	10-Oct-2022	9-Oct-2023	4.10%
Term Deposit	ASB	1,000,000	12-Oct-2022	12-Oct-2023	4.20%
Term Deposit	BNZ	1,000,000	10-Mar-2023	5-Nov-2023	4.70%
Term Deposit	BNZ	1,636,800	4-Mar-2023	29-Nov-2023	5.25%
Term Deposit	NBS	534,038	13-Jun-2023	13-Dec-2023	5.30%
Term Deposit	ASB	977,775	23-Jun-2023	23-Dec-2023	6.09%
Term Deposit	ANZ	1,000,000	4-May-2023	29-Jan-2024	5.50%
Term Deposit	NBS	400,000	07-May-2023	6-May-2024	5.75%
Term Deposit	BNZ	1,000,000	30-Jun-2023	30-Jun-2024	5.80%
Term Deposit	NBS	1,000,000	29-Jun-2023	01-Jul-2024	5.75%
Total Term Deposits		14,107,472			

The objective of this table is to show a trend of rising interest rates over the past 12 months.

There was one term deposit maturing during July, which has been renewed on the following terms:

- NBS - \$1,534,038 renewed for 1 year until 18 July 2024 at 5.85% per annum.

3.2 Term Deposits Summary by Trading Bank

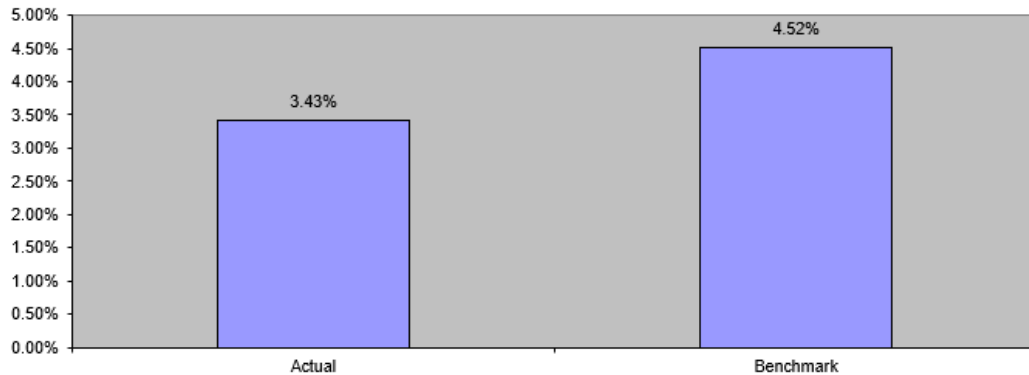


The maximum allowable investment per issuer is \$10m.

3.3 Local Government Funding Agency Borrower Notes

Investment Type	Counterparty	Amount	Maturity Date	Floating Interest Rate
LGFA Borrower Note	LGFA	125,000	1-Mar-2024	5.86%
LGFA Borrower Note	LGFA	125,000	1-Mar-2025	5.89%
LGFA Borrower Note	LGFA	125,000	1-May-2026	5.36%
LGFA Borrower Note	LGFA	125,000	1-Mar-2027	6.05%

4. INVESTMENTS PORTFOLIO PERFORMANCE (12-Month Average)



5. INTEREST REVENUE AND EXPENSE

	Actual YTD	Budget Full Year	Variance
Interest Revenue	\$1,085,641	\$796,699	\$288,942

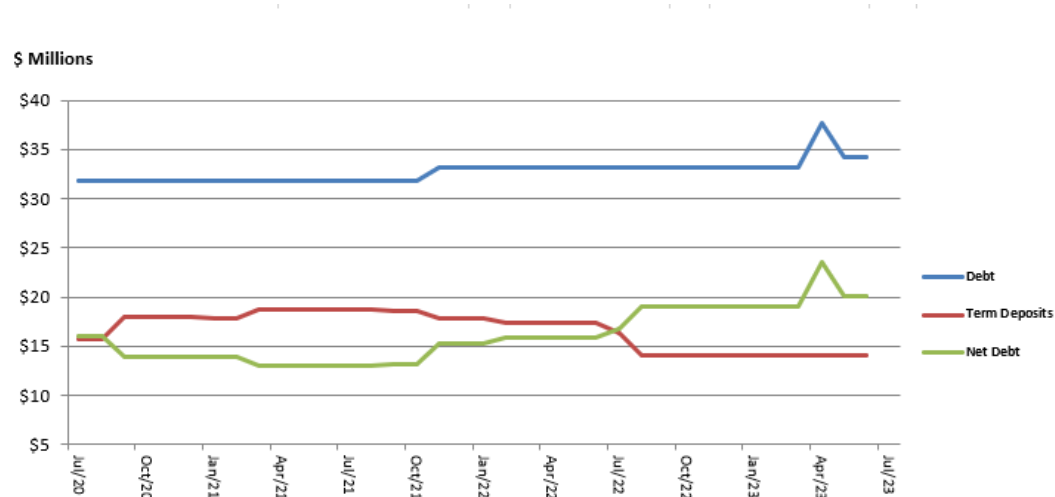
	Actual YTD	Budget Full Year	Variance
Interest Expense	\$1,711,525	\$1,755,372	(\$43,847)

6. SUMMARY OF BORROWINGS

	This Month 30-Jun-23	Last Report 31-May-23	Last Year 30-Jun-22
External Debt			
Westpac Loan Facility	14,243,860	13,213,860	13,213,860
LGFA Loan Facility	20,000,000	20,000,000	20,000,000
	\$34,243,860	\$33,213,860	\$33,213,860
Weighted Average Interest Cost	5.13%	4.98%	4.07%

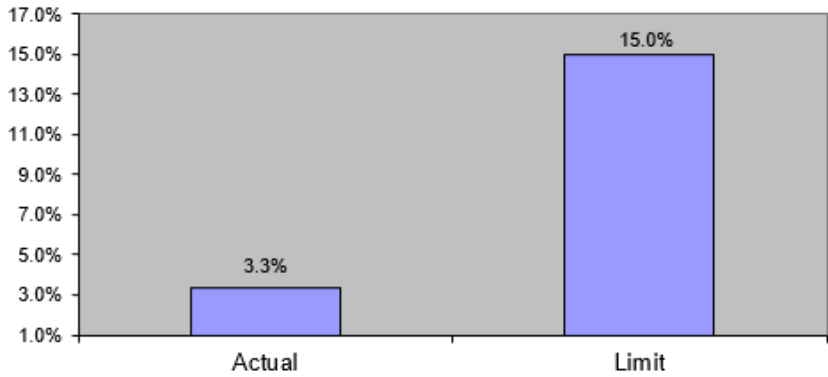
Net Debt			
Total Borrowings	34,243,860	33,213,860	33,213,860
Less: Term deposits (including Call Account)	14,607,472	15,907,472	17,532,141
	\$19,636,388	\$17,306,388	\$15,681,719

7. DEBT AND INVESTMENTS 3-YEAR TREND

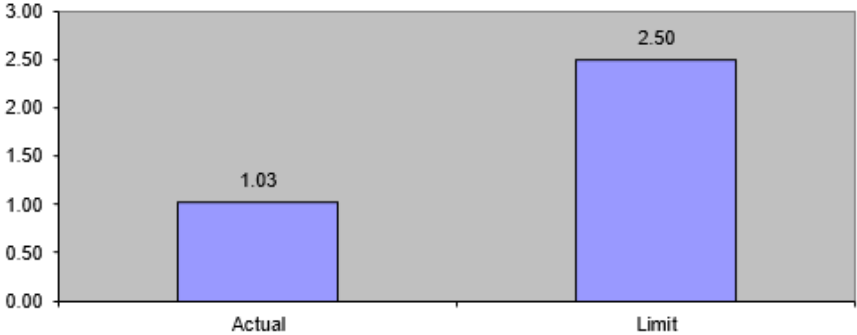


The above graph reports net debt as: gross debt held with external parties; less terms deposits excluding the call account. The definition used by this graph is in line with Council’s Treasury Policy but differs from how investments and net debt are expressed in other parts of this report that include the call account. The increase shown in the net and gross debt above for the month of April is due to the short-term borrowings of \$4.4m related to flood recovery costs. This loan was repaid during May 2023.

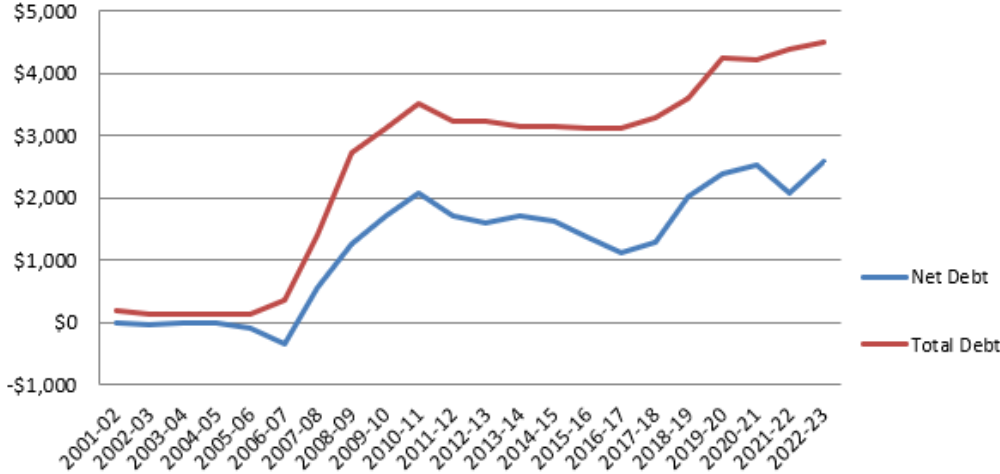
7.1 Interest Expense / Total Income



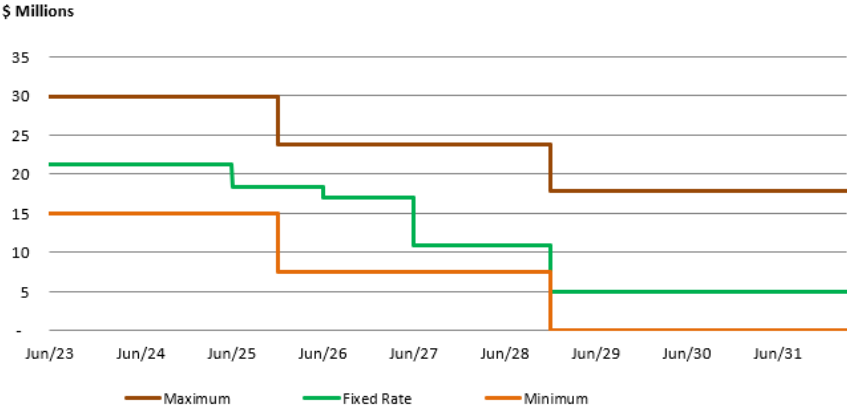
7.2 Gross Debt / Total Income



7.3 Debt and Net Debt per Rateable Property



7.4 Fixed Rate Debt - Compliance with Treasury Policy



RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 9

Prepared by - Sean Judd
- Acting Chief Executive

Appendix 1 Projects in Partnership Report & NEMA Update

MONTHLY REPORT – PROJECTS IN PARTNERSHIP UPDATE REPORT

1 REPORT SUMMARY

This report provides an update on the progress of the Projects in Partnership Steering Committee. It will be provided to the 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 Risk and Audit Committee receive the Projects in Partnership Update Report for information.

3. REPORTS

NEMA Reports

- *NEMA Financials Tranche 2*

PiP Reports

- *3 Waters*
- *Betterment*
- *Wharf Repair*
- *Tiphead*
- *Dredging (verbal update to PiP committee only)*
- *Reefton Stopbank*
- *Reefton Landfill*
- *DIA Better Off Funding (BOF) projects*
- *IAF Funded Projects (public excluded)*

Projects in Partnership Meeting – DRAFT Minutes
Monday 10 July 2023
4.00 – 5.00 pm, Clocktower Chambers and via Zoom

Present:

- Chairperson and Mayor Jamie Cleine (JC); Councillor Phil Grafton (PG); Mike Duff (MD), BDC CFO Douglas Marshall (DM) - Minute Taker

- Attending via Zoom: BDC Programme Manager - Recovery Penny Bicknell (PB); Ngāti Waewae Ned Tauwhare

- Apologies; BDC Acting CEO Sean Judd, BDC Acting Group Manager Infrastructure Services Mike Williams, Suresh Ram (DIA);

1. Welcome and Introduction

Meeting started at 4.04 pm.

2. Previous Meeting Minutes

No issues raised, clarified, or corrected.

Minutes accepted as tabled

3. NEMA Tranche 2 Funding

P Bicknell (PB) spoke to this report, noting that Tranche 1 financials are completed as the final submission was made for this claim last month.

- NEMA Financial Report Tranche 2

Refer to the claims portion at bottom of summary.

Penny noted that a claim of \$962,908 had been made. There was a hold over for retentions on the Tiphead which will get paid by NEMA in March 2024.

A discussion is ongoing with Team Advisory re invoices. A BDC team met with NEMA and in particular the recently appointed Deputy Chief Executive. We will be formally replying on this matter. A request has been made to extend the funding for the programme manager role until 31 December 2023. Funds exist for this role – there will be a budget surplus of at least \$34k at 31 December.

P Bicknell spoke to the following reports:

Projects in Partnership Reports

4. NEMA FUNDED PROJECTS

3 Waters

One more costing required relating to the Brick Arch. This project may use part of the contingency. The project manager continues the process to close out the final repairs works and hand back to BDC asset managers.

Betterment – projects are progressing well.

Pump station – Tender has been accepted from Westreef. Only enough budget to complete 4 of the 13 pump stations included in the tender.

Stormwater backflow prevention - 4 have been completed. 1 left - to be completed in August.

Grit and sediment – (Co-funded with IAF). Davis Ogilvie to continue with design works.

Domain Stormwater – Complete.

Alternative Water Supply Work – Desk top study due late July from Davis Ogilvie.

Mill & Roebuck Street – Complete.

Coates Street – Calibre report received and now in final design.

Wharf Repair

NEMA have asked the council to seek a high-level peer review of the repair which BDC staff accept as appropriate and will work through options. The question of the cost of this review and the period that would take is questioned.

These repairs are still expected to be completed by end of financial year 2024.

Tiphead

Complete. On-going maintenance of the planting required.

Dredging (verbal update) - current dredge swing commenced 6 July.

Reefton Campground Stopbank

Project completed and the resource consent is issued.

Reefton Historic Landfill

Work in progress according to plan. This is due to close out by end of August.

5. DIA - BETTER OFF FUNDING (BOF) PROJECTS

Reefton Wastewater modelling – Currently being scoped.

Climate Change adaption – University of Canterbury have commenced their work.

Master Planning – scoping document almost complete to allow for full spatial planning work to be priced/tendered.

Community Hub – workshop be undertaken next week to progress.

Civil Defence – Currently ensuring the IT component is proven, hope to complete in the next couple of months, waiting for information re generators.

Battery decision for generators not made as yet.

Airport relocation – an expert on airport planning has been identified and a proposal for works and associated cost is being established.

Reefton Campground – application – meeting in Reefton to define scope and co-funding

Balance of unallocated budget of \$650k requires a council workshop – date for workshop to be established.

Karamea water – work progressing.

Communications

Next communications will be on the completed works. This will be to give the community feedback that works have been done to improve stormwater outcomes in Westport.

6. Public Excluded Minutes

IAF Funded Projects

7. Other business

No other matters were raised. The meeting closed at 4.35 pm

**NEMA Tranche 2 Programme
For Period 2022/23 - June**

	CURRENT BUDGET (Total)	TOTAL COST TO DATE	TOTAL REVENUE TO DATE	Claims	FORECAST COST TO COMPLETE	FORECAST AT COMPLETION	PROJECT VARIANCE
WP1 Drinking Water Repairs	0	90,779	(89,303)	(1,476)	0	0	0
Expenses	300,059	90,779			209,280	300,059	0
Revenue	(300,059)		(89,303)	(1,476)	(209,280)	(300,059)	0
WP2 Stormwater Repairs	0	149,217	(111,163)	(38,054)	0	0	0
Expenses	415,364	149,217			266,147	415,364	0
Revenue	(415,364)		(111,163)	(38,054)	(266,147)	(415,364)	0
WP3 Wastewater Repairs	0	500,592	(500,971)	379	0	0	0
Expenses	437,015	500,592			(63,577)	437,015	0
Revenue	(437,015)		(500,971)	379	63,577	(437,015)	0
WP4 CCTV and Cleaning	0	998,773	(965,651)	(33,122)	(0)	0	0
Expenses	1,076,984	998,773			78,211	1,076,984	0
Revenue	(1,076,984)		(965,651)	(33,122)	(78,211)	(1,076,984)	0
WP5 3W Inspections	0	28,550	(27,923)	(627)	0	0	0
Expenses	55,491	28,550			26,941	55,491	0
Revenue	(55,491)		(27,923)	(627)	(26,941)	(55,491)	0
Project Management WP 1-5	0	227,767	(220,887)	(6,880)	(0)	(226,837)	0
Expenses	226,837	227,767			(930)		0
Revenue	(226,837)		(220,887)	(6,880)	930	(226,837)	0
WP6 3W Betterment Projects	0	376,635	(226,247)	(150,388)	0	0	0
Expenses	1,582,000	376,635			1,205,365	1,582,000	0
Revenue	(1,582,000)		(226,247)	(150,388)	(1,205,365)	(1,582,000)	0
WP7 Westport Port Repairs	0	189,685	(137,979)	(51,706)	0	0	0
Expenses	5,920,000	189,685			5,730,315	5,920,000	0
Revenue	(5,920,000)		(137,979)	(51,706)	(5,730,315)	(5,920,000)	0
WP8 Westport Dredging Project	0	1,543,506	(1,386,000)	(157,506)	0	0	0
Expenses	4,716,000	1,543,506			3,172,494	4,716,000	0
Revenue	(4,716,000)		(1,386,000)	(157,506)	(3,172,494)	(4,716,000)	0
WP9 Inangahua River Projects	0	438,972	(364,550)	(74,422)	0	0	0
Expenses	1,224,000	438,972			785,028	1,224,000	0
Revenue	(1,224,000)		(364,550)	(74,422)	(785,028)	(1,224,000)	0
WP10 Tiphead Repairs	0	759,419	(716,941)	(42,478)	0	0	0
Expenses	1,000,000	759,419			240,581	1,000,000	0
Revenue	(1,000,000)		(716,941)	(42,478)	(240,581)	(1,000,000)	0
Programme Management	0	93,571	(70,282)	(23,289)	0	0	0
Expenses	190,440	93,571			96,869	190,440	0
Revenue	(190,440)		(70,282)	(23,289)	(96,869)	(190,440)	0
TOTAL							
Expenses	17,144,191	5,397,466		0	11,746,725	16,917,354	0
Revenue	(17,144,191)		(4,817,896)	(579,570)	(11,746,725)	(16,795,427)	0
Deductions	348,764				0		
Total	348,764	5,397,466	(4,817,896)	(579,570)	0	121,927	0

	Costs	Threshold	on Hold	Ineligible	Invoiced	Paid	Paid from \$1mil advance
Pre Tranche 2 (60%)	457,846.15	-	173,850.00		-		283,993.15
Claim 1	957,121.42	-	174,914.00		782,207.42	782,207.42	
Claim 2 (40%)	179,231.32				179,231.32	179,760.47	
Claim 3	632,903.36		-	91,028.25	-	4,297.23	537,577.88
Claim 4	1,104,415.37		-	24,486.25			1,084,973.21
Claim 5	739,294.89		-	1,800.00			739,294.89
Claim 6	55,404.93						55,404.93
Claim 7	938,898.80			50,055.00*			962,908.29
Balance to be Claimed	332,350.00						
	5,397,466.24	-	348,764.00	-	67,259.50	-	4,297.23
					4,341,597.94	4,342,127.09	283,993.15

BULLER DISTRICT COUNCIL - Flood Recovery - Recovery - Work Packages 1 - 5



Programme/Project Details

Location and Region:	Buller, Westport
Project Budget:	\$2,511,751
Month End	July-2023
Financial Period End	June-2023
Project Principal:	Buller District Council
Project Partner(s):	National Emergency Management Agency (NEMA)
Project Manager:	Mark Wiechern
Programme Outcomes:	This Programme of works covers all 3W repair (Drinking Water/ Stormwater/ Wastewater) in Work Packages 1-5. The programme encompassed both the July 2021 and February 2022 severe weather events damage. 60% of funding is from NEMA, and the remaining 40% is by Cabinet approval of the T2 funding submission (outside of NEMA policy).

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

Aspect	Status	Comments
Overall:	G	Repair works have progressed well. Approximately 95% complete by tasks or 92% complete by cost vs projected total costs.
Budget:	G	Work will complete under original estimates by a value approximating slightly above the contingency allowed for this repairs programme
Scope:	A	Still require scope sign-offs by NEMA for Brougham brick arch.
Resource:	G	Contractors have increasing work loads from competing projects/funding streams which may require further discussion with the contractor (WRSL). Requires strict management by PMO for priorities.
Schedule:	A	All works excluding Brougham brick arch were completed by March 31. Current forecast is for the Brougham Brick Arch to be complete by November 30 at the latest, due to the complexity of access and seasonal river conditions.
Risks / Issues:	A	Current indications are that the Brougham Brick arch repair is likely to exceed NEMA approved budget. Further work required to look to reduce cost or progress with the works with increased budget

Current Updated Programme	
Previous Reporting Period	Next Reporting Period
The only project outstanding in this work programme is the Brougham street Brick Arch repair. All permits, land access agreements and civil/structural design has been completed for this repair. Initial pricing from the market has been received which highlights the budget pressure for this repair.	The Focus for August is to resolve pricing/funding and procurement mechanisms for the approval and award of the Brougham Brick arch repair works to a contractor so that works can begin.

Updated Project Road Map/Schedule

Project task	2022			2023									Comments
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Planning and BDC Approvals	█	█	█	█									
Easements and access Agreement					█	█	█	█					
Construction (Includes continuation of HDD Design)					█	█	█	█	█	█	█	█	
Construction Complete									█	█	█	█	
Commissioning and Testing									█	█	█	█	
Handover and Asset Manager Acceptance								█	█	█	█	█	

Milestones				
Milestone / Task	Baseline Finish	Forecast/Actual Finish	% completion	Comments
Westport WWTP Diffusers Replacement	31-Mar-23	28-Mar-23	100%	
Westport WWTP Grit Cleaning	31-Mar-23	28-Mar-23	100%	
CCTV - Final Remaining Sites	16-Dec-22	31-Jan-23	100%	
Domett St Tomo - Damaged Pipe Repair	16-Feb-23	31-Mar-23	100%	
Cats Creek - Clean out Flood Silt	1-Oct-22	1-Oct-22	100%	
Westport Waste Pump Stations - Remainir	31-Mar-23	31-May-23	100%	
Waimangaroa Drinking Water Repair	1-Feb-23	28-Feb-23	100%	
Reefton Reservoir Access Track	16-Mar-23	30-Apr-23	100%	
Brougham St Brick Arch - Flood damage re	31-May-23	30-Nov-23	19%	
Reefton Brick Arch CCTV	16-Dec-22	31-Jan-23	100%	
Emergency works, repairs and clean ups p	31-May-22	31-May-22	100%	

Financials						
Budget and Expenditure Summary						
Programme/Project Item	Current Budget	Cost To Date (CTD)	Forecast Cost to Complete (FCC)	Final Forecast Cost (FFC)	Project Variance	Commentary
Business Case (Phase 0)	\$0	\$0	\$0	\$0	\$0	
Planning (Phase 1 - 3)	\$0	\$4,974	\$0	\$4,974	\$4,974	
Consents and Approvals (inc land and legal) (Phase 4)	\$0	\$0	\$0	\$0	\$0	
Design (Phase 4)	\$0	\$27,455	\$0	\$27,455	\$27,455	
Construction (Phase 4)	\$1,962,180	\$1,694,713	\$102,000	\$1,796,713	-\$165,467	
Closeout (inc operational readiness, handover, as built) (Phase 5)	\$0	\$0	\$0	\$0	\$0	
Project Management	\$226,837	\$268,536	\$19,500	\$288,036	\$61,199	
Total	\$2,511,751	\$1,995,678	\$121,500	\$2,117,178	\$394,573	
Contingency	\$322,734		\$394,573			

Risks/Issues/Outcomes		
Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)		
Risk ID - Risk/Issue	Mitigation	Residual Risk
WP1 - WP5 / 2 - BDC will be forced to utilise AP funds to remedy (unplanned, possibly unbudgeted works)	No proceeding until BAU Funds are ear-marked as backup.	12
WP1 - WP5 / 4 - Potential delays at certain flood 'repair' sites due to inclement weather (E.g. Reefton Access Track)	Manage the contractors schedule	2
WP1 - WP5 / 5 - Risk that information or records of work may not be suitable for the Planning Team (AssetFinder Input)	Identify the items required with the BDC Planning Team and discuss with suppliers in first instance	2

Communications
 An update on media, marketing and communication activity for the programme/project
 Key achievements/outcomes
 Ongoing public stakeholder engagement continues with a number of news media statements and articles being published. The monthly Flood Recovery update Bulletin remains the primary community engagement tool for the 3W repairs and recently provided an update to the public in late April and again in late July in the local newspaper. As the Programme draws to an close in the coming months, a summary media release should be considered to summarise the extent of work undertaken by Council and it's contractors.

Risk Key

Risk Rating	Action, Escalation & Review Timeframe Needed
20 - 28 Extreme	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
10 - 16 High	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
4 - 9 Moderate	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
1 - 3 Low	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
Almost certain	5	Event is expected to occur more than once in the next year
Likely	4	Event is expected to occur once in the next year
Possible	3	Event could occur at least once in the next two years
Unlikely	2	Event could occur at least once in the next 3 to 5 years
Rare	1	Event is unlikely to occur in the next 5 years

		Risk Assessment Matrix				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
Consequence	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Insignificant (1)	1	2	3	4	5
		Likelihood				

BULLER DISTRICT COUNCIL - Three Waters - Stormwater & Drainage - NEMA T2 Betterment - WP6



Programme/Project Details

Location and Region:	Buller
Project Budget:	\$1,582,000
Reporting Period (ending):	July-2023
Financial Period End	June-2023
Project Principal:	Buller District Council
Project Partner(s):	NEMA
Project Manager:	Rob Poole
Programme Outcomes:	The scope is made up of 8 sub-projects that fall under the NEMA Betterment funding source. The programme of works objective is to provide 3W flood resilience to select priority assets across the reticulated networks (Stormwater, Wastewater and Drinking Water) for Westport. Westport WWTP is jointly funded between NEMA and IAF

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

Aspect	Status	Comments
Overall:	G	The Programme has been prioritised by BDC and accepted by NEMA
Budget:	A	\$1,582,000 * WWTP Project is jointly funded between IAF (\$250k)and NEMA (\$500k
Scope:	G	This programme of works includes the following projects from both the July 2021 and February 2022 flood events: * Lifting flood damaged Wastewater Pump Station electrical cabinets above the 1% AEP flood height (1 in 100yr
Resource:	G	Backflow prevention, Mill St, Roebuck St, Coats St and Domain - WestReef Westport WWTP - Design by Davis Ogilvie (DO). Construction TBC
Schedule:	G	Physical works began in Feb 23. Last project to be completed in early 2024 (Westport WWTP)
Risks / Issues:	G	Reducing scopes of some projects to ensure they remain under the budget

Current Updated Programme	
Previous Reporting Period	Next Reporting Period
WW Pump Stations - Tender evaluation undertaken & negotiations complete. Currently writing contract docs SW Backflow Prevention - WestReef have installed 4 of 5 with the last scheduled for September 23. WW Grit & Sediment - Engagement of Davis Ogilvie (DO) underway, contract signed 24/4/23. Started on 1 May 23 Domain SW Drainage - Installation of sump. COMPLETE Alt Drinking Water Supply - DO completed desktop study 26/7/23. Mill St manhole replacement - COMPLETE 30/6/23 Roebuck St - COMPLETE 31/3/23 Coates St - Calibre have discovered that their concept design does not work and are re-working their proposal. Due 28/7/23	WW Pump Stations - Contract documents signed & Contractor commence with design SW Backflow Prevention - Cats Creek 2 to be started in August. WW Grit & Sediment - DO to continue with design works & procurement process commence Domain SW Drainage - COMPLETE Alt Drinking Water Supply - DO to undertake yield assessment. PCG meeting to be held WC 7/8/23 to discuss works to date Mill & Roebuck St - COMPLETE Coates St - Final design drawings for construction due 28/7/23. Contractor to price project & negotiations where required

Updated Project Road Map/Schedule					
Project task	2023				Comments
	Jun-23	Jul-23	Aug-23	Sep-23	
Lifting wastewater pump stations above 1% AE level	Tender	Contract Award	Construction	Construction	Lifting 7-9no flood damaged Wastewater Pump Station electrical cabinets above the 1% AEP flood height in Westport. * Scheduled for completion December*
SW Backflow Prevention - Install WaStops			Construction - Cats Creek 2		Installation of 5no. backflow prevention devices within the Westport SW network.
WWTP – Grit/Sediment and Screen Plant	Design	Design	Design	Design	Installation of a new combined Grit/Sediment and Screen plant at the Westport WWTP. * Scheduled for completion December*
Coates Street SW Upgrade - Stage 1	Design	Design	Contractor Procurement	Contractor Procurement	Design and installation of open swale drains along Coates/ Forbes Street in Westport.
Westport Domain SW Reinstatement (COMPLETE)					Reinstatement of an old SW drain through the Westport Domain. Changed now to sump install on Menzies St - COMPLETE
Alternative Drinking Water Supply Investigation	Design	Design	Design	Design	Design and investigation of an alternative Drinking Water supply for Westport. * Scheduled for completion December*
Mill St and Roebuck SW Upgrade (COMPLETE)	Mill St COMPLETED				Upgrading two weak nodes of Westport's SW network on Mill and Roebuck Streets. Installation of new manholes. Both - COMPLETE

Milestones				
Milestone / Task	Baseline Finish	Forecast/Actual Finish	% completion	Comments
WW Pump stations - PROCUREMENT - 10243	31-Jul-23	31-Jul-23	95%	Negotiations complete. Contract docs being collated
WW Pump stations - CONSTRUCTION ROEBUCK - 10243	22-Sep-23	22-Sep-23	0%	Awaits finalised contract
WW Pump stations - CONSTRUCTION RINTOUL - 10243	29-Sep-23	29-Sep-23	0%	Awaits finalised contract
WW Pump stations - CONSTRUCTION DERBY /BRIGHT - 10243	6-Oct-23	6-Oct-23	0%	Awaits finalised contract
SW Backflow Prevention - 10244	18-Mar-23	30-Sep-23	80%	4 of 5 installed
WW Grit & Sediment - 10245	13-Dec-23	6-Mar-24	10%	Ongoing design by Davis Ogilvie
Domain SW Drainage - 10246	4-May-23	24-Mar-23	100%	Complete
Alt Drinking Water supply - DESKTOP STUDY - 10247	26-Jul-23	26-Jul-23	100%	Complete
Alt Drinking Water supply - YIELD ASSESSMENT - 10247	9-Aug-23	9-Aug-23	0%	Ongoing design by Davis Ogilvie
Alt Drinking Water supply - MULTI-CRITERIA ASSESSMENT - 10247	27-Sep-23	27-Sep-23	0%	Awaits completion of yield assessment
Alt Drinking Water supply - OPTIONS REPORT - 10247	23-Oct-23	23-Oct-23	0%	Awaits completion of multi criteria assessment
Mill St SW upgrade - 10248	26-Mar-23	30-Jun-23	100%	Complete
Roebuck St SW upgrade - 10249	26-Mar-23	29-Mar-23	100%	Complete
Coates St SW upgrade DESIGN - 10250	29-Jul-23	10-Jul-23	75%	Design ongoing
Coates St SW upgrade CONSTRUCTION - 10250	1-Jan-24	1-Oct-23	0%	Awaits design completion

Financials									
Budget and expenditure summary									
Programme/Project Item	Approved Original Budget	Current Budget	Cost to Date (CTD)	Forecast Cost to Complete (FCC)	Final Forecast Cost (FFC)	FFC to Current Budget Variance	Reported Contingency	Status	Commentary
WW Pump stations - 10243	\$ 313,200	\$ 313,200	\$ 1,180	\$ 232,778	\$ 233,958	\$ 79,242	\$ 79,242	In Design	0
SW Backflow Prevention - 10244	\$ 178,350	\$ 178,406	\$ 114,315	\$ 64,091	\$ 178,406	\$ 0	\$ -	In Construction	0
WW Grit & Sediment - 10245	\$ 435,000	\$ 435,000	\$ 9,685	\$ 425,315	\$ 435,000	\$ -	\$ -	In Design	0
Domain SW Drainage - 10246	\$ 15,000	\$ 14,186	\$ 14,186	\$ -	\$ 14,186	-\$ 0	\$ -	Completed	Following preliminary site investigation in the Domain, the scope of the project changed to a new sump on Menzies St
Alt Drinking Water supply - 10247	\$ 174,000	\$ 174,000	\$ 25,138	\$ 75,000	\$ 100,138	\$ 73,862	\$ 73,862	In Design	0
Mill St SW upgrade - 10248	\$ 22,620	\$ 22,620	\$ 22,287	\$ -	\$ 22,287	\$ 333	\$ 333	Completed	0
Roebuck St SW upgrade - 10249	\$ 26,000	\$ 25,120	\$ 25,120	\$ -	\$ 25,120	\$ -	\$ -	Completed	0
Coates St SW upgrade - 10250	\$ 217,500	\$ 217,500	\$ 68,228	\$ 149,272	\$ 217,500	\$ 0	\$ -	In Design	0
Betterment PM costs - 10251	\$ 200,330	\$ 201,968	\$ 96,496	\$ 105,472	\$ 201,968	\$ 0	\$ -	In Construction	0
-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0
Total	\$ 1,582,000	\$ 1,582,000	\$ 376,635	\$ 1,051,929	\$ 1,428,563	\$ 153,437	\$ 153,437		

Note: FCC and FFC exclude contingency

Risks/Issues/Outcomes		
Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)		
Risk ID - Risk/Issue	Mitigation	Residual Risk
NEMA T2 Betterment - WP6 / 1 - budget is limited to \$360k and it is likely that this is not sufficient for all pump stations	Prioritise order of remediation and cut out pump stations in order to bring project in under budget. Monthly cost tracking throughout.	4
NEMA T2 Betterment - WP6 / 2 - This project is complicated by a mix of M& E, civil and hydraulic components	Independent Q S assessment of offers if uncompetitive.	4
NEMA T2 Betterment - WP6 / 3 - Records are not always accurate and preliminary investigations shows regular damage of pipework	Contractor to oversee responsibility for measuring drainage lines and ordering WaStops. Controlled by contract	2
NEMA T2 Betterment - WP6 / 4 - Long lead times for key components as some are imported.	Specialist consultant to oversee design, procurement and construction	6
NEMA T2 Betterment - WP6 / 5 - There is a lack of contractors specialising in this field	Cross check tenders against an independent Q S Internal review of methodologies to ensure compliance	4
NEMA T2 Betterment - WP6 / 6 - Wet weather will impede the construction programme	Works to be programmed during summer season to reduce risk of rain. Contractor to propose a work method that mitigates inclement weather if and where possible	6
NEMA T2 Betterment - WP6 / 7 - Limited budget to install a new drainage line through the Domain	Financial project tracking	2

Communications

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

WW Pump Stations - None to date however this will involve substantial community engagement
 SW Backflow Prevention - None required
 WW Grit & Sediment - None required
 Domain SW Drainage - None required
 Alt Drinking Water Supply - No engagement required at this options report stage.
 Mill & Roebuck St - None required
 Coates St - Project will involve some community engagement. So far BDC have been in contact with the local Pony Club to discuss our provisional plans

Risk Key

Risk Rating	Action, Escalation & Review Timeframe Needed
20 - 25 Extreme	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
10 - 16 High	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
4 - 9 Moderate	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
1 - 3 Low	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
Almost certain	5	Event is expected to occur more than once in the next year
Likely	4	Event is expected to occur once in the next year
Possible	3	Event could occur at least once in the next two years
Unlikely	2	Event could occur at least once in the next 3 to 5 years
Rare	1	Event is unlikely to occur in the next 5 years

Risk Assessment Matrix					
Consequence	Likelihood				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
Catastrophic (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Insignificant (1)	1	2	3	4	5

BULLER DISTRICT COUNCIL - Infrastructure Strategy - Recovery - Westport Wharf Repair and Reinstatement		
Programme/Project Details		
Location and Region:	Buller, Westport	
Project Budget:	\$5,920,000	
Month End	July-2023	
Financial Period End	June-2023	
Project Principal:	Buller District Council	
Project Partner(s):	National Emergency Management Agency (NEMA)	
Project Manager:	Phil Rossiter	
Programme Outcomes:	Project Scope: This project seeks to repair and reinstate safe and fit-for-purpose wharf infrastructure at the bulk shipping precinct that was damaged during the July 2021 and February 2022 Buller River flood events.	
Project Overview/traffic Light Status/High-Level Summary (G = Green- Good ; A = Amber- Warning; R = Red - Issue)		
Aspect	Status	Comments
Overall:	A	The project is generally following its intended path, albeit with some programme slip and budget pressure. Programme slip has come from unscheduled activities (protracted Importance Level approval and late introduction of a peer review of the proposed Wharf repair design). A recent updated cost estimate exceeded the available budget by 10%, however this is considered close enough to proceed to market and validate via a tender process, with potential mitigations available, should tendered pricing exceed budget. Beyond this, key matters are in hand.
Budget:	A	A recent (July 2023) independent cost estimate was undertaken and exceeded the total available project budget of \$5,920,000 by approximately 10%. Whilst this flags potential issues with budget adequacy, market engagement has identified keen and willing suppliers with an easing workload, and it is considered appropriate to proceed to tender the repair on this basis and work with a preferred supplier on value engineering options, should this be required.
Scope:	G	The repair scope has been defined based on a combination of user-input, a detailed structural site inspection, and a recently completed 'constructability' review that has further optimised the repair design. The repair design will be based on Importance Level 3.
Resource:	G	Resources required for this stage of the project are secured. Additional resources will be required as the project progresses.
Schedule:	A	The programme is slipping, mainly because of unforeseen delays confirming the Importance Level of the repair design and now because of the need to complete a peer review of the repair design. The design will not be tendered until the design is confirmed, introducing a number of months' delay to the project. The overall programme will be confirmed and re-baselined when construction tenders are received and a programme is accepted. The current forecast is for a mid 2024 completion. It is possible actual completion may remain close to this date, but is to be confirmed when a contractor is secured and programme accepted.
Risks / Issues:	A	A number of risks have been identified and mitigations and management actions are underway and on-going and tracking to plan. The 'traffic light' status of this aspect has been set to amber to reflect the presence of risks and their potential to adversely impact the project, if not controlled.



Current Updated Programme	
Previous Reporting Period	Next Reporting Period
The repair design has been completed and an independent peer review is underway. A statutory approvals review has been completed. Resource consent is required. An Assessment of Environmental Effects has been progressed, along with supporting studies (ecological impact assessment and archaeological assessment). Liaison with the Buller District Council (as Building Consent Authority) was undertaken and a Building Consent Exemption will be processed under its discretionary authority. An independent cost-check was completed to inform budget adequacy and produced a total project estimate approximately 10% beyond available budget. The design will be put to market (tender) in its current form to validate this.	Progress independent peer review of repair design. Final repair design (currently on hold pending outcome of peer review). Finalise resource consent application (Assessment of Environmental Effects; Ecological Impact Assessment; Archaeological Assessment; and stakeholder/affected party consultation) and submit for processing. Formalise construction access with Kiwirail. Progress construction repair procurement documentation.

Updated Project Road Map/Schedule														
Project task	2023						2024							Comments
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Project management, coordination, and delivery (Sep '22 to Jul '24)														Scheduled to continue to July 2024
Investigations & planning (Sep '22 to Sep'23)														
Design (Sep '22 to Sep '23)														
Consents & approvals (Jun '23 to Sep '23)														
Construction procurement (Jun '23 to Sep '23)														
Construction & site management (Oct '23 to Jun '24)														Scheduled to continue to June 2024
Handover & closeout (Jul '24)														Programmed to commence July 2024

Milestones				
Milestone / Task	Baseline Finish	Forecast/Actual Finish	% completion	Comments
Conceptual engineering design	23-Sep-22	23-Sep-22	100%	Complete
Geotechnical investigation & assessment	11-Nov-22	11-Nov-22	100%	Complete
Topographical survey acquisition	9-Nov-22	9-Nov-22	100%	Complete
Detailed engineering inspection and assess	16-Nov-22	16-Nov-22	100%	Complete
Kiwirail liaison and building fate determina	28-Feb-23	28-Jan-23	100%	Complete
Preliminary engineering design	14-Dec-22	14-Jan-23	100%	Complete
Construction supplier engagement/validati	18-Jan-23	24-Apr-23	100%	Complete
Statutory approvals	10-May-23	10-Oct-23	60%	
Detailed design	12-Apr-23	30-Sep-23	90%	
Construction procurement	7-Jun-23	30-Sep-23	30%	
Construction	30-Jun-24	30-Jun-24	0%	
Handover	31-Jul-24	31-Jul-24	0%	

Financials						
Budget and Expenditure Summary						
Programme/Project Item	Current Budget	Cost To Date (CTD)	Forecast Cost to Complete (FCC)	Final Forecast Cost (FFC)	Project Variance	Commentary
Business Case (Phase 0)	\$0	\$0	\$0	\$0	\$0	
Planning (Phase 1 - 3)	\$108,000	\$73,665	\$15,000	\$88,665	-\$19,335	
Consents and Approvals (inc land and legal) (Phase 4)	\$61,200	\$0	\$24,200	\$24,200	-\$37,000	
Design (Phase 4)	\$150,000	\$75,110	\$60,000	\$135,110	-\$14,890	
Construction (Phase 4)	\$5,432,387	\$0	\$5,498,875	\$5,498,875	\$66,488	
Closeout (inc operational readiness, handover, as built) (Phase 5)	\$12,000	\$0	\$12,000	\$12,000	\$0	
Project Management	\$156,000	\$40,910	\$120,240	\$161,150	\$5,150	
Total	\$5,920,000	\$189,685	\$5,730,315	\$5,920,000	\$0	
Contingency	\$413		\$0			

Risks/Issues/Outcomes		
Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)		
Risk ID - Risk/Issue	Mitigation	Residual Risk
10232 / 3 - Because the materials specified in the repair design are scarce and/ or have very long-lead times	Monitor and communicate	8
10232 / 4 - Because it is more complicated than necessary and unfit-for-purpose.	Monitor and communicate	8
10232 / 1 - Because there is insufficient consideration or estimation of cost effective repair/construction approaches and materials and/or collaboration with the construction/repair market	Monitor and communicate	6
10232 / 5 - Because the project is seen as too hard, or too distant, or not interesting enough relative to other market opportunities at the time	Monitor and communicate	6

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

Some external communication/media was undertaken in relation to the geotechnical drilling and investigation work and the purpose of this and relation to the wider repair programme. It is appropriate to progress further planning and design work and clarify matters such as programme timing and next steps before further communications are considered. No physical works are expected at the site until at least spring of 2023. On-going updates have been provided via BDC's communication team as part of wider flood recovery reporting.

Risk Key

Risk Rating		Action, Escalation & Review Timeframe Needed
20 – 25	Extreme	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
10 – 16	High	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
4 – 9	Moderate	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
1 – 3	Low	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
Almost certain	5	Event is expected to occur more than once in the next year
Likely	4	Event is expected to occur once in the next year
Possible	3	Event could occur at least once in the next two years
Unlikely	2	Event could occur at least once in the next 3 to 5 years
Rare	1	Event is unlikely to occur in the next 5 years

		Risk Assessment Matrix				
Consequence	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Insignificant (1)	1	2	3	4	5
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
		Likelihood				

BULLER DISTRICT COUNCIL - Infrastructure Strategy - Recovery - NEMA - Tiphead - WP10



Programme/Project Details

Location and Region:	Buller, Westport
Project Budget:	\$1,000,000
Month End	July-2023
Financial Period End	June-2023
Project Principal:	Buller District Council
Project Partner(s):	National Emergency Management Agency (NEMA)
Project Manager:	Rob Poole
Programme Outcomes:	Project Scope: This project seeks to repair and reinstate safe and fit-for-purpose wharf infrastructure at the bulk shipping precinct that was damaged during the July 2021 and February 2022 Buller River flood events.

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

Aspect	Status	Comments
Overall:	G	Project now complete
Budget:	G	Overall, the project has been delivered under budget.
Scope:	G	No further scope required
Resource:	G	No further resource required
Schedule:	G	All works complete
Risks / Issues:	G	NIL

Current Updated Programme

Previous Reporting Period	Next Reporting Period
Project now complete	Formalise contingency distribution

Updated Project Road Map/Schedule													
Project task	2022			2023									Comments
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Planning and BDC Approvals	█	█	█										Complete
Easements and access Agreement	█	█	█	█									Complete
Construction (Includes continuation of HDD Design)		█	█	█	█	█							Complete
Construction Complete						█							Complete
Replanting						█	█						Complete
Handover and Asset Manager Acceptance								█					Complete

Milestones				
Milestone / Task	Baseline Finish	Forecast/Actual Finish	% completion	Comments
Design	1-Oct-22	1-Oct-22	100%	Complete
Survey and Modeling	25-Nov-22	25-Nov-22	100%	Complete
Survey -Initial Site Setout	28-Nov-22	28-Nov-22	100%	Complete
Survey - Site Extent and Finalise Extent with	16-Dec-22	16-Dec-22	100%	Complete
Tender to Market	2-Dec-22	2-Dec-22	100%	Complete
Physical Works on site	21-Feb-23	17-Mar-23	100%	Complete
Practical Completion	22-Feb-23	24-Mar-23	100%	Complete
Replanting	24-Apr-23	23-May-23	100%	Complete
	0-Jan-00	0-Jan-00	0%	

Financials						
Budget and Expenditure Summary						
Programme/Project Item	Current Budget	Cost To Date (CTD)	Forecast Cost to Complete (FCC)	Final Forecast Cost (FFC)	Project Variance	Commentary
Business Case (Phase 0)	\$0	\$0	\$0	\$0	\$0	
Planning (Phase 1 - 3)	\$0	\$0	\$0	\$0	\$0	
Consents and Approvals (inc land and legal) (Phase 4)	\$0	\$0	\$0	\$0	\$0	
Design (Phase 4)	\$70,000	\$76,342	\$0	\$76,342	\$6,342	
Construction (Phase 4)	\$780,000	\$540,277	\$0	\$540,277	-\$239,723	
Closeout (inc operational readiness, handover, as built) (Phase 5)	\$0	\$0	\$0	\$0	\$0	
Project Management	\$100,000	\$142,800	\$0	\$142,800	\$42,800	
Total	\$1,000,000	\$759,419	\$0	\$759,419	\$240,581	
Contingency	\$50,000		\$240,581			

Risks/Issues/Outcomes

Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)

Risk ID - Risk/Issue	Mitigation	Residual Risk
# NUM!	# NUM!	# NUM!

Communications

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

The salvaged plants have been successfully replanted

Volunteer group undertook the first stage (200 plants) or replanting. A further 2200 plants were planted by a local contractor through the Jobs for Nature programme.

Risk Key

Risk Rating		Action, Escalation & Review Timeframe Needed
20 – 25	Extreme	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
10 – 16	High	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
4 – 9	Moderate	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
1 – 3	Low	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
Almost certain	5	Event is expected to occur more than once in the next year
Likely	4	Event is expected to occur once in the next year
Possible	3	Event could occur at least once in the next two years
Unlikely	2	Event could occur at least once in the next 3 to 5 years
Rare	1	Event is unlikely to occur in the next 5 years

		Risk Assessment Matrix				
Consequence	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Insignificant (1)	1	2	3	4	5
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
		Likelihood				

BULLER DISTRICT COUNCIL - Infrastructure Strategy - Recovery - Reefton Campground Stopbank



Programme/Project Details

Location and Region:	Buller, Westport
Project Budget:	\$150,000
Month End	July-2023
Financial Period End	June-2023
Project Principal:	Buller District Council
Project Partner(s):	National Emergency Management Agency (NEMA)
Project Manager:	Brendon Russ
Programme Outcomes:	Reefton Campground: The toe of the Reefton Campground stop bank was eroded as a result of both the July 2021 and February 2022 flood events. The Inangahua Riverbed changed course which necessitates the recontouring of the river fairway.

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

Aspect	Status	Comments
Overall:	G	River training design was completed by WSP & stage One of the river training has been completed by Rosco Contracting. Stage two of the river training was completed during the month of May 2023 & resource consent for the works has been granted.
Budget:	G	\$70k of the \$150k budget expended
Scope:	G	The toe of the Reefton Campground stop bank was eroded as a result of both the July 2021 and February 2022 flood events. The Inangahua Riverbed changed course which necessitates the need for recontouring of the river fairway (river training).
Resource:	G	Brendon Russ (BDC-Project Manager), Mark Healey (WSP-Design) & Anne McNoe (WSP-Resource consent application)
Schedule:	G	Design work completed by WSP, Resource consent application by WSP has been completed and ready for submitting to WCRC. Stage one of the river training works have been completed by Rosco Contracting. Stage two river training was completed during the month of May 2023
Risks / Issues:	G	No further risks now that the project is complete. Potential re-allocation of the remaining budget still needs to be resolved with NEMA

Current Updated Programme													
Previous Reporting Period							Next Reporting Period						
Resource consent granted							Project close out. Final payments for resource consent						
Updated Project Road Map/Schedule													
Project task	2022			2023									Comments
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Planning and BDC Approvals													
Resource Consent													WSP have completed a resource consent application for this project
Design													WSP have been engaged to design the river training works. This design has been completed
Construction Stage One – River Training													Completed By Rosco Contracting
Construction Stage Two – River Training													Completed May 2023
Handover and Asset Manager Acceptance													Currently with BDC for signoff

Milestones				
Milestone / Task	Baseline Finish	Forecast/Actual Finish	% completion	Comments
Planning and Scope Approval	1-Aug-22	1-Aug-22	100%	
Resource Consent Granted	28-Feb-23	20-Jun-23	100%	
Design	1-Jul-22	1-Jul-22	100%	
Contract Awarded - Stage One	1-Aug-22	1-Aug-22	100%	
Construction Commenced - Stage One	1-Aug-22	1-Aug-22	100%	
Completion - Stage One	1-Aug-22	1-Aug-22	100%	
Contract Awarded - Stage Two	31-Mar-23	8-Apr-23	100%	
Construction - Stage Two	30-Apr-23	30-May-23	100%	

Financials						
Budget and Expenditure Summary						
Programme/Project Item	Current Budget	Cost To Date (CTD)	Forecast Cost to Complete (FCC)	Final Forecast Cost (FFC)	Project Variance	Commentary
Business Case (Phase 0)	\$0	\$0	\$0	\$0	\$0	
Planning (Phase 1 - 3)	\$0	\$0	\$0	\$0	\$0	
Consents and Approvals (inc land and legal) (Phase 4)	\$10,000	\$0	\$10,000	\$10,000	\$0	
Design (Phase 4)	\$5,000	\$0	\$0	\$0	-\$5,000	
Construction (Phase 4)	\$115,500	\$48,372	\$0	\$48,372	-\$67,128	
Closeout (inc operational readiness, handover, as builds) (Phase 5)	\$0	\$0	\$0	\$0	\$0	
Project Management	\$12,000	\$10,866	\$1,134	\$12,000	\$0	
Total	\$150,000	\$59,238	\$11,134	\$70,372	\$79,628	
Contingency	\$7,500		\$79,628			

Risks/Issues/Outcomes		
Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)		
Risk ID - Risk/Issue	Mitigation	Residual Risk
# NUM!	# NUM!	# NUM!

Communications
An update on media, marketing and communication activity for the programme/project
No further comms required as the project is now complete

Risk Key

Risk Rating		Action, Escalation & Review Timeframe Needed
20 – 25	Extreme	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
10 – 16	High	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
4 – 9	Moderate	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
1 – 3	Low	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

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Almost certain	5	Event is expected to occur more than once in the next year
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Unlikely	2	Event could occur at least once in the next 3 to 5 years
Rare	1	Event is unlikely to occur in the next 5 years

		Risk Assessment Matrix				
Consequence	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Insignificant (1)	1	2	3	4	5
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
		Likelihood				

BULLER DISTRICT COUNCIL - Solid Waste - Recovery - Reefton Historic Landfill



Programme/Project Details

Location and Region:	Buller, Westport
Project Budget:	\$1,324,000
Month End	July-2023
Financial Period End	June-2023
Project Principal:	Buller District Council
Project Partner(s):	National Emergency Management Agency (NEMA)
Project Manager:	Brendon Russ
Programme Outcomes:	Historic Reefton Landfill: The Reefton Historic Landfill was scoured out as a result of the February 2022 flood event. The Inangahua River watercourse is now exposed to the contents of the historic landfill, with the landfill sidewall now requiring reinstatement to return it to its pre-flood condition.

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

Aspect	Status	Comments
Overall:	G	Design & resource consent application have been completed by WSP. Tender has been awarded to Rosco Contractors. Construction to start 29 May 23 and be completed by 11 August 23
Budget:	G	\$1,324,000 (NEMA \$1,074,000 & BDC \$250,000)
Scope:	G	The Reefton Historic Landfill was scoured out as a result of the February 2022 flood event. The Inangahua River watercourse is now exposed to the contents of the historic landfill, with the landfill sidewall now requiring reinstatement to return it to its pre-flood condition.
Resource:	G	Brendon Russ (BDC-Project Manager), Mark Smith (WSP-Design) & Anne McNoe (WSP-Resource consent application)
Schedule:	G	Design completed. Work commenced onsite late May 2023. Resource consent granted
Risks / Issues:	G	Risk & opportunities register updated and included as part of this report.

Current Updated Programme	
Previous Reporting Period	Next Reporting Period
Contract awarded to Rosco Contractors Ltd Contractor started onsite 29 May 2023 Rock source inspected by Engineers Representative and approved for use. Engineers Representative Inspected Contractors setout before rock placement commenced Site inspections by the Engineers Representative carried out two times per week Stage 1 (river re-training)of project 100% complete Stage 2 of project now essentially complete with further advice from WSP around further minor river re-training to complete	Site supervision Site meeting with WSP River Engineer to agree on final location of main river channel

Updated Project Road Map/Schedule														
Project task	2022			2023									Comments	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Planning and BDC Approvals														Project Budget approved July 2022.
Resource Consent														WSP have completed a recourse consent application for this project
Design														WSP have been engaged to design on the remedial works required for the Historic Reefton Landfill. This design has been completed
Contract Award														Contract was awarded on 23 May 2023
Construction														Construction is expected to take 10 weeks
Handover and Asset Manager Acceptance														

Milestones					
Milestone / Task	Baseline Finish	Forecast/Actual Finish	% completion	Comments	
Planning and Scope Approval	30-Sep-22	30-Sep-22	100%		
Resource Consent Granted	28-Feb-23	20-Jun-23	100%		
Design	12-Feb-23	17-Feb-23	100%		
Tender	10-Mar-23	10-Mar-23	100%		
Contract Awarded	31-Mar-23	23-May-23	100%		
Construction Period	30-May-23	11-Aug-23	90%		
Handed over and Asset Manager acceptance	5-Jun-23	18-Aug-23	0%		

Financials						
Budget and Expenditure Summary						
Programme/Project Item	Current Budget	Cost To Date (CTD)	Forecast Cost to Complete (FCC)	Final Forecast Cost (FFC)	Project Variance	Commentary
Business Case (Phase 0)	\$0	\$0	\$0	\$0	\$0	
Planning (Phase 1 - 3)	\$10,515	\$11,869	\$0	\$11,869	\$1,354	
Consents and Approvals (inc land and legal) (Phase 4)	\$30,000	\$18,053	\$11,947	\$30,000	\$0	
Design (Phase 4)	\$106,225	\$109,849	\$0	\$109,849	\$3,624	
Construction (Phase 4)	\$1,037,640	\$179,924	\$674,258	\$854,182	-\$183,458	
Closeout (inc operational readiness, handover, as built) (Phase 5)	\$0	\$0	\$0	\$0	\$0	
Project Management	\$85,920	\$60,040	\$26,880	\$86,920	\$1,000	
Total	\$1,324,000	\$379,735	\$713,085	\$1,092,820	\$231,180	
Contingency	\$53,700		\$231,180			

Risks/Issues/Outcomes

Key risks and/or issues arising are detailed below (NB level of risk is relative to this project)

Risk ID - Risk/Issue	Mitigation	Residual Risk
10019 / 1 - Caused by flooding of the Inangahua River combined with the temporary nature of the current stop bank	On going maintenance required on the temporary stop bank	10
10019 / 2 - Caused by excavation of contaminated ground	Agree method with contractor then follow up with regular site inspections by BDC	10

Communications

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

A media release was prepared May 2023, updating the public on the Contract being awarded to Rosco Contracting and the proposed start date. Internal BDC stakeholders are being updated on a regular basis

Risk Key

Risk Rating	Action, Escalation & Review Timeframe Needed
20 – 25 Extreme	Risk Owner must immediately escalate risk to the SLT who considers escalating it to the Finance, Risk and Audit Committee.
10 – 16 High	Risk Owner immediately escalates risk to the Risk Leader, and to the SLT if required.
4 – 9 Moderate	Risk Owner monitors and reviews the effectiveness of risk controls and whether the risk rating has changed, on a monthly basis.
1 – 3 Low	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
Almost certain	5	Event is expected to occur more than once in the next year
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Unlikely	2	Event could occur at least once in the next 3 to 5 years
Rare	1	Event is unlikely to occur in the next 5 years

		Risk Assessment Matrix				
Consequence	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Moderate (3)	3	6	9	12	15
	Minor (2)	2	4	6	8	10
	Insignificant (1)	1	2	3	4	5
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost certain (5)
		Likelihood				

Project Status Report – Better Off Funding Projects overview – June 2023



Programme/Project Details

Location and Region:	Buller District
Contracted Amount:	\$3,500,000
Reporting Period:	June 2023
Project Principal:	Buller District Council (BDC)
Project Partner(s):	DIA (Crown Infrastructure)
Programme Manager:	Penny Bicknell
Programme Outcomes:	The scope is made up of 7 projects approved by DIA that meet the funding criteria and demonstrate wellbeing outcomes. 2 further projects have been endorsed by Council for submission to DIA.

Project Overview/traffic Light Status/High-Level Summary (G = Green; A = Amber; R = Red)		
Aspect	Status	Comments
Overall:	G	The programme was prioritised by Council and approved by Crown Infrastructure
Budget:	G	\$3,500,000
Scope:	G	<p>The Programme of works includes the following approved projects:</p> <ul style="list-style-type: none"> • Three Waters projects • Reefton Wastewater/Stormwater modelling • Climate Change Adaptation and Master Planning • Community Hub Feasibility Study • Civil Defence • Airport Relocation options study • Karamea Reserve Water • Westport Critical Water supply (submitted to DIA for approval) • Reefton Campground (to be submitted)
Resource:	G	Resource to be assigned to each project as required
Schedule:	G	Schedule to be determined. Final deadline for Crown Infrastructure projects programme is 30 June 2027
Risks / Issues:	G	Scope of works may need to be reduced in some projects to ensure they remain in budget

State of Play	
Last Month (July)	Next Month (August)
<ul style="list-style-type: none"> • Completed 6 monthly reports to DIA. Smoke testing and Waimangaroa water projects approved by DIA for discontinuation. Submitted Westport Critical Water project to DIA for approval • Council meeting to discuss \$950k for re-assignment of Waimangaroa water and smoke testing • 3 Waters – Mark Wiechern assigned as Project Manager – procurement plan being finalised. • Reefton Wastewater/Stormwater modelling - completed draft of scope of services for review by the project team • Climate Change Adaptation – confirmed budget with Di Rossiter which combines with Council budget – Project established and scoped and reports to Council on a monthly basis • Master Planning - Procurement plan approved • Community Hub Feasibility Study - Feldspar held Stakeholder engagement workshops in Westport and shortlisted potential sites for investigation • Civil Defence - Awaiting specification details on lithium generators and number of VHF radios required • Airport Relocation Options study - received offer of service • Karamea Water – To Supply Karamea Reserve Campground with potable water from rainwater to new water standards. Work is 95% complete with system operational. Funding drawn down in first 10% claim. • Westport Critical Water supply – tanks procured • Reefton Campground cabins – met with Reefton Campground team for briefing. 	<ul style="list-style-type: none"> • Review 3 projects for the 6 monthly reports that DIA have requested invoiced receipts for. Submit Reefton Campground project for approval. • Council workshop to decide projects for the remaining \$650k scheduled for 13 September. • Projects to be priced. • Reefton modelling – prepare a request for proposal and select consultants to price from an approved consultants list. • Transfer budget to University of Christchurch. Schedule workshop with Councillors for October to discuss community engagement and progress on Risk Explorer tool. • Stage 1 – Vision – project is out for a closed tender (RFP) with invited parties. Tender closes 25 August • Community Hub – Feldspar to investigate potential sites and work with the working group on next steps and fund-raising opportunities. • Complete order by end August/Sept • Contract Consultant to carry out study. • Karamea Water – Project to be completed by end August – delays due to availability of trades. • Westport Critical Water supply – pilot study underway. • Rick Barry is completing an offer of service and project plan. Plan to be submitted to DIA for approval.

Project Road Map/Schedule (Deadline for completion 30 June 2027)																		
Project task	Feb 2023	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May	Jun	Comments
3 Waters																		Completion date to be confirmed once pricing confirmed and contracts awarded
Reefton Wastewater/stormwater modelling																		Request for proposal being prepared
Climate Change Adaptation																		Ongoing – linked to other funding
Master planning																		Project out for tender
Community Hub feasibility study																		Feldspar contracted – 9 months to completion
Civil Defence																		Complete in September
Airport relocations options study																		Study to commence
Karamea Water																		Complete in August June
Westport Critical Water																		Submitted to DIA for approval
Reefton Campground																		Final scoping/offer of service

Financials (30 June 2023)						
Budget and Expenditure Summary.						
Programme/Project Item	Budget	Actual Spend	Drawdown /claim	Forecast cost to complete	Project Variance	Commentary
3 Waters	\$1,260,000	\$ 38,284	\$ 5,000	\$1,221,716		
Reefton Wastewater modelling	\$ 150,000	\$0		\$ 150,000		
Climate Change adaptation	\$ 250,000	\$ 130,000		\$ 120,000		
Master planning	\$ 250,000	\$ 9,713		\$ 240,287		
Community Hub Feasibility	\$ 150,000	\$ 39,132	\$ 5,000	\$ 110,868		
Civil Defence	\$ 275,000	\$ 10,987	\$ 275,000	\$ 264,013		
Airport Relocation options study	\$ 50,000	\$ 313		\$ 49,687		
Karamea Water	\$ 65,000	\$ 56,202	\$ 65,000	\$ 8,798		
Westport Critical Water	\$ 100,000			\$ 100,000		Application submitted
Reefton Campground	\$ 300,000			\$ 300,000		Application to be submitted
Unallocated Funding	\$ 650,000			\$ 650,000		
Total	\$3,500,000	\$284,631	\$ 350,000	\$3,215,369		

Communications

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

Westport News reported on the request to reprioritise funding from Waimangaroa and Westport smoke testing projects and the subsequent discussions at the April Council meeting. Better off Funding Tranche 2 funding has been withdrawn by Government.

Westport News reported on the additional funding available of \$950k from the Westport Wastewater/stormwater smoke testing project and Waimangaroa water project discontinuation.

RISK AND AUDIT COMMITTEE

16 AUGUST 2023

AGENDA ITEM 10

Prepared by Sean Judd
Acting Chief Executive

PUBLIC EXCLUDED

1. REPORT SUMMARY

Subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA) s48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

2. DRAFT RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting

Item No.	Minutes/ Report of:	General Subject	Reason For Passing Resolution under LGOIMA
11	Douglas Marshall Chief Financial Officer	30 June 2022 Annual Report Follow up Issues Ernst & Young	(s 7(2)(h)) - enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or (s 7(2)(j)) - prevent the disclosure or use of official information for improper gain or improper advantage.
12	Sean Judd Acting Chief Executive	PIP IAF Funded Project	(s 7(2)(c)(i)) - Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would: Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; (s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).